

INVITATION TO BID  
OFFICE OF THE CENTRAL FLORIDA  
EXPRESSWAY AUTHORITY  
ORLANDO, FLORIDA

Sealed Bids for the work generally described below will be received on March 17, 2015, in the headquarters office of the Central Florida Expressway Authority, 4974 ORL Tower Road Orlando, Florida 32807 until 1:30 p.m., Orlando local time, as shown on the time/date stamp clock at the receptionist's desk in the lobby. The clock will serve as the official instrument to determine when a bid is received. A submittal that is clocked in after the date/time specified will be rejected and not accepted. Rejection of a submittal under those circumstances shall not be the basis of a protest pursuant to the Authority's Procedure for Resolution of Protests.

**TOLL OPERATIONS PRINTING AND MAILING SERVICES  
CONTRACT NO. 001085**

The work consists of providing all labor, materials, equipment and incidentals necessary to provide Printing and Mailing services for E-PASS statements, Unpaid Toll Notices (UTN), Uniformed Traffic Citations (UTC), and various E-PASS letters including receiving and processing E-PASS data in electronic format and processing that data into the letter format required by the Authority, then printing, inserting and mailing the letters. The Contractor's production facilities shall be located within a 35-mile radius of the Authority's Headquarters Building.

The term of the Contract three (3) years with two 1-year renewal options.

Bidder shall comply with the applicable provisions of the Fair Labor Standards Act.

The Central Florida Expressway Authority, in accordance with the Provisions of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e *et seq.*, the Florida Civil Rights Act of 1992, as amended, §760.10 *et seq.*, Fla. Stat. (1996), and other federal and state discrimination statutes, prohibits discrimination on the basis of race, color, sex, age, national origin, religion, and disability or handicap. The Authority notifies all Bidders and individuals it requires and encourages equal employment opportunity for minority and women as employees and subcontractors.

The Authority notifies all Bidders it encourages small, minority and women owned businesses to have full opportunity to submit Bids in response to this invitation and Bidders will not be discriminated against on the basis of sex, race, color, national origin, religion or disability, or other protected status.

From the first date of publication of this invitation, no person may contact any Authority Board Member, Officer or Employee with respect to this invitation or the services to be provided. Reference is made to the lobbying guidelines of the Authority for further information regarding this Non-Solicitation Provision.

All work shall be done in accordance with the Bidding Documents of the Central Florida Expressway Authority.

It is the Authority's intent to award the project to the lowest responsive and responsible Bidder. The Authority specifically reserves the right to take a Bidder's past performance with the Authority (and others) into consideration in determining whether the Bidder and Bid are responsive, responsible and qualified and most advantageous to the Authority.

By submitting its Bid, the Bidder is signifying its awareness and understanding that the Bid process will be subject in all respects to the provisions of applicable laws, rules and regulations and the policies of the Authority (as they may be amended or modified from time to time).

Pursuant to Florida Statutes, Section 119.07(1), upon the earlier to occur of (i) Authority's Notice of Award of the contract, or (ii) thirty days after Bid opening, all Bids submitted pursuant to this Invitation to Bid (including all components thereof and all other materials submitted in connection therewith) shall become public records. Thereafter (with very limited exceptions) all Bids, proposals, documents, letters, software and other materials submitted to the Authority by on behalf of any Bidder (including material that a Bidder may consider confidential or proprietary) may be inspected, examined and copied by any person desiring to do so in accordance with Florida Statutes, Chapter 119. It is not necessary for any person to obtain the consent of the Authority, or the Bidder, to exercise its right under Chapter 119.

Any Bidder adversely affected by: (i) Bid specifications, (ii) a notice of an intended decision (including, but not limited to, a Notice of Intent to Award or Notice of Intent to Reject), or (iii) a decision (including, but not limited to a Notice of Award of Contract), who desires to protest must comply with the proper procedures in the Central Florida Expressway Authority's Procedure for Resolution of Protests, Rule Chapter 3-1, which is available for review upon request at the Authority's Office, 4974 ORL Tower Road, Orlando, Florida. Failure to comply with Rule Chapter 3-1 shall constitute a waiver of any right to initiate protest proceedings. A protest bond in the amount of \$5,000.00 is required to protest the Bid package or Bid solicitation. A protest bond in the amount of \$5,000.00, or 1% of the lowest bid submitted, whichever is greater, will be required to protest a Notice of Intent to Award or Notice of Intent to Reject.

The Bidding Documents for this Project may be downloaded from [www.ocea.com/DoingBusinessWithUs/Procurement/ProcurementAccountLogineProcurementRegistrati.aspx](http://www.ocea.com/DoingBusinessWithUs/Procurement/ProcurementAccountLogineProcurementRegistrati.aspx) commencing February 9, 2015. Registration is required in order to download.

A pre-bid meeting will be held on February 24, 2015, beginning at 10:00 a.m., in the Authority's office at the address shown above. The purpose of the meeting will be to discuss requirements of the project in an open forum. Although attendance at the pre-bid meeting is not mandatory it is highly recommended.

Each Bid must be submitted in a separate sealed envelope with the name of the Bidder, Bidder's address, and the Contract number written on the outside. For information and question submission concerning this project during the Bidding process, email:

[ITB001085@cfxway.com](mailto:ITB001085@cfxway.com)

Proposals must be accompanied by a Proposal Guaranty or Cashier's Check, made payable to the Central Florida Expressway Authority, of not less than five percent (5%) of the total Bid. The Guaranty shall be forfeited as liquidated damages if the Proposal is accepted and the Successful Bidder fails to execute the Contract under the conditions of the Proposal and said guaranty will be returned to the Successful Bidder upon the delivery of a satisfactory Performance and Payment Bond.

All Bids shall remain open for acceptance by the Authority for sixty (60) calendar days after the day of the Bid opening. The right is reserved by the Authority to reject any or all Bids.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Claude Miller  
Director of Procurement