



# **NEW PLAYGROUND TURF FOR THE EAST CAMPUS CHARTER SCHOOL**

INVITATION FOR BID # PSPW-25-04

**Issuance of Solicitation:** Tuesday, March 11, 2025

**Questions Due Date:** Monday, March 24, 2025

**Bid Submission Deadline:** Tuesday, April 1, 2025

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

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A - EAST CAMPUS Turf Project

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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 # PSPW-25-04**

### **New Playground Turf for the East Campus Charter School**

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

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

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

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

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

**Proposals will be accepted until 2:00 pm on Tuesday, April 1, 2025, electronically at <https://procurement.opengov.com/portal/pembrokepines/projects/143503>.**

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

**Virtual Bid Opening:** In light of public health concerns and to ensure accessibility for all, the City encourages interested parties, vendors, 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:

Ivan Ospinal or other Procurement Staff in the Procurement Department  
City of Pembroke Pines  
8300 South Palm Drive,  
Pembroke Pines, FL 33025  
(954) 518-9020 or 954-518-9020  
[purchasing@ppines.com](mailto:purchasing@ppines.com)



## SECTION 2 - GENERAL PROJECT INFORMATION & TIMELINE

### 2.1 Project Timeline

The work shall be completed within **30** calendar days from issuance of the City's Notice to Proceed (NTP), with an estimated start date of **May 15, 2025**.

### 2.2 Tentative Schedule of Events

Issuance of Solicitation (Posting Date):	March 11, 2025
Pre-Bid Meeting (Mandatory):	March 17, 2025, 9:30am  10801 Pembroke Rd, Pembroke Pines, FL 33025
Question Due Date:	March 24, 2025, 11:30pm
Issuance of Final Answers to Questions:	March 26, 2025
Bid Submission Deadline:	April 1, 2025, 2:00pm
Bid Opening:	Will be held at 2:30 pm on the day of bid submissions are due.
Evaluations by Staff:	To Be Determined (TBD)

### 2.3 Mandatory Pre-Bid Meeting/Site Visit

There will be a **MANDATORY** scheduled pre-bid meeting on **Monday, March 17, 2025 at 9:30 am**. Meeting location will be at the **10801 Pembroke Rd, Pembroke Pines, FL 33025**

- A. **Proof of Attendance:** Contractors may be required to sign in at any of the meetings to show proof of attendance. It is the vendor's responsibility to make sure that they sign in at the meeting.

### 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 **Ivan Ospinal** at **(954) 518-9020**. 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



95,000

## **2.6 Liquidated Damages**

Liquidated damages for this project shall be **FIVE HUNDRED DOLLARS AND NO CENTS (\$500.00)** per day.

## **2.7 Grant/Federal Funding**

Not applicable for this project.

## **2.8 Proposal Security/Bid Bond**

A Proposal Security shall be required, only for bidders that have a total cumulative base proposal amount that exceeds \$200,000. Proposal Security shall be in the amount of 5% of the total cumulative base amount proposed.

## **2.9 Payment and Performance Bonds**

In the event that the awarded contract, not including owner's contingency, exceeds \$200,000, two (2) separate bonds (Payment & Performance Bonds) are required, and both must be approved by the City. The penal sum stated in each bond shall be 100% of the contract price.

## **2.10 Permit, License, Impact or Inspection Fees**

With the exception of the City related permit, license, impact or inspection fees (including the Building Department and Engineering Department Permit Fees), which will be waived for this project, the City does not anticipate any additional permit, license, impact or inspection fees for this project. Any related State or County fees, for the aforementioned permits, will be paid by the City.

In addition, the City shall cover the cost for any other permit fees related to external entities through the City's Owner's Contingency for this project, **therefore proposers should not include permit costs in their total proposal price.**

Furthermore, please note the City's average time for a contractor to apply for and receive an approved permit is 30 days; delays in this timeline caused by the contractor's failure to actively monitor the permit process and submit all required documentation in a timely manner, will count against the project's contractual completion period.



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

### **3.1 Purpose**

The City of Pembroke Pines is seeking bids from qualified firms, hereinafter referred to as the Contractor, to remove the mulch play field and install high traffic artificial playground turf in its place at Charter School located at 10801 Pembroke Rd, Pembroke Pines, FL 33024, in accordance with the terms, conditions, and specifications contained in this solicitation.

### **3.2 Background**

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

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

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

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



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

### **4.1 Scope of Work**

- Contractor is responsible for the following:
  - All documents, plans and submittals required to obtain a permit are to be provided by the contractor
  - Removing all existing grass, dirt, and other necessary material in the play field area. All material must be removed at least 4 inches below ground level. Sprinkler lines/equipment in the play field area must also be removed, capped, and/or rerouted as necessary.
  - Grading play field and drain effectively to the existing basin. No water retention or ponding within play field will be accepted.
  - Laser-grading the compacted stone base to maintain a tolerance of 1/4" within any 10' radius.
  - Setting the field slope at min 0.5% from the center crown to the side terminations.
  - Installing 4" nominal compacted stone base limestone (#57) with 1" of finish limestone (#89).
  - Installing a 6 inch by 6 inch concrete edge between the artificial turf field and existing fence around the perimeter of the play field area.
  - The contractor shall be solely responsible for verifying all existing dimensions, quantities, and job site conditions prior to submitting their bid.
  - The contractor is responsible for acquiring all necessary permits and ensuring manufacturer and contractor warranties and certifications are provided.

### **4.2 Turf Specifications**

- Contractors shall install GoGreen Aquamaxx (or approved equal)
- Turf shall meet the following specifications:
  - American made
  - Endure high foot traffic
  - Drainage backing system shall drain at 85 in/hr
  - Pile height: 1"
  - Color options: sport green, apple green, olive green or similar
  - Yarn type: polyethylene
  - Weight: 50 OZ/SY
  - UV protected
  - Lead free





### **4.3 Site Access**

- Facility Access and Construction Protocols
  - Access to the site requires supervision by City staff at all times. This is a secure area that is locked at all times, including both entry and exit.
  - Checking into the site is required daily.
  - Any use of existing parking areas shall be requested in advance.
  - Contractors are required to coordinate all work with the Project Manager prior to scheduling.
  - Work must be conducted Monday through Friday, from 7 am to 5 pm, unless otherwise approved by the Project Manager (PM), to avoid disruption to ongoing operations at the facility.
  - The contractor is responsible for ensuring that all debris is removed and that any areas affected during construction are restored to their original or improved condition.
  - Appropriate precautions must be implemented to guarantee the safety of individuals and structures on the site.

### **4.4 Warranties**

- Contractor shall supply a minimum of 1-year workmanship labor.
- Contractor shall provide a written minimum 15-year product warranty from the manufacturer.



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

**TURF MATERIALS AND INSTALLATION**

Line Item	Description	Quantity	Unit of Measure	Vendor Notes	Unit Cost	Total
1	Lump Sum	1	EA			
<b>TOTAL</b>						



## **SECTION 6 - SUBMITTAL DOCUMENTS**

Bids must be submitted electronically at <https://procurement.opengov.com/portal/pembrokepines> on or before **2:00 pm on Tuesday, April 1, 2025**. Please note vendors should be registered on OpenGov under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation. In addition, the vendor must complete the required documents in this section and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the <https://procurement.opengov.com/portal/pembrokepines> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

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

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

### **1 CONFIRMATION TO BIND**

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

Please confirm

\*Response required

### **2 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.

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

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

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

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

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

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

Yes

No

\*Response required

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

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

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

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

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

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

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

**3 REFERENCE # 2**



- 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 # 3**

- 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 # 4**

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

5.2 Reference Contact Information - Reference's Business Address

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

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

5.5 Reference Contact Information - Reference's Phone Number

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

Yes

No



- 5.7 Project Information - Name of Contactor Performing the Work
- 5.8 Project Information - Name and location of the project
- 5.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for
- 5.10 Project Information - Project Duration
- 5.11 Project Information - Completion (Anticipated) Date
- 5.12 Project Information - Size of Project
- 5.13 Project Information - Cost of Project

## **6 REFERENCE # 5**

- 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 PROJECT DOCUMENTS**

- 7.1 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

- 7.2 PROPOSAL SECURITY (BID BOND FORM OR CASHIER'S CHECK)
- a. **In the event that your total cumulative base proposal amount exceeds \$200,000,** a Proposal Security shall be in an amount not less than of 5% of the total cumulative base amount proposed.
- b. Therefore, proposal should be accompanied by a certified or cashier's check or by a Bid Bond made payable to the City of Pembroke Pines on an approved form, duly executed by the Proposer as principal and having as surety thereon a surety company



acceptable to CITY and authorized to write such Bond under the laws of the State of Florida.

- c. Contingency is not to be counted in the total amount the proposal security is based on.
- d. Proposers must submit a scanned copy of their bid security (bid bond form or cashier's check) with their bid submittal through OpenGov.
- e. Proposers should also submit their original bid security (bid bond form or cashier's check) at time of the bid due date, or they may be deemed as non-responsive.
- f. The original Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - PSPW-25-04 New Playground Turf for the East Campus Charter School**" and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.
- g. Please see [SPECIAL TERMS & CONDITIONS](#) of this document for additional information.

## **8 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).

### 8.1 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

### 8.2 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

### 8.3 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

8.4 VENDOR DRUG FREE WORKPLACE CERTIFICATION\*

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

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

\*Response required

8.5 SCRUTINIZED COMPANY CERTIFICATION\*

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

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

\*Response required

8.6 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

8.7 HUMAN TRAFFICKING AFFIDAVIT\*

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

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

\*Response required

8.8 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

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

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

## **9 OPTIONAL DOCUMENTATION**

9.1 TRADE SECRETS

- 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.
- 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.

## 9.2 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.

## 9.3 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.



#### 9.4 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.

#### 9.5 PROFESSIONAL LICENSES

- a. If applicable, please upload any professional licenses that may be required to perform the services outlined in the solicitation. The following licensing requirements shall apply when the applicable Florida statute mandates specific licensing for Contractors engaged in the type of work covered by this solicitation.
  - i. State of Florida, Department of Professional Regulation, Construction Industries Licensing Board and licensed by other federal, state, regional, county or municipal agencies having jurisdiction over the specified construction work.
  - ii. Said licenses shall be in the Firm's name as it appears on the OpenGov registration and as appropriately registered with the applicable licensing entity. Proposer shall supply appropriate license numbers, with expiration dates, as part of their bid. Failure to hold and provide proof of proper licensing, certification and registration may be grounds for rejection of the bid.
  - iii. Subcontractors contracted by the Prime Contractor shall be licensed in their respective fields to obtain construction permits as necessary. Said licenses must be in the name of the subcontractor.

### **10 VENDOR CLASSIFICATION**

- 10.1 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:
    - i. **"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**;



ii. **“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"

10.1.1 Please indicate your Local Vendor Status\*

Local Pembroke Pines Vendor (LPPV)

Local Broward County Vendor (LBCV)

\*Response required

When equals "Yes"

10.1.2 Local Vendor Preference Certification\*

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

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

\*Response required

When equals "Yes"

10.1.3 Local Business Tax Receipts\*

i. 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



- 10.2 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. A veteran owned small business shall be defined as:
    - i. **"Veteran Owned Small Business"** shall mean a business entity which has received a “Determination Letter” from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
  - b. 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"

- 10.2.1 Determination Letter from the United States Department of Veteran Affairs Center\*
- i. If claiming Veteran Owned Small Business Preference Certification, business must attach the “Determination Letter” from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).

\*Response required

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

- Yes
- No

\*Response required

When equals "Yes"

- 10.3.1 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"

10.3.2 MBE Certification Documentation\*

- i. 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

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

- Yes
- No

\*Response required

When equals "Yes"

10.4.1 WMBE Certification Documentation\*

- i. 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

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

- Yes
- No

\*Response required

When equals "Yes"

10.5.1 HubZone Business / Labor Surplus Area Firm Certification Documentation\*

- i. 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

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

- Yes



No

\*Response required

When equals "Yes"

10.6.1 SBE Certification Documentation\*

- i. 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

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

Yes

No

\*Response required

When equals "Yes"

10.7.1 CBE Certification Documentation\*

- i. 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

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

Yes

No

\*Response required

When equals "Yes"

10.8.1 DBE Certification Documentation\*

- i. 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

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

Yes

No

\*Response required

When equals "Yes"





- 10.9.1 Other Vendor Classification Certification Documentation\*
- i. 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.