



**Seasonal Repairs
to
Football and Soccer Fields
Invitation for Bids # RE-18-01**

General Information		
Project Cost Estimate	\$125,000	See Section 1.4
Project Timeline	March, 2018.	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.6
Question Due Date	February 05, 2018	See Section 1.7
Proposals will be accepted until	2:00 p.m. on February 20, 2018	See Section 1.7

**THE CITY OF PEMBROKE PINES
PURCHASING DIVISION
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020**



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ATTACHMENTS

Attachment A: Contact Information Form

Attachment B: Vendor Information Form and a W-9

Attachment C: Non-Collusive Affidavit

Attachment D: Sworn Statement on Public Entity Crimes Form

Attachment E: Local Vendor Preference Certification

Attachment F: Veteran Owned Small Business Preference Certification

Attachment G: Equal Benefits Certification Form

Attachment H: Proposer's Completed Qualification Statement

Attachment I: Sample Insurance Certificate

Attachment J: Specimen Contract/Agreement

Attachment K: References Form

Attachment L: Standard Release of Lien Form



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

IFB # RE-18-01 Seasonal Repairs to Football and Soccer Fields

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Ask a Question” option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, February 20, 2018. Proposals must be **submitted electronically at www.BidSync.com**. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to Repair Football/ Soccer fields within the City, in accordance with the terms, conditions, and specifications contained in this solicitation.

1.3 SCOPE OF WORK

Seasonal repairs of football/ soccer fields throughout the City’s Park system, to accommodate the needs of up to fifteen fields, at different locations within the City. Areas in need of repair range from 1000 square feet to more than 10,000 square feet to the approximate equivalent of 125,000



square feet total. **Requesting to be priced per square foot to meet the approximate total of 125,000 square feet.**

1. Strip areas of worn and/ or dead grass, as directed by City staff.
2. Import and place 80/20; Sand/ Florida peat moss mix to meet existing grade.
3. Prep to accommodate the installation of sod.
4. Provide and install certified 419 Bermuda grass in all prepared areas.
5. Roll newly installed sod with no less than a 2 ton roller and no more than 5 ton (no vibratory rolling desired).
6. Top-dress newly installed turf area with same 80/20 soil mix used in bed preparation.
7. Fertilize with a 6-2-0 granular "Milorganite" or approved equivalent at a rate of .5# of Nitrogen per 1000 square feet.

Considering that 419 Bermuda may be unavailable, the City would accept "Bimini" Bermuda as an alternative equivalent. Other alternative varieties can be presented for discussion. "Celebration" will not be accepted as an alternative.

1.3.1 CITY'S RESPONSIBILITY

- City will be responsible for the proper watering and grow-in of the newly planted turf.
- City will provide locates for existing irrigation system and sprinkler heads.
- City will work to provide as many locations as possible, at the same site and work to attempt to meet "full truck loads" of sod (9600 square feet) where possible.
- The City will be responsible for locating and marking utilities and electric.
- City will be responsible for proper irrigation, soil amendments, fertility and over-all "grow-in" of newly planted/ installed turf.

1.3.2 CONTRACTOR'S RESPONSIBILITY

- Contractor has one week to complete each repair location.
- Any damage to irrigation system that has been located will be repaired at the Contractor's expense.
- All peripheral damage, caused by the Contractor, during construction will be repaired by the Contractor.
- Contractor will ensure project site will be clean and free of debris. This will include all areas in which contractor operated and/ or stored equipment and materials.
- All damaged areas will be repaired and prepared to be placed into active service upon completion of project.

1.4 PROJECT COST ESTIMATE & TIMELINE

Staff estimates this project to cost approximately **\$125,000**, which does not include permit costs.



Please note the City will include a Permit Allowance for this project, **therefore proposers should not include permit costs in their total proposal price.**

1.4.1 PERMITS

The City anticipates this project to require the following permits:

Permit	Agency	Cost (or related method of calculation)
Building	City of Pembroke Pines Building Department (Calvin, Giordano & Associates, Inc.)	1. Construction costs up to \$2,500 (Per structure per trade) \$94.84 2. Construction costs greater than \$2,500 and up to \$1,000,000 2.89%

1.4.2 PERMIT ALLOWANCE

The City shall include a “Permit Allowance” for this project. The Contractor shall obtain all required permits to complete the work, however the City shall utilize the Permit Allowance to reimburse the contractor for the related permit, license, impact or inspection fees. Payments will be made to the contractor based on the actual cost of permits upon submission of paid permit receipts. The City shall not pay for other costs related to obtaining or securing permits.

The City shall determine the amount of the allowance at time of award. The allowance may be based on a specified percent of the proposed project amount and shall be established for the specific project being performed under the contract. This dollar amount shall be shown on the specific project purchase order as a distinct item from the vendor’s overall offer to determine the total potential dollar value of the contract. Any Permit Allowance funds that have not been utilized at the end of the project will remain with the City, if the City Permit fees exceed the allowance indicated, the City will reimburse the contractor the actual amount of City Permit Fees required for project completion.

1.5 PROPOSAL REQUIREMENTS

The following documents will need to be completed, scanned and submitted through www.bidsync.com as part of the bidder’s submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.



1.5.1 Attachment A: Contact Information Form

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
- b. Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.
- c. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
- d. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- e. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

1.5.2 Attachment B: Vendor Information Form and a W-9

- a. In addition to the Vendor Information Form, please ensure that you provide the completed W-9 (Rev. December 2014), as previously dated versions of this form will delay the processing of any payments to the awarded vendor.

1.5.3 Attachment C: Non-Collusive Affidavit

1.5.4 Attachment D: Sworn Statement on Public Entity Crimes Form

1.5.5 Attachment E: Local Vendor Preference Certification

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.



1.5.6 Attachment F: Veteran Owned Small Business Preference Certification

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the “Determination Letter” from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors’ qualifications.

1.5.7 Attachment G: Equal Benefits Certification Form

1.5.8 Attachment H: Proposer’s Completed Qualification Statement

1.5.9 Attachment K: References Form

- a. Complete **Attachment K: References Form**, providing specific examples of similar contracts delivered by the proposed team members. Provide details on related projects (preferably where the team was the same). References should be from the last five years and should be capable of explaining and confirming your firm’s capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers’ submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications. Details should include the following:

1.6 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.



1.7 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	January 23, 2018
Question Due Date	February 05, 2018
Anticipated Date of Issuance for the Addenda with Questions and Answers	February 08, 2018
Proposals will be accepted until	2:00 p.m. on February 20, 2018
Proposals will be opened at	2:30 p.m. on February 20, 2018
Evaluation of Proposals by Staff	TBD
Recommendation of Contractor to City Commission award	TBD
Issuance of Notice to Proceed	March, 2018
Project Commencement	Not later than 7 days after NTP
Project Completion	August 2018

1.8 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before **2:00 p.m. on February 20, 2018**.

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.



CONTACT INFORMATION FORM

IN ACCORDANCE WITH “IFB # RE-18-01” dated **January 23, 2018** titled “**Seasonal Repairs to Football and Soccer fields**” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder’s submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PRIMARY CONTACT FOR THE PROJECT:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

AUTHORIZED APPROVER:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

B) Proposal Checklist

Are all materials, labor, freight, warranties and certifications included? Yes_____

Are you a Licensed Contractor with a minimum experience of 3 years? Yes_____

C) Sample Proposal Form

The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

Proposals <u>must be submitted electronically</u> at www.bidsync.com .	Total
Total cost per square foot as described in Section 1.3 Scope of Work	Submit pricing via BidSync