

Exhibit "A"



JANITORIAL SERVICES FOR THE POLICE DEPARTMENT

INVITATION FOR BID # PD-25-04

Issuance of Solicitation: Tuesday, November 25, 2025
Questions Due Date: Monday, December 15, 2025
Bid Submission Deadline: Tuesday, January 13, 2026

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

For more information, please visit our online supplier portal, located at
<https://procurement.opengov.com/portal/pembrokepines>

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SECTION 1 - NOTICE

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

IFB # PD-25-04

Janitorial Services for the Police Department

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
- 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. 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, January 13, 2026, electronically at <https://procurement.opengov.com/portal/pembrokepines/projects/211111>.

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 4th 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
(305) 491-1645 or 954-518-9020
purchasing@ppines.com

SECTION 2 - GENERAL PROJECT INFORMATION & TIMELINE

2.1 Project Timeline

This contract shall be for an initial **two (2) year** period with **two (2) additional two year** renewal terms.

2.2 Tentative Schedule of Events

Issuance of Solicitation (Posting Date):	November 25, 2025
Pre-Bid Meeting (Mandatory):	December 4, 2025, 10:00am The meeting will begin at 10:00 AM at East Station - 9500 Pines Blvd. The pre-bid meeting will proceed to each subsequent site listed in the purpose. In consideration of the secure nature of the work sites and expected number of interested vendors, vendors may be separated into groups as each site visit is conducted. One group will be escorted through the site visits at a time.
Question Due Date:	December 15, 2025, 6:00pm
Issuance of Final Answers to Questions:	December 24, 2025
Bid Submission Deadline:	January 13, 2026, 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:	February 4, 2026
Issuance of Notice to Proceed (NTP):	February 10, 2026

2.3 Mandatory Pre-Bid Meeting/Site Visit

There will be a **MANDATORY** scheduled pre-bid meeting on **Thursday, December 4, 2025 at 10:00 am**. The meeting will begin at **10:00 AM at East Station - 9500 Pines Blvd**. The pre-bid

meeting will proceed to each subsequent site listed in the purpose. In consideration of the secure nature of the work sites and expected number of interested vendors, vendors may be separated into groups as each site visit is conducted. One group will be escorted through the site visits at a time.

- A. **Proof of Attendance:** Contractors may be required to sign in at any of the meetings to show proof of attendance. It is the **Contractor's** responsibility to make sure that they sign in at the meeting.
- B. **Schedule:** The 10:00 AM meeting at East Station (9500 Pines Blvd) is a fixed start time. All subsequent meeting times are tentative and will depend on the transition time between sites. City staff and attendees will proceed to each location immediately after the previous site visit concludes. Due to the secure nature of the facilities, vendors may be divided into groups. Staff and attendees will not move to the next location until *all* groups have completed their visit at the current site. Each site location is expected to take approximately one hour, and vendors should anticipate additional waiting time at each location.

2.4 Follow-Up Pre-Bid Meeting(s)

Follow-Up Meetings: In the event that a **Contractor** cannot attend the scheduled pre-bid meeting, or if a **Contractor** would like a follow up visit to the site, they may request a site visit by contacting **Daniel Deleon** at **(305) 491-1645**. We urge all **Contractors** to attend the scheduled meeting, as a separate or follow-up meeting may not be afforded to the requester due to scheduling and availability of staff to assist with any additional meetings. In addition, if making a request for a separate or follow-up meeting, **Contractors** are urged to make these requests as early as possible.

2.5 Estimated Project Cost

\$100,000

2.6 Grant/Federal Funding

Not applicable for this project.

2.7 Proposal Security/Bid Bond

A Proposal Security shall not be required for this project.

2.8 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 Contractors(s), to provide janitorial services for the Police Department at the following locations:

East Station - 9500 Pines Blvd. Pembroke Pines FL 33024
West station - 18400 Johnson St. Pembroke Pines FL 33029
Training Facility - 1201 SW 208 Ave. Pembroke Pines FL 33029
Investigations Facility- Address to be Disclosed Upon Award

3.2 Background

The City is seeking a qualified contractor to provide professional janitorial services for various municipal facilities. The goal is to maintain clean, safe, and well-presented environments for employees and the public.

Services will include routine cleaning, periodic deep cleaning, and as-needed floor care. The contractor is expected to perform all work to high industry standards and follow established City procedures for access and security.

This solicitation outlines the general requirements and expectations for maintaining the cleanliness and appearance of City facilities.

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

All tasks are to be performed to the most stringent standard that applies. For example, if a specific task is shown below as a daily task and also listed as a monthly task, the contractor is responsible to perform the task daily.

A. Quality Standards

1. In general, the achievement of the desired standards as outlined herein will result in an almost complete absence of visible soil. In order to maintain the facilities in this condition, the contractor will immediately remove any visible soil, which is found as a result of their inspection. For purposes of definition, absence of soil shall be at a minimum as follows:
 - a. Absence of dust on horizontal and vertical surfaces, floors, walls, ledges, furniture and equipment.
 - b. Absence of litter and trash on floor and horizontal surfaces of equipment.
 - c. Absence of finger marks, spots, soil build-up on walls, partitions, doors and dividers.
 - d. Absence of encrustation, soil and wax build-up on floors, particularly in thresholds, corners, along edges and baseboard, around door jams, and around furniture and equipment legs and bases.
 - e. Absence of soil and stains on toilet room fixtures, drains, traps, faucets, soap and dispensers, stalls, mirrors, ledges and drinking fountains. Disinfectants shall be used to sterilize toilet room fixtures, where required.
 - f. Absence of dust, spots, gum, soil build-up and encrustation on furniture and equipment surfaces and legs.
 - g. Absence of dust, lint and litter on upholstered furniture.
 - h. Absence of soil, litter, dust and encrustation in ashtrays, urns, wastebaskets, and trash containers. Wastebaskets and trash containers to be washed as needed.
 - i. Absence of marks, spots, stains, and streaks on interior and exterior entrance doors, lobby glass, all partition glass, and concourse interior windows.
 - j. Absence of soil and dust on window blinds, shades, sills, frames and ledges.
 - k. Absence of other visible soil and cobwebs on horizontal and vertical surfaces including ceilings, interior and exterior.
 - l. Absence of trash in building. Trash shall be collected and removed to designated area.

- m. Absence of soil, litter, dust and spots from all carpets, mats and floors.
- n. Absence of streaks, spots, stains from all bright work, where appropriate. All bright work shall be polished dry to a sheen.
- o. Absence of streaks, spots, stains, encrustation, dirt, dust, black marks from all resilient floors.
- p. It is imperative that all “wet” areas such as showers, kitchens, slop sinks or related items be free from mold and mildew at all times.
- q. Absence of dust, mold, mildew, spots and stains from all air conditioning supply / return grills and surrounding areas.
- r. Disinfection with an approved disinfecting product, as available, of high traffic areas such as sinks, faucet handles, bathroom stall latches, toilet flush handles, door handles, door push bars, etc. should occur as required by cleaning industry best practices, on a weekly basis at a minimum.

B. Staff General Responsibilities

- 1. All cleaning products utilized shall have prior City approval and Material Safety Data Sheets (MSDS) to be provided.
- 2. “Green” products shall be utilized whenever feasible.
- 3. Contractor shall provide equipment necessary for their employee to carry out their duties in an efficient manner such as vacuums.

C. General Specifications

- 1. The successful bidder and its employees will report hazardous conditions and items in need of repair including burned-out lights, leaky faucets, toilet stoppages, etc to the police department Logistics Office
- 2. The contractor shall comply with the City of Pembroke Pines procedures and requirements regarding sanitary techniques and safety. In addition, the contractor shall comply with OSHA Act # 1910.1030 regarding worker exposures to blood borne pathogens along with any and all Federal, State, and local laws and regulations now in effect, or hereinafter enacted during the term of this Agreement, which are applicable to the contractor, its employees, agents or subcontractors, if any, with respect to the work and services described herein.
- 3. When necessary to change clothing, employees of the successful bidder shall be required to change in predetermined areas. All employees shall also eat their lunches in designated locations. Successful bidder shall be responsible for ensuring that employees do not

- disturb papers on desks, open desks, drawers, cabinets, or use the telephones, which are provided strictly for the use of the employees.
4. The City shall have the right to require the contractor to remove from assignment to its facilities such employees as shall be deemed incompetent, careless, insubordinate, or in any way objectionable, or any personnel whose actions may be contrary to the public interest or inconsistent with the best interests of the City of Pembroke Pines.
 5. Upon contract award, contractor is required to perform an initial cleaning to bring the location into contract compliance in accordance with the specifications. This cleaning must be performed within 30 days of start of service and satisfactory completion must be approved by the Public Services Director.
 6. Employees must be able to speak fluent English.
 7. There shall be no use of tobacco products, drugs, alcohol or other items of this nature anywhere on the premises or within 1,000 feet of the property.
 8. Contractor shall provide their employee(s) any necessary PPE gear (e.g. face shields gloves, N95 or other face masks, etc.) as needed/required.
 9. Staffing. The East District Station shall have two full time employees assigned, the Training and West Facilities shall each have one employee for three (3) hours each day. For the Investigations Facility one employee may address that facility's needs once a week for one hour.

4.2 Work to be Performed Daily

A. Common Area

- Dust horizontal surfaces, i.e. Desk, Credenza, Counter, and File cabinet tops using color coded micro fiber cloths to prevent cross contamination
- Spot clean horizontal surfaces for removal of coffee rings and spillage
- Entrance doors and internal glass partitions cleaned of fingerprints and smudges
- Walls cleaned of fingerprints and smudges
- Clean and sanitize drinking fountains
- Empty all waste paper receptacles
- Replace liners as needed
- Vacuum, sweep, or dust mop all hard surface floors and carpeted traffic areas
- Thoroughly mop all hard surface floors

- Where applicable, sweep clean and damp mop all **stairwells** inside and out including walls and ceilings. Hand rails and balustrades to be wiped down and cobwebs removed
- Disinfection with an approved disinfecting product, as available, of high traffic areas such as sinks, faucet handles, bathroom stall latches, toilet flush handles, door handles, door push bars, etc. should occur as required by cleaning industry best practices, on a weekly basis at a minimum.

B. Restroom

- Clean and disinfect all dispensers, mirrors, counter tops, wash basins, toilets, toilet seats, and urinals
- Empty trash receptacles, replace liners as needed
- Empty sanitary napkin receptacle and disinfect
- Spot clean partitions and tile walls
- Restock hand soap and paper products
- Disinfect partition handles, door handles, and light switches
- Clean and sanitize outsides of dispensers and trash receptacles

C. Break Rooms Coffee Area

- Counters and table tops cleaned with approved disinfectant
- Fronts of counters and chairs cleaned
- Sinks cleaned with approved disinfectant
- Wipe down outside of refrigerator
- Clean inside and outside of microwave
- Trash removed, replace liners as needed

4.3 Work to be Performed Weekly

A. Common Area

- Disinfect Keyboards and telephone receivers
- Disinfect light switches, light switch plate covers, and door handles
- Polish all drinking fountains
- Remove spots and small spills from carpet
- Clean all baseboards

- Clean Stainless Steel kick plates

B. Restroom

- Dust – tops of partitions, air vents, mirror frames, and tops of doors
- Clean and disinfect restroom partitions and walls around toilets and urinals

C. Break Rooms Coffee Area

- Cleaning of the inside of the refrigerators.

4.4 Work to be Performed Monthly

A. Common Area

- Dusting – air vents, tops of doors, door frames, ceiling corners, picture frames, front and sides of desks, legs of chairs, tables, and chair bases
- Furniture – vacuum fabric and wipe down other surfaces to remove dust and lint
- Detail vacuum carpet edges and corners along walls and partitions
- Dust all baseboards
- Table bases and chair legs cleaned

B. Restroom

- Wash tile walls
- Acid bath toilets and urinals
- Clean floor drains using cream cleanser, scrub pads and floor drain brush to remove corrosive and tarnish. After cleaning, fill drain trap with enzyme based treatment to prevent escape of sewer gas.

4.5 Floor Care to be Performed 4 Times a Year as Requested

The special services listed below are to be performed as requested and scheduled by the Police Department. These services are to be billed separately and will be paid as a stand- alone service the month after the service was completed. Please provide pricing for these in Attachment H – Proposal Form.

- Extract shampoo carpeted areas (to include lobby area rugs)
- Scrub/re-wax all vinyl tile to maintain Strip & wax
- Strip/wax
- Scrub cleaning of gym floors

- Acid scrub all restroom floors

4.6 Floor Care Standards

Contractor must use the following steps to ensure the expected level of service for the maintenance of floors other than restroom and shower areas.

A. Non-Carpeted Areas

1. Either the water or waterless (dry) process may be used. Only highest quality materials. Butcher's Products or equal may be used.
2. Completely strip and thoroughly rinse floors. (No ammoniated stripper) (Quarterly).
3. Apply 1 coat of high grade seal (Butcher's Ironstone or equal only)
4. Apply 2 coats of finish (Butcher's High noon or equal)

B. Carpeted Areas

1. Vacuuming (Daily)
 - a. Vacuum all areas making sure vacuum bags do not exceed 70% capacity.
 - b. Utilize extension hoses and tools to thoroughly vacuum all carpeted areas. This includes under desks, close to walls, etc.
2. Heavy Traffic Procedures (Monthly)
 - a. Pre-spraying
 - b. Vacuum all areas to be cleaned making sure vacuum bag does not exceed 70% capacity.
 - c. Pre-spray carpet using Ramsey's Premulsion or equal with a pump-up sprayer or similar device.
 - d. Mix 16 oz. per gallon. Do not over dilute chemical.
 - e. Spray evenly in block patterns. Allow at least 10 minutes of dwell time.
 - f. Extra agitation may be required in excessively soiled areas using a 175-RPM machine with a soft carpet brush attachment.
 - g. Agitate pre-sprayed areas only. Then rinse extract with an extraction machine.
3. Rinse Extraction
 - a. Fill extractor with a mixture of hot water and Ramsey's Rinsoft or equal.
 - b. Mix 1 oz. per gallon. Do not over dilute chemical.

- c. Extract areas that have been pre-sprayed. Note: do not allow pre-spray to dry before being extracted.
- d. Note: this step deep cleans carpet fibers, removes any detergent and neutralizes the pH.
- e. Carpet blowers may be utilized to reduce drying time.

4.7 Materials, Equipment and Supplies

- A. The Contractor shall furnish and maintain all the necessary equipment and **should attach as part of his bid a complete list of the equipment to be used. Proof of equipment should be included with the bid submission i.e. pictures of existing equipment.**
- B. The Contractor shall submit and maintain a current list of all supplies and materials, including chemical material safety data sheets to the Contract Administrator for approval. It will be the responsibility of the contractor to provide all supplies, including towels, toilet paper, trash liners, and hand soap to perform the required janitorial services. A limited storage area shall be provided for contractor to store necessary supplies and materials. The Contractor shall ensure that all supplied paper towels and toilet paper are compatible with the existing dispensers at the facility.

Janitorial Supply List

The Contractor is responsible for making sure that each location is adequately stocked with the following items:

Police Department - Required Supplies Yearly Estimated Usage		East PD	West PD	Training Unit	Investigations Facility
Item Description	Packaging	Quantities			
Liquid Hand Soap Pink	Gal.	22	2	3	2
Toilet Paper	96 Rolls / Box	33	12	4	1
Towel Roll Household White	30 Rolls x 85 Sheets / Box	38	12	2	2
White Multi Fold Towels	10 x 250 Sheets / Box	77	24	7	2
Toilet Seat Covers	20 x 250 Sheets / Box	8	6	8	3

An inventory log must be maintained by the Contractor detailing the quantity of required supplies used every month. Additional supplies beyond the quantities specified in this agreement may be requested by the City. Such overages will be reimbursed at the agreed unit rates, with payment made on a monthly basis following approval.

Fixed prices for required supplies are to be submitted via Price Proposal / Bid Table.

In addition, the following cleaning supplies are recommended to be used:

- Neutral Cleaner
- Degreaser
- Disinfectant/Deodorant Spray
- Glass Cleaner
- Byquat Degreaser
- Comet/Ajax
- Bleach
- Small Garbage Bags (24x24)
- Medium Garbage Bags (33x40)
- Large Garbage Bags (43x48)

4.8 Security and Uniforms

- A. To verify identification, national fingerprint-based records checks shall be conducted within 30 days of assignment by the City. If any arrest is found, that individual may not enter the Facility until the arrest has been reviewed and closed by the Florida Department of Law Enforcement. If FDLE determines, after review, that an individual may not work unescorted in the Facility, the Company will, provide an alternative employee who is subject to the same background check requirements
- B. All personnel working in these facilities (substitutes included) must pass and maintain CJIS security awareness training.
- C. The contractor shall at all times enforce strict discipline and good order among his employees. No children, friends, or relatives, or any person not employed and assigned to subject sites are allowed on subject premises. Unauthorized use of City property is prohibited.
- D. The contractor's employees' uniforms will consist of distinctive neat appearing shirts, trousers and shoes of coordinated colors, acceptable to the City. Uniforms including color

and (if provided) design shall be approved by the City at least 72 hours prior to contract award start date.

- E. All employees of the contractor, while working on City property, shall at all times be required to wear uniforms with exposed photo identification provided by the City. In addition, when applicable, contractor and contractor's employees shall comply with the Jessica Lunsford Act.
- F. Contractor employees are not permitted to activate, deactivate, or otherwise operate fire or burglar alarm systems. The City will be responsible for all alarm operations. However, the Contractor shall ensure that facilities are secured in accordance with City procedures. If a failure to properly secure the facility results in a City response or other remedial action, the Contractor may be held responsible for any associated costs.
- G. Contractor will not use employees of any temporary (help-type) employee agency. Only actual bona fide contractor employees are to be used to perform these specifications unless otherwise approved in writing by the Director of Public Services.
- H. Facility access will be provided to contractor employees who pass all required background checks.

4.9 Scheduling and Access

Services are to be rendered at locations as listed on the bid form for the number of days specified.

Employees of the awarded contractor will have access to a place to park while performing their duties.

Unless specified otherwise, the hours in which the work is to be performed shall be approved by the Logistics Division of the Police Department.

- A. **Time of Service** East Station - 9500 Pines Blvd. Monday through Friday - 7:00 AM to 5:00 PM
West Station - 18400 Johnson St. Monday through Friday - 7:00 AM to 5:00 PM
Training Facility - 1201 SW 208 Ave. Monday through Friday - 7:00 AM to 5:00 PM
Investigations Facility Wednesday - 3:00 PM to 5:00 PM
- B. **Observed Holidays** New Year's Day Labor Day Martin Luther King's Birthday Veteran's Day President's Day Thanksgiving Day Memorial Day Christmas Day Independence Day

4.10 Schedule of Deductions

In the event that the City finds, in a scheduled or random inspection, or receives founded complaints that the Contractor has not completed the services in accordance with the Contract requirements proportionate deductions will be made. There are 23 daily tasks; for any daily task not performed there will be a proportionate deduction from the daily pay. For example, if one of the twenty-three

tasks was not performed that will result in a 4.35% deduction. There are 9 weekly tasks and 8 monthly tasks; for any one weekly or monthly task not performed there will be a proportionate deduction of 11.11% and 12.5% respectively.

4.11 Thermostats

All thermostats in building are not to be touched. Thermostats are preset.

4.12 References / Proof of Past Experiences

As part of the submittal documents (section 6 of the bid package), bidders must provide proof of previous work and satisfactory service rendered in the past five years similar to those specified herein.



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.

PEMBROKE PINES POLICE - EAST STATION

9500 Pines Boulevard Pembroke Pines, FL 33024

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
Office's Entrances Reception Areas, Conference Rooms, Hallways and Common Areas						
1	Work to be Performed Daily	260	EA			
2	Work to be Performed Weekly	52	EA			
3	Work to be Performed Monthly	12	EA			
Restrooms						



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
4	Work to be Performed Daily	260	EA			
5	Work to be Performed Weekly	52	EA			
6	Work to be Performed Monthly	12	EA			
Break Rooms, Coffee Areas						
7	Work to be Performed Daily	260	EA			
8	Work to be Performed Weekly	52	EA			
Special Service Schedule						
9	Extract shampoo carpeted areas	4	EA			
10	Scrub/re-wax all vinyl tile to maintain Strip & Wax	4	EA			
11	Strip/Wax	4	EA			
TOTAL						

PEMBROKE PINES POLICE - WEST STATION

18400 Johnson St. Pembroke Pines, FL 33028

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
Office's Entrances Reception Areas, Conference Rooms, Hallways and Common Areas						
1	Work to be Performed Daily	260	EA			
2	Work to be Performed Weekly	52	EA			



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
3	Work to be Performed Monthly	12	EA			
Restrooms						
4	Work to be Performed Daily	260	EA			
5	Work to be Performed Weekly	52	EA			
6	Work to be Performed Monthly	12	EA			
Break Rooms, Coffee Areas						
7	Work to be Performed Daily	260	EA			
8	Work to be Performed Weekly	52	EA			
Special Service Schedule						
9	Extract shampoo carpeted areas	4	EA			
10	Scrub/re-wax all vinyl tile to maintain Strip & Wax	4	EA			
11	Strip/Wax	4	EA			
TOTAL						

PEMBROKE PINES POLICE - TRAINING FACILITY

1201 SW 208 Avenue, Pembroke Pines, Fl 33029

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
Office's Entrances Reception Areas, Conference Rooms, Hallways and Common Areas						

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
1	Work to be Performed Daily	260	EA			
2	Work to be Performed Weekly	52	EA			
3	Work to be Performed Monthly	12	EA			
Restrooms						
4	Work to be Performed Daily	260	EA			
5	Work to be Performed Weekly	52	EA			
6	Work to be Performed Monthly	12	EA			
Break Rooms, Coffee Areas						
7	Work to be Performed Daily	260	EA			
8	Work to be Performed Weekly	52	EA			
Special Service Schedule						
9	Extract shampoo carpeted areas	4	EA			
10	Scrub/re-wax all vinyl tile to maintain Strip & Wax	4	EA			
11	Strip/Wax	4	EA			
TOTAL						

PEMBROKE PINES POLICE - INVESTIGATIONS FACILITY

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
Office's Entrances Reception Areas, Conference Rooms, Hallways and Common Areas						
1	Work to be Performed Weekly	52	EA			
2	Work to be Performed Monthly	12	EA			
Restrooms						
3	Work to be Performed Weekly	52	EA			
4	Work to be Performed Monthly	12	EA			
Break Rooms, Coffee Areas						
5	Work to be Performed Weekly	52	EA			
Special Service Schedule						
6	Extract shampoo carpeted areas	4	EA			
7	Scrub/re-wax all vinyl tile to maintain Strip & Wax	4	EA			
8	Strip/Wax	4	EA			
TOTAL						

FOR FUTURE ADDITIONAL REQUIREMENTS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
1	Strip/Wax Vinyl	1	SF			
2	Strip/Wax Tile	1	SF			

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
3	Shampoo Carpet	1	SF			
TOTAL						

JANITORIAL SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
1	Liquid Hand Soap Pink	1	Gal.			
2	Toilet Paper (96 Rolls / Box)	1	Box			
3	Towel Roll Household White (30 Rolls x 85 Sheets / Box)	1	Box			
4	White Multi Fold Towels (10 x 250 Sheets / Box)	1	Box			
5	Toilet Seat Covers (20 x 250 Sheets / Box)	1	Box			
TOTAL						

ALTERNATIVE JANITORIAL SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
1	Liquid Hand Soap Pink	1	Gal.			
2	Toilet Paper (96 Rolls / Box)	1	Box			
3	Towel Roll Household White (30 Rolls x 85 Sheets / Box)	1	Box			



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
4	White Multi Fold Towels (10 x 250 Sheets / Box)	1	Box			
5	Toilet Seat Covers (20 x 250 Sheets / Box)	1	Box			
TOTAL						

SECTION 6 - SUBMITTAL DOCUMENTS

Bids must be submitted electronically at <https://procurement.opengov.com/portal/pembrokepines> on or before **2:00 pm on Tuesday, January 13, 2026**. 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.

- [E-Verify System Certificati...](#)

*Response required

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.

- [Vendor Information Form.pdf](#)

*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.

SECTION 8 - INSURANCE REQUIREMENTS

8.1 General Indemnification

The **Contractor** shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the **Contractor** or its employees, agents, servants, partners, principals or subcontractors. The **Contractor** shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. The **Contractor** expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the **Contractor** shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

8.2 Insurance Coverage

- A. **Contractor** shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the **Contractor** allow any subcontractor to commence work on any subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.
- B. Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the CITY's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.
- C. Certificates of Insurance shall provide for thirty (30) days' prior written notice to the CITY in case of cancellation or material changes in the policy limits or coverage states. If the carrier cannot provide thirty (30) days' notice of cancellation, either the **Contractor** or their Insurance Broker must agree to provide notice.
- D. Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the **Contractor** shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of

the Agreement and extension thereunder is in effect. The **Contractor** shall neither commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. **Contractor** shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

- E. **Contractor** shall be required to obtain all applicable insurance coverage, as indicated in the sections below, prior to commencing any work pursuant to this Agreement.

8.3 Comprehensive General Liability Insurance

Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

- A. Each Occurrence Limit - \$1,000,000
- B. Fire Damage Limit (Damage to rented premises) - \$100,000
- C. Personal & Advertising Injury Limit - \$1,000,000
- D. General Aggregate Limit - \$2,000,000
- E. Products & Completed Operations Aggregate Limit - \$2,000,000

Products & Completed Operations Coverage shall be maintained for the later of three (3) years after the delivery of goods/services or final payment under the Agreement. *(For Construction projects: Increase to ten (10) years and include a Designated Construction Project(s) General Aggregate Limit)*

The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.

8.4 Workers' Compensation and Employers' Liability Insurance

Workers' Compensation and Employers' Liability Insurance covering all employees, and/or volunteers of the **Contractor** engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the **Contractor** shall require the subcontractors similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the **Contractor** Coverage for the **Contractor** and all subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

- A. Workers' Compensation: Coverage A – Statutory
- B. Employers Liability: Coverage B

\$500,000 Each Accident

\$500,000 Disease – Policy Limit

\$500,000 Disease – Each Employee

If **Contractor** claims to be exempt from this requirement, **Contractor** shall provide CITY proof of such exemption along with a written request for CITY to exempt **Contractor**, written on **Contractor** letterhead.

8.5 Comprehensive Auto Liability Insurance

Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

- A. Any Auto (Symbol 1)
Combined Single Limit (Each Accident) - \$1,000,000
- B. Hired Autos (Symbol 8)
Combined Single Limit (Each Accident) - \$1,000,000
- C. Non-Owned Autos (Symbol 9)
Combined Single Limit (Each Accident) - \$1,000,000

If work under this Agreement includes transportation of hazardous materials, policy shall include pollution liability coverage equivalent to that provided by the latest version of the ISO pollution liability broadened endorsement for auto and the latest version of the ISO Motor Carrier Act endorsement, equivalents or broader language.

If **Contractor** requests reduced limits under a Personal Auto Liability Policy and it is agreed to by the CITY, coverage shall include Bodily Injury limits of \$100,000 per person/\$300,000 per occurrence and Property Damage limits of \$300,000 per occurrence.

8.6 Umbrella/Excess Liability Insurance

Umbrella/Excess Liability Insurance in the amount of **\$2,000,000** as determined appropriate by the CITY depending on the type of job and exposures contemplated. Coverage must be follow form of the General Liability, Auto Liability and Employer's Liability. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment pursuant to this Agreement.

The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.

8.7 Required Endorsements

- A. The City of Pembroke Pines shall be named as an Additional Insured on each of the Liability Policies required herein.

- B. Waiver of all Rights of Subrogation against the CITY.
- C. Thirty (30) Day Notice of Cancellation or Non-Renewal to the CITY.
- D. **Contractor**'s policies shall be Primary & Non-Contributory.
- E. All policies shall contain a "severability of interest" or "cross liability" clause without obligation for premium payment of the CITY.
- F. The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

8.8 Additional Requirements

- A. Any and all insurance required of the **Contractor** pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work that is subcontracted unless such subcontractor is covered by the protection afforded by the **Contractor** and provided proof of such coverage is provided to CITY. The **Contractor** and any subcontractors shall maintain such policies during the term of this Agreement.
- B. The CITY reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Agreement.
- C. The insurance requirements specified in this Agreement are minimum requirements and in no way reduce any liability the **Contractor** has assumed in the indemnification/hold harmless section(s) of this Agreement.

SECTION 9 - GENERAL TERMS AND CONDITIONS

9.1 EXAMINATION OF CONTRACT DOCUMENTS

Before submitting a Proposal, each Proposer should:

- A. consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost or performance of the work,
- B. study and carefully correlate the Proposer's observations with the Proposal Documents; and
- C. notify the Purchasing Manager of all conflicts, errors and discrepancies, if any, in the Proposal Documents.

The Proposer, by and through the submission of a Proposal, agrees that Proposer shall be held responsible for having familiarized themselves with the nature and extent of the work and any local conditions that may affect the work to be done and the services, equipment, materials, parts and labor required.

9.2 CONFLICT OF INSTRUCTIONS

If a conflict exists between the General Conditions and Instructions stated herein and specific conditions and instructions contained in specifications, the specifications shall govern.

9.3 ADDENDA or ADDENDUM

A formal solicitation may require an Addendum to be issued. An addendum in some way may clarify, correct or change the original solicitation (i.e. due date/time, specifications, terms, conditions, line item).

Bidders must register for an account on the City's e-Procurement Portal, hosted by OpenGov. Once the bidder has completed registration, they will receive addenda notifications via email by clicking "Follow" on this project. Ultimately, it is the sole responsibility of each bidder to periodically check the site for any addenda at <https://procurement.opengov.com/portal/pembrokepines>.

Contractors are cautioned not to consider verbal modifications to the solicitation, as the addendum issued through OpenGov will be the only official method whereby changes will be made.

9.4 INTERPRETATIONS AND QUESTIONS

If the Proposer is in doubt as to the meaning of any of the Proposal Documents, is of the opinion that the Conditions and Specifications contain errors or contradictions or reflect omissions, or has any question concerning the conditions and specifications, the Proposer shall submit a question for interpretation or clarification.

The City requires all questions relating to the solicitation to be submitted through the "Question & Answer" tab, for the specific project, on the City's e-Procurement Portal, located at <https://procurement.opengov.com/portal/pembrokepines>. Questions and inquiries must be received by the "Question Due Date" stated in the solicitation. Questions received after the "Question Due

Date” shall not be answered. Interpretations or clarifications in response to such questions will be issued via OpenGov. Bidders may also click “Follow” on this solicitation to receive an e-mail notification(s) when answers are posted. It is the responsibility of the bidder to check the website for answers to inquiries. The issuance of a response via OpenGov is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

OpenGov Support is also available to assist proposers with submitting their proposal and to ensure that proposers are submitting their proposals correctly. Proposers should ensure that they contact OpenGov support, with ample time before the bid closing date and time, via one of the following methods:

- A. Chat (preferred method): Click the button in the lower right-hand corner of the portal when logged in.
- B. E-mail: support@opengov.com
- C. Phone: 1 (605) 336-7167
- D. <https://opengov.my.site.com/support/s/contactsupport>

For all other questions related to this solicitation, please contact the Procurement Department at purchasing@ppines.com.

9.5 RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES

The awarded **Contractor** shall observe and obey all laws, ordinances, rules, and regulations of the federal, state, and CITY, which may be applicable to the service being provided. The awarded firm shall have or be responsible for obtaining all necessary permits or licenses required, if necessary, in order to provide this service.

Proposer warrants by submittal that prices quoted here are in conformity with the latest federal price guidelines, if any.

9.6 WARRANTIES FOR USAGE

Whenever a bid is sought, seeking a source of supply for a specified time for materials or service, the quantities or usage shown are estimated only. No guarantee or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for proposer’s information only and will be used for tabulation and presentation of bid.

9.7 BRAND NAMES

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 **Contractor’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.

9.8 QUALITY

All materials used for the manufacture or construction of any supplies, materials, or equipment covered by this bid shall be new, the latest model, of the best quality, and highest grade workmanship, unless otherwise noted.

9.9 SAMPLES

Samples, when requested, must be furnished before, or at the bid opening, unless otherwise specified, and delivered free of expense to the City and if not used in testing or destroyed, will upon request within thirty (30) days of bid award be returned at the proposer's expense.

9.10 ESTIMATED QUANTITIES

No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased pursuant to this solicitation. Estimated quantities will be used for comparison and ranking purposes only. The City is not obligated to contract for a given amount of commodities/services subsequent to the award of this solicitation. The City reserves the right to issue separate purchase orders as needed, issue a blanket purchase order, and release partial quantities, or any combination of the preceding as deemed necessary by the City.

9.11 DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a Bid in response to this solicitation. All information in the Bid shall be provided at no cost to the City.

9.12 PRICING

Prices should be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.

Proposer warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from date of bid opening unless otherwise stated by the City or proposer.

9.13 DELIVERY POINT

All items shall be delivered F.O.B. destination, and delivery cost and charges included in the bid price. Failure to do so may be cause for rejection of bid.

9.14 TAX EXEMPT STATUS

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

9.15 CONTRACT TIME

By virtue of the submission of the Proposal, Proposer agrees and fully understands that the completion time of the work of the Contract is an essential and material condition of the Contract and that time is of the essence. The Successful Proposer agrees that all work shall be prosecuted regularly, diligently and uninterrupted at such rate of progress as will ensure full completion thereof within the time specified. Failure to complete the work within the time period specified shall be considered a default.

In addition, time will be of the essence for any orders placed as a result of this bid. Purchaser reserves the right to cancel such orders, or part thereof, without obligation if delivery is not made at the time(s) or place(s) specified.

9.16 COPYRIGHT OR PATENT RIGHTS

Proposer warrants that there have been no violations of copyrights or patent rights in manufacturing, producing, or selling other goods shipped or ordered as a result of this bid, and seller agrees to hold the purchaser harmless from any and all liability, loss or expense occasioned by such violation.

9.17 ANTI-TRUST VIOLATIONS

Pursuant to Section 287.137, Florida Statutes, as may be amended, a person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity.

9.18 PUBLIC ENTITY CRIMES

Pursuant to Sec. 287.133(2)(a), Fla. Stat., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime or who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to Sec. 287.134(2)(b), Fla. Stat., a public entity may not accept any bid, proposals, or replies from, award any contract to, or transact any business with any entity or affiliate on the discriminatory vendor list for a period of 36 months following the date that entity or affiliate was placed on the discriminatory vendor list unless that entity or affiliate has been removed from the list. A public entity that was transacting business with an entity at the time of the discrimination resulting in that entity being placed on the discriminatory vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other entity who is under the

same, or substantially the same, control as the entity whose name appears on the discriminatory vendor list so long as that entity's name appears on the discriminatory vendor list.

The Sworn Statement of Public Entity Crime Affidavit Form, in the Submittal Documents section on the OpenGov portal for this solicitation, includes documentation that shall be executed by an individual authorized to bind the Proposer. The Proposer further understands and accepts that any contract issued as a result of this solicitation shall be either voidable or subject to immediate termination by the City. In the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133 or Section 287.134, respectively, Florida Statutes. The City in the event in such termination, shall not incur any liability to the Proposer for any goods, services or materials furnished.

9.19 CONFLICT OF INTEREST

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of CITY or any of its agencies. Further, all Proposers must disclose the name of any officer or employee of CITY who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer 's firm or any of its branches or affiliate companies.

9.20 FACILITIES

The City reserves the right to inspect the Proposer's facilities at any time with prior notice.

9.21 ENVIRONMENTAL REGULATIONS

CITY reserves the right to consider Proposer's history of citations and/or violations of environmental regulations in determining a Proposer's responsibility, and further reserves the right to declare a Proposer not responsible if the history of violations warrant such determination. Proposer shall submit with the Proposal, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such documentation shall be deemed to be an affirmation by the Proposer that there are no citations or violations. Proposer shall notify CITY immediately of notice of any citation or violation that Proposer may receive after the Proposal opening date and during the time of performance of any contract awarded to Proposers.

9.22 SIGNATURE REQUIRED

All proposals must be signed with the firm name and by an officer or employee having authority to bind the company or firm by his signature. FAILURE TO PROPERLY SIGN PROPOSAL SHALL INVALIDATE SAME, AND IT MAY NOT BE CONSIDERED FOR AWARD.

The individual executing this Bid on behalf of the Company warrant to the City that the Company is authorized to do business in the State of Florida, is in good standing and that Company possesses all of the required licenses and certificates of competency required by the State of Florida and Broward County to provide the goods or perform the services herein described.

The signed bid shall be considered an offer on the part of the proposer or **Contractor**, which offer shall be deemed accepted upon approval by the City Commission of the City of Pembroke Pines and in case of default on the part of the proposer or **Contractor** after such acceptance, the City of Pembroke Pines may take such action as it deems appropriate including legal action for damages or specific performance.

9.23 MANUFACTURER'S CERTIFICATION

The City of Pembroke Pines reserves the right to request from proposer separate manufacturer certification of all statements made in the proposal.

9.24 MODIFICATION OR WITHDRAWAL OF PROPOSAL

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 OpenGov website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

9.25 PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS

All submittals received by the deadline will be recorded, and will subsequently be publicly opened on the same business day at 2:30 pm at the office of the City Clerk, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.

All Proposals received from Proposers in response to the solicitation will become the property of CITY and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of CITY. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

Pursuant to Section 119.071 of the Florida Statutes, sealed bids, proposals, or replies received by a Florida public agency shall remain exempt from disclosure until an intended decision is announced or until 30 days from the opening, whichever is earlier.

Therefore, proposers will not be able to procure a copy of their competitor's bids until an intended decision is reached or 30 days has elapsed since the time of the bid opening.

However, pursuant to Section 255.0518 of the Florida Statutes, when opening sealed bids that are received pursuant to a competitive solicitation for **construction or repairs on a public building or public work**, the entity shall:

- A. Open the sealed bids at a public meeting.
- B. Announce at that meeting the name of each bidder and the price submitted in the bid.
- C. Make available upon request the name of each bidder and the price submitted in the bid.

For solicitations that are **not** for “**construction or repairs on a public building or public work**” the City shall not reveal the prices submitted in the bids until an intended decision is announced or until 30 days from the opening, whichever is earlier.

9.26 RESERVATIONS FOR REJECTION AND AWARD

The City of Pembroke Pines reserves the right to accept or reject any and all bids or parts of bids, to waive irregularities and technicalities, and to request rebids. The City also reserves the right to award a contract on such items(s) or service(s) the City deems will best serve its interests. All bids shall be awarded to the most responsive/responsible proposer, provided the (City) may for good cause reject any bid or part thereof. It further reserves the right to award a contract on a split order basis, or such combinations as shall best serve the interests of the City unless otherwise specified. No premiums, rebates or gratuities permitted, either with, prior to, or after award. This practice shall result in the cancellation of said award and/or return of items (as applicable) and the recommended removal of proposer from bid list(s).

9.27 BID PROTEST

Any protests or challenges to this competitive procurement shall be governed by Section 35.38 of the City’s Code of Ordinances.

9.28 INDEMNIFICATION

The Successful Proposer shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the subsequent indemnifications including, but not limited to, reasonable attorney's fees (including appellate attorney's fees) and costs.

CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Successful Proposer under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive City’s rights and immunities under the common law or Florida Statute 768.28 as amended from time to time.

Additional indemnification requirements may be included under Special Terms and Conditions and/or as part of a specimen contract included in the solicitation package.

General Indemnification: To the fullest extent permitted by laws and regulations, Successful Proposer shall indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, harmless from any and all claims, damages, losses, liabilities and expenses, direct, indirect or consequential arising out of or in consequential arising out of or alleged to have arisen out of or in consequence of the products, goods or services furnished by or operations of the Successful Proposer or his subcontractors, agents, officers, employees or independent contractors pursuant to or in the performance of the Contract.

Indemnification for Design Professionals and Construction Contracts: The Successful Proposer shall indemnify and hold harmless the CITY, its officers and employees, from any and all liability, losses or damages, including reasonable attorneys' fees and costs of defense, which the CITY, its

officers and employees, may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature to the extent such claims are caused by the negligence, recklessness, or intentional wrongful conduct of the Successful Proposer and other persons employed or utilized by the Successful Proposer during performance of the resulting Agreement.

Patent and Copyright Indemnification: Successful Proposer agrees to indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any invention, process, material, property or other work manufactured or used in connection with the performance of the Contract, including its use by CITY.

9.29 DEFAULT PROVISION

In the case of default by the proposer or **Contractor**, the City of Pembroke Pines may procure the articles or services from any other sources and hold the proposer or **Contractor** responsible for any excess costs occasioned or incurred thereby.

The City shall be the sole judge of nonperformance, which shall include any failure on the part of the successful Proposer to accept the Award, to furnish required documents, and/or to fulfill any portion of the contract within the time stipulated. Upon default by the successful Proposer to meet any terms of this agreement, the City will notify the Proposer five (5) days (weekends and holidays excluded) to remedy the default. Failure on the **Contractor**'s part to correct the default within the required five (5) days shall result in the contract being terminated and upon the City notifying in writing the Contractor of its intentions and the effective date of the termination. The following shall constitute default:

- A. Failure to perform the Work required under the contract and/or within the time required or failing to use the subcontractor, entities and personnel as identified and set forth, and to the degree specified in the contract.
- B. Failure to begin the Work under this Bid within the time specified.
- C. Failure to perform the Work with sufficient Workers and equipment or with sufficient materials to ensure timely completion.
- D. Neglecting or refusing to remove materials or perform new Work where prior Work has been rejected as non-conforming with the terms of the contract.
- E. Becoming insolvent, being declared bankrupt, or committing act of bankruptcy or insolvency, or making an assignment renders the successful Proposer incapable of performing the Work in accordance with and as required by the contract.
- F. Failure to comply with any of the terms of the contract in any material respect.

In the event of default of a contract, the successful Proposer shall pay all attorney's fees and court costs incurred in collecting any damages. The successful Proposer shall pay the City for any and all costs incurred in ensuing the completion of the project.

Additional provisions may be included in the specimen contract.

9.30 ACCEPTANCE OF MATERIAL

The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and thereafter accepted to the satisfaction of the City and must comply with the terms herein, and be fully in accord with specifications and of the highest quality. In the event the material and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return product to seller at the sellers expense.

9.31 LOCAL GOVERNMENT PROMPT PAYMENT ACT

The City complies with Florida Statute 218.70, Local Government Prompt Payment Act.

9.32 SCRUTINIZED COMPANIES LIST

In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of:

- A. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or
- B. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:
 1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or
 2. Is engaged in business operations in Syria.

By submitting a bid, proposal or response, the company, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or is engaged in business operations in Syria.

9.33 PUBLIC RECORDS; TRADE SECRET, PROPRIETARY AND CONFIDENTIAL SUBMITTALS

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.

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.

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.

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 CLEARLY IDENTIFYING THE EXEMPTION BEING CLAIMED UNDER FLORIDA STATUTES 119.07.

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.

9.34 PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES

It is hereby made part of this solicitation that the submission of any bid response to this advertised request constitutes a bid made under the same or similar terms and conditions, for the same price, or better price, to other government agencies if agreeable by the proposer and the government agency.

At the option of the **Contractor**, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the **Contractor** to use this contract shall do so independently of any other governmental entity. Each agency shall be responsible for its own purchases and shall

be liable only for goods or services ordered, received, and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

9.35 CONE OF SILENCE

Prohibited Communication: In accordance with the Cone of Silence Ordinance, Section 35.40 of the City's Code of Ordinances, during the course of a sealed competitive solicitation, a cone of silence shall be in effect between:

- A. Any person or entity that seeks a contract, contract amendment, award, recommendation, or approval related to a sealed competitive solicitation or that is subject to being evaluated or having its response evaluated in connection with a sealed competitive solicitation, including a person or entity's representative; and
- B. The City Manager or any person or group of persons appointed or designated by the City Commission or the City Manager to evaluate, select, or make a recommendation to the City Commission or the City Manager regarding a sealed competitive solicitation, including any member of the selection/evaluation committee.

Effective Dates: A cone of silence shall be in effect during a sealed competitive solicitation process beginning upon the advertisement for the sealed competitive solicitation or during such other procurement activities as declared by the City Commission, and shall terminate at the time the City Commission takes final action or gives final approval of a contract, rejects all bids or responses to the sealed competitive solicitation, or takes other action which ends the sealed competitive solicitation process.

Permitted Communication: The cone of silence shall not apply to:

- A. Written or oral communications with legal counsel for the city, the Procurement Department staff for the city, and the person or persons designated in the sealed competitive solicitation as the contact person for clarification or information related to the sealed competitive solicitation.
- B. Public presentations, asking questions, or providing feedback at pre-bid meetings, site visits or conferences or at a selection, evaluation or negotiation meeting related to the sealed competitive solicitation.
- C. Contract negotiations with the selected entity.

Violations: Any action in violation of this section shall be cause for disqualification of the bid or the proposal.

9.36 E-VERIFY

Contractor certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below.

- A. Definitions for this Section:

1. "Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, a vendor or consultant.
2. "Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.
3. "E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

B. Registration Requirement; Termination:

Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

1. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
2. All persons (including subvendors / subconsultants / subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Pembroke Pines. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Pembroke Pines; and
3. The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. 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. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

9.37 JESSICA LUNSFORD ACT

Background screening requirements for **Contractor**'s performing services for or at City's Charter Schools.

- A. Except as provided in §§1012.467 or 1012.468, Florida Statutes, non-instructional school employees or contractual personnel who:
 1. are permitted access on school grounds when students are present,
 2. have direct contact with students or,
 3. have access to or control of school funds must meet level 2 screening requirements as described in §1012.32, Florida Statutes. Contractual personnel shall include any **Contractor**, individual, or entity under contract with the City engaged to perform services for or at City's Charter Schools.

- B. Every 5 years following employment or entry into a resulting contract in a capacity described in subsection (A), each person who is so employed or under contract with the City must meet level 2 screening requirements as described in §1012.32, Florida Statutes, at which time the City shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening. If, for any reason following employment or entry into a resulting contract in a capacity described in subsection (A), the fingerprints of a person who is so employed or under contract with the City are not retained by the Department of Law Enforcement under §1012.32(3)(a) and (b), Florida Statutes, the person must file a complete set of fingerprints with the City. Upon submission of fingerprints for this purpose, the City shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening, and the fingerprints shall be retained by the Department of Law Enforcement under §1012.32(3)(a) and (b), Florida Statutes. The cost of the state and federal criminal history check required by level 2 screening shall be borne by the **Contractor**, or the person fingerprinted. Under penalty of perjury, each person who is employed or engaged to perform a resulting contract in a capacity described in subsection (A) must agree to inform his or her employer or the party with whom he or she is under contract within 48 hours if convicted of any disqualifying offense while he or she is employed or under a resulting contract in that capacity.

- C. If it is found that a person who is employed or under contract in a capacity described in subsection (A) does not meet the level 2 requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

9.38 PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING



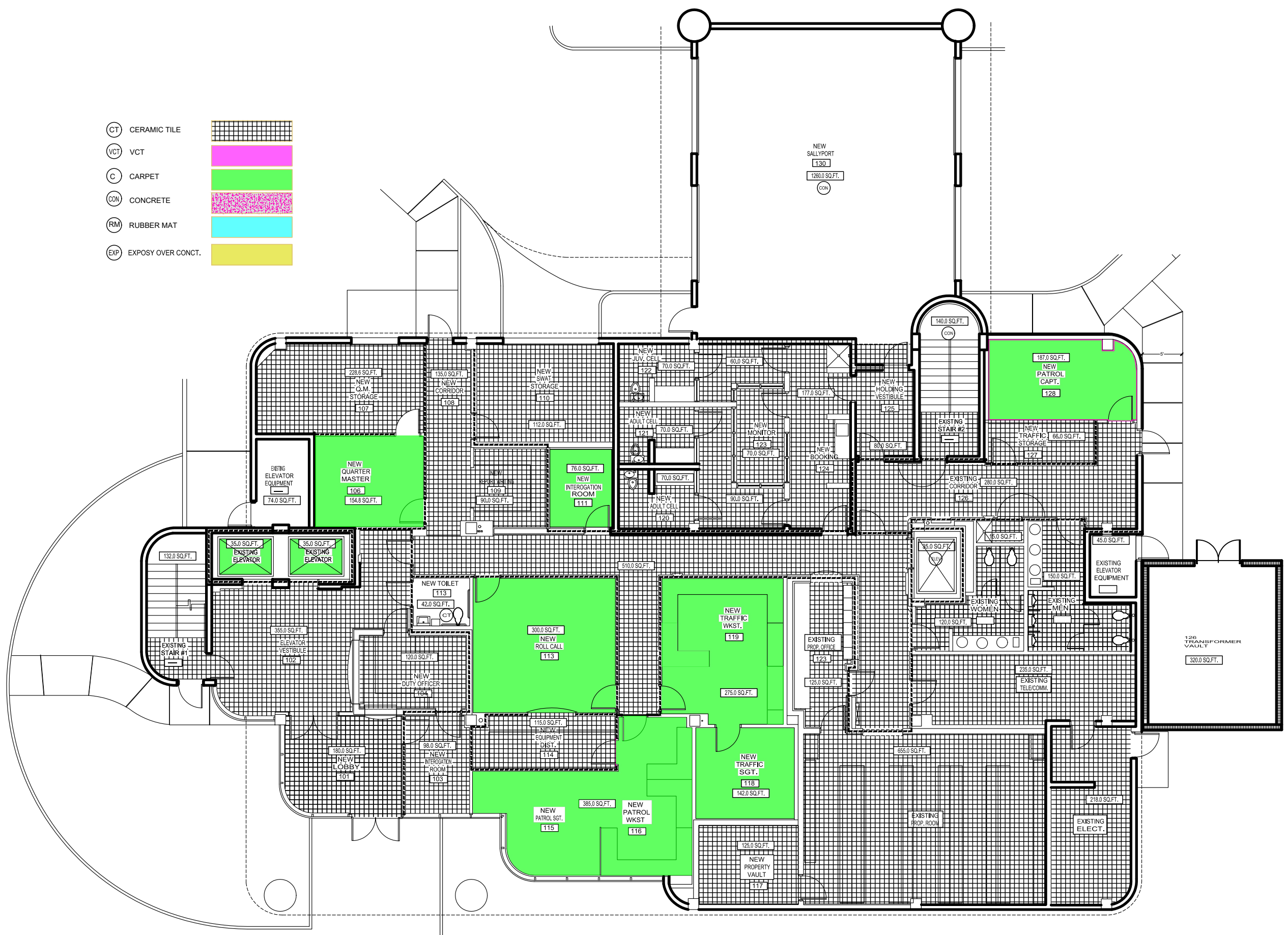
Bidders are hereby notified of the provisions of Section 287.05701, Florida Statutes, as amended, that the City will not request documentation of or consider a Bidder's social, political, or ideological interests when determining if the Bidder is a responsible Bidder. Bidders are further notified that the City's governing body may not give preference to a Bidder based on the Bidder's social, political, or ideological interests.

SECTION 10 - SPECIAL TERMS & CONDITIONS

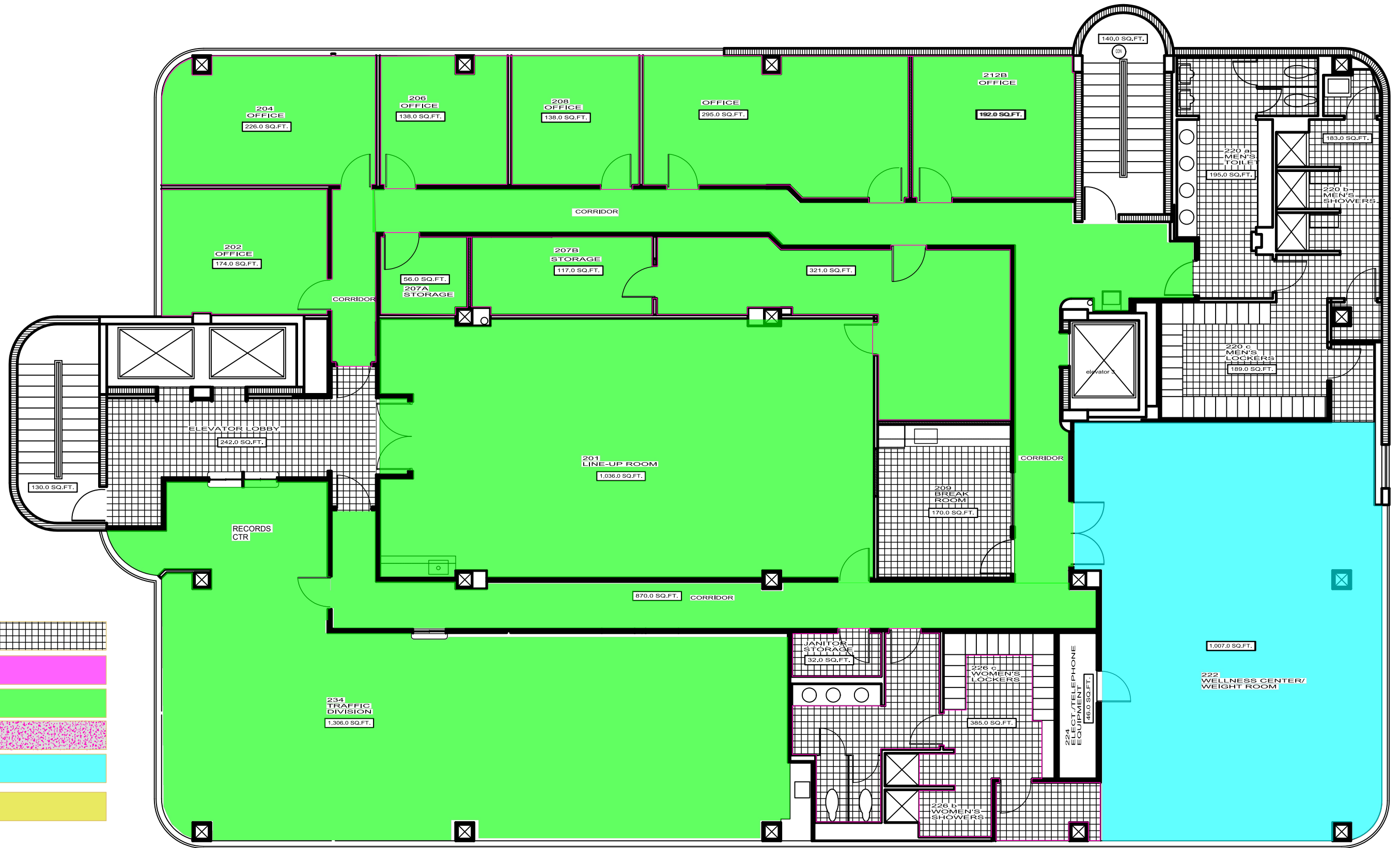
10.1 OWNER'S CONTINGENCY

While the specifications contained in this solicitation and any ensuing Purchase Orders or contracts have incorporated all anticipated work to be accomplished, there may be unanticipated work required of the **Contractor** in conjunction with a specific project. For this reason, the City Commission may award a project with an "Owner's Contingency". This contingency or allowance authorizes the City execute change orders up to the amount of the contingency without the need to obtain additional Commission approval. The Owner's Contingency is usually based on a specified percent of the proposed project amount and is 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 **Contractor's** overall offer to determine the total potential dollar value of the contract. It is hereby understood and agreed that the **Contractor** shall not expend any dollars in connection with the Owner's Contingency without the expressed prior approval of the City's authorized representative. Any Owner's Contingency funds that have not been utilized at the end of the project will remain with the Owner, the **Contractor** shall only be paid for the proposed project cost as approved by the City Commission along with any Owner Contingency expenses that were approved by the City's authorized representative.

- CT CERAMIC TILE
- VCT VCT
- C CARPET
- CON CONCRETE
- RM RUBBER MAT
- EXP EXPOSY OVER CONCT.

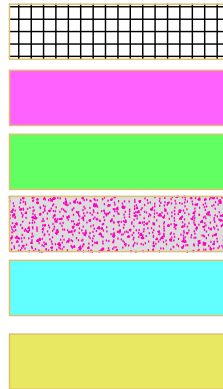


**ATTACHMENT M: EAST STATION - 9500 PINES BLVD.
1st FLOOR**



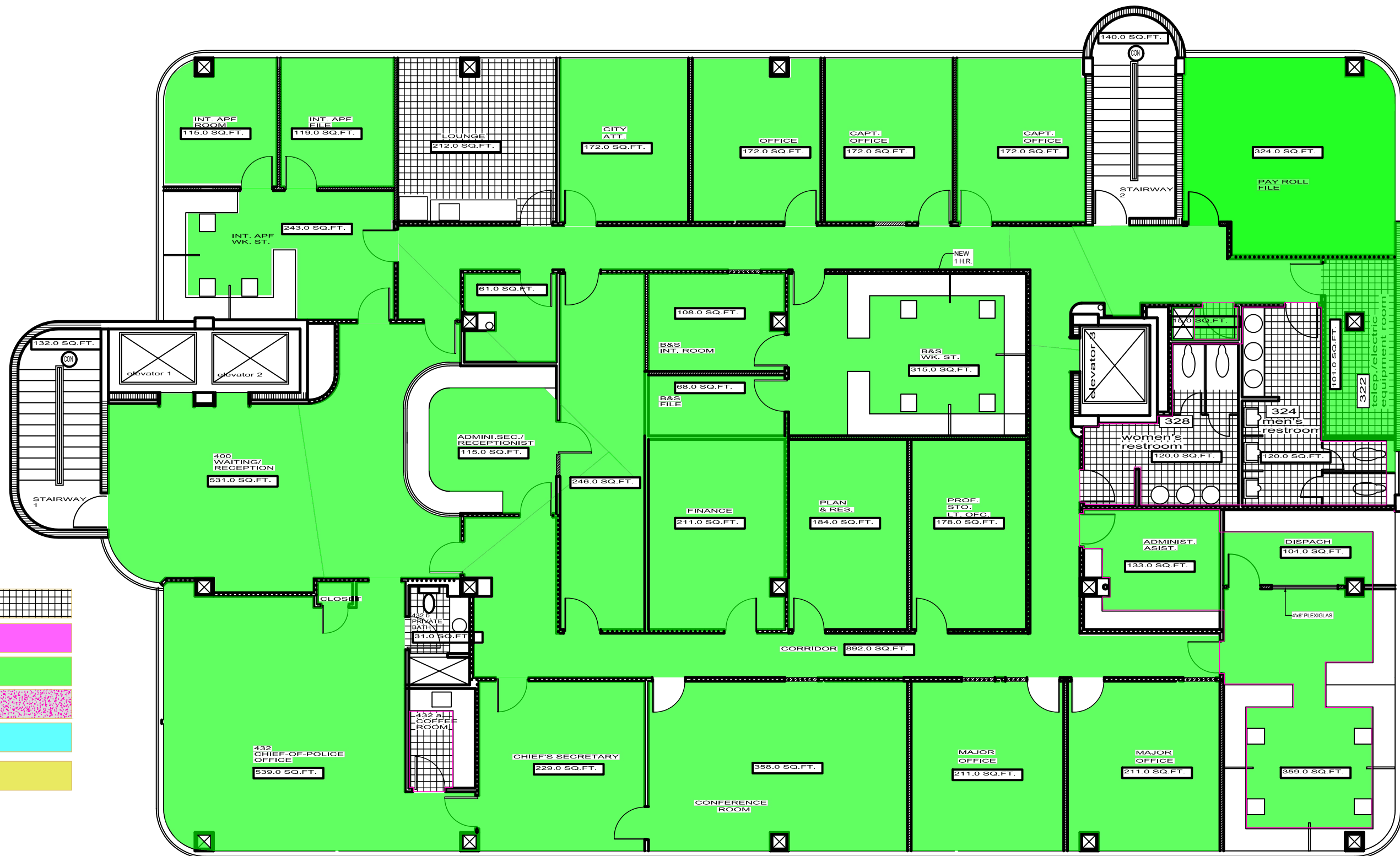
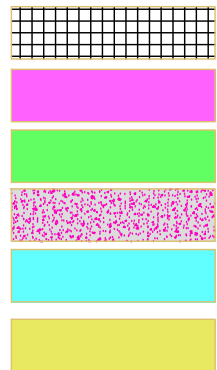
ATTACHMENT M: EAST STATION - 9500 PINES BLVD.
2nd FLOOR

- ⊙ CT CERAMIC TILE
- ⊙ VCT VCT
- ⊙ C CARPET
- ⊙ CON CONCRETE
- ⊙ RM RUBBER MAT
- ⊙ EXP EXPOSY OVER CONCT.

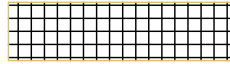


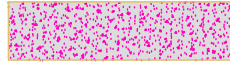




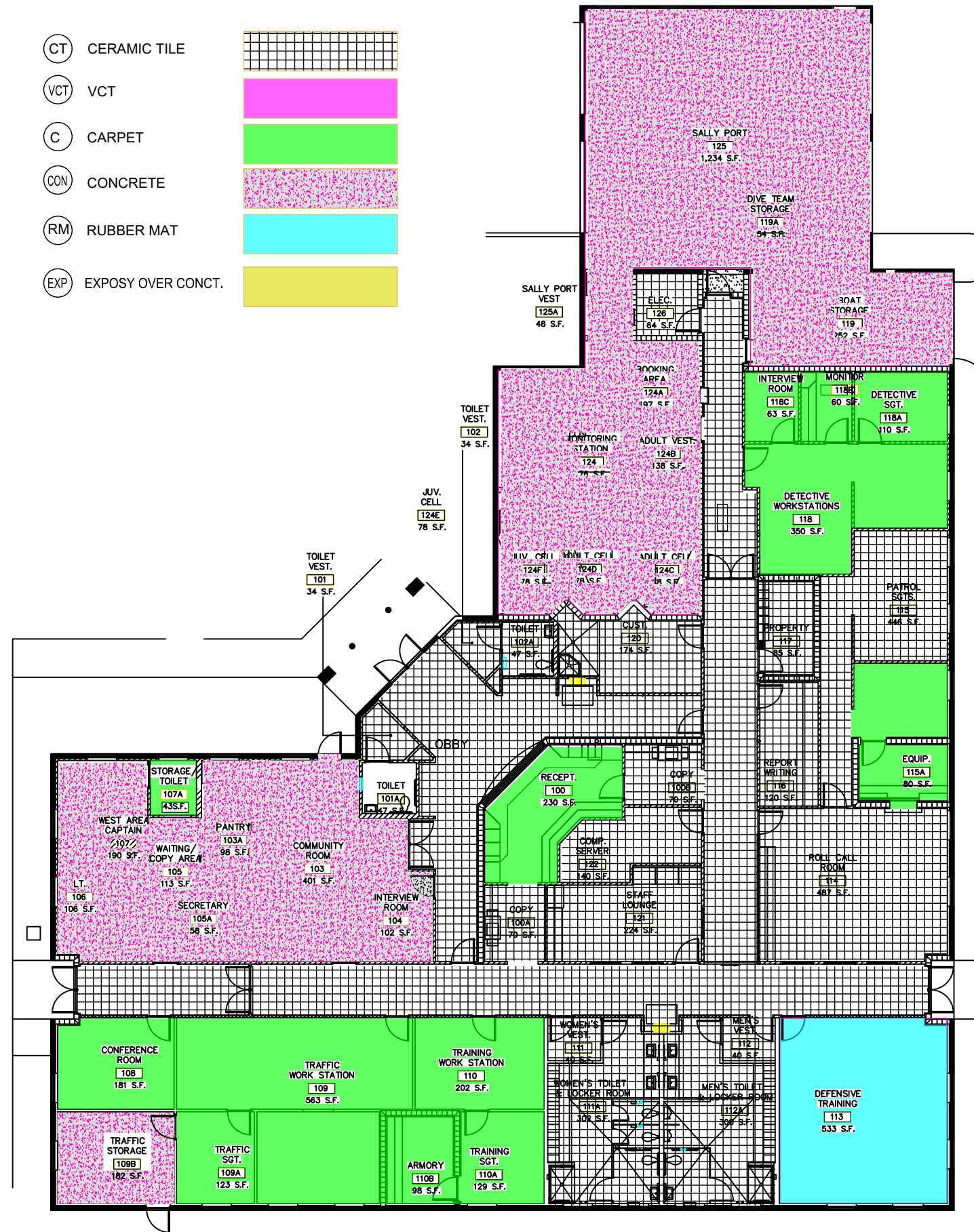
ATTACHMENT M: EAST STATION - 9500 PINES BLVD.
3rd FLOOR

- (CT) CERAMIC TILE
- (VCT) VCT
- (C) CARPET
- (CON) CONCRETE
- (RM) RUBBER MAT
- (EXP) EXPOSY OVER CONCT.

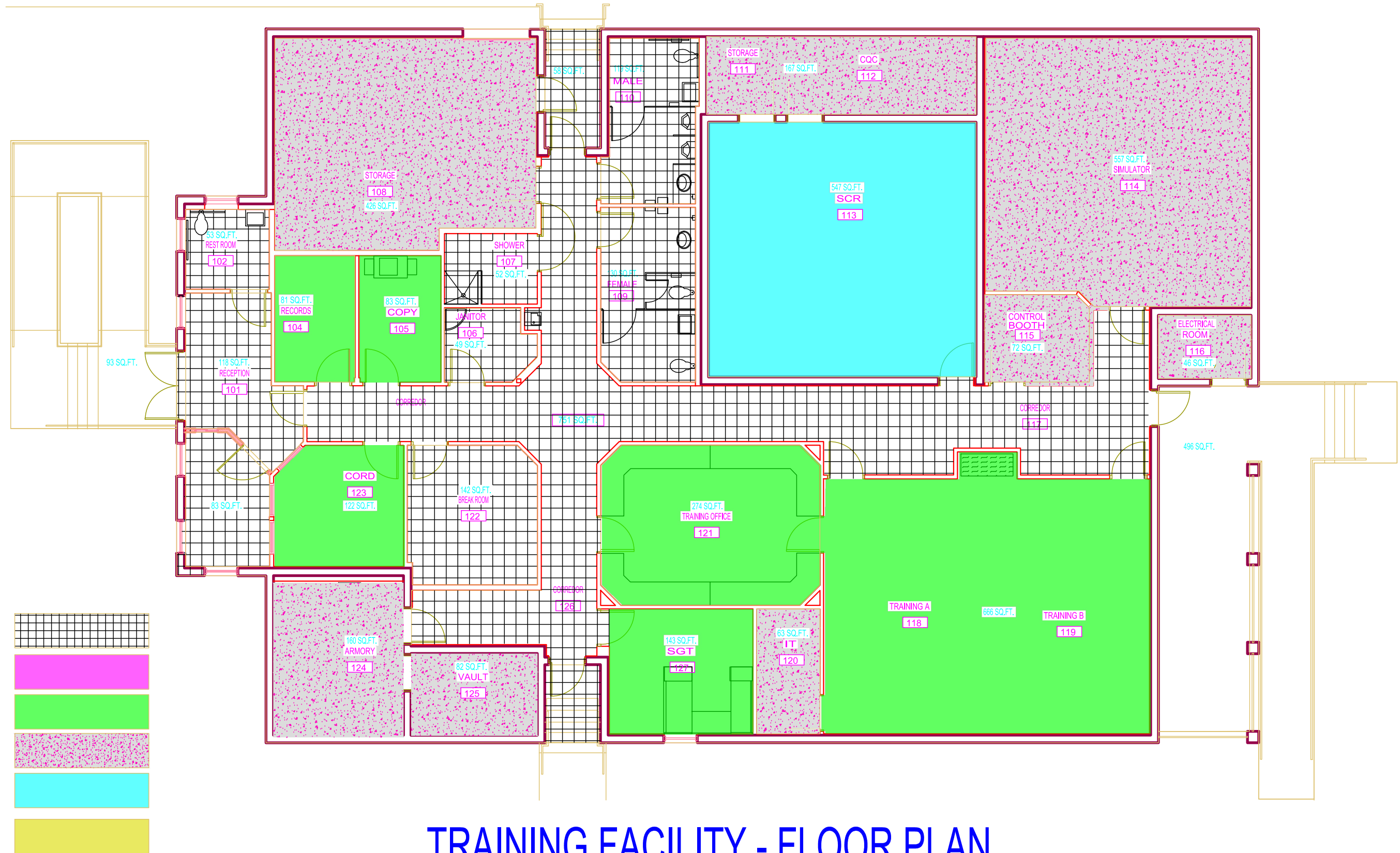


ATTACHMENT M: EAST STATION - 9500 PINES BLVD.
4th FLOOR

- (CT) CERAMIC TILE 
- (VCT) VCT 
- (C) CARPET 
- (CON) CONCRETE 
- (RM) RUBBER MAT 
- (EXP) EXPOSY OVER CONCT. 



WEST PD.
12,260 sq.ft



TRAINING FACILITY - FLOOR PLAN
5669.00 SQ.FT.



City of Pembroke Pines

Procurement

Mark Gomes, Assistant City Manager / Director of Procurement & Sustainability

601 City Center Way, Pembroke Pines, FL 33025
(954) 431-4884

QUESTION & ANSWER REPORT

IFB No. PD-25-04

Janitorial Services for the Police Department

RESPONSE DEADLINE: January 13, 2026 at 2:00 pm

Tuesday, February 24, 2026

Approved, Unanswered Questions

Approved, Answers Provided

1. Corrosion and bacterial contamination in fire sprinkler systems

Nov 25, 2025 5:11 PM

Question: Any interest in cleaning & Treating and protecting these systems from pipe replacement

Nov 25, 2025 5:11 PM

Answered by Daniel Deleon: The solicitation is concerned with janitorial services for the Police Department. Fire Sprinkler System treatment and protection is not within the Scope of Work and is not being considered for evaluation purposes.

Dec 24, 2025 10:57 AM

2. Current Contractor and Budget Information

Dec 4, 2025 2:08 PM

Question: Could the City please provide the following information: The name of the current contractor providing janitorial services under the existing agreement. The current contract amount and/or pricing. The annual budget allocated for this new solicitation. Thank you.

Dec 4, 2025 2:08 PM

Answered by Daniel Deleon: The current contractor providing janitorial services is Safeguard Services, Inc. The current contract is valued at \$52,533.36. The annual budget allocated to this solicitation is dependent on the lowest responsive/responsible vendor - the estimated budget is \$100,000.00.

Dec 24, 2025 10:57 AM

3. No subject

Dec 5, 2025 9:30 AM

Question: Please confirm if any of the sites require cleaning after 5PM. If so, which ones?

Dec 5, 2025 9:30 AM

Answered by Daniel Deleon: None of the sites require cleaning after 5PM. Hours of operation are detailed in the bid's Scope of Work, Section 4.9, Scheduling and Access, under A. Time of Service.

Dec 24, 2025 10:57 AM

4. No subject

Dec 5, 2025 10:15 AM

Question: Would it be acceptable to have one day porter serve as a rover to cover the three smaller facilities: West Station, the Training Facility, and the Investigation Facility, within the 7:00am to 5:00pm timeframe provided?

Dec 5, 2025 10:15 AM

Answered by Daniel Deleon: Yes, this is how the alternate locations are currently handled.

Dec 24, 2025 10:57 AM

5. Square Footage

Dec 8, 2025 5:45 PM

Question: Please provide the cleanable square footage of the following facilities: 1. East Station 2. West Station 3. Training Facility 4. Investigations Facility

Dec 8, 2025 5:45 PM

Answered by Daniel Deleon: The information requested in 1, 2, and 3 is available in the Attachments section of the solicitation. Floor plans with square foot measurements and floor material types are provided in Attachments A, B, C, D, E, and F. A floor plan is not available for the Investigations Facility - a square footage breakdown is posted below: 1,117 SQ FT of Carpeted Floor 315 SQ FT of Rubber Matted Floor 161 SQ FT of Epoxy over Concrete 108 SQ FT of Ceramic Tile

Dec 24, 2025 10:57 AM

6. Staffing Hours

Dec 8, 2025 5:50 PM

Question: Does a worker have to be onsite at each facility for the time of service listed in section 4.9 Scheduling and Access? For example, does the City expect cleaning for the East Station between the hours of 7 am to 5 pm or does the City expect us to staff the facility for the entire 7 am to 5 pm time frame?

Dec 8, 2025 5:50 PM

Answered by Daniel Deleon: The cleaning staff is expected to be on site for the duration of time from 7AM – 5PM.

Dec 24, 2025 10:57 AM

7. Time of Cleaning

Dec 8, 2025 5:52 PM

Question: Are both Daytime and Nighttime cleaning required for this solicitation?

Dec 8, 2025 5:52 PM

Answered by Daniel Deleon: This solicitation requires cleaning during typical day time hours. Hours of operation are detailed in the bid's Scope of Work, Section 4.9, Scheduling and Access, under A. Time of Service.

Dec 24, 2025 10:57 AM

8. Estimated Project Cost

Dec 9, 2025 1:22 PM

Question: The bid lists the estimated project cost at \$100,000. Is that covering all the labor, consumables, equipment, and project work for a 1 year period?

Dec 9, 2025 1:22 PM

Answered by Daniel Deleon: The estimated project costs include labor, materials, and equipment for a one-year period but is not a final allocation. Vendors are encouraged to submit competitive pricing structures that may be less than the estimated project cost.

Dec 24, 2025 10:57 AM

9. Exposed Photo Identification Cost

Dec 10, 2025 12:01 PM

Question: Is City covering the costs for exposed photo identification outlined in Section 4.8 E? If not, what is the estimated cost per employee?

Dec 10, 2025 12:01 PM

Answered by Daniel Deleon: The photo identification access cards are currently supplied by the Police Department.

Dec 24, 2025 10:57 AM

10. STAFFING PER LOCATION IN IFB

Dec 10, 2025 12:25 PM

Question: Question 1) Staffing Numbers per Location: For East Building- operations are from Mon-Friday 7am-5pm. How many staff are needed during these hours? For West Building- operations from Mon-Friday 7am-5pm. How many staff are needed during these hours? Training- operations Monday-Friday 7am-5pm. How many staff are needed during these hours? Investigations center- only on Wednesdays from 3pm-5pm? Can you clarify if this is a part-time staff that comes for 2 hours OR does this person come anytime between the hours of 3-5pm to clean.

Dec 10, 2025 12:25 PM

Answered by Daniel Deleon: Two cleaning staff members are expected at the East Building. The building is a total of four floors, and cleaning staff typically divides up and takes two floors each to maintain simultaneously. One cleaning staff member is expected at the West Building (may travel between West, Training, and Investigations). One cleaning staff member is expected at the Training Facility (may travel between West, Training, and Investigations). One cleaning staff member is expected at the Investigations Facility (may travel between West, Training, and Investigations). They are expected to arrive each Wednesday and clean for the duration of time between 3pm-5pm.

Dec 24, 2025 10:57 AM

11. JANITORIAL SUPPLIES INVENTORY/PRICE PER UNIT

Dec 10, 2025 12:26 PM

Question: On the Price proposal under section "Janitorial Supplies" why are the unit cost and totals needed to bid if awarded janitorial vendor supplies cleaning supplies according to Section 4.7 "Materials, Equipment and Supplies"?

Dec 10, 2025 12:26 PM

Answered by Daniel Deleon: The City requests Unit Costs and Totals to establish rates in the event that more work is needed or desired in the future.

Dec 24, 2025 10:57 AM

12. No subject

Dec 10, 2025 12:51 PM

Question: Who was the last contractor awarded and by how much?

Dec 10, 2025 12:51 PM

Answered by Daniel Deleon: The current contractor providing janitorial services is Safeguard Services, Inc. The current contract is valued at \$52,533.36.

Dec 24, 2025 10:57 AM

13. PD-25-04

Dec 11, 2025 2:17 PM

Question: 1- Can you please provide total square feet for (East Station), also Surface type such as (VCT, Tile, Carpet) in square feet for each surface. 2- Can you please provide for (West Station), Surface type such as (VCT, Tile, Carpet) in square feet for each surface. 3- Can you please provide for (Training Facility), Surface type such as (VCT, Tile, Carpet) in square feet for each surface. 4- Can you please provide total square feet for (East Station), also Surface type such as (VCT, Tile, Carpet) in square feet for each surface. 5- Can you please confirm that (Investigations Facility) is to be cleaned 1 time a week only. 6- In section 4.7 - Material, Equipment and Supplies, you request that we provide (Small, Medium, Large) Garbage Bags, can you please provide approximate amounts of each per month or per year, as you provided for Yearly Estimate Usage chart on the Janitorial Supply list..

Dec 11, 2025 2:17 PM

Answered by Daniel Deleon: The information requested in Questions 1, 2, 3, and 4 is available in the Attachments section of the solicitation. Floor plans with square foot measurements and floor material types are provided in Attachments A, B, C, D, E, and F. 5. Yes, they are expected to arrive each Wednesday and clean for the duration of time between 3pm-5pm. 6. The following is a rough estimate of janitorial items purchased annually, to include all facilities: • 790 Y-notch controlled rolls of paper towels • 475 septic jumbo-rolls of toilet paper • 30,000 toilet seat covers • 44 gallons of hand cleanser • 27,000 of 12-gallon trash bags • 95,000 of 20-gallon trash bags • 44,000 of 56-gallon trash bags

Dec 24, 2025 10:57 AM

14. No subject

Dec 15, 2025 5:18 PM

Question: Can you clarify if the (1) employee required for the Training and West facilities is for 3 hours each facility or 3 hours combined?

Dec 15, 2025 5:18 PM

Answered by Daniel Deleon: Cleaning staff is expected to spend 3 hours at each facility.

Dec 24, 2025 10:57 AM

15. No subject

Dec 15, 2025 5:19 PM

Question: Can you provide the supply usage logs for the last 12 months?

Dec 15, 2025 5:19 PM

Answered by Daniel Deleon: The Police Department does not maintain supply usage logs, but the following is a rough estimate of janitorial items purchased annually, to include all facilities: • 790 Y-notch controlled rolls of paper towels • 475 septic jumbo-rolls of toilet paper • 30,000 toilet seat covers • 44 gallons of hand cleanser • 27,000 of 12-gallon trash bags • 95,000 of 20-gallon trash bags • 44,000 of 56-gallon trash bags

Dec 24, 2025 10:57 AM

16. No subject

Dec 15, 2025 5:19 PM

Question: How many noncompliance fees or deductions were assessed in the last 12 months?

Dec 15, 2025 5:19 PM

Answered by Daniel Deleon: To the best of our knowledge, no fees or deductions have been assessed in the last 12-month period.

Dec 24, 2025 10:57 AM

17. No subject

Dec 15, 2025 5:20 PM

Question: Are cleaning staff required to be present on observation holidays?

Dec 15, 2025 5:20 PM

Answered by Daniel Deleon: The Scope of Work Section 4.9 Scheduling and Access documents observed holidays and the current cleaning staff confirmed they have observed holidays off.

Dec 24, 2025 10:57 AM