



Pines Charter School Storefront Replacement at East and Central Campus Invitation for Bids # PSPW-18-08

General Information		
Evaluation of Proposals	Staff	See Section 1.7
Mandatory Pre-Bid Meeting	10:00 a.m. on August 16, 2018	See Section 1.8.1
Question Due Date	August 20, 2018	See Section 1.8
Proposals will be accepted until	2:00 p.m. on September 4, 2018	See Section 1.8
5% Proposal Security / Bid Bond	Required in the event that the bid exceeds \$200,000.	See Section 4.1
100% Payment and Performance Bonds	Required in the event that the bid exceeds \$200,000.	See Section 4.2

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



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ATTACHMENTS

- Attachment A: Contact Information Form
- Attachment B: Vendor Information Form and a W-9
- Attachment C: Non-Collusive Affidavit
- Attachment D: Sworn Statement on Public Entity Crimes Form
- Attachment E: Local Vendor Preference Certification
- Attachment F: Veteran Owned Small Business Preference Certification
- Attachment G: Equal Benefits Certification Form
- Attachment H: Vendor Drug-Free Workplace Certification Form
- Attachment I: Proposer's Completed Qualification Statement
- Attachment J: Sample Insurance Certificate
- Attachment K: Specimen Contract/Agreement
- Attachment L: References Form
- Attachment M: Mandatory Pre-Bid/Site Visit Confirmation Form
- Attachment N: Standard Release of Lien Form
- Attachment O: Vendor Certification Regarding Scrutinized Companies List
- Attachment P: Elevation Photos and Drawings



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-18-08

Pines Charter School Storefront Replacement at East and Central Campus

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

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office 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 "Ask a Question" option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via BidSync 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, September 4, 2018. Proposals must be **submitted electronically at www.BidSync.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.

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals for impact storefront window and door replacement at the City of Pembroke Pines East and Central Charter schools.in accordance with the terms, conditions, and specifications contained in this solicitation.

1.3 LOCATIONS

1. East Campus, 10801 Pembroke Road, Pembroke Pines, FL 33025
2. Central Campus, 12350 Sheridan Street, Pembroke Pines, FL 33026



1.4 SCOPE OF WORK

1.4.1 GENERAL INFORMATION

PROPOSAL REQUIREMENTS

- a. Contractor shall provide all materials, labor, permits, and any other necessary items required to complete work.
- b. Contractor shall provide all engineered drawings, NOA's, and any other necessary documentation required to obtain a permit.
- c. Cost for permits should not be included in the price, to be billed as an allowance.
- d. All construction to be Miami/Dade approved per the 2017 Building Code. Contractor shall provide all testing, manufacturer warranties, and certifications.
- e. The successful Bidder shall employ a competent superintendent who shall be in attendance at the project site during the progress of the 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.
- f. Contractor shall be responsible for all debris removal and restoration to any existing areas. Site shall be broom swept, made safe, and clean of debris at the end of each work day.
- g. All precautions need to be taken for life safety and protection of people, vehicles, and all other structures on the site.
- h. The work must be performed during non-school hours as scheduled and approved by the Project Manager.
- i. Contractor shall limit their use on the premises for work and storage to allow for Owner's occupancy and Public use.
- j. Contractor shall coordinate use of premises under direction of Owner Representative, assume full responsibility for the protection and safe-keeping of Products under this Contract stored on-site, and move any stored products that are under Contractor's control which interfere with operations of the Owners or separate Contractors.

1.4.2 DEMOLITION WORK

- a. Contractor shall remove and dispose of existing storefront window and door assemblies. Per the areas defined in Attachment P: "East and South Elevation Photos and Drawings".
- b. Contractor is responsible to secure any and all openings that may have to be left unattended at any time that are created in the course of work.
- c. Contractor shall be responsible to remove and properly dispose of all debris from the site daily.
- d. Do not allow materials and debris generated daily to be disposed of in an illegal manner.
- e. Demolish as required to accomplish work. All required demolition shall be included in the base bid package submitted by the contractor.



- f. The contractor must be careful to maintain integrity of security alarm contacts, cables, etc. and are to be reinstalled with the new storefront.

1.4.3 NEW WORK

- a. Verification of all dimensions and quantities are the responsibility of the Contractor.
- b. Install new impact storefront windows and door assemblies. Configuration to match existing.
- c. All material to be United States Aluminum DHS 500 Hurricane Resistant Aluminum Storefront System-L.M.I. as per NOA No. 14-0331.02 or equivalent.
- d. Frame color to be white.
- e. Glass to be 9/16" laminated full view glass, grey color.
- f. **CENTRAL CAMPUS ONLY**- New doors shall be two single doors with center mullion, panic hardware, and 12/24 A/C D/C electric release strike.
- g. **EAST CAMPUS ONLY**- New doors shall have same configuration as current with concealed closures.
- h. All windows and or door assemblies removed, shall have the new assemblies installed before end of work day or if required a temporary wall system to ensure that building can be locked up at end of day.
- i. Doors to have brushed stainless steel hardware and Schlage 6 pin E cylinders.
- j. Contractor is responsible for all stucco and drywall repair as necessary, leaving area ready for paint.

1.4.4 WARRANTY

- a. Copies of all warranties shall be provided with bids.
- b. The Awarded Contractor must provide the City with a Manufacturer's Warranty and a labor warranty of not less than 1 year.

1.4.5 ADDITIONAL REQUIREMENTS

- a. All work must complete and have passed all inspections within 30 days of issuance of the Notice To Proceed.
- b. Final payment will be made upon passing final inspection and work being acceptable to the project manager.
- c. The Awarded Contractor will be required to execute the sample contract as shown in Attachment K.

1.5 PERMITS

The City anticipates this project to require the following permits:

Permit	Agency	Cost (or related method of calculation)



Building	City of Pembroke Pines Building Department (Calvin, Giordano & Associates, Inc.)	2.80% of construction costs
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1.5.1 PERMIT ALLOWANCE

The City shall include a “Permit Allowance” for this project. The Contractor shall obtain all required permits to complete the work, however the City shall utilize the Permit Allowance to reimburse the contractor for the related permit, license, impact or inspection fees. Payments will be made to the contractor based on the actual cost of permits upon submission of paid permit receipts. The City shall not pay for other costs related to obtaining or securing permits.

The City shall determine the amount of the allowance at time of award. The allowance may be based on a specified percent of the proposed project amount and shall be established for the specific project being performed under the contract. This dollar amount shall be shown on the specific project purchase order as a distinct item from the vendor’s overall offer to determine the total potential dollar value of the contract. Any Permit Allowance funds that have not been utilized at the end of the project will remain with the City, if the City Permit fees exceed the allowance indicated, the City will reimburse the contractor the actual amount of City Permit Fees required for project completion.

1.6 PROPOSAL REQUIREMENTS

The following documents will need to be completed, scanned and submitted through www.bidsync.com as part of the bidder’s submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.

1.6.1 Attachment A: Contact Information Form

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder’s submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
- b. Please note vendors should be registered on BidSync 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.



- c. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
- d. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- e. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

1.6.2 Attachment B: Vendor Information Form and a W-9

- a. In addition to the Vendor Information Form, please ensure that you provide the completed W-9 (Rev. November 2017), as previously dated versions of this form will delay the processing of any payments to the awarded vendor.

1.6.3 Attachment C: Non-Collusive Affidavit

1.6.4 Attachment D: Sworn Statement on Public Entity Crimes Form

1.6.5 Attachment E: Local Vendor Preference Certification

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.

1.6.6 Attachment F: 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.



1.6.7 Attachment G: Equal Benefits Certification Form

1.6.8 Attachment H: Vendor Drug-Free Workplace Certification Form

1.6.9 Attachment I: Proposer's Completed Qualification Statement

1.6.10 Attachment L: References Form

- a. Complete **Attachment L: References Form**, providing 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.

1.6.11 Attachment M: Mandatory Pre-Bid Meeting Form

1.6.12 Attachment O: Vendor Certification Regarding Scrutinized Companies List

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)	August 7, 2018
Mandatory Pre-Bid Meeting	10:00 a.m. on August 16, 2018
Question Due Date	August 20, 2018
Anticipated Date of Issuance for the Addenda with Questions and Answers	August 23, 2018
Proposals will be accepted until	2:00 p.m. on September 4, 2018
Proposals will be opened at	2:30 p.m. on September 4, 2018
Evaluation of Proposals by Staff	TBD
Recommendation of Contractor to City Commission award	TBD



Issuance of Notice to Proceed	TBD
Project Commencement	TBD
Project Completion	TBD

1.8.1 MANDATORY PRE-BID MEETING / SITE VISIT

There will be a mandatory scheduled pre-bid meeting on **10:00 a.m. on August 16, 2018**, Meeting location will start at **East Campus, 10801 Pembroke Road, Pembroke Pines, FL 33025. Bidders will then proceed in their own transportation to Central Campus, 12350 Sheridan Street, Pembroke Pines, FL 33026, escorted by a City Representative.**

All vendors will be required to complete **Attachment M "Mandatory Pre-Bid Meeting Form"** at the meeting and submit it as part of their proposal to show proof of attendance to the mandatory meeting.

1.9 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before **2:00 p.m. on September 4, 2018.**

Please note vendors should be registered on BidSync 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.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

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 BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync 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 their support line at 1-800-990-9339 with ample time before the bid closing date and time.

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

**CONTACT INFORMATION FORM**

IN ACCORDANCE WITH “IFB # PSPW-18-08” titled “**Pines Charter School Storefront Replacement at East and Central Campus**” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PRIMARY CONTACT FOR THE PROJECT:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

AUTHORIZED APPROVER:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

B) Proposal Checklist

Are all materials, freight, labor and warranties included?

Yes_____

**C) Sample Proposal Form**

The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

Base Pricing:

Item #	Location	Total Cost
1)	Project Cost East Campus, 10801 Pembroke Road, Pembroke Pines, FL 33025	Price to be Submitted Via BidSync
2)	Project Cost Central Campus, 12350 Sheridan Street, Pembroke Pines, FL 33026	Price to be Submitted Via BidSync

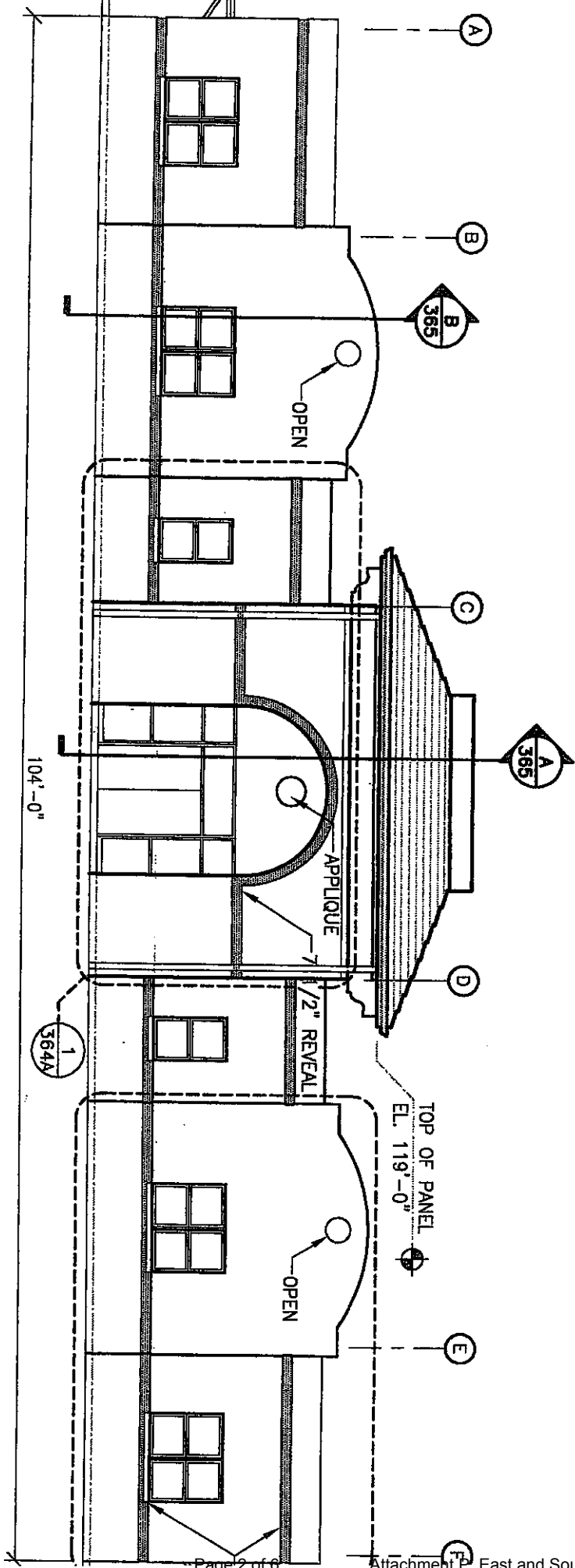


Central Campus, 12350 Sheridan Street, Pembroke Pines, FL 33026

Building A

West Elevation

WEST ELEVATION

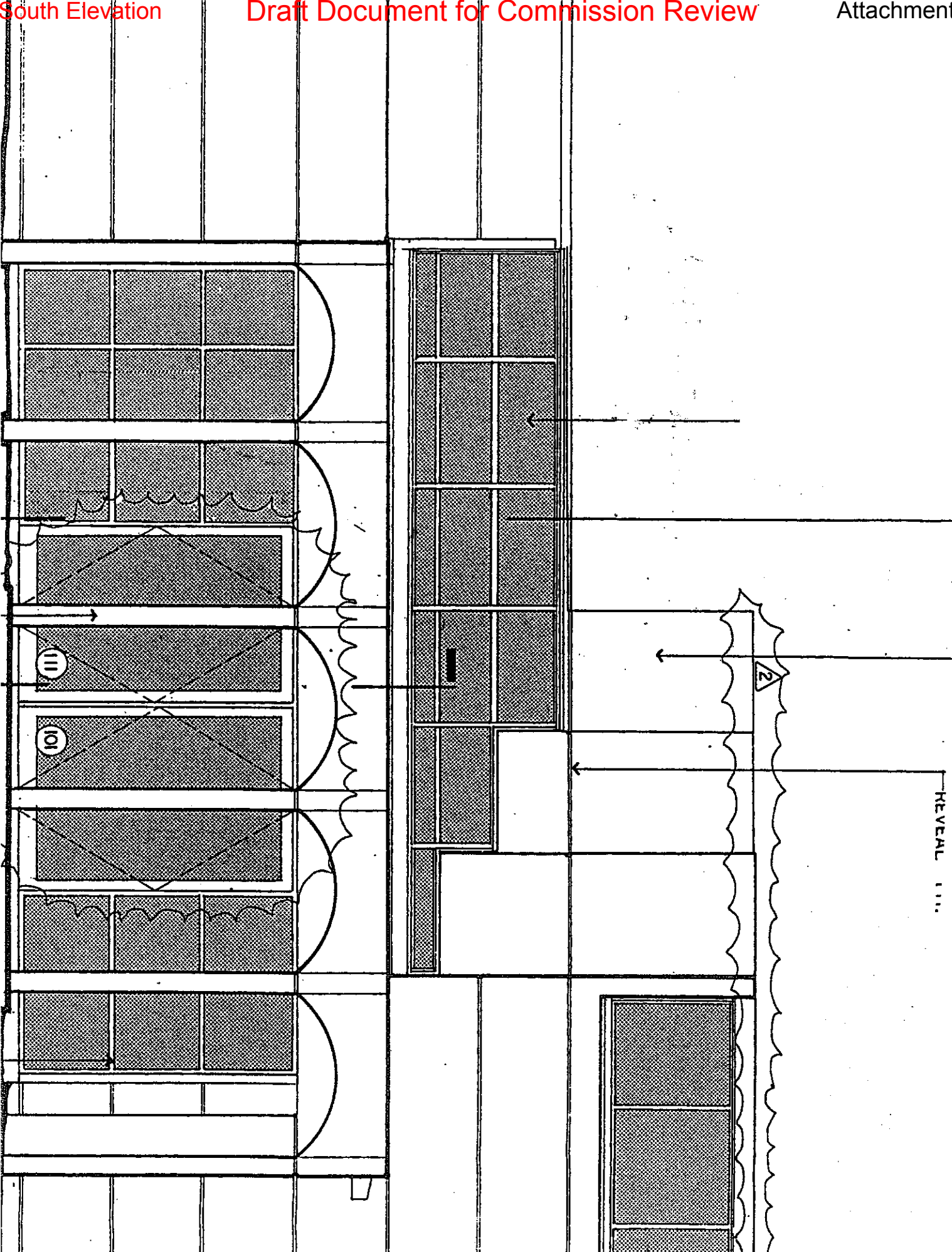




East Campus, 10801 Pembroke Road, Pembroke Pines, FL 33025

Building A

South Elevation





East Campus, 10801 Pembroke Road, Pembroke Pines, FL 33025
Building A
East Elevation

