



JANITORIAL SERVICES FOR THE POLICE DEPARTMENT

INVITATION FOR BID # PD-25-04

Issuance of Solicitation: Tuesday, November 25, 2025
Questions Due Date: Wednesday, December 10, 2025
Bid Submission Deadline: Tuesday, December 23, 2025

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

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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, December 23, 2025, 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 **one (1) additional two year** renewal terms.

2.2 Tentative Schedule of Events

Issuance of Solicitation (Posting Date):	November 25, 2025
Pre-Bid Meeting (Mandatory):	December 3, 2025, 10:00am East Station - 9500 Pines Blvd.
Question Due Date:	December 10, 2025, 5:00pm
Issuance of Final Answers to Questions:	December 16, 2025
Bid Submission Deadline:	December 23, 2025, 2:00pm
Bid Opening:	Will be held at 2:30 pm on the day of bid submissions are due.
Evaluations by Staff:	To Be Determined (TBD)
Recommendation of Contractor to City Commission for Award:	January 21, 2026
Issuance of Notice to Proceed (NTP):	February 2, 2026

2.3 Mandatory Pre-Bid Meeting/Site Visit

There will be a **MANDATORY** scheduled pre-bid meeting on **Wednesday, December 3, 2025 at 10:00 am**. Meeting location will be at the **East Station - 9500 Pines Blvd.**

- 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.

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

\$100,000.00

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
- Scrub/re-wax all vinyl tile to maintain Strip & wax
- Strip/wax
- Scrub cleaning of gym 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.**
- 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 is 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.



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
	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				
4	Work to be Performed Daily	260	EA		



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
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
	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				
4	Work to be Performed Daily	260	EA		
5	Work to be Performed Weekly	52	EA		



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
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
	Office's Entrances Reception Areas, Conference Rooms, Hallways and Common Areas				
1	Work to be Performed Daily	208	EA		
2	Work to be Performed Weekly	52	EA		
3	Work to be Performed Monthly	12	EA		
	Restrooms				
4	Work to be Performed Daily	208	EA		
5	Work to be Performed Weekly	52	EA		
6	Work to be Performed Monthly	12	EA		



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
	Break Rooms, Coffee Areas				
7	Work to be Performed Daily	208	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
	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				



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
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
1	Strip/Wax Vinyl	1	SF		
2	Strip/Wax Tile	1	SF		
3	Shampoo Carpet	1	SF		
TOTAL					

JANITORIAL SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
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					



SECTION 6 - SUBMITTAL DOCUMENTS

Bids must be submitted electronically at <https://procurement.opengov.com/portal/pembrokepines> on or before **2:00 pm on Tuesday, December 23, 2025**. Please note vendors should be registered on OpenGov under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation. In addition, the vendor must complete the required documents in this section and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the <https://procurement.opengov.com/portal/pembrokepines> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

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

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

1 CONFIRMATION TO BIND

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

☐ Please confirm

*Response required

2 CERTIFICATION OF INSURANCE COMPLIANCE AND INTENT TO PROCURE REQUIRED COVERAGE

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

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

☐ Please confirm

*Response required

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

☐ Yes

☐ No



*Response required

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

☐ Yes

☐ No

*Response required

When equals "Yes"

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

*Response required

When equals "No"

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

Documentation should show that:

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

*Response required

When equals "No"

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

*Response required

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

☐ Yes

☐ No

*Response required

When equals "Yes"

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

*Response required

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

☐ Yes



☐ No

*Response required

When equals "Yes"

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

☐ Yes

☐ No

*Response required

3 REFERENCE # 1

The minimum experience for this project is **five (5) years**. Provide specific examples of similar experience conducting licensed work of equal or similar scope of work, preferably delivered by the proposed team members. A **minimum of 3** references should be from the last **five years** and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications. In this section you will have the ability to enter information for 5 different references including their contact details and specific project information.

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

Proposers are advised to confirm that:

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

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

*Response required

3.2 Reference Contact Information - Reference's Business Address*

*Response required

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

*Response required



3.4 Reference Contact Information - Reference's E-mail Address*

*Response required

3.5 Reference Contact Information - Reference's Phone Number*

*Response required

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

☐ Yes

☐ No

*Response required

3.7 Project Information - Name of Contactor Performing the Work*

*Response required

3.8 Project Information - Name and location of the project*

*Response required

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

*Response required

3.10 Project Information - Project Duration*

*Response required

3.11 Project Information - Completion (Anticipated) Date*

*Response required

3.12 Project Information - Size of Project*

*Response required

3.13 Project Information - Cost of Project*

*Response required

4 REFERENCE # 2

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

*Response required

4.2 Reference Contact Information - Reference's Business Address*

*Response required

4.3 Reference Contact Information - Reference's Contact Name & Title*

*Response required

4.4 Reference Contact Information - Reference's E-mail Address*

*Response required

4.5 Reference Contact Information - Reference's Phone Number*

*Response required



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

☐ Yes

☐ No

*Response required

4.7 Project Information - Name of Contactor Performing the Work*

*Response required

4.8 Project Information - Name and location of the project*

*Response required

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

*Response required

4.10 Project Information - Project Duration*

*Response required

4.11 Project Information - Completion (Anticipated) Date*

*Response required

4.12 Project Information - Size of Project*

*Response required

4.13 Project Information - Cost of Project*

*Response required

5 REFERENCE # 3

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

*Response required

5.2 Reference Contact Information - Reference's Business Address*

*Response required

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

*Response required

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

*Response required

5.5 Reference Contact Information - Reference's Phone Number*

*Response required

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

☐ Yes

☐ No

*Response required



5.7 Project Information - Name of Contactor Performing the Work*

*Response required

5.8 Project Information - Name and location of the project*

*Response required

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

*Response required

5.10 Project Information - Project Duration*

*Response required

5.11 Project Information - Completion (Anticipated) Date*

*Response required

5.12 Project Information - Size of Project*

*Response required

5.13 Project Information - Cost of Project*

*Response required

6 REFERENCE # 4

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

6.2 Reference Contact Information - Reference's Business Address

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

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

6.5 Reference Contact Information - Reference's Phone Number

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

☐ Yes

☐ No

6.7 Project Information - Name of Contactor Performing the Work

6.8 Project Information - Name and location of the project

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

6.10 Project Information - Project Duration

6.11 Project Information - Completion (Anticipated) Date

6.12 Project Information - Size of Project

6.13 Project Information - Cost of Project

7 REFERENCE # 5



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

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

8 PROJECT DOCUMENTS

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

*Response required

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

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

*Response required

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



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

☐ A) No convictions.

☐ B1) Convicted, final order did not place on the convicted vendor list.

☐ B2) Convicted, listed, then removed.

☐ B3) Convicted, not listed, action pending.

*Response required

9.3 Did you select option B1 or B2 above?*

☐ Yes

☐ No

*Response required

When equals "Yes"



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

*Response required

9.4 Did you select option B3 above?*

☐ Yes

☐ No

*Response required

When equals "Yes"

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

*Response required

10 EQUAL BENEFITS CERTIFICATION FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

10.1 EQUAL BENEFITS CERTIFICATION FORM*

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

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

*Response required

10.2 Equal Benefits Status*

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

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



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

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

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

*Response required

10.3 Did you select option D2 above?*

- ☐ Yes
- ☐ No

*Response required

When equals "Yes"

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

*Response required

11 DRUG-FREE WORKPLACE CERTIFICATION

11.1 VENDOR DRUG FREE WORKPLACE CERTIFICATION FORM*

- a. Please download the attached document, complete all required fields, and upload the completed form here.
- [Vendor Drug-Free Workplace ...](#)

*Response required

11.2 Drug-Free Status*

- ☐ Complies fully.



☐ Does not comply.

*Response required

12 STANDARD DOCUMENTS

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

12.1 NON-COLLUSIVE AFFIDAVIT*

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

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

*Response required

12.2 SCRUTINIZED COMPANY CERTIFICATION*

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

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

*Response required

12.3 E-VERIFY SYSTEM CERTIFICATION*

- a. Please download the attached document, complete all required fields, and upload the completed form here.
- b. Effective January 1, 2021, pursuant to Section 448.095, Florida Statutes, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E-Verify system administered by the U.S. Department of Homeland Security ("DHS").
- c. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.



12.4 HUMAN TRAFFICKING AFFIDAVIT*

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

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

*Response required

13 VENDOR REGISTRATION

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

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

☐ Yes

☐ No

*Response required

When equals "Yes"

13.1.1 What is your Vendor Number?*

*Response required

13.2 VENDOR INFORMATION FORM*

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



*Response required

13.3 FORM W-9 (REVISED MARCH 2024)*

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

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

*Response required

14 OPTIONAL DOCUMENTATION

14.1 TRADE SECRETS

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



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

14.2 FINANCIAL STATEMENTS

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

14.3 ALTERNATIVES

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

14.4 ADDITIONAL INFORMATION

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



14.5 PROFESSIONAL LICENSES

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

15 VENDOR CLASSIFICATION

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

- a. The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. **"Local Pembroke Pines Vendor"** shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines, **OR**;
 2. **"Local Broward County Vendor"** shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.
- b. A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the Local Pembroke Pines Vendor(s); A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the Local Broward County Vendor(s).

☐ Yes

☐ No

*Response required

When equals "Yes"



15.1.1 Please indicate your Local Vendor Status*

☐ Local Pembroke Pines Vendor (LPPV)

☐ Local Broward County Vendor (LBCV)

*Response required

When equals "Yes"

15.1.2 Local Vendor Preference Certification*

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

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

*Response required

When equals "Yes"

15.1.3 Local Business Tax Receipts*

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

*Response required

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

- a. The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation.
- b. A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the Veteran Owned Small Business (VOSB).

☐ Yes

☐ No

*Response required

When equals "Yes"

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

When equals "Yes"



- 15.2.2 Upload Veteran Owned Small Business Certification(s) from any relevant agency(ies)
- 15.3 Is your firm a Minority-Owned Business Enterprise (MBE)?*
- ☐ Yes
- ☐ No

*Response required

When equals "Yes"

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

Select all that apply

- ☐ African-American MBE
- ☐ Asian-American MBE
- ☐ Hispanic-American MBE
- ☐ Native-American MBE
- ☐ Other option not listed above

*Response required

When equals "Yes"

- 15.3.2 MBE Certification Documentation*

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

*Response required

- 15.4 Is your firm a Woman-Owned Business Enterprise (WBE)?*
- ☐ Yes
- ☐ No

*Response required

When equals "Yes"

- 15.4.1 WMBE Certification Documentation*

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

*Response required

- 15.5 Is your firm a HubZone Business / Labor Surplus Area Firm?*
- ☐ Yes
- ☐ No



*Response required

When equals "Yes"

15.5.1 HubZone Business / Labor Surplus Area Firm Certification Documentation*

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

*Response required

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

☐ Yes

☐ No

*Response required

When equals "Yes"

15.6.1 SBE Certification Documentation*

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

*Response required

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

☐ Yes

☐ No

*Response required

When equals "Yes"

15.7.1 CBE Certification Documentation*

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

*Response required

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

☐ Yes

☐ No

*Response required

When equals "Yes"



15.8.1 DBE Certification Documentation*

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

*Response required

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

☐ Yes

☐ No

*Response required

When equals "Yes"

15.9.1 Other Vendor Classification Certification Documentation*

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

*Response required



SECTION 7 - EVALUATION OF PROPOSALS & PROCESS SELECTION

7.1 Qualifying & Selecting Firms

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information and references contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.
- C. The contract shall be awarded to the most responsive/responsible bidder whose bid is determined to be the most advantageous to the City taking into consideration the evaluation criteria.