



COUNTERTOPS FOR HOUSING APARTMENTS

INVITATION FOR BID # CS-26-03

Issuance of Solicitation: Tuesday, August 25, 2026
Questions Due Date: Monday, September 7, 2026
Bid Submission Deadline: Tuesday, September 22, 2026

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

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A - Pines Place Housing Plans

B - Pines Point Housing Plans

C - Specimen Contract - Construction Agreement

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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 # CS-26-03

Countertops for Housing Apartments

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, September 22, 2026, electronically at <https://procurement.opengov.com/portal/pembrokepines/projects/288170>.

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:

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



SECTION 2 - GENERAL PROJECT INFORMATION & TIMELINE

2.1 Project Timeline

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

2.2 Tentative Schedule of Events

Issuance of Solicitation (Posting Date):	August 25, 2026
Question Due Date:	September 7, 2026, 12:00am
Issuance of Final Answers to Questions:	September 10, 2026
Bid Submission Deadline:	September 22, 2026, 2:00pm
Bid Opening:	Will be held at 2:30 pm on the day of bid submissions are due.

2.3 Pre-Bid Meeting

This project will not have a pre-bid meeting.

2.4 Estimated Project Cost

180,000.00

2.5 Grant/Federal Funding

Not applicable for this project.

2.6 Proposal Security/Bid Bond

A Proposal Security shall not be required for this project.

2.7 Payment and Performance Bonds

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

2.8 Permit, License, Impact or Inspection Fees

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

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



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



SECTION 3 - PURPOSE AND BACKGROUND

3.1 Purpose

The City of Pembroke Pines is seeking bids from qualified firms, hereinafter referred to as the Contractor, to supply and install quartz counter tops for the housing apartments on an as needed basis, 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

The CONTRACTOR shall provide all labor, materials, and services necessary to remove existing countertops and furnish, fabricate, and install new quartz countertops for kitchen and bathroom vanities at Pines Place Housing and Pines Point Housing, on an as-needed basis.

Existing cabinet and countertop configurations may vary from the design documents included as Attachment A – Pines Place Housing Plans and Attachment B – Pines Point Housing Plans in this solicitation. In such cases, the CONTRACTOR shall notify the CITY's PROJECT MANAGER prior to fabrication or installation. Unless otherwise directed by the CITY's PROJECT MANAGER, all new countertops shall match the design intent of the Contract Documents.

Pines Point requires countertops for bathroom cabinets/vanities. Pines Place does not require bathroom countertops, as the bathrooms at Pines Place do not contain cabinets or vanities.

The term "Work" includes all labor, materials, equipment, tools, transportation, supervision, and services required of the CONTRACTOR, as shown or described in the Contract Documents.

The CONTRACTOR shall use its own workforce and/or CITY-approved subcontractors to perform the Work. The CONTRACTOR shall not subcontract additional portions of the Work without prior written approval from the CITY's PROJECT MANAGER.

4.2 LOCATION LAYOUTS

Pines Place has three different unit layouts: a small one-bedroom, a large one-bedroom, and a two-bedroom. The large one-bedroom and two-bedroom units have the same kitchen layout.

Pines Point has three different unit layouts: a small one-bedroom, a large one-bedroom, and a studio.

The CONTRACTOR shall be responsible for field-verifying all cabinet and countertop measurements prior to ordering, fabrication, and installation to ensure proper fit. Floor plan dimensions may vary slightly from unit to unit. Pricing submitted for each unit style shall apply uniformly and shall not be adjusted based on minor dimensional differences between individual units.

4.3 PERFORMANCE STANDARDS, LICENSES, AND INSPECTIONS

The CONTRACTOR shall perform all Work in accordance with the plans, specifications, performance standards, good building practices, and all applicable city, county, state, and federal laws, codes, and regulations, to the satisfaction of the CITY.

The CONTRACTOR shall obtain all licenses required in connection with the Work and shall notify the CITY's PROJECT MANAGER of the date, time, and nature of any required inspections.

4.4 QUARTZ COUNTERTOPS



A. The CONTRACTOR shall provide all labor, tools, equipment, materials, and services required for the fabrication and installation of quartz countertops for all cabinets and vanities in accordance with the approved plans, specifications, interior finish schedules, and all applicable City and municipal codes and regulations, to the satisfaction of the OWNER and PROJECT MANAGER.

B. The Work shall include, but not necessarily be limited to, the following:

- All work shall be carried out in accordance with the Contract Documents, architectural drawings, cabinet layouts, finish schedules, specifications, and all applicable codes and governing authorities.
- The CONTRACTOR shall remove any existing kitchen or bathroom plumbing fixtures and leave such items onsite for the OWNER. Existing countertops shall be removed and properly disposed of in dumpsters provided by the OWNER.
- The CONTRACTOR shall inspect all cabinet and vanity installations prior to quartz installation to verify proper alignment, levelness, fastening, and condition. Any substandard condition shall be immediately reported to the PROJECT MANAGER, and the CONTRACTOR shall not proceed until such condition has been corrected.
- The CONTRACTOR shall submit a quartz joint layout for all kitchen countertops to the PROJECT MANAGER for review prior to commencing work.
- All units shall utilize Wilsonart Quartz 3cm “Gobi” – Q1003 or Wilsonart Quartz 3cm “Winters Veil” – Q2008, or approved equal. The CONTRACTOR shall verify long-term product availability prior to ordering.
- The CONTRACTOR shall take all necessary precautions to prevent scratching, staining, or damage to adjacent surfaces during installation. Any damage caused by the CONTRACTOR shall be repaired or replaced at the CONTRACTOR’s expense.
- The CONTRACTOR shall provide a single-square eased edge profile for all quartz countertops.
- The CONTRACTOR shall shim, level, and install all quartz countertops using manufacturer-approved adhesives and installation methods.
- The CONTRACTOR shall install quartz countertops behind kitchen ranges where required in accordance with the appliance manufacturer’s cut sheets.
- The CONTRACTOR shall install a 4-inch quartz backsplash where countertops abut walls and shall caulk all backsplash edges with matching-color sealant.
- The CONTRACTOR shall provide “pork-chop” vanity extensions over toilets where permitted by the bathroom vanity layout.



- The CONTRACTOR shall field measure all kitchen cabinets and bathroom vanities prior to fabrication to ensure proper dimensions and fit.
- The CONTRACTOR shall inspect all installed bar support brackets prior to quartz installation to ensure suitability for the intended application.
- The CONTRACTOR shall prepare all kitchen and bathroom quartz countertops for top-mount basins.
- The CONTRACTOR shall drill countertop openings for plumbing faucets in accordance with templates supplied by the PROJECT MANAGER.
- The CONTRACTOR shall fill and touch up all joints and minor imperfections following installation to provide a finished product free of visible defects.
- Time is of the essence, and the CONTRACTOR shall perform the Work in a manner that does not unreasonably delay the PROJECT MANAGER's construction schedule.

4.5 GENERAL CONTRACTOR RESPONSIBILITIES

The successful bidder is required to possess all licenses required by applicable federal, state, county, and local laws and regulations necessary to perform the Work described in this solicitation.

A. The CONTRACTOR shall familiarize itself with site conditions and identify any potential issues prior to commencing Work.

B. The CONTRACTOR shall maintain the work area in a clean condition at all times and shall remove and dispose of all debris associated with the Work in dumpsters provided by the CITY.

C. All work, including equipment start-up, shall be performed during regular working hours as specified by the CITY's PROJECT MANAGER unless otherwise approved.

D. The CONTRACTOR shall protect adjacent work and the work of other trades from damage caused by its operations.

E. The CONTRACTOR shall provide all labor, tools, equipment, temporary lighting, extension cords, and temporary facilities necessary to perform the Work. The CITY shall provide electrical service within the CONTRACTOR's work area.

F. The CONTRACTOR shall provide adequate qualified manpower and equipment necessary to complete the Work in accordance with the Project Schedule established by the CITY's PROJECT MANAGER.

G. The CONTRACTOR shall provide all necessary personnel and equipment for unloading, handling, and distribution of its materials.

H. The CONTRACTOR shall provide additional labor, including overtime or Saturday work, if required to maintain the Project Schedule at no additional cost to the CITY.



I. The CONTRACTOR shall obtain approval from the CITY's PROJECT MANAGER prior to placing any temporary facilities onsite. No signage shall be installed onsite without prior approval from the CITY's PROJECT MANAGER.

J. The CONTRACTOR shall coordinate its Work with other trades and provide sequencing information as requested by the CITY's PROJECT MANAGER.

K. The CITY shall not be responsible for fire, theft, loss, or vandalism of the CONTRACTOR's tools, equipment, materials, supplies, or Work in progress.

L. All Work shall be complete and functional in accordance with applicable codes, regulations, and requirements of authorities having jurisdiction.

M. In the event of a conflict between the Contract Documents and the CONTRACTOR's quotation or proposal, the Contract Documents shall govern.

4.6 CERTIFICATION OF WORK COMPLETION

ACCEPTANCE OF WORK

A. Upon completion of the Work, the CONTRACTOR shall request that the CITY's PROJECT MANAGER perform an inspection.

B. The CITY's PROJECT MANAGER will accept the Work if it has been satisfactorily completed in accordance with the Contract Documents.

CORRECTION OF WORK

A. If the Work is not completed satisfactorily, the CITY's PROJECT MANAGER will reject the Work.

B. The CONTRACTOR shall promptly correct all Work that fails to conform to the Contract Documents or is rejected by the CITY.

C. The CONTRACTOR shall bear all costs associated with correcting rejected Work.

UNCOVERING OF WORK

A. If any portion of the Work is covered contrary to the request of the CITY or contrary to requirements specifically stated in the Contract Documents, it shall be uncovered for observation upon written request and shall be replaced at the CONTRACTOR's expense.

B. If other portions of the Work are covered and the CITY requests to inspect such Work, the CONTRACTOR shall uncover the Work as directed.

C. If such Work is found to be in accordance with the Contract Documents, the cost of uncovering and replacement shall be borne by the CITY.

D. If such Work is found not to be in accordance with the Contract Documents, the CONTRACTOR shall bear all associated costs, unless the condition was caused by the CITY or a separate contractor, in which case the CITY shall be responsible for such costs.

**WARRANTY**

The CONTRACTOR shall warrant all workmanship and products installed under this scope for a minimum period of six (6) months from the date of final acceptance or installation, whichever is later.

4.7 Annual Price Adjustment

After the initial one-year period, unit prices may be adjusted annually on the anniversary date of the Agreement based on the applicable Consumer Price Index (CPI) or Producer Price Index (PPI), as determined by the CITY, provided that any annual adjustment shall not exceed four percent (4%).



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.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Vendor Notes
Pines Place						
1	1 - Bedroom (Small)	50	Each			
2	1 - Bedroom (Large)	1	Each			
3	2 - Bedroom	17	Each			
Pines Point						
4	1 - Bedroom (Small)	6	Each			
5	1 - Bedroom (Large) or 1 - Bedroom (Studio)	22	Each			
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, September 22, 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 REFERENCE # 1

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

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

Proposers are advised to confirm that:

- A. Each reference provided by the Respondent has up to date contact persons and contact information;



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

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

*Response required

2.2 Reference Contact Information - Reference's Business Address*

*Response required

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

*Response required

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

*Response required

2.5 Reference Contact Information - Reference's Phone Number*

*Response required

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

☐ Yes

☐ No

*Response required

2.7 Project Information - Name of Contactor Performing the Work*

*Response required

2.8 Project Information - Name and location of the project*

*Response required

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

*Response required

2.10 Project Information - Project Duration*

*Response required

2.11 Project Information - Completion (Anticipated) Date*

*Response required

2.12 Project Information - Size of Project*

*Response required

2.13 Project Information - Cost of Project*

*Response required

3 REFERENCE # 2



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

*Response required

3.2 Reference Contact Information - Reference's Business Address*

*Response required

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

*Response required

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

*Response required

3.5 Reference Contact Information - Reference's Phone Number*

*Response required

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

☐ Yes

☐ No

*Response required

3.7 Project Information - Name of Contactor Performing the Work*

*Response required

3.8 Project Information - Name and location of the project*

*Response required

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

*Response required

3.10 Project Information - Project Duration*

*Response required

3.11 Project Information - Completion (Anticipated) Date*

*Response required

3.12 Project Information - Size of Project*

*Response required

3.13 Project Information - Cost of Project*

*Response required

4 REFERENCE # 3

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

*Response required

4.2 Reference Contact Information - Reference's Business Address*

*Response required



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

*Response required

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

*Response required

4.5 Reference Contact Information - Reference's Phone Number*

*Response required

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

☐ Yes

☐ No

*Response required

4.7 Project Information - Name of Contactor Performing the Work*

*Response required

4.8 Project Information - Name and location of the project*

*Response required

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

*Response required

4.10 Project Information - Project Duration*

*Response required

4.11 Project Information - Completion (Anticipated) Date*

*Response required

4.12 Project Information - Size of Project*

*Response required

4.13 Project Information - Cost of Project*

*Response required

5 REFERENCE # 4

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

5.2 Reference Contact Information - Reference's Business Address

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

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

5.5 Reference Contact Information - Reference's Phone Number

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

☐ Yes

☐ No



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

6 REFERENCE # 5

- 6.1 Reference Contact Information - Name of Firm, City, County or Agency
- 6.2 Reference Contact Information - Reference's Business Address
- 6.3 Reference Contact Information - Reference's Contact Name & Title
- 6.4 Reference Contact Information - Reference's E-mail Address
- 6.5 Reference Contact Information - Reference's Phone Number
- 6.6 Project Information - Was your firm the prime contractor for the listed project?

☐ Yes

☐ No

- 6.7 Project Information - Name of Contactor Performing the Work
- 6.8 Project Information - Name and location of the project
- 6.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for
- 6.10 Project Information - Project Duration
- 6.11 Project Information - Completion (Anticipated) Date
- 6.12 Project Information - Size of Project
- 6.13 Project Information - Cost of Project

7 PROJECT DOCUMENTS

- 7.1 PROPOSERS BACKGROUND INFORMATION FORM*
 - a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Proposers Background Inform...](#)

*Response required

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

- 8.1 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



8.2 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



8.3 Did you select option B1 or B2 above?*

☐ Yes

☐ No

*Response required

When equals "Yes"

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

*Response required

8.4 Did you select option B3 above?*

☐ Yes

☐ No

*Response required

When equals "Yes"

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

*Response required

9 DRUG-FREE WORKPLACE CERTIFICATION

9.1 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

9.2 Drug-Free Status*

☐ Complies fully.

☐ Does not comply.

*Response required

10 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).

10.1 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

10.2 SCRUTINIZED COMPANY CERTIFICATION*

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

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

*Response required

10.3 E-VERIFY SYSTEM CERTIFICATION*

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

10.4 HUMAN TRAFFICKING AFFIDAVIT*

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

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

*Response required

10.5 ANTI DEI CERTIFICATION*

- Please download the attached document, complete all required fields, and upload the completed form here.
- Please note the requirements outlined in Section 287.139, Florida Statutes, applies to contracts executed or renewed after January 1, 2027.

- [Anti DEI Certification.pdf](#)

*Response required



11 VENDOR REGISTRATION

11.1 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"

11.1.1 What is your Vendor Number?*

*Response required

11.2 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

11.3 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

12 OPTIONAL DOCUMENTATION

12.1 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.



12.2 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.

12.3 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.

12.4 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.

12.5 PROFESSIONAL LICENSES

- a. If applicable, please upload any professional licenses that may be required to perform the services outlined in the solicitation. The following licensing requirements shall apply when the applicable Florida statute mandates specific licensing for Contractors engaged in the type of work covered by this solicitation.



1. State of Florida, Department of Professional Regulation, Construction Industries Licensing Board and licensed by other federal, state, regional, county or municipal agencies having jurisdiction over the specified construction work.
2. Said licenses shall be in the Firm's name as it appears on the OpenGov registration and as appropriately registered with the applicable licensing entity. Proposer shall supply appropriate license numbers, with expiration dates, as part of their bid. Failure to hold and provide proof of proper licensing, certification and registration may be grounds for rejection of the bid.
3. Subcontractors contracted by the Prime Contractor shall be licensed in their respective fields to obtain construction permits as necessary. Said licenses must be in the name of the subcontractor.

13 VENDOR CLASSIFICATION

- 13.1 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"

13.1.1 Please indicate your Local Vendor Status*

☐ Local Pembroke Pines Vendor (LPPV)

☐ Local Broward County Vendor (LBCV)

*Response required

When equals "Yes"

13.1.2 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"

13.1.3 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

13.2 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"

13.2.1 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"

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

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

☐ Yes

☐ No

*Response required

When equals "Yes"

13.3.1 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"

13.3.2 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

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

☐ Yes

☐ No



*Response required

When equals "Yes"

13.4.1 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

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

☐ Yes

☐ No

*Response required

When equals "Yes"

13.5.1 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

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

☐ Yes

☐ No

*Response required

When equals "Yes"

13.6.1 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

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

☐ Yes

☐ No

*Response required

When equals "Yes"



13.7.1 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

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

☐ Yes

☐ No

*Response required

When equals "Yes"

13.8.1 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

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

☐ Yes

☐ No

*Response required

When equals "Yes"

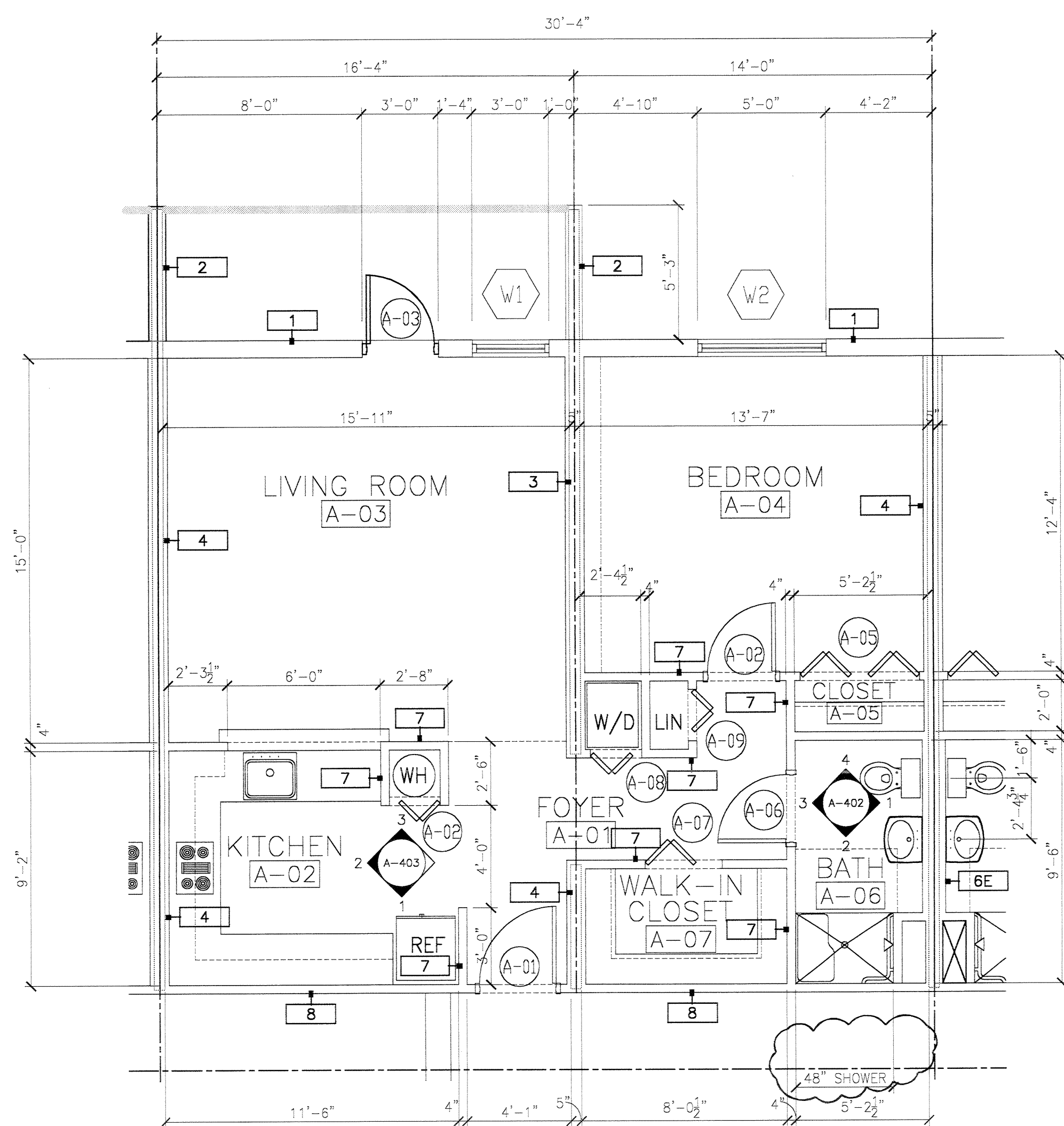
13.9.1 Other Vendor Classification Certification Documentation*

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

*Response required

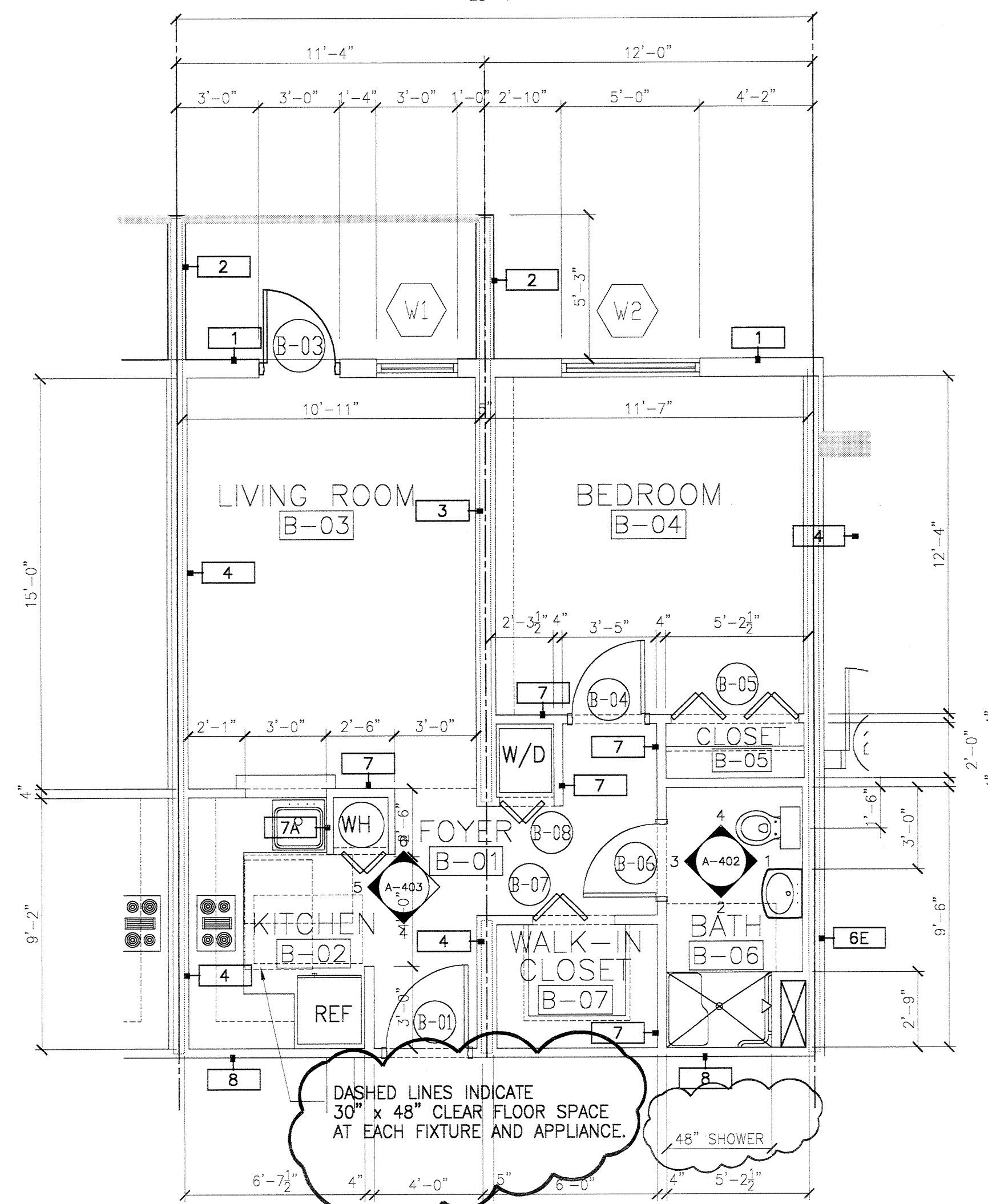
**SECTION 7 - EVALUATION & SELECTION PROCESS****7.1 Qualifying & Selecting Firms**

- 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.



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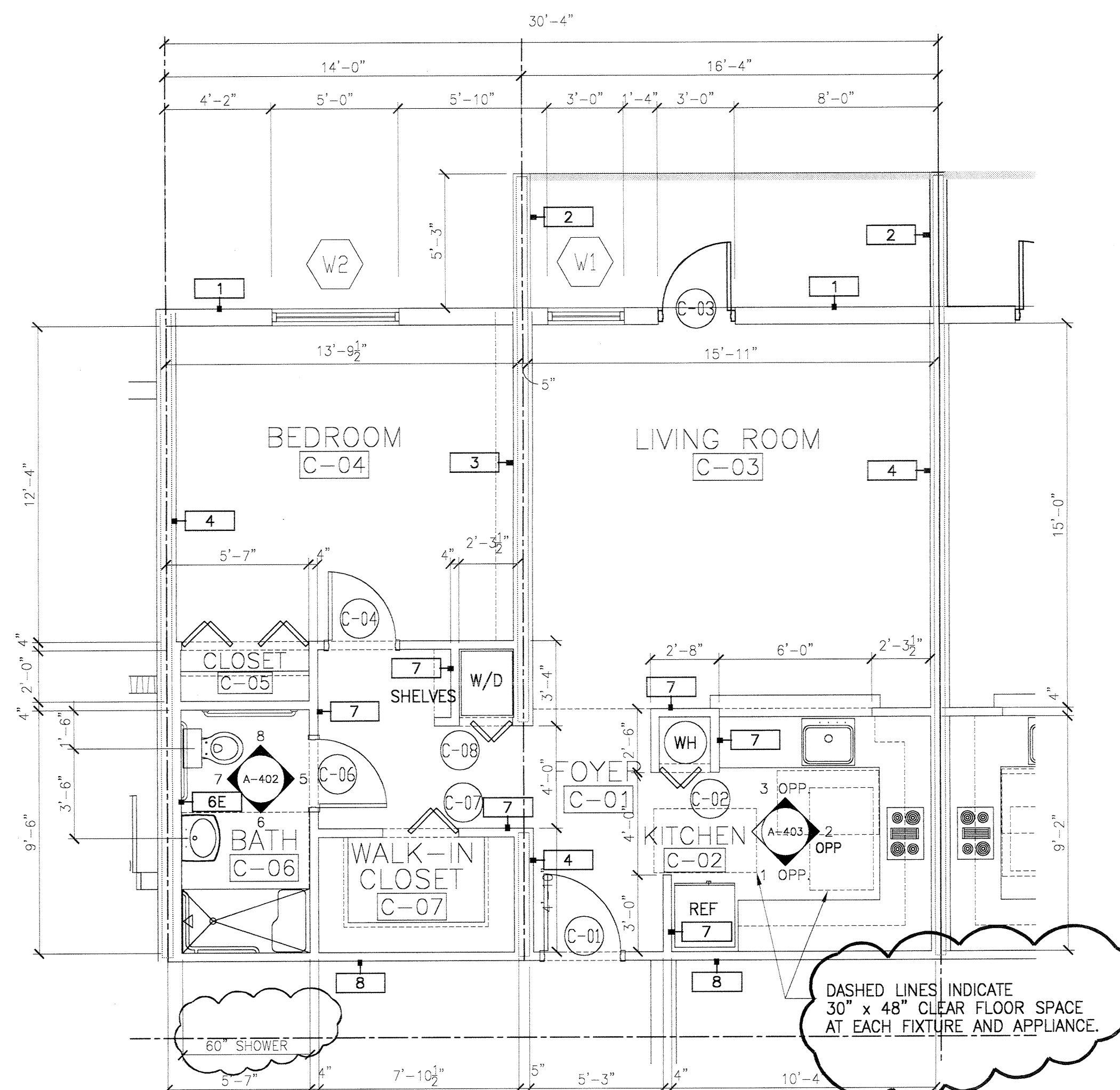
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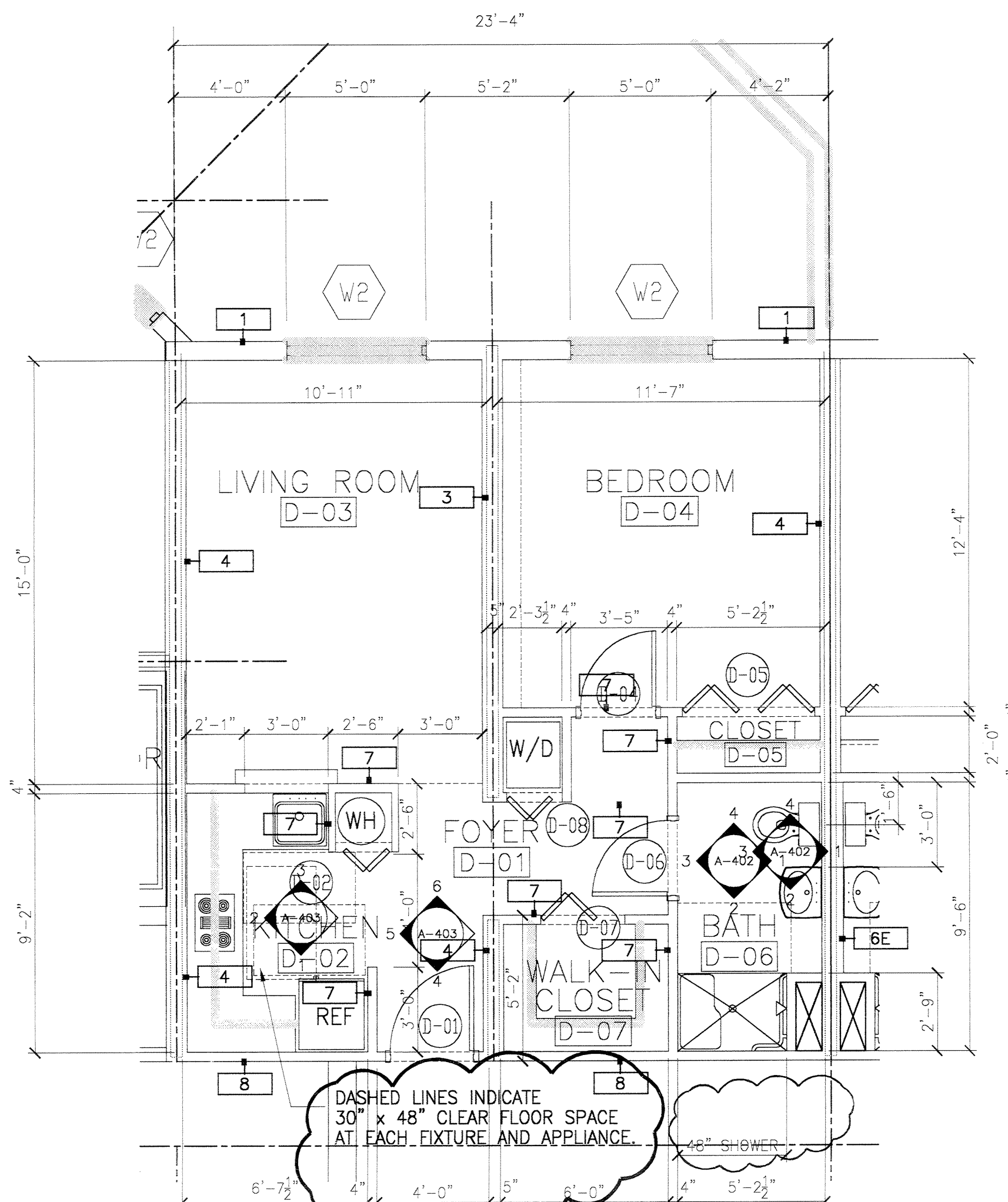
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WALL TYPES



TYPE 'C' - HC 1BR UNIT FLOOR PLAN

SCALE: 1/4"=1'-0" (750 SF)



TYPE 'D' - 1BR UNIT FLOOR PLAN

SCALE: 1/4"=1'-0" (575 SF) NO BALCONY

CHARLES E. SWEET
PROJECT ARCHITECT

THE HASKELL COMPANY
AMERICA'S DESIGN-BUILD LEADER®

SENIOR RESIDENCES AT THE
HOWARD C. FORMAN HEALTH CAMPUS
PEMBROKE PINES, FLORIDA

2/5/04 R2P1 1
1/5/04 RPI 1
12/8/03 PI 1
10/7/03 CR
9/29/03 PR 1

DATE ISSUE/REVISION

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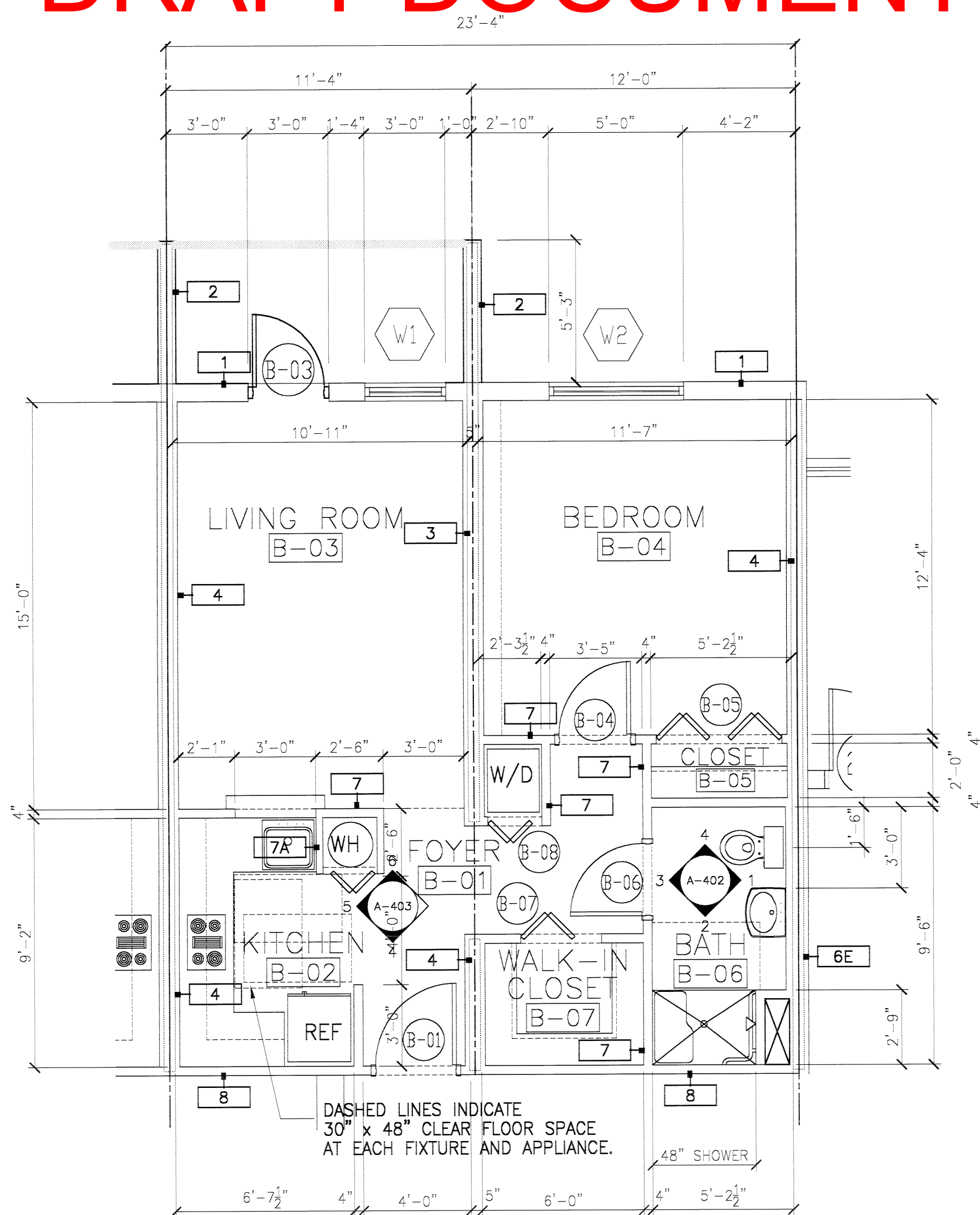
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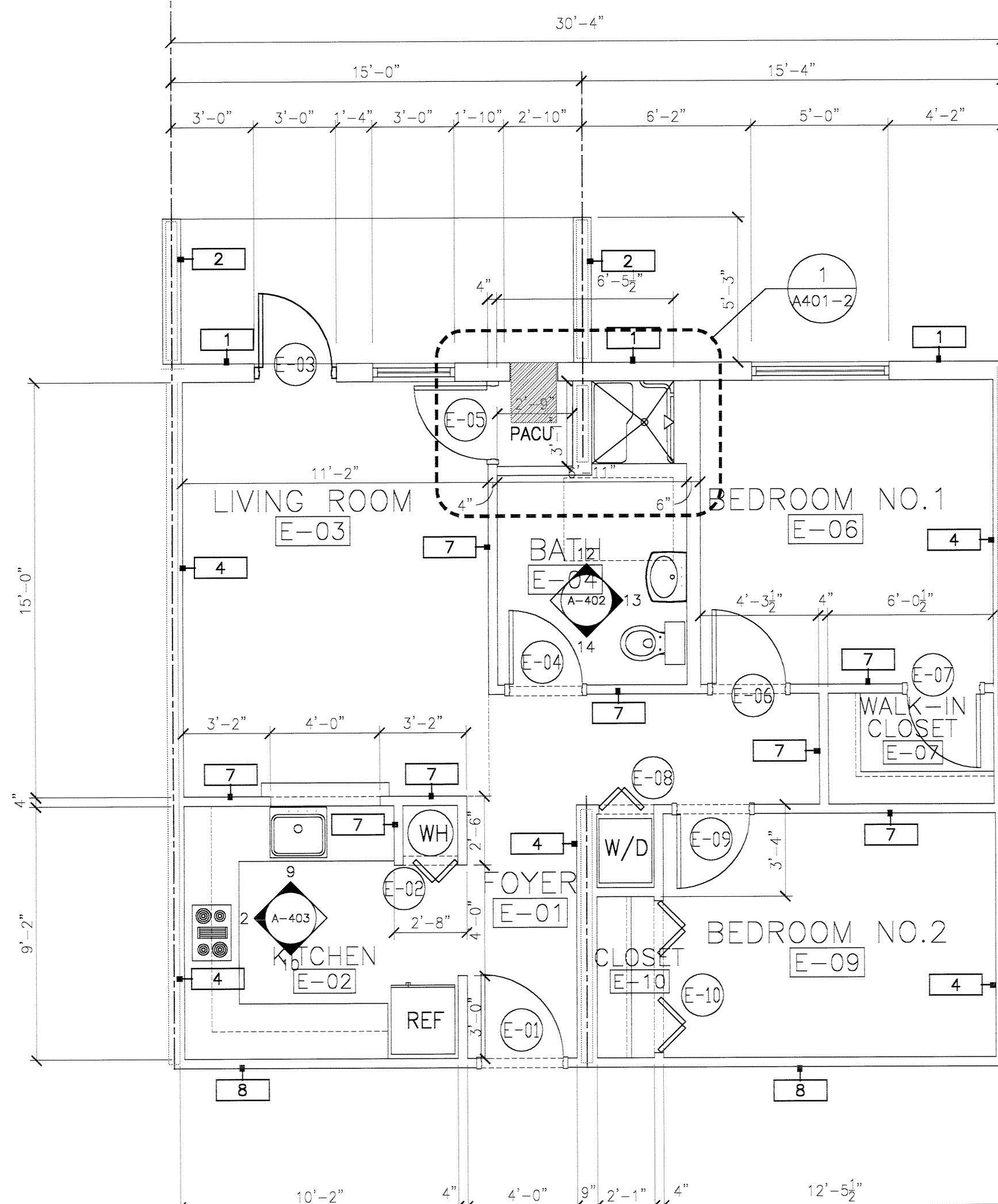
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TYPICAL UNIT
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A-401

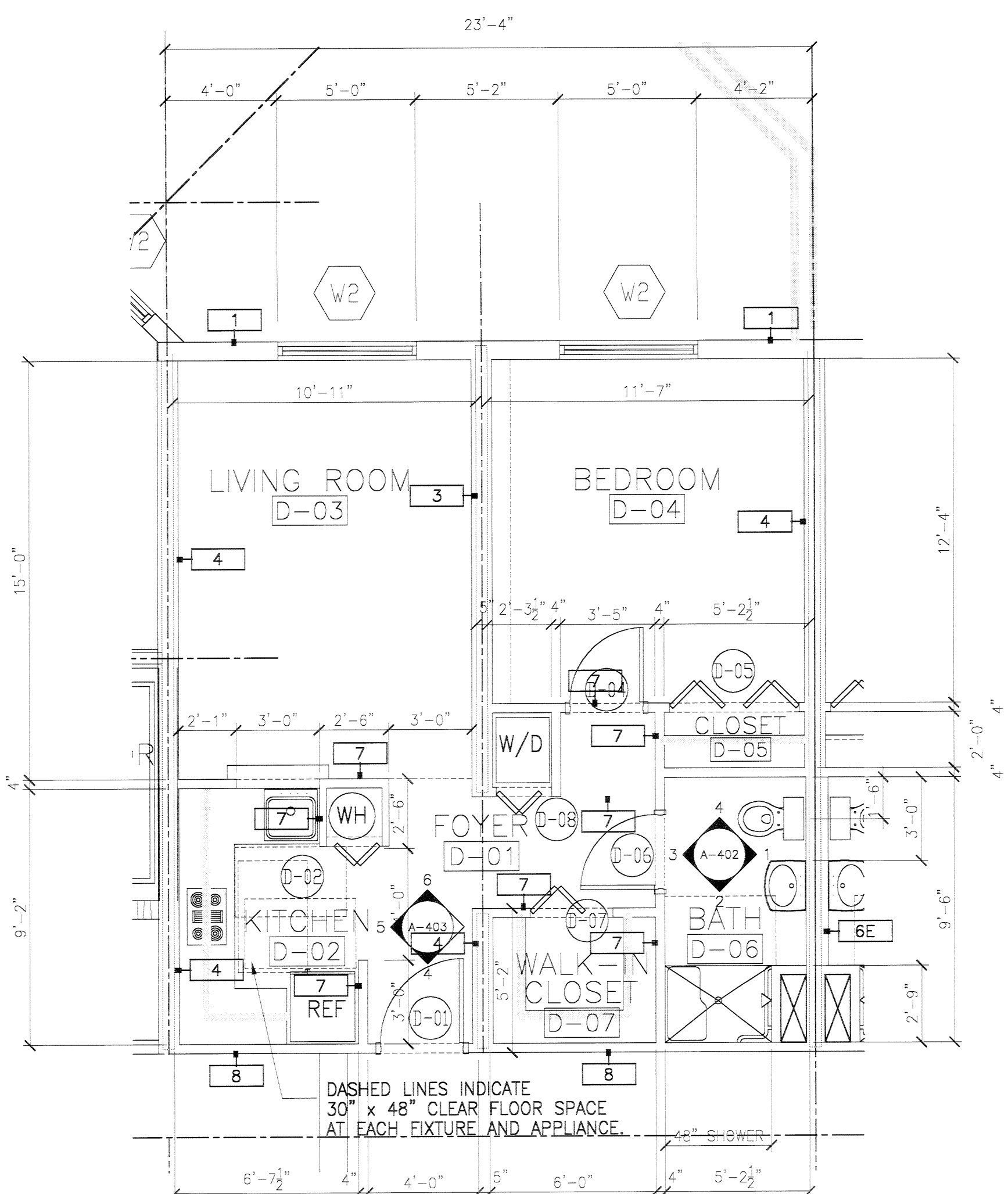
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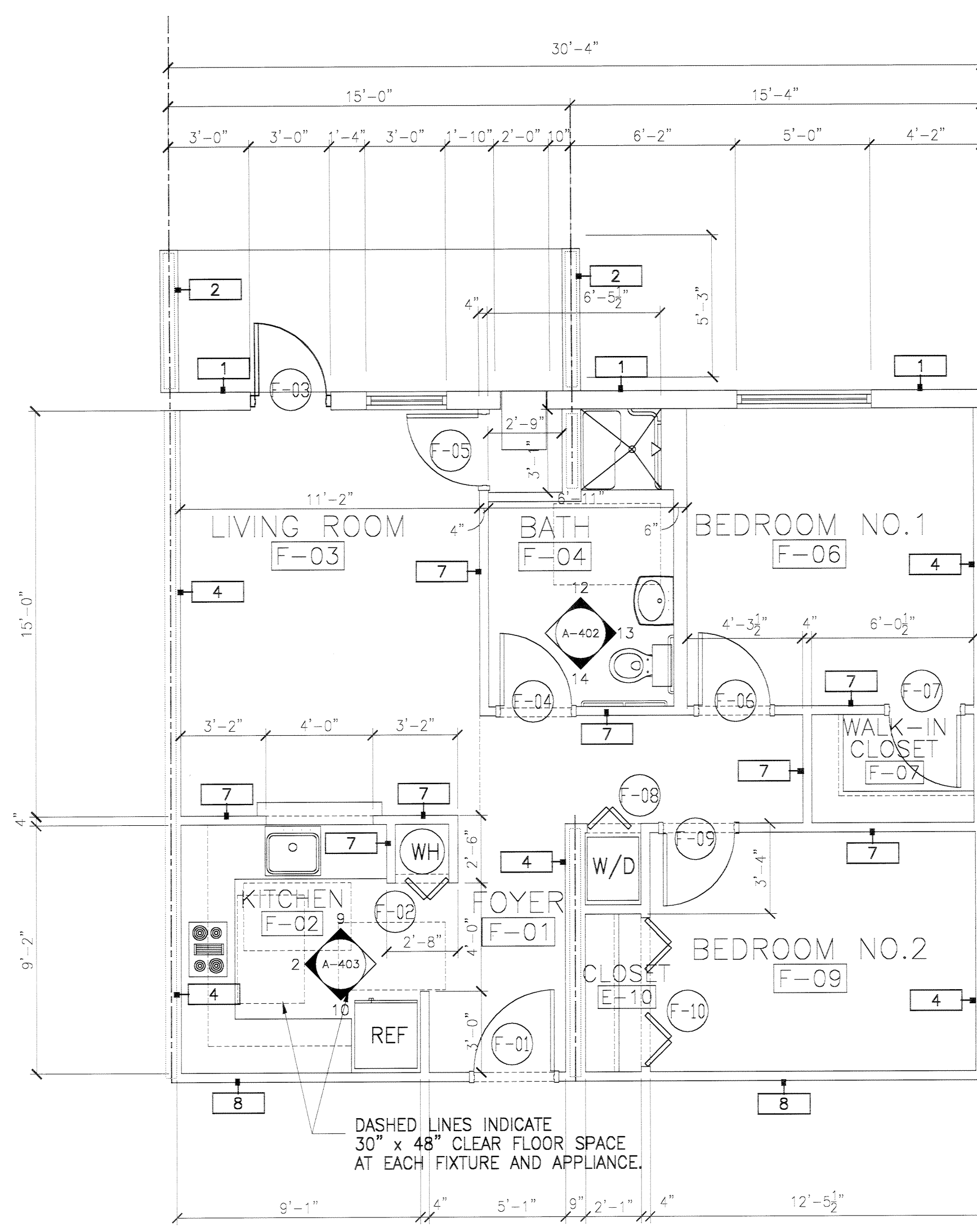
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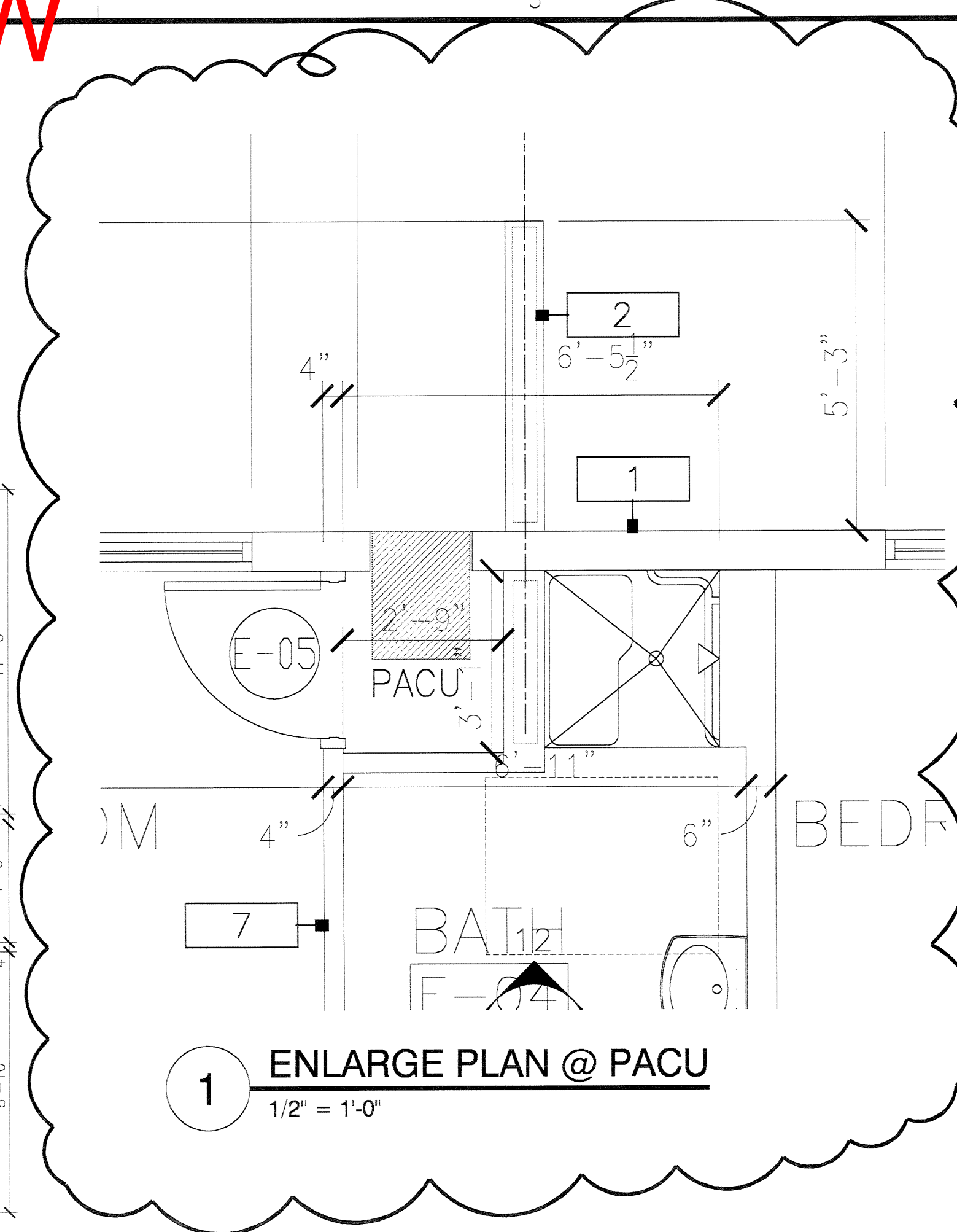
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SCALE: 1/4"=1'-0" (750 SF)



TYPE 'D' - 1BR UNIT FLOOR PLAN
SCALE: 1/4"=1'-0" (575 SF) NO BALCONY



TYPE 'F' - HC 2BR UNIT FLOOR PLAN
SCALE: 1/4"=1'-0" (750 SF)



CHARLES R. SHERMAN
PROJECT ARCHITECT

THE HASKELL COMPANY

AMERICA'S DESIGN-BUILD LEADER®

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403201 / 03/03/04 / 03/03/04

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PEMBROKE PINES, FLORIDA

4/13/04	RP1#6
3/1/04	RP1
1/5/04	PI 2
10/7/03	CR
9/29/03	PR 1
DATE	ISSUE/REVISION

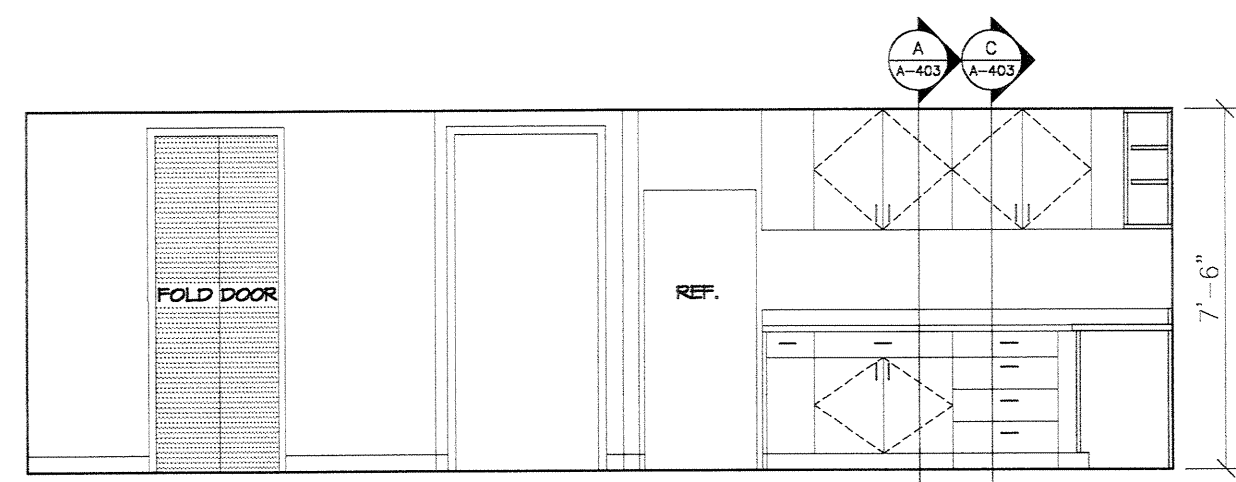
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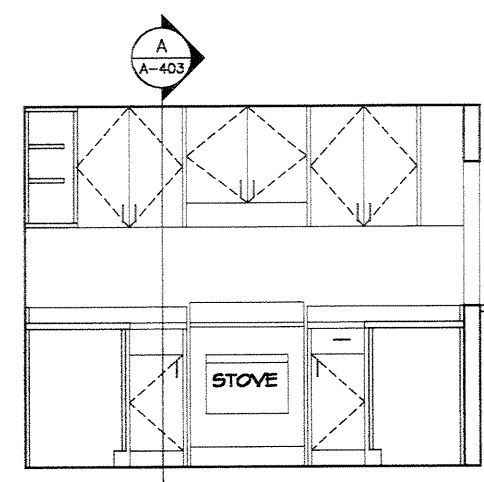
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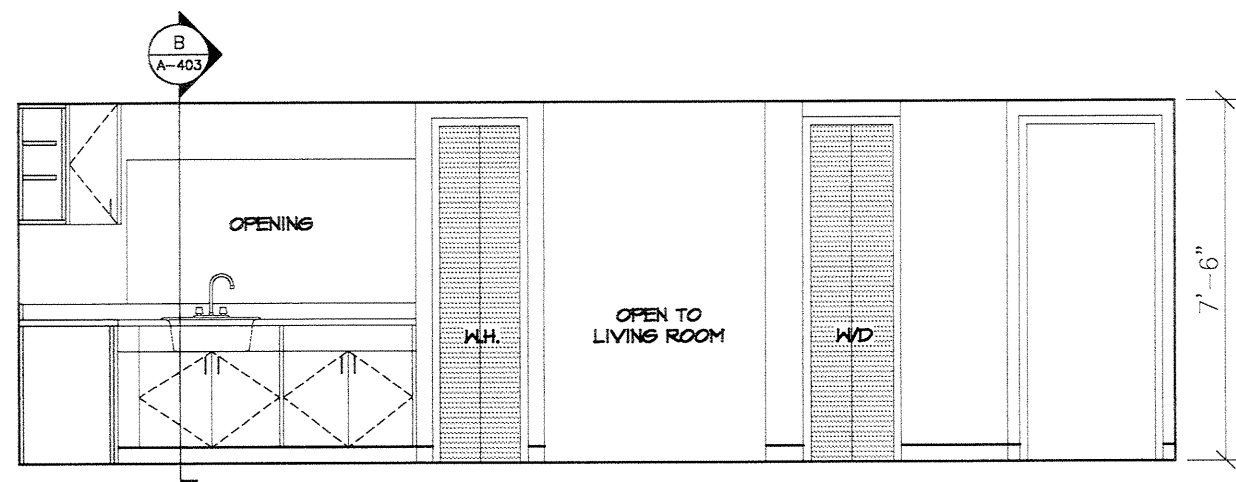
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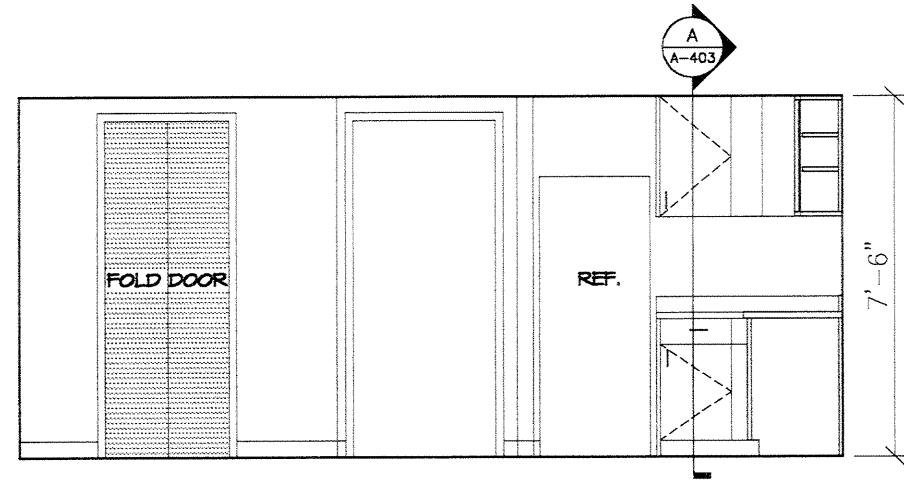
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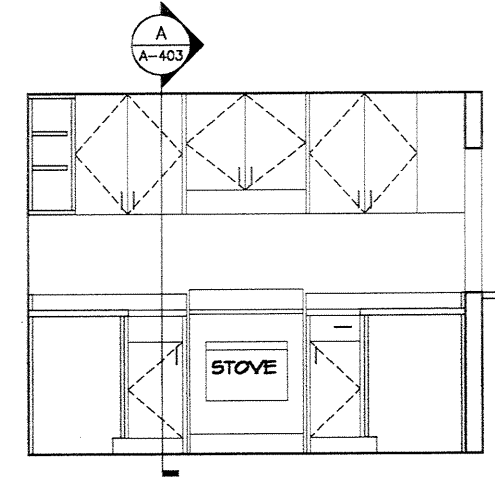
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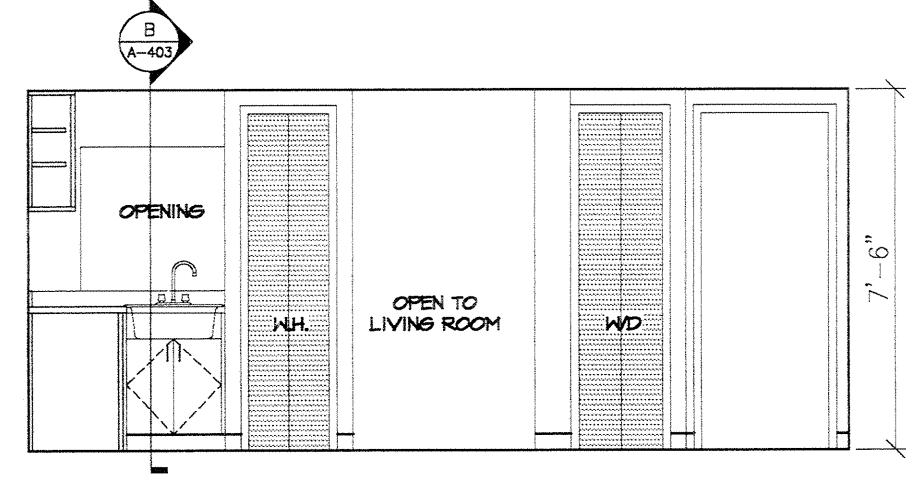
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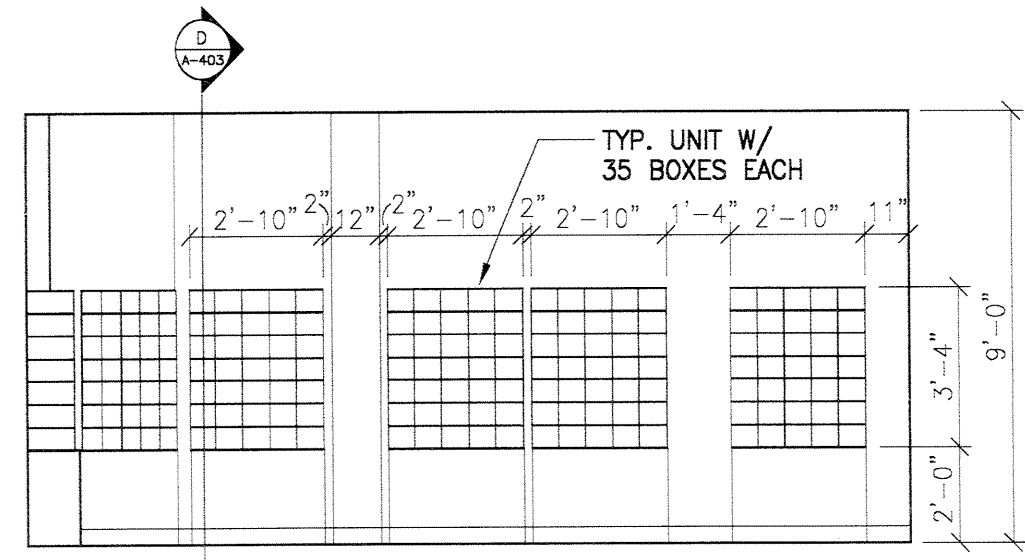
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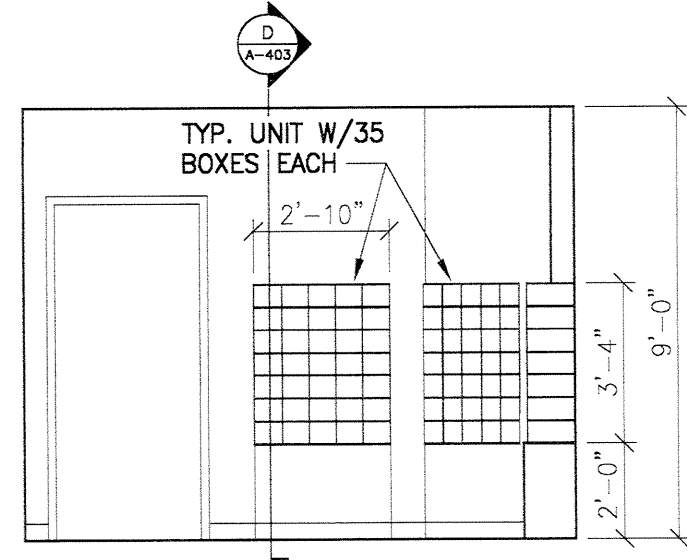
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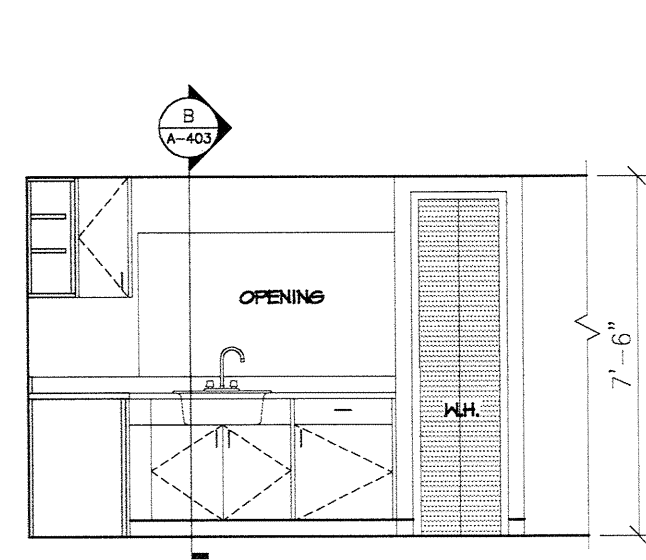
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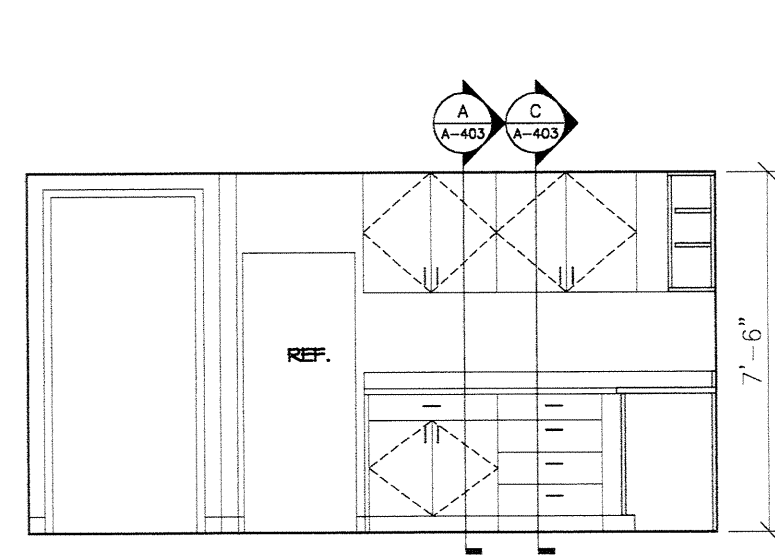
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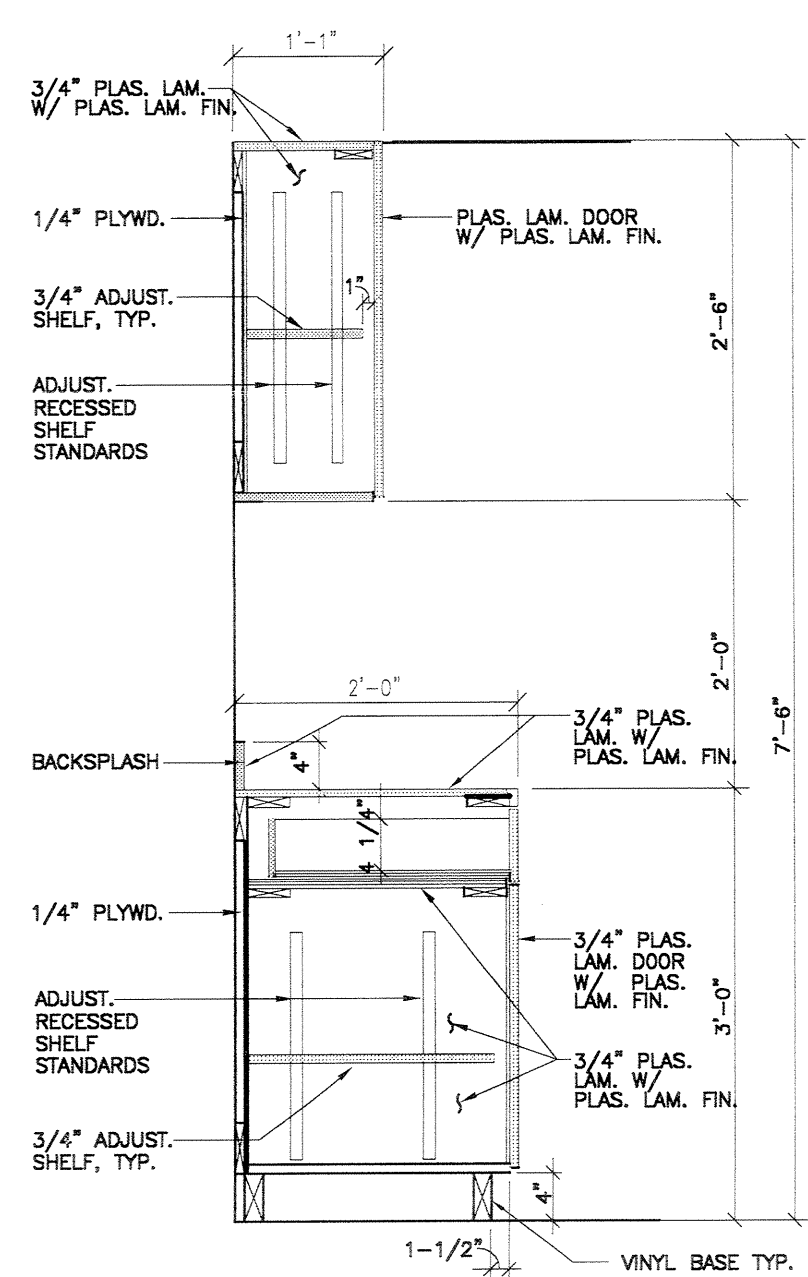
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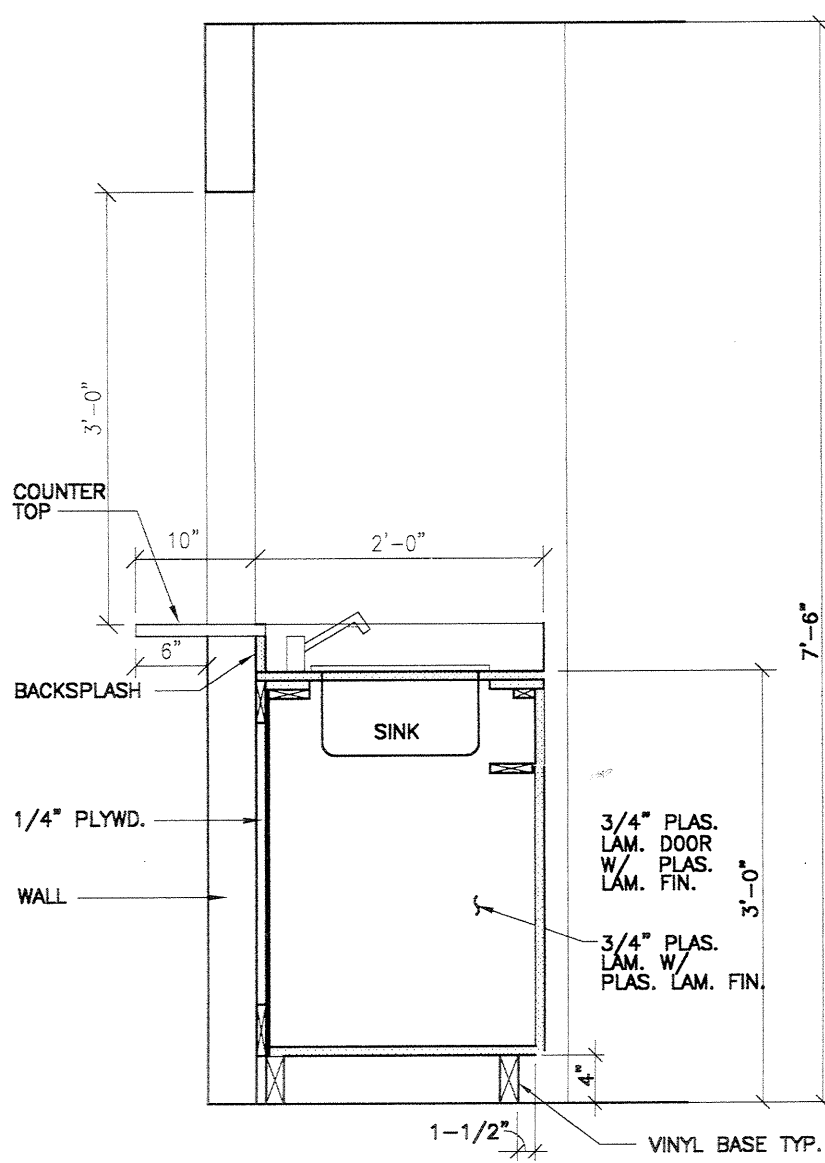
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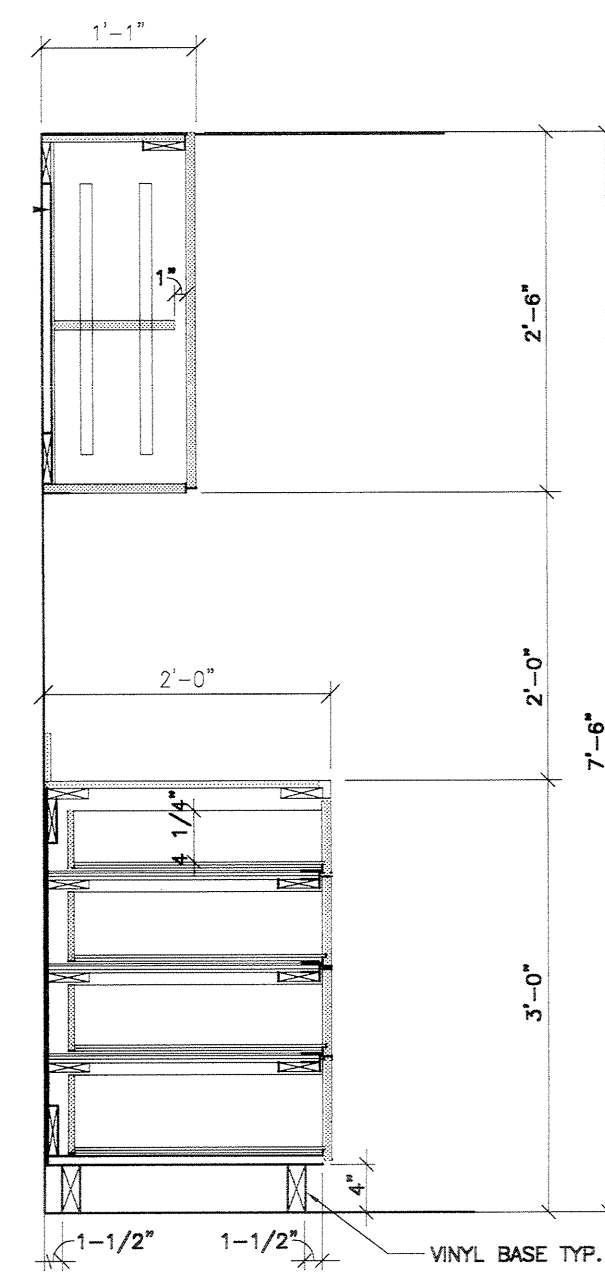
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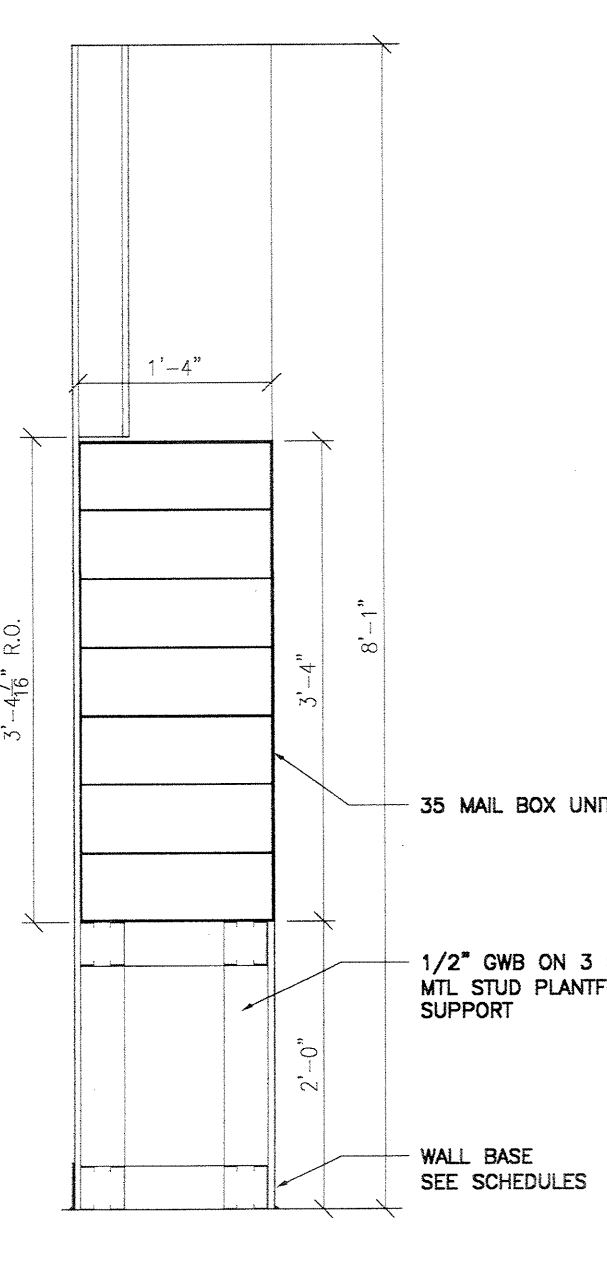
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W/ OVERHEAD CABINETS
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B SECTION @ TYPICAL COUNTER W/
OVERHEAD CABINETS & LAVATORY
SCALE: 3/4" = 1'-0"



C SECTION @ TYPICAL COUNTER W/ DRAWERS
SCALE: 3/4" = 1'-0"



D SECTION @ TYPICAL MAILBOX
SCALE: 3/4" = 1'-0"

CHARLES J. SUELLA
PROJECT ARCHITECT

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PEMBROKE PINES, FLORIDA

1/5/04	RPI 1
12/8/03	RPI 1
10/7/03	CR
9/29/03	PR 1

DATE	ISSUE/REVISION
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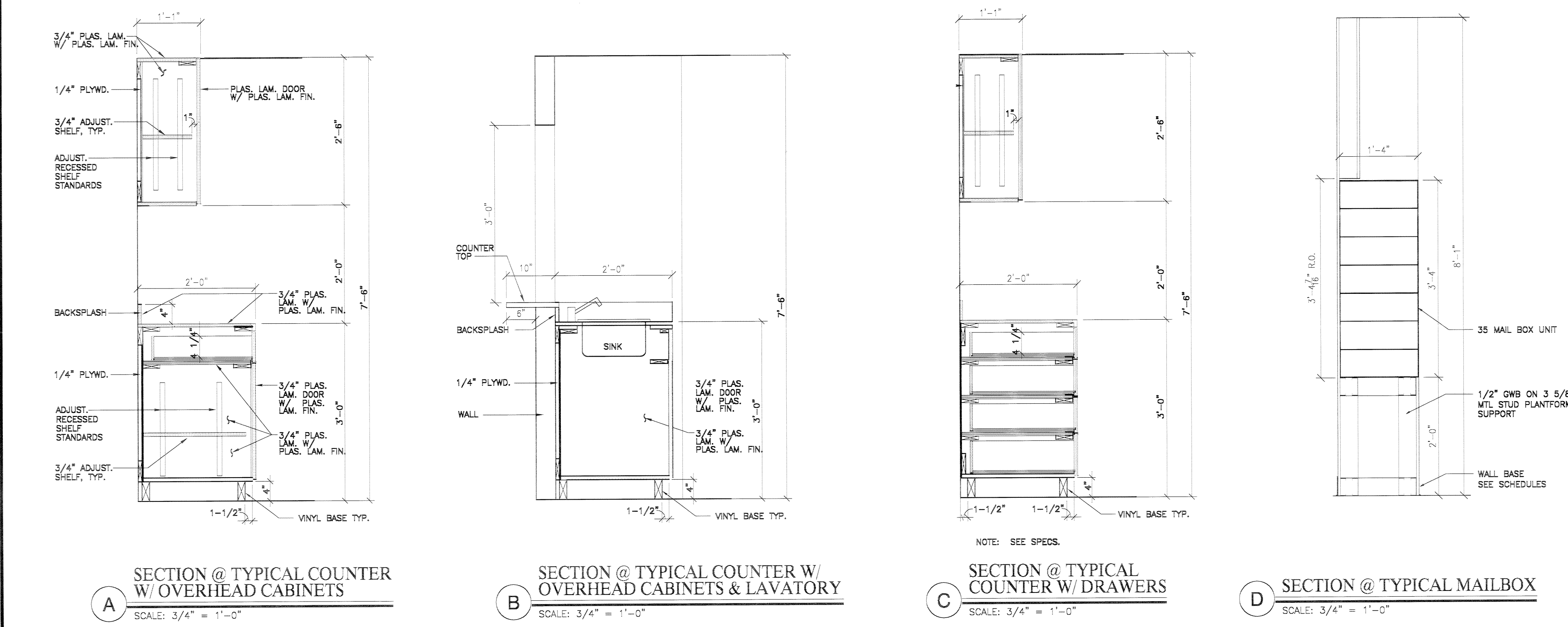
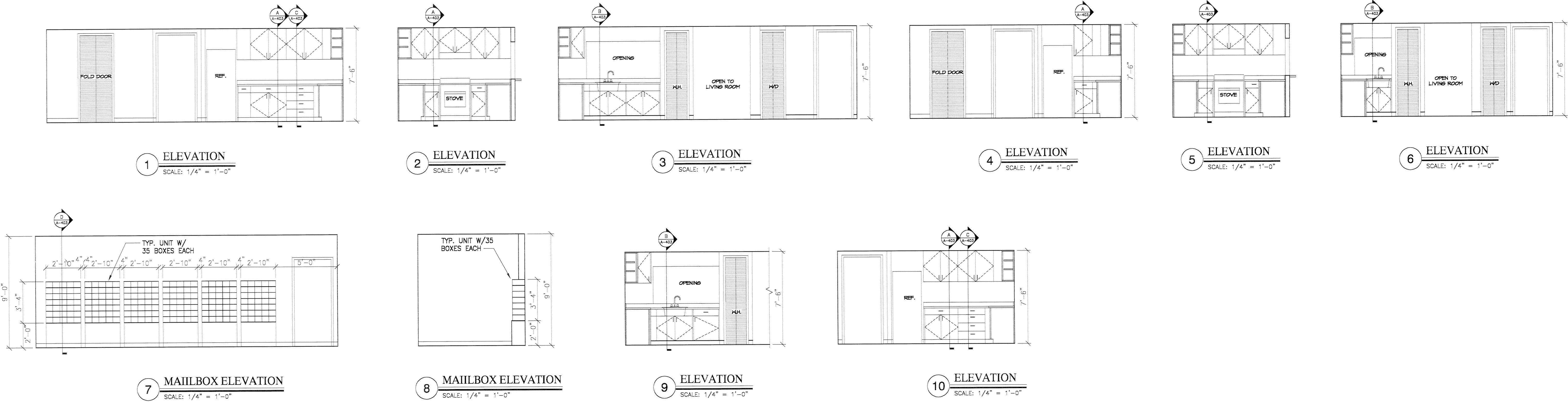
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41186201

INTERIOR
ELEVATIONS
AND
MILLWORK

A-403
SHEET NUMBER

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ARCHITECT

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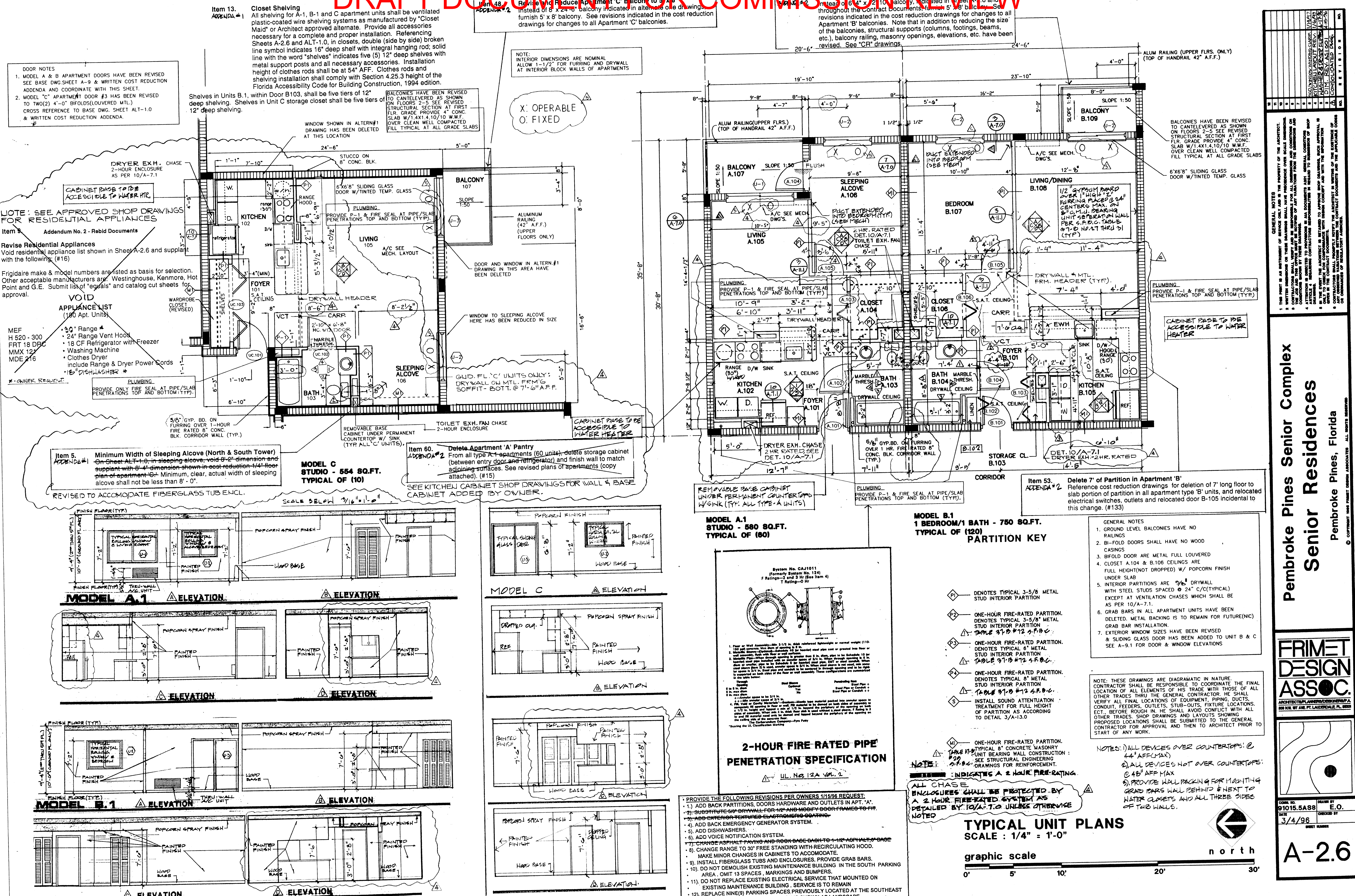
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AE JOB NUMBER
41186201

INTERIOR ELEVATIONS AND MILLWORK

A-403-2

SHEET NUMBER



Pembroke Pines Senior Complex
Senior Residences
Pembroke Pines, Florida

FRIMET DESIGN ASSOC.
ARCHITECTS, PLANNERS, ENGINEERS, INTERIORS
200 NW 1st Ave., Suite 100, Fort Lauderdale, FL 33301
DATE: 3/4/96
DRAWN BY: E.O.
CHECKED BY: [Signature]
A-2.6