



Replacement of Drinking Water Fountains at Various Charter Schools

Invitation for Bids # PSPW-22-12

| General Information | | |
|---|--|-----------------|
| Project Cost Estimate | \$200,000 | See Section 1.4 |
| Project Timeline | 60 calendar days from NTP. | See Section 1.4 |
| Evaluation of Proposals | Staff | See Section 1.7 |
| Non-Mandatory Pre-Bid Meeting | 10:00 a.m. on September 20, 2022 at East Campus Elementary, 10801 Pembroke Road, Pembroke Pines, FL 33025 | See Section 1.8 |
| Question Due Date | September 26, 2022 | See Section 1.8 |
| Proposals will be accepted until | 2:00 p.m. on October 11, 2022 | See Section 1.8 |
| 5% Proposal Security / Bid Bond | Required in the event that the proposal exceeds \$200,000 | See Section 4.1 |
| 100% Payment and Performance Bonds | Required in the event that the proposal exceeds \$200,000 | See Section 4.2 |
| Grant or Federal Funding Information | Not Applicable | Not Applicable |

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



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ATTACHMENTS

Attachment A: Non-Collusive Affidavit

Attachment B: Sample Insurance Certificate

Attachment C: Specimen Contract – **Construction Agreement**

Attachment D: Standard Release of Lien Form



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

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

IFB # PSPW-22-12

Replacement of Drinking Water Fountains at Various Charter Schools

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the <https://ppines.bonfirehub.com/> website.

If you have any problems downloading the solicitation, please contact the Bonfire Support at Support@GoBonfire.com.

If additional information 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 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Messages” section for the specific project on the <https://ppines.bonfirehub.com/> website. Under the “Messages” section, vendors will find the “Opportunity Q&A” tab in which they can ask their specific question(s). Responses to the questions will be provided online at https://ppines.bonfirehub.com. Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via Bonfire is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, October 11, 2022. Proposals must be submitted electronically at <https://ppines.bonfirehub.com/>. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.1.1 VIRTUAL BID OPENING

Due to the COVID-19 Coronavirus Pandemic, the City may not be opening up the physical location for public access.

As a result, meetings may be a combination of in-person and virtual, all as provided by law. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**



Bid openings for this project will be live-streamed from the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025 at **2:30 PM on the bid due date.**

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- 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 view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings.**

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Bedit, Procurement Department
 City of Pembroke Pines
 8300 South Palm Drive,
 Pembroke Pines, FL 33025
 954-518-9022
purchasing@ppines.com

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to replace thirty-seven (37) existing drinking water fountains at various City charter schools with new hands-free electronic bottle filling stations, in accordance with the terms, conditions, and specifications contained in this solicitation.

1.3 SCOPE OF WORK

The City is seeking the following drinking water fountain model:

- ELKAY brand model no. LZS8WSSP Enhanced ezH2O bottle filling station and single ADA cooler filtered refrigerated stainless cooler.



Contractor shall be responsible for removal of existing drinking water fountains and installation of new drinking water fountains, including relocation of the water and drain lines as necessary for proper installation and governing code compliance, all drywall and/or concrete repairs, patching and painting any wall openings as needed per installations.

All electrical work required shall be done by City electricians.

1.3.1 GENERAL REQUIREMENTS

- Contractor shall provide all materials, labor, equipment and any other necessary items required for complete removal/installation.
- Contractor shall provide all testing, manufacturer warranties, contractor warranties and certifications.
- The successful Bidder shall employ a competent English-speaking superintendent who shall be in attendance at the project sites during the process of work. The superintendent shall be the primary representative for the Bidder and all communications given to and all decisions made by the superintendent shall be binding to the Bidder.
- Contractor will be required to schedule all work with the Project Manager.
- Contractor shall be responsible for all debris removal and restoration to any existing areas damaged by the contractor once the project is completed.
- Site shall be made safe and clean of debris at the end of each work day.
- All precautions need to be taken for the safety and protection of potential passing vehicles and all other structures on the site.
- The work must be performed Monday through Friday or as approved by the Project Manager.
- Contractor shall provide weekly schedule progress updates.
- Contractor shall bring to the attention of the Project Manager any unforeseen conditions that may arise during construction.

1.3.2 LOCATIONS

| Location and Address | # of Drinking Water Fountains Being Replaced |
|--|---|
| Academic Village Charter School 17189 Sheridan St, Pembroke Pines, FL 33331 | 6 |
| West Campus Charter School 18500 Pembroke Rd Pembroke Pines, FL 33029 | 11 |



| | |
|---|----|
| Central Campus Charter School 12350 Sheridan St, Pembroke Pines, FL 33026 | 10 |
| East Campus Elementary School 7701 Taft St, Pembroke Pines, FL 33024 | 4 |
| FSU Campus Charter School 601 SW 172 nd Ave, Pembroke Pines, FL 33029 | 5 |

1.3.3 USE OF PREMISES

- Contractor shall limit their use of the premises for work and storage while allowing for Owner's Occupancy.
- Contractor shall coordinate the use of the premises under direction of owner representative, assume full responsibility for protection and safekeeping of products under this contract stored on site. Any stored products under Contractor's control which interfere with of the Owners or separate contractor.

1.3.4 WARRANTIES

- Contractor shall provide a minimum of one (1) year workmanship labor and material warranty covering repairs to any existing or new material such as drywall or concrete removed and/or replaced by the contractor.
- Upon completion of the project, and with the application instructions and specifications strictly adhere to, the contractor shall provide a written warranty from the manufacturer for a minimum of five (5) years warranty for the refrigeration system of each unit and a minimum of one (1) year for all electrical components and water system from the manufacturer.

1.4 PROJECT COST ESTIMATE & TIMELINE

Staff estimates this project to cost approximately \$200,000, which does not include permit costs.

Please note that the City will waive all City related permit, license, impact or inspection fees (including the Building Department and Engineering Department Permit Fees) related to 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.**



The work shall be completed within 60 days from issuance of CITY's Notice to Proceed.

1.5 PROPOSAL REQUIREMENTS

The <https://ppines.bonfirehub.com> website allows for vendors to complete, scan and upload their documents as part of the proposer's submittal on the website.

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

The Bonfire system utilizes "Questionnaires" to request the following information from prospective proposers.

1.5.1 Pricing Sheet / Bid Tables

1. The vendor must provide their pricing through the designated lines items listed on the Bonfire website under the Pricing Sheet or Bid Tables section.
2. **Alternates:** The pricing sheet allows for bidders to submit alternative options. Substitutions of brands or fabricators of equipment, decor items, and paint or floor materials must be submitted as an alternate for the city's review and approval. If submitting an alternative, please upload information about the alternative(s) that you are proposing in the "**Alternatives**" subsection of the "**Optional Documentation**" section of your submittal.
 - a. The pricing sheet contains line item for each location with space for the vendors to submit their:
 - i. Total Cost without Payment and Performance Bonds
 - ii. Cost for vendors to provide a Payment & Performance Bond
 - iii. The system will automatically calculate the Total Cost with Payment and Performance Bonds for each line item, so that the City can evaluate how each project will be awarded.

1.5.2 Questionnaires

1. Contact Information Form
2. Proposer's Background Information
3. Vendor Registration Checklist
4. **References Form:** Provide specific examples of similar contracts delivered by the proposed team members. Provide details on related projects (preferably where the team was the same). 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 the Reference Contact Information and the specific Project Information.

In addition, **do not provide references for City of Pembroke Pines projects.**

- A) References Contact Information
 - a. Name of Firm, City, County or Agency
 - b. Address
 - c. Contact Name
 - d. Contact Title
 - e. Contact E-mail Address
 - f. Contact Telephone #
- B) Project Information
 - a. Name of Contractor Performing the work
 - b. Name and location of the project
 - c. Nature of the firm's responsibility on the project
 - d. Project duration
 - e. Completion (Anticipated) Date
 - f. Size of project
 - g. Cost of project
 - h. Work for which staff was responsible

1.5.3 Other Completed Documents

1. Attachment A: Non-Collusive Affidavit
2. Proposal Security (Bid Bond Form or Cashier's Check)
 - a. Each Proposal should be accompanied by a certified or cashier's check or by a Bid Bond made payable to the City of Pembroke Pines on an approved form, duly executed by the Proposer as principal and having as surety thereon a surety company acceptable to CITY and authorized to write such Bond under the laws of the State of Florida, in an amount not less than five percent (5%) of the amount of the base Proposal price.



- b. Contingency is not to be counted in the total amount the proposal security is based on.
- c. Proposers must submit a scanned copy of their bid security (bid bond form or cashier's check) with their bid submittal through Bonfire.
- d. Proposers should also submit their original bid security (bid bond form or cashier's check) at time of the bid due date, or they may be deemed as non-responsive.
- e. The original Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - IFB # PSPW-22-12 Replacement of Drinking Water Fountains at Various Charter Schools**" and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.
- f. Please see SECTION 4 - SPECIAL TERMS & CONDITIONS of this document for additional information.

1.5.4 Optional Documentation

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 BONFIRE 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.

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.

3. Alternatives:

- a. If you are submitting an alternative product, please upload any related information in this section.
- b. In addition, pursuant to **Section 3.7 "Brand Names,"** if and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase "OR EQUAL" is added. However, if a product other than that specified is bid, Proposers shall indicate on their proposal and clearly state the proposed substitution and deviation. It is the 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.

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.

1.6 VENDOR REGISTRATION DOCUMENTS

The <https://ppines.bonfirehub.com/> website will allow vendors to update their information and documents on an as-needed basis. This process is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will allow vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project. 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).

Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.

The following documents can be completed prior to the bidding process through the <https://ppines.bonfirehub.com/> website and do not need to be attached to your submittal as the Bonfire website will automatically include it.

1.6.1 Vendor Information Form

1.6.2 Form W-9 (Rev. October 2018)

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

1.6.3 Company Profile Form

1.6.4 Sworn Statement on Public Entity Crimes Form

1.6.5 Equal Benefits Certification Form



1.6.6 Vendor Drug-Free Workplace Certification Form

1.6.7 Scrutinized Company Certification

1.6.8 E-Verify System Certification Statement

- a. 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”).
- b. 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.

1.6.9 Veteran Owned Small Business Preference Certification

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the “Determination Letter” from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors’ qualifications.

1.6.10 Local Business Tax Receipts

1.6.11 Local Vendor Preference Certification

1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- 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 contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.

1.8 TENTATIVE SCHEDULE OF EVENTS

| Event | Time &/or Date |
|---|---|
| Issuance of Solicitation (Posting Date) | September 13, 2022 |
| Non-Mandatory Pre-Bid Meeting | 10:00 a.m. on September 20, 2022 |



| | |
|---|---|
| Question Due Date | September 26, 2022 |
| Anticipated Date of Issuance for the Addenda with Questions and Answers | September 29, 2022 |
| Proposals will be accepted until | 2:00 p.m. on October 11, 2022 |
| Proposals will be opened at | 2:30 p.m. on October 11, 2022 |
| Evaluation of Proposals by Staff | TBD |
| Recommendation of Contractor to City Commission award | TBD |
| Issuance of Notice to Proceed | TBD |
| Project Commencement | Not later than 10 days after NTP |
| Project Completion | 60 days after NTP |

1.8.1 NON-MANDATORY PRE-BID MEETING

There will be a non-mandatory scheduled pre-bid meeting on **September 20, 2022 at 10:00 a.m.** Meeting location will be at the Public Services Building, Large Conference Room, located at 8300 S. Palm Drive, Pembroke Pines, FL 33025.

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

1.9 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at <https://ppines.bonfirehub.com/> on or before **2:00 p.m. on October 11, 2022.**

Please note vendors should be registered on Bonfire 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 any questionnaires on the <https://ppines.bonfirehub.com/> website 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://ppines.bonfirehub.com/> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. Bonfire Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact Support@GoBonfire.com with ample time before the bid closing date and time.

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



However, please note that any required Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked “**BID SECURITY - IFB # PSPW-22-12 Replacement of Drinking Water Fountains at Various Charter Schools**” and sent to the City of Pembroke Pines, City Clerk’s Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.