



# **A/C MAINTENANCE AT THE PEMBROKE PINES HEALTH PARK**

INVITATION FOR BID # CS-25-06

**Issuance of Solicitation:** Tuesday, December 16, 2025

**Questions Due Date:** Tuesday, January 6, 2026

**Bid Submission Deadline:** Tuesday, January 20, 2026

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

## **Table of Contents**

1. NOTICE
2. GENERAL PROJECT INFORMATION & TIMELINE
3. PURPOSE AND BACKGROUND
4. SCOPE OF WORK
5. PRICE PROPOSAL / BID TABLE
6. SUBMITTAL DOCUMENTS
7. EVALUATION OF PROPOSALS & PROCESS SELECTION
8. INSURANCE REQUIREMENTS
9. GENERAL TERMS AND CONDITIONS
10. SPECIAL TERMS & CONDITIONS

Attachments:

A - Specimen Contract - Contractual Services Agreement

B - Sample Insurance Certificate



## **SECTION 1 - NOTICE**

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

**IFB # CS-25-06**

### **A/C Maintenance at the Pembroke Pines Health Park**

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, January 20, 2026, electronically at <https://procurement.opengov.com/portal/pembrokepines/projects/213095>.**

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

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

**Virtual Meeting Details:**



*City of Pembroke Pines*

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- 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:

Jamie Chen or other Procurement Staff in the Procurement Department  
City of Pembroke Pines  
8300 South Palm Drive,  
Pembroke Pines, FL 33025  
(954) 518-9061 or 954-518-9020  
[purchasing@ppines.com](mailto:purchasing@ppines.com)



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

### **2.1 Project Timeline**

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

### **2.2 Tentative Schedule of Events**

Issuance of Solicitation (Posting Date):	December 16, 2025
Pre-Bid Meeting (Mandatory):	December 23, 2025, 10:00am 8210 Florida Drive, Pembroke Pines, FL 33025
Question Due Date:	January 6, 2026, 11:30pm
Issuance of Final Answers to Questions:	January 8, 2026
Bid Submission Deadline:	January 20, 2026, 2:00pm
Bid Opening:	Will be held at 2:30 pm on the day of bid submissions are due.
Evaluations by Staff:	To Be Determined (TBD)

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

There will be a **MANDATORY** scheduled pre-bid meeting on **Tuesday, December 23, 2025 at 10:00 am**. Meeting location will be at **8210 Florida Drive, 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 **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 **Jamie Chen** at **(954) 518-9061**. 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**



Staff estimates this project to cost approximately \$27,000

**2.6 Grant/Federal Funding**

Not applicable for this project.

**2.7 Proposal Security/Bid Bond**

A Proposal Security shall not be required for this project.

**2.8 Payment and Performance Bonds**

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



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

### **3.1 Purpose**

The City of Pembroke Pines is seeking bids from qualified firms, hereinafter referred to as the Contractor, to provide preventive maintenance and service coverage for HVAC equipment, 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**

This Scope of Work defines the responsibilities, services, and conditions under which the **Contractor** will provide comprehensive maintenance services to maintain the listed HVAC equipment in optimal operating condition. There is one operational chiller the **Contractor** will be responsible for providing monthly service to.

### **4.2 Services Provided by Contractor**

The Contractor agrees to furnish all labor, parts, materials, oils, and refrigerants required to maintain the equipment in good operating condition. Services will be performed in accordance with the Contractor's maintenance program and include, but are not limited to, the following:

#### **Scheduled Preventive & Predictive Maintenance**

- Perform maintenance during normal working hours unless otherwise scheduled.
- Conduct predictive maintenance using data analytics and performance monitoring to identify potential issues before failures occur.
- Inspect, test, and calibrate system components to ensure reliable and efficient operation.

#### **Annual Inspections**

- Annually inspect the water-side of water-cooled condensers and the air-side of air-cooled condensers in accordance with accepted industry procedures.

#### **Component Coverage**

Maintenance and service shall include, but not be limited to, the following components and systems:

- Electrical wiring from the starter to its respective motor.
- Refrigerant piping between two or more pieces of equipment.
- Pressure and temperature controls, thermometers, gauges, control devices, thermostats, and manual valves located on the covered equipment.
- Refrigerant-related services, including recovery, recharge, and replacement as needed.

#### **Emergency Service**

- Provide 24/7 emergency service response, including weekends and holidays, for system failures or urgent service needs.
- Prioritize emergency calls to minimize equipment downtime and prevent further damage.

### **4.3 Customer Responsibilities**





The Customer agrees to the following conditions to facilitate maintenance and ensure equipment reliability:

**a. Authorized Representative:**

Designate a representative authorized to receive instructions and implement recommendations from the Contractor regarding equipment operation and maintenance.

**b. Equipment Access & Operation:**

Permit the Contractor to start and stop equipment as necessary to perform maintenance and testing, coordinating with the owner or representative as needed.

**c. Proper Operation & Notification:**

Operate the equipment in accordance with the Contractor's instructions and promptly notify the Contractor of any change in normal operating conditions.

**d. Access to Equipment:**

Provide reasonable means of access to all equipment, including removal, replacement, or refinishing of building structures when required.

**e. Use of Building Resources:**

Permit use of normal building maintenance materials, utilities, and tools necessary to perform maintenance.

**g. Authorized Service Personnel:**

Ensure that only the Contractor's personnel or individuals authorized by the Contractor perform maintenance or repair work on the covered equipment (excluding operation).

**h. Condenser Water Treatment:**

Provide proper condenser water treatment to prevent corrosion, scaling, and fouling in water-cooled systems.

#### **4.4 Exclusions**

Unless otherwise specified, this agreement does not include:

- Structural modifications or replacement of building components.
- Work required due to misuse, negligence, or operator error.
- Maintenance or repair of non-covered auxiliary systems not listed in the contract.



## **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.

### MONTHLY MAINTENANCE PRICE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
1	Chiller Maintenance (1)	12	Monthly			
TOTAL						



## **SECTION 6 - SUBMITTAL DOCUMENTS**

Bids must be submitted electronically at <https://procurement.opengov.com/portal/pembrokepines> on or before **2:00 pm on Tuesday, January 20, 2026**. Please note vendors should be registered on OpenGov under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation. In addition, the vendor must complete the required documents in this section and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the <https://procurement.opengov.com/portal/pembrokepines> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

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

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

### **1 CONFIRMATION TO BIND**

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

☐ Please confirm

\*Response required

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

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

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

☐ Please confirm

\*Response required

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

☐ Yes

☐ No



\*Response required

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

☐ Yes

☐ No

\*Response required

When equals "Yes"

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

\*Response required

When equals "No"

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

Documentation should show that:

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

\*Response required

When equals "No"

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

\*Response required

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

☐ Yes

☐ No

\*Response required

When equals "Yes"

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

\*Response required

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

☐ Yes



☐ No

\*Response required

When equals "Yes"

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

☐ Yes

☐ No

\*Response required

### **3 REFERENCE # 1**

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

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

Proposers are advised to confirm that:

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

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

\*Response required

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

\*Response required

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

\*Response required



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

\*Response required

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

\*Response required

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

☐ Yes

☐ No

\*Response required

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

\*Response required

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

\*Response required

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

\*Response required

3.10 Project Information - Project Duration\*

\*Response required

3.11 Project Information - Completion (Anticipated) Date\*

\*Response required

3.12 Project Information - Size of Project\*

\*Response required

3.13 Project Information - Cost of Project\*

\*Response required

#### **4 REFERENCE # 2**

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

\*Response required

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

\*Response required

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

\*Response required

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

\*Response required

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

\*Response required



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

☐ Yes

☐ No

\*Response required

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

\*Response required

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

\*Response required

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

\*Response required

4.10 Project Information - Project Duration\*

\*Response required

4.11 Project Information - Completion (Anticipated) Date\*

\*Response required

4.12 Project Information - Size of Project\*

\*Response required

4.13 Project Information - Cost of Project\*

\*Response required

## **5 REFERENCE # 3**

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

\*Response required

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

\*Response required

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

\*Response required

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

\*Response required

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

\*Response required

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

☐ Yes

☐ No

\*Response required



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

\*Response required

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

\*Response required

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

\*Response required

5.10 Project Information - Project Duration\*

\*Response required

5.11 Project Information - Completion (Anticipated) Date\*

\*Response required

5.12 Project Information - Size of Project\*

\*Response required

5.13 Project Information - Cost of Project\*

\*Response required

## **6 REFERENCE # 4**

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

6.2 Reference Contact Information - Reference's Business Address

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

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

6.5 Reference Contact Information - Reference's Phone Number

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

☐ Yes

☐ No

6.7 Project Information - Name of Contactor Performing the Work

6.8 Project Information - Name and location of the project

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

6.10 Project Information - Project Duration

6.11 Project Information - Completion (Anticipated) Date

6.12 Project Information - Size of Project

6.13 Project Information - Cost of Project

## **7 REFERENCE # 5**





- 7.1 Reference Contact Information - Name of Firm, City, County or Agency
- 7.2 Reference Contact Information - Reference's Business Address
- 7.3 Reference Contact Information - Reference's Contact Name & Title
- 7.4 Reference Contact Information - Reference's E-mail Address
- 7.5 Reference Contact Information - Reference's Phone Number
- 7.6 Project Information - Was your firm the prime contractor for the listed project?
- ☐ Yes
- ☐ No
- 7.7 Project Information - Name of Contactor Performing the Work
- 7.8 Project Information - Name and location of the project
- 7.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for
- 7.10 Project Information - Project Duration
- 7.11 Project Information - Completion (Anticipated) Date
- 7.12 Project Information - Size of Project
- 7.13 Project Information - Cost of Project

## **8 PROJECT DOCUMENTS**

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

\*Response required

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

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

\*Response required

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



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

☐ A) No convictions.

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

☐ B2) Convicted, listed, then removed.

☐ B3) Convicted, not listed, action pending.

\*Response required

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

☐ Yes

☐ No

\*Response required

When equals "Yes"



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

\*Response required

9.4 Did you select option B3 above?\*

☐ Yes

☐ No

\*Response required

When equals "Yes"

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

\*Response required

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

10.1 EQUAL BENEFITS CERTIFICATION FORM\*

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

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

\*Response required

10.2 Equal Benefits Status\*

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

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



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

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

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

\*Response required

10.3 Did you select option D2 above?\*

- ☐ Yes
- ☐ No

\*Response required

When equals "Yes"

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

\*Response required

## **11 DRUG-FREE WORKPLACE CERTIFICATION**

11.1 VENDOR DRUG FREE WORKPLACE CERTIFICATION FORM\*

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

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

\*Response required

11.2 Drug-Free Status\*

- ☐ Complies fully.



☐ Does not comply.

\*Response required

## **12 STANDARD DOCUMENTS**

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

### **12.1 NON-COLLUSIVE AFFIDAVIT\***

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

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

\*Response required

### **12.2 SCRUTINIZED COMPANY CERTIFICATION\***

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

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

\*Response required

### **12.3 E-VERIFY SYSTEM CERTIFICATION\***

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

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

\*Response required



## 12.4 HUMAN TRAFFICKING AFFIDAVIT\*

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

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

\*Response required

**13 VENDOR REGISTRATION**

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

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

☐ Yes

☐ No

\*Response required

When equals "Yes"

## 13.1.1 What is your Vendor Number?\*

\*Response required

## 13.2 VENDOR INFORMATION FORM\*

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

- [Vendor Information Form.pdf](#)



\*Response required

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

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

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

\*Response required

## **14 OPTIONAL DOCUMENTATION**

14.1 TRADE SECRETS

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



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

#### 14.2 FINANCIAL STATEMENTS

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

#### 14.3 ALTERNATIVES

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

#### 14.4 ADDITIONAL INFORMATION

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





## 14.5 PROFESSIONAL LICENSES

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

**15 VENDOR CLASSIFICATION**

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

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

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

☐ Yes

☐ No

\*Response required

When equals "Yes"



15.1.1 Please indicate your Local Vendor Status\*

☐ Local Pembroke Pines Vendor (LPPV)

☐ Local Broward County Vendor (LBCV)

\*Response required

When equals "Yes"

15.1.2 Local Vendor Preference Certification\*

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

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

\*Response required

When equals "Yes"

15.1.3 Local Business Tax Receipts\*

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

\*Response required

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

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

☐ Yes

☐ No

\*Response required

When equals "Yes"

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

When equals "Yes"



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

\*Response required

When equals "Yes"

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

*Select all that apply*

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

\*Response required

When equals "Yes"

- 15.3.2 MBE Certification Documentation\*

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

\*Response required

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

\*Response required

When equals "Yes"

- 15.4.1 WMBE Certification Documentation\*

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

\*Response required

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



\*Response required

When equals "Yes"

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

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

\*Response required

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

☐ Yes

☐ No

\*Response required

When equals "Yes"

15.6.1 SBE Certification Documentation\*

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

\*Response required

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

☐ Yes

☐ No

\*Response required

When equals "Yes"

15.7.1 CBE Certification Documentation\*

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

\*Response required

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

☐ Yes

☐ No

\*Response required

When equals "Yes"



15.8.1 DBE Certification Documentation\*

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

\*Response required

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

☐ Yes

☐ No

\*Response required

When equals "Yes"

15.9.1 Other Vendor Classification Certification Documentation\*

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

\*Response required



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

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

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