



# **KITCHEN EQUIPMENT FOR VARIOUS CHARTER SCHOOLS**

INVITATION FOR BID # ED-25-02

**Issuance of Solicitation:** Tuesday, November 25, 2025  
**Questions Due Date:** Monday, December 8, 2025  
**Bid Submission Deadline:** Tuesday, December 23, 2025

THE CITY OF PEMBROKE PINES  
PROCUREMENT DEPARTMENT  
8300 SOUTH PALM DRIVE  
PEMBROKE PINES, FLORIDA 33025  
(954) 518-9020

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Attachments:

A - Sample Insurance Certificate



## **SECTION 1 - NOTICE**

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

**IFB # ED-25-02**

### **Kitchen Equipment for Various Charter Schools**

Solicitations may be found on the City of Pembroke Pines website under the Procurement Department at <http://www.ppines.com/index.aspx?NID=667>, and may be downloaded directly from the OpenGov platform at <https://procurement.opengov.com/portal/pembrokepines>.

**For Technical Support**, proposers can reach the OpenGov Service Desk between 7:00 am to 10:00 pm from Monday through Friday via the following methods:

- Chat (preferred method): Click the button in the lower right-hand corner of the portal.
- E-mail: [procurement-support@opengov.com](mailto:procurement-support@opengov.com)
- Phone: 1 (650) 336-7167

If additional help is needed with downloading the solicitation package please contact the Procurement Department at (954) 518-9020 or by email at [purchasing@ppines.com](mailto:purchasing@ppines.com). The Procurement Department hours are between 7:00 am to 6:00 pm on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, FL 33025.

Bidders shall submit all questions regarding this bid via the City's e-Procurement Portal, located at <https://procurement.opengov.com/portal/pembrokepines>. Please note the deadline for submitting questions. All answers will be posted on the City's e-Procurement Portal. Bidders may also click "Follow" on this bid to receive an email notification when answers are posted. It is the bidder's responsibility to check the portal for updates. Only written responses issued through the OpenGov platform will be considered official for interpretations or clarifications.

**Proposals will be accepted until 2:00 pm on Tuesday, December 23, 2025, electronically at <https://procurement.opengov.com/portal/pembrokepines/projects/207438>.**

**Bid Opening:** The sealed electronic proposals will be publicly opened at 2:30 pm, on the bid due date, by the City Clerk's Office, in the **City Clerk's Office Conference Room located on the 4<sup>th</sup> Floor in the Charles F. Dodge City Center**/City Hall Administration Building, located at 601 City Center Way, Pembroke Pines, Florida, 33025.

**Virtual Bid Opening:** In light of public health concerns and to ensure accessibility for all, the City encourages interested parties and the public to participate virtually via live streaming instead of attending the meeting in person. As a result, meetings may be a combination of in-person and virtual, all as provided by law. To virtually attend the bid opening, please use the Cisco Webex Meetings platform.

**Virtual Meeting Details:**



- WebEx Meeting Link: <https://ppines.webex.com/meet/purchasing>
- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>.

To ensure an efficient meeting process, participants are requested to mute their audio and camera during the meeting. While the public is welcome to attend the virtual bid opening, **please note that active participation and commenting will not be allowed during the proceedings.**

For further information about the bid opening or assistance in accessing the virtual meeting, please contact:

Daniel Deleon or other Procurement Staff in the Procurement Department  
City of Pembroke Pines  
8300 South Palm Drive,  
Pembroke Pines, FL 33025  
954-518-9061 Ext. 59021  
[purchasing@ppines.com](mailto:purchasing@ppines.com)



**SECTION 2 - GENERAL PROJECT INFORMATION & TIMELINE**

**2.1 Project Timeline**

Products shall be delivered within **30** calendar days of the City's issuance of a Purchase Order.

**2.2 Tentative Schedule of Events**

Issuance of Solicitation (Posting Date):	November 25, 2025
Question Due Date:	December 8, 2025, 6:00pm
Issuance of Final Answers to Questions:	December 11, 2025
Bid Submission Deadline:	December 23, 2025, 2:00pm
Bid Opening:	Will be held at 2:30 pm on the day of bid submissions are due.
Evaluations by Staff:	To Be Determined (TBD)
Recommendation of Contractor to City Commission for Award:	January 21, 2026
Issuance of Notice to Proceed (NTP):	January 27, 2026

**2.3 Pre-Bid Meeting**

This project will not have a pre-bid meeting.

**2.4 Estimated Project Cost**

\$69,000

**2.5 Grant/Federal Funding**

Not applicable for this project.

**2.6 Proposal Security/Bid Bond**

A Proposal Security shall not be required for this project.

**2.7 Payment and Performance Bonds**

Payment and Performance Bonds shall not be required for this project.



## **SECTION 3 - PURPOSE AND BACKGROUND**

### **3.1 Purpose**

The City of Pembroke Pines is seeking bids from qualified firms, hereinafter referred to as the Contractor, to provide kitchen equipment for charter schools, in accordance with the terms, conditions, and specifications contained in this solicitation.

### **3.2 Background**

Pembroke Pines, Florida, ranked as the eleventh largest city among the state's four hundred plus municipalities and the second largest in Broward County, maintains a welcoming small-town ambiance that resonates with its residents. Located conveniently in southwest Broward County, the city provides seamless access to major highways, employment centers, entertainment venues, parks, golf courses, and a diverse array of dining and shopping options.

With a population of approximately 170,000 residents spread across 32.68 square miles, Pembroke Pines is renowned as one of the best cities to live in America. The city boasts 28 superior parks, lush landscaping, and a distinctive South Florida charm that contributes to its natural beauty. Notably recognized as 2024's Best Place to Raise a Family in Florida, and 2024's Best City of Hispanic Entrepreneurs by WalletHub, Pembroke Pines also earned a place as the on Money Magazine's esteemed Best Places to Live list in 2014, as the sole Florida representative, ranking in at #32 in the nation.

Incorporated in 1960, Pembroke Pines is celebrated as a safe and desirable community, having received accolades such as the All-America City designation. The city's commitment to arts and culture, exceptional schools, diverse population, numerous parks, and forward-thinking approach in an ever-evolving world make it a standout destination.

Pembroke Pines is also the home to the largest municipal-run charter school system in the nation, serving over 6,000 students across five separate campuses. The City's award-winning charter school system is located in the Broward County School District, which is the sixth largest school district in the nation.



## **SECTION 4 - SCOPE OF WORK**

### **4.1 General Requirements**

The table below lists the requested kitchen equipment per location. Vendors must include the cost of installation and delivery in their pricing.

Installation and delivery shall include:

1. Professionally reviewed and managed install process.
2. Assembly/Stacking of purchased equipment.
3. Placement of the unit.
4. Leveling of the unit.
5. Connection of utilities within 3 feet of unit.
6. Operational functional test.

### **4.2 Delivery Truck and Liftgate Requirements**

- **Liftgate Specifications:**

- Minimum weight capacity of 1,500 pounds to support heavy kitchen equipment.
- Platform size must be adequate to securely support and lower the delivered items safely.
- Liftgate must be in good working condition.
- Only trained personnel should operate the liftgate.

- **Delivery and Unloading Requirements:**

- The vendor is responsible for ensuring that the delivery truck is equipped with a fully functioning liftgate prior to dispatch.
- The driver or assigned personnel must operate the liftgate and assist with unloading.
- The delivery must be made to the designated location, and the unloading must be completed without requiring any additional assistance from the receiving facility.

- **Compliance and Verification:**

- Vendors must confirm in their bid that their delivery trucks are equipped with a liftgate that meets the required specifications.
- Failure to comply may result in disqualification from future bidding opportunities.



- Non-compliance may result in the rejection of the delivery and potential penalties in accordance with the contract terms.

**4.3 Locations**

East Campus	10801 Pembroke Road, Pembroke Pines, FL 33025
West Elementary Campus	1680 SW 184th Avenue, Pembroke Pines, FL 33029
West Elementary New Cafe	1680 SW 184th Avenue, Pembroke Pines, FL 33029
West Middle	18501 Pembroke Road, Pembroke Pines, FL 33029
Central Campus	12350 Sheridan Street, Pembroke Pines, FL 33026
FSU Campus	601 SW 172nd Avenue, Pembroke Pines, FL 33029
Academic Village	17189 Sheridan Street, Pembroke Pines, FL 33331

**4.4 Equipment**

Location	Manufacturer	Item Description	Part #	Quantity
East Campus	Avantco Refrigeration	54" Solid 2 Door Refrigerator	#178SS2RHC	1
West Elementary Campus	Avantco Refrigeration	54" Solid 2 Door Refrigerator	#178SS2RHC	1
West Elementary Campus	Turbo Air	Reach-In Freezer Two Section	#M3F47-2-N-AL(-AR)	1
West Elementary New Cafe	Avantco Refrigeration	54" Solid 2 Door Refrigerator	#178SS2RHC	1
West Elementary New Cafe	Turbo Air	Reach-In Freezer Two Section	#M3F47-2-N(-AL)(-AR)	1
West Elementary New Cafe	Regency	30" x 72" 16 Gauge Type 304 Stainless Steel Enclosed Base Table	#600ebt3072d	2





West Elementary New Cafe	Blodgett	Mark V-100 DBL Double Full Size Electric Convection Oven Combi Oven, Electric	#MARKV-100DBL 208/3	1
West Elementary New Cafe	Blodgett	VLF 38-1/4" Wide Full Size Hoodini Ventless Hood for Blodgett Mark V- Series Convection Oven		1
West Middle	Regency	30" x 60" 16 Gauge Type 304 Stainless Steel Enclosed Base Table	#600ebt3060d	1
West Middle	Regency	30" x 60" 16 Gauge Type 304 Stainless Steel Enclosed Base Sliding Door Table	#600ebt3060r	1
West Middle	Beverage-Air	Milk Cooler w/ Top & Side Access	#SM34hc-s	1
Central	Regency	30" x 60" 16 Gauge Type 304 Stainless Steel Enclosed Base Sliding Door Table	#600ebt3060r	3
FSU	Regency	30" x 60" 16 Gauge Type 304 Stainless Steel Enclosed Base Sliding Door Table	#600ebt3060r	1
Academic Village	ULINE	72" x 30" Stainless Steel Worktable with Sink	#H-8967L	1
Academic Village	Regency	30" x 72" 16 Gauge Type 304 Stainless Steel Enclosed Base Table	#600ebt3072d	3

**4.5 Avantco SS-2R-HC 54" Stainless Steel Solid Door Reach-In Refrigerator #178SS2RHC**

- **Specifications**

- Dimension: 54" x 32-3/16" x 82-1/2"
- Interior Height: 60-1/4"
- Amps: 6.2 Amps
- Hertz: 60 Hz
- Phase: 1 Phase
- Voltage: 115 Volts



- Wattage: 516 Watts
- BTU (LBP): 1264 BTU
- Capacity: 46.65 cu. ft.
- Capacity (per Shelf): 100 lb.
- Casters: With Casters
- Color: Silver
- Compressor Location: Bottom Mounted
- Construction: All Stainless Steel
- Door Style: Swing
- Door Type: Solid
- Handle Material: Stainless Steel
- Horsepower: 1/4 HP
- Installation Type: Freestanding
- Number of Doors: 2 Doors
- Number of Shelves: 6 Shelves
- Plug Type: NEMA 5-15P
- Refrigerant Capacity: 4.6 oz.
- Refrigerant Type: R-290
- Sections: 2 Sections
- Starting Amps: 18.6 Amps
- Starting Wattage: 1548 Watts
- Temperature Range: 33-40 Degrees F

**4.6 Turbo Air M3 Freezer #M3F47-2-N(-AL)(-AR)**

- **Specifications**
  - M3 Freezer, reach-in, two-section
  - Capacity: 42.3 cu. ft.
  - Dimension: 51-7/8" x 33-7/8" x 78"



- LED digital thermometer
- Self-diagnostic monitoring system
- Hot gas condensate system
- Smart fuzzy defrost
- Automatic fan motor delays
- Door pressure release
- LED interior lighting
- Self-cleaning condenser device
- (2) hinged solid doors with recessed handle & locks
- (6) PE coated wire shelves, stainless steel front & sides (galvanized steel top, bottom & back)
- Aluminum interior with stainless steel floor
- Top mount self- contained compressor
- Refrigerant Type: R290 Hydrocarbon
- Horsepower: 2/3 HP
- 115v/60/1-ph
- 6.3 amps
- Plug Type: NEMA 5-15P
- ETL-Sanitation
- cETLus
- ENERGY STAR® (Standard hinged only)

#### **4.7 Beverage Air Model #SM34hc-s**

- **Specifications**
  - Dimension 34" x 30-5/8" x 41-1/8"
  - Capacity: 13.73 cu. ft.
  - Amps: 2.2 Amps
  - Hertz: 60 Hz



- Phase: 1 Phase
- Voltage: 115V
- BTU Per Hour: 1,224 BTU
- Compressor Location: Bottom Mounted
- Door Style: Swing
- Exterior/Interior Material: Stainless Steel
- Plug Type: NEMA 5-15P
- Refrigerant Type: R-290
- Temperature Range: 36-40 Degrees F

**4.8 Blodgett Mark V-100 DBL Double Full Size Electric Convection Oven Combi Oven, Electric #MARKV-100DBL 208/3**

• **Specifications**

- Dimension: 38-1/4" x 36-7/8" x 70-5/8"
- Hertz: 60 Hz
- Phase: 3 Phase
- Voltage: 208V
- 18" x 26" Pan Capacity: 5 Pans
- Installation Type: Freestanding
- Number of Doors: 2 doors
- Number of Racks: 5 racks
- Oven Interior Style: Standard Depth
- Plug Type: Hardwire
- Power Type: Electric

**4.9 30" x 72" 16 Gauge Type 304 Stainless Steel Enclosed Base Table with Sliding Doors and Adjustable Midshelf #600ebt3072d**

• **Specifications**

- Dimension: 72" x 30" x 36"
- Work Surface: 36"



- Backsplash: Without Backsplash
- Door Style: Sliding
- Features: NSF Listed
- Gauge: 16 Gauge
- Number of Doors: 2 Doors
- Size: 30" x 72"
- Stainless Steel Type: Type 304
- Table Style: Enclosed Base
- Tabletop Material: Stainless Steel
- Top Capacity: 810 lb.

**4.10 30" x 60" 16 Gauge Type 304 Stainless Steel Enclosed Base Table #600ebt3060d**

• **Specifications**

- Dimension: 60" x 30" x 36"
- Backsplash: Without Backsplash
- Work Surface Height: 36"
- Door Style: Sliding
- Features: NSF Listed
- Gauge: 16 Gauge
- Number of Doors: 2 Doors
- Stainless Steel Type: Type 304
- Table Style: Enclosed Base
- Tabletop Material: Stainless Steel
- Top Capacity: 750 lb.

**4.11 30" x 60" 16 Gauge Type 304 Stainless Steel Enclosed Base Sliding Door Table with Drawers #600ebt3060r**

• **Specifications**

- Dimension: 60" x 30" x 36"
- Backsplash: Without Backsplash



- Work Surface Height: 36"
- Door Style: Sliding
- Features: Locking Drawer
- Features: NSF Listed
- Gauge: 16 Gauge
- Number of Doors: 2 Doors
- Stainless Steel Type: Type 304
- Table Style: Enclosed Base
- Tabletop Material: Stainless Steel
- Top Capacity: 600 lb.

**4.12 72" x 30" Stainless Steel Worktable with Sink #H-8967L**

- **Specifications**
  - Dimension: 72" x 30"
  - Workspace Dimension: 50" x 29"
  - Gauge: 16
  - Capacity: 750 lb.
  - Weight: 127 lb.



**SECTION 5 - PRICE PROPOSAL / BID TABLE**

The vendor must provide their pricing electronically through the designated line items listed on the Bid Sheet/Pricing Table via the City's e-Procurement portal on OpenGov.

**Vendor Notes:** The bid tables includes a “Vendor Notes” column for any additional comments regarding the requested line item(s). A comment is preferred in the “Vendor Notes” column. If the vendor does not need to submit any comments, they may leave it blank or enter N/A or similar.

**Payment & Performance Bonds:** The table includes a section for the vendor to submit pricing for Payment & Performance Bonds. If the total cumulative base proposal amount does not exceed \$200,000 and a Payment and Performance Bond is not required, please enter “0” on the “If Applicable, Cost for Payment and Performance Bond” column for each line item.

**Primary Responses:** The initial Bid Table is for the primary responses so that the vendors can submit the requested goods and/or services.

**Additional Responses:** The second Bid Table allows for bidders to submit alternative options. Substitutions of brands or products must be submitted as an alternative for the City’s review and approval.

- A. To submit an alternative, please clearly identify any brand or product substitutions in the “Vendor Notes” column for the respective part.
- B. In addition, please upload any pertinent information relating to the alternative in the "Alternatives" section of the [SUBMITTAL DOCUMENTS](#).

**EAST CAMPUS**

Line Item	Manufacturer	Part #	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
1	Avantco Refrigeration	178SS2RHC	54" Solid 2 Door Refrigerator	1	Ea			
<b>TOTAL</b>								

**WEST ELEMENTARY**

Line Item	Manufacturer	Part #	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
2	Avantco Refrigeration	178SS2RHC	54" Solid 2 Door Refrigerator	1	Ea			
3	Turbo Air	M3F47-2-N-AL(-AR)	Reach-In Freezer Two Section	1	Ea			
<b>TOTAL</b>								



**WEST ELEMENTARY NEW CAFE**

Line Item	Manufacturer	Part #	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
4	Avantco Refrigeration	178SS2RHC	Avantco Solid Door Refrigerator Item #178SS2RHC	1	Ea			
5	Turbo Air	M3F47-2-N(-AL)(-AR)	Reach-In Freezer Two Section	1	Ea			
6	Blodgett	MARKV-100DBL 208/3	Blodgett Mark V-100 DBL Double Full Size Electric Convection Oven Combi Oven, Electric	1	Ea			
7	Blodgett		Blodgett VLF 38-1/4" Wide Full Size Hoodini Ventless Hood for Blodgett Mark V-Series Convection Oven	1	Ea			
8	Regency	600ebt3072d	30" x 72" 16 Gauge Type 304 Stainless Steel Enclosed Base Table	2	Ea			
<b>TOTAL</b>								

**WEST MIDDLE**

Line Item	Manufacturer	Part #	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
9	Regency	600ebt3060d	30" x 60" 16 Gauge Type 304 Stainless Steel Enclosed Base Table	1	Ea			
10	Regency	600ebt3060r	30" x 60" 16 Gauge Type 304 Stainless Steel Enclosed Base Sliding Door Table	1	Ea			
11	Beverage-Air	SM34hc-s	Milk Cooler w/ Top & Side Access	1	Ea			
<b>TOTAL</b>								

**CENTRAL**





Line Item	Manufacturer	Part #	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
12	Regency	600ebt3060r	30" x 60" 16 Gauge Type 304 Stainless Steel Enclosed Base Sliding Door Table	3	Ea			
<b>TOTAL</b>								

**FSU**

Line Item	Manufacturer	Part #	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
13	Regency	600ebt3060r	30" x 60" 16 Gauge Type 304 Stainless Steel Enclosed Base Sliding Door Table	1	Ea			
<b>TOTAL</b>								

**ACADEMIC VILLAGE**

Line Item	Manufacturer	Part #	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
14	ULINE	H-8967L	72" x 30" Stainless Steel Worktable with Sink	1	Ea			
15	Regency	600ebt3072d	30" x 72" 16 Gauge Type 304 Stainless Steel Enclosed Base Table	3	Ea			
<b>TOTAL</b>								



**SECTION 6 - SUBMITTAL DOCUMENTS**

Bids must be submitted electronically at <https://procurement.opengov.com/portal/pembrokepines> on or before **2:00 pm on Tuesday, December 23, 2025**. Please note vendors should be registered on OpenGov 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. In addition, the vendor must complete the required documents in this section and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. 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 <https://procurement.opengov.com/portal/pembrokepines> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

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

Prospective proposers interested in responding to this solicitation are requested to provide all of the applicable information listed in this section. Submittals that do not respond completely to all of the requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

**1 CONFIRMATION TO BIND**

1.1 I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.\*

Please confirm

\*Response required

**2 CERTIFICATION OF INSURANCE COMPLIANCE AND INTENT TO PROCURE REQUIRED COVERAGE**

NOTE: Vendors are not required to purchase any additional insurance in order to submit a bid. However, they must certify that they either currently hold, or are able and willing to obtain, all required insurance coverages, endorsements, and limits prior to award and execution of the contract.

2.1 I certify that, if awarded this contract, I will be required to obtain and maintain all insurance policies as detailed in the INSURANCE REQUIREMENTS Section of this solicitation before any work may commence, and throughout the life of the contract.\*

Please confirm

\*Response required

2.2 Do you confirm that you will only use insurance carriers licensed to do business in the State of Florida and rated no less than “A” as to management, and no less than “Class VI” as to financial strength by A.M. Best, and that you understand all endorsements required (e.g., Additional Insured, Waiver of Subrogation, etc.) must be included?\*

Yes

No



\*Response required

2.3 Do you currently carry insurance policies that meet or exceed the minimum requirements outlined in the INSURANCE REQUIREMENTS section of this solicitation?\*

Yes

No

\*Response required

When equals "Yes"

2.3.1 Please upload your current certificate(s) of insurance that demonstrate compliance with the insurance requirements outlined in this solicitation.\*

\*Response required

When equals "No"

2.3.2 Please upload documentation showing that you have obtained a letter from your insurance broker or carrier, such as a Letter of Intent to Insure, Evidence of Insurability, or a Conditional Certificate of Insurance.\*

Documentation should show that:

- You can obtain the required insurance.
- The limits and types of coverage will meet the INSURANCE REQUIREMENTS outlined in the solicitation.
- You will provide a COI upon contract award.

\*Response required

When equals "No"

2.3.3 Please upload your current certificate(s) of insurance.\*

\*Response required

2.4 Do you believe you are exempt from one or more insurance requirements (e.g., Workers' Compensation)?\*

Yes

No

\*Response required

When equals "Yes"

2.4.1 Please upload written documentation requesting an exemption on your company letterhead, subject to City approval.\*

\*Response required

2.5 Do you plan on using subcontractors for this project?\*

Yes



No

\*Response required

When equals "Yes"

2.5.1 Do you acknowledge that all subcontractors must also carry the same insurance or be covered under your policy, and that proof of such coverage must be provided to the City?\*

Yes

No

\*Response required

**3 REFERENCE # 1**

The minimum experience for this project is **five (5) years**. Provide specific examples of similar experience conducting licensed work of equal or similar scope of work, preferably delivered by the proposed team members. A **minimum of 3** 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. In this section you will have the ability to enter information for 5 different references including their contact details and specific project information.

Please note that the City prefers references who are not current employees of the City of Pembroke Pines, as we generally do not contact our own employees for reference checks.

Proposers are advised to confirm that:

- A. Each reference provided by the Respondent has up to date contact persons and contact information;
- B. The contact person provided for each reference is someone who has personal knowledge of the Proposer's performance during the referenced project; and
- C. The contact person for each reference has been contacted by the Proposer regarding this specific bid submittal and such person confirmed their willingness to serve as a reference.

3.1 Reference Contact Information - Name of Firm, City, County or Agency\*

\*Response required

3.2 Reference Contact Information - Reference's Business Address\*

\*Response required

3.3 Reference Contact Information - Reference's Contact Name & Title\*

\*Response required



3.4 Reference Contact Information - Reference's E-mail Address\*  
\*Response required

3.5 Reference Contact Information - Reference's Phone Number\*  
\*Response required

3.6 Project Information - Was your firm the prime contractor for the listed project?\*

Yes

No

\*Response required

3.7 Project Information - Name of Contactor Performing the Work\*  
\*Response required

3.8 Project Information - Name and location of the project\*  
\*Response required

3.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for\*  
\*Response required

3.10 Project Information - Project Duration\*  
\*Response required

3.11 Project Information - Completion (Anticipated) Date\*  
\*Response required

3.12 Project Information - Size of Project\*  
\*Response required

3.13 Project Information - Cost of Project\*  
\*Response required

**4 REFERENCE # 2**

4.1 Reference Contact Information - Name of Firm, City, County or Agency\*  
\*Response required

4.2 Reference Contact Information - Reference's Business Address\*  
\*Response required

4.3 Reference Contact Information - Reference's Contact Name & Title\*  
\*Response required

4.4 Reference Contact Information - Reference's E-mail Address\*  
\*Response required

4.5 Reference Contact Information - Reference's Phone Number\*  
\*Response required



- 4.6 Project Information - Was your firm the prime contractor for the listed project?\*
- Yes
- No

\*Response required

- 4.7 Project Information - Name of Contactor Performing the Work\*
- \*Response required

- 4.8 Project Information - Name and location of the project\*
- \*Response required

- 4.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for\*
- \*Response required

- 4.10 Project Information - Project Duration\*
- \*Response required

- 4.11 Project Information - Completion (Anticipated) Date\*
- \*Response required

- 4.12 Project Information - Size of Project\*
- \*Response required

- 4.13 Project Information - Cost of Project\*
- \*Response required

**5 REFERENCE # 3**

- 5.1 Reference Contact Information - Name of Firm, City, County or Agency\*
- \*Response required

- 5.2 Reference Contact Information - Reference's Business Address\*
- \*Response required

- 5.3 Reference Contact Information - Reference's Contact Name & Title\*
- \*Response required

- 5.4 Reference Contact Information - Reference's E-mail Address\*
- \*Response required

- 5.5 Reference Contact Information - Reference's Phone Number\*
- \*Response required

- 5.6 Project Information - Was your firm the prime contractor for the listed project?\*
- Yes
- No

\*Response required



5.7 Project Information - Name of Contactor Performing the Work\*  
\*Response required

5.8 Project Information - Name and location of the project\*  
\*Response required

5.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for\*  
\*Response required

5.10 Project Information - Project Duration\*  
\*Response required

5.11 Project Information - Completion (Anticipated) Date\*  
\*Response required

5.12 Project Information - Size of Project\*  
\*Response required

5.13 Project Information - Cost of Project\*  
\*Response required

**6 REFERENCE # 4**

6.1 Reference Contact Information - Name of Firm, City, County or Agency

6.2 Reference Contact Information - Reference's Business Address

6.3 Reference Contact Information - Reference's Contact Name & Title

6.4 Reference Contact Information - Reference's E-mail Address

6.5 Reference Contact Information - Reference's Phone Number

6.6 Project Information - Was your firm the prime contractor for the listed project?

Yes

No

6.7 Project Information - Name of Contactor Performing the Work

6.8 Project Information - Name and location of the project

6.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for

6.10 Project Information - Project Duration

6.11 Project Information - Completion (Anticipated) Date

6.12 Project Information - Size of Project

6.13 Project Information - Cost of Project

**7 REFERENCE # 5**



- 7.1 Reference Contact Information - Name of Firm, City, County or Agency
- 7.2 Reference Contact Information - Reference's Business Address
- 7.3 Reference Contact Information - Reference's Contact Name & Title
- 7.4 Reference Contact Information - Reference's E-mail Address
- 7.5 Reference Contact Information - Reference's Phone Number
- 7.6 Project Information - Was your firm the prime contractor for the listed project?  
 Yes  
 No

- 7.7 Project Information - Name of Contactor Performing the Work
- 7.8 Project Information - Name and location of the project
- 7.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for
- 7.10 Project Information - Project Duration
- 7.11 Project Information - Completion (Anticipated) Date
- 7.12 Project Information - Size of Project
- 7.13 Project Information - Cost of Project

**8 PROJECT DOCUMENTS**

- 8.1 PROPOSERS BACKGROUND INFORMATION FORM\*
  - a. Please download the attached document, complete all required fields, and upload the completed form here.
    - [Proposers Background Inform...](#)

\*Response required

**9 SWORN STATEMENT ON PUBLIC ENTITY CRIMES UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a)**

- 9.1 SWORN STATEMENT ON PUBLIC ENTITY CRIMES FORM\*
  - a. Please download the attached document, complete all required fields, and upload the completed form here.
    - [Sworn Statement on Public E...](#)

\*Response required

- 9.2 Public Entity Crimes Status\*
  - Which option did you select on the Sworn Statement on Public Entity Crimes Form:
    - A) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.





- B1) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)
- B2) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
- B3) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

- A) No convictions.
- B1) Convicted, final order did not place on the convicted vendor list.
- B2) Convicted, listed, then removed.
- B3) Convicted, not listed, action pending.

\*Response required

9.3 Did you select option B1 or B2 above?\*

- Yes
- No

\*Response required

When equals "Yes"



9.3.1 Please upload a copy of the final order issued by the hearing officer of the State of Florida, Division of Administrative Hearings.\*

\*Response required

9.4 Did you select option B3 above?\*

Yes

No

\*Response required

When equals "Yes"

9.4.1 Please describe any action taken by or pending with the Department of General Services.\*

\*Response required

## **10 EQUAL BENEFITS CERTIFICATION FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES**

10.1 EQUAL BENEFITS CERTIFICATION FORM\*

a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Equal Benefits Certificatio...](#)

\*Response required

10.2 Equal Benefits Status\*

▪ Which option did you select on the Equal Benefits Certification Form:

- A. Contractor currently complies with the requirements of this section; or
- B. Contractor will comply with the conditions of this section at the time of contract award; or
- C. Contractor will not comply with the conditions of this section at the time of contract award: or
- D. Contractor does not comply with the conditions of this section because of the following allowable exemption (Check only one box below):
  - 1. The Contractor does not provide benefits to employees' spouses in traditional marriages;
  - 2. The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state



the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;

- 3. The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;
- 4. The Contractor is a governmental agency;

- A) Contractor currently complies.
- B) Will comply by contract award.
- C) Will not comply.
- D1) Does not comply due to an exemption: No spousal benefits for anyone.
- D2) Does not comply due to an exemption: Provides cash equivalent after trying.
- D3) Does not comply due to an exemption: Religious or related nonprofit.
- D4) Does not comply due to an exemption: Government agency.

\*Response required

10.3 Did you select option D2 above?\*

- Yes
- No

\*Response required

When equals "Yes"

10.3.1 Please upload a notarized affidavit detailing the reasonable efforts made to provide benefits to employees' Domestic Partners or spouses, along with the amount of the cash equivalent provided.\*

\*Response required

**11 DRUG-FREE WORKPLACE CERTIFICATION**

11.1 VENDOR DRUG FREE WORKPLACE CERTIFICATION FORM\*

- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Vendor Drug-Free Workplace ...](#)

\*Response required

11.2 Drug-Free Status\*

- Complies fully.



Does not comply.

\*Response required

## **12 STANDARD DOCUMENTS**

The following documents are standard documents that the City generally requires for every solicitation. As a result, we recommend vendors to keep these documents updated and readily available so that they can be easily uploaded for each project that the vendor would like to participate in. In the event that the City does not have one of the forms or documents listed below for your company, the City may reach out to your company after the bid has closed to obtain the document(s).

### 12.1 NON-COLLUSIVE AFFIDAVIT\*

a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Non-Collusive Affidavit.pdf](#)

\*Response required

### 12.2 SCRUTINIZED COMPANY CERTIFICATION\*

a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Scrutinized Company Certifi...](#)

\*Response required

### 12.3 E-VERIFY SYSTEM CERTIFICATION\*

a. Please download the attached document, complete all required fields, and upload the completed form here.

b. Effective January 1, 2021, pursuant to Section 448.095, Florida Statutes, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E-Verify system administered by the U.S. Department of Homeland Security (“DHS”).

c. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.



12.4 HUMAN TRAFFICKING AFFIDAVIT\*

a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Human Trafficking Affidavit...](#)

\*Response required

**13 VENDOR REGISTRATION**

13.1 Do you currently have a City of Pembroke Pines Vendor Number registered in the PaymentWorks System?\*

- The City of Pembroke Pines utilizes OpenGov as its e-Procurement platform for solicitation and bid submission purposes. However, please be advised that **vendor registration for onboarding and processing payments is handled separately** through the City's Accounts Payable Division using **PaymentWorks**, a secure online vendor management platform.
- All vendors that will be submitting invoices and requiring payments from the City are required to register on the PaymentWorks platform. If the vendor is not currently registered with the City via PaymentWorks and does not have a Vendor Number, the City will have to invite the vendor to register.
- For formal solicitations such as this project, the Procurement Department will send PaymentWorks registration invitations to vendor(s) who are under active consideration for award. Please be aware that not all vendors who submit proposals will receive an invitation, in order to manage system usage and avoid onboarding vendors who are unlikely to receive payments from the City.
- Invitations will typically be sent to the contact listed on the submitted Vendor Information Form.

Yes

No

\*Response required

When equals "Yes"

13.1.1 What is your Vendor Number?\*

\*Response required

13.2 VENDOR INFORMATION FORM\*

a. Please download the attached document, complete all required fields, and upload the completed form here.



\*Response required

13.3 FORM W-9 (REVISED MARCH 2024)\*

- a. Please download the attached document, complete all required fields, and upload the completed form here.
- b. Note - Please use the March 2024 version of the form as previously dated versions of this form may delay the processing of any payments to the selected vendor.

- [Form W-9 \(Rev March 2024\).pdf](#)

\*Response required

**14 OPTIONAL DOCUMENTATION**

14.1 TRADE SECRETS

- a. The Proposer's response to this solicitation is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this solicitation and the Contract to be executed for this solicitation, subject to the provisions of Chapter 119.07 of the Florida Statutes.
- b. Any language contained in the Proposer's response to the solicitation purporting to require confidentiality of any portion of the Proposer's response to the solicitation, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the solicitation constitutes a Trade Secret.
- c. EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE SOLICITATION AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE SOLICITATION OR ANY PART THEREOF AS COPYRIGHTED. ALL DOCUMENTS THAT THE FIRM PURPORTS TO BE CONFIDENTIAL, PROPRIETARY OR A TRADE SECRET SHALL BE UPLOADED TO THE OPENGOV WEBSITE AS A SEPARATE ATTACHMENT, IN THIS SECTION, CLEARLY IDENTIFYING THE EXEMPTION BEING CLAIMED UNDER FLORIDA STATUTES 119.07.



- d. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records.

#### 14.2 FINANCIAL STATEMENTS

- a. The City is **NOT** requesting the vendor to submit any financial statements for this project and prefers if the vendor does not submit financial statements. In addition, if the City needs a copy of the vendor's financial statements, the City can contact the vendor after the bid due date to request those documents. However, if the vendor does submit the financial statements, they should be uploaded in this section.
- b. Any claim of confidentiality on financial statements must be asserted at the time of submittal. The firm must identify the specific statute that authorizes the exemption from the Public Records Law. Please note that the financial statement exemption provided for in Section 119.071(1)c, Florida Statutes only applies to submittals in response to a solicitation for a "public works" project.

#### 14.3 ALTERNATIVES

- a. If you are submitting an alternative product, please upload any related information in this section (such as specification sheets, etc.).
- b. In addition, pursuant to the "**Brand Names**" Section included in the [GENERAL TERMS AND CONDITIONS](#) Section if and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase "OR EQUAL" is added. However, if a product other than that specified is bid, Proposers shall indicate on their proposal and clearly state the proposed substitution and deviation. It is the vendor's responsibility to provide any necessary documentation and samples within their bid submittal to prove that the product is equal to that specified. Such samples are to be furnished before the date of bid opening, unless otherwise specified. Additional evidence in the form of documentation and samples may be requested if the proposed brand is other than that specified. The City retains the right to determine if the proposed brand shall be considered as an approved equivalent or not.

#### 14.4 ADDITIONAL INFORMATION

- a. Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.



14.5 PROFESSIONAL LICENSES

- a. If applicable, please upload any professional licenses that may be required to perform the services outlined in the solicitation.

**15 VENDOR CLASSIFICATION**

15.1 Is your firm a Local Pembroke Pines Vendor (LPPV) and Local Broward County Vendor (LBCV)?\*

- a. The evaluation of competitive bids is subject to section 35.36 of the City’s Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:
  1. **"Local Pembroke Pines Vendor"** shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines, **OR**;
  2. **"Local Broward County Vendor"** shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.
- b. A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the Local Pembroke Pines Vendor(s); A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the Local Broward County Vendor(s).

- Yes
- No

\*Response required

When equals "Yes"





15.1.1 Please indicate your Local Vendor Status\*

Local Pembroke Pines Vendor (LPPV)

Local Broward County Vendor (LBCV)

\*Response required

When equals "Yes"

15.1.2 Local Vendor Preference Certification\*

1. Please download the attached document, complete all required fields, and upload the completed form here.

- [Local Vendor Preference Cer...](#)

\*Response required

When equals "Yes"

15.1.3 Local Business Tax Receipts\*

1. If claiming Local Vendor Preference, please upload any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

\*Response required

15.2 Is your firm a Veteran Owned Small Business (VOSB)?\*

a. The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation.

b. A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the Veteran Owned Small Business (VOSB).

Yes

No

\*Response required

When equals "Yes"

15.2.1 Upload the "Determination Letter" from the United States Department of Veteran Affairs Center notifying the business that they have been approved as a Veteran Owned Small Business (VOSB)

When equals "Yes"



15.2.2 Upload Veteran Owned Small Business Certification(s) from any relevant agency(ies)

15.3 Is your firm a Minority-Owned Business Enterprise (MBE)?\*

Yes

No

\*Response required

When equals "Yes"

15.3.1 Please indicate the classification of your Minority-Owned Business Enterprise (MBE)\*

*Select all that apply*

African-American MBE

Asian-American MBE

Hispanic-American MBE

Native-American MBE

Other option not listed above

\*Response required

When equals "Yes"

15.3.2 MBE Certification Documentation\*

1. Upload your MBE Certification Documentation here, preferably with the State of Florida's Office of Supplier Diversity. If you have multiple MBE certifications, please combine them into one (1) document and upload.

\*Response required

15.4 Is your firm a Woman-Owned Business Enterprise (WBE)?\*

Yes

No

\*Response required

When equals "Yes"

15.4.1 WMBE Certification Documentation\*

1. Upload your WMBE Certification Documentation here, preferably with the State of Florida's Office of Supplier Diversity. If you have multiple WMBE certifications, please combine them into one (1) document and upload.

\*Response required

15.5 Is your firm a HubZone Business / Labor Surplus Area Firm?\*

Yes

No



\*Response required

When equals "Yes"

- 15.5.1 HubZone Business / Labor Surplus Area Firm Certification Documentation\*
1. Upload your HubZone Business / Labor Surplus Area Firm Certification Documentation, preferably with the U.S. Small Business Administration (SBA). If you have multiple certifications, please combine them into one (1) document and upload.

\*Response required

15.6 Is your firm a Broward County Small Business Enterprise (SBE)?\*

Yes

No

\*Response required

When equals "Yes"

- 15.6.1 SBE Certification Documentation\*
1. Upload your SBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

\*Response required

15.7 Is your firm a Broward County Business Enterprise (CBE)?\*

Yes

No

\*Response required

When equals "Yes"

- 15.7.1 CBE Certification Documentation\*
1. Upload your CBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

\*Response required

15.8 Is your firm a Broward County Disadvantaged Business Enterprise (DBE)?\*

Yes

No

\*Response required

When equals "Yes"



15.8.1 DBE Certification Documentation\*

1. Upload your DBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

\*Response required

15.9 Does your firm have a Vendor Classification that was not listed above?\*

Yes

No

\*Response required

When equals "Yes"

15.9.1 Other Vendor Classification Certification Documentation\*

1. Upload your other Certification Documentation here. If you have multiple certifications, please combine them into one (1) document and upload.

\*Response required



## **SECTION 7 - EVALUATION OF PROPOSALS & PROCESS SELECTION**

### **7.1 Qualifying & Selecting Firms**

- 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 and references contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.
- C. The contract shall be awarded to the most responsive/responsible bidder whose bid is determined to be the most advantageous to the City taking into consideration the evaluation criteria.