



Art Installation Services

Request for Proposals # RE-19-02

General Information		
Project Timeline	This contract shall be for an initial two year period with two additional two-year renewal terms.	See Section 1.4
Evaluation of Proposals	Evaluation Committee	See Section 1.6
Question Due Date	February 26, 2019	See Section 1.7
Proposals will be accepted until	2:00 p.m. on March 12, 2019	See Section 1.7

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



Table of Contents

SECTION 1 - INSTRUCTIONS	5
1.1 NOTICE	5
1.2 PURPOSE	5
1.3 SCOPE OF WORK	5
1.4 CONTRACT TERMS	6
1.5 PROPOSAL REQUIREMENTS	6
Title Page:	7
Tab 1 - Table of Contents:	7
Tab 2 - Letter of Interest:	7
Tab 3 - Experience and Ability (35 points):	7
Tab 4 - Previous Experience/References (30 points):	8
Tab 5 – Project Cost (30 points):	8
Tab 6 – Other Completed Documents (5 points for Vendor Preference - Local/VOSB):	9
Tab 7 - Business Structure, Licenses and Professional Registration Certificates:	9
Tab 8 - Additional Information:	10
1.6 EVALUATION OF PROPOSALS & PROCESS OF SELECTION	10
1.6.1 SCORING FOR PROJECT COST CRITERIA	11
1.7 TENTATIVE SCHEDULE OF EVENTS	11
1.8 SUBMISSION REQUIREMENTS	11
SECTION 2 - INSURANCE REQUIREMENTS	13
2.1 REQUIRED INSURANCE	14
2.2 REQUIRED ENDORSEMENTS	16
SECTION 3 - GENERAL TERMS & CONDITIONS	17
3.1 EXAMINATION OF CONTRACT DOCUMENTS	17
3.2 CONFLICT OF INSTRUCTIONS	17
3.3 ADDENDA or ADDENDUM	17
3.4 INTERPRETATIONS AND QUESTIONS	17
3.5 RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES	17
3.6 WARRANTIES FOR USAGE	18
3.7 BRAND NAMES	18
3.8 QUALITY	18
3.9 SAMPLES	18



3.10	DEVELOPMENT COSTS.....	18
3.11	PRICING.....	18
3.12	DELIVERY POINT.....	18
3.13	TAX EXEMPT STATUS	18
3.14	CONTRACT TIME	18
3.15	COPYRIGHT OR PATENT RIGHTS	19
3.16	PUBLIC ENTITY CRIMES	19
3.17	CONFLICT OF INTEREST	19
3.18	FACILITIES	19
3.19	ENVIRONMENTAL REGULATIONS.....	19
3.20	SIGNATURE REQUIRED.....	20
3.21	MANUFACTURER’S CERTIFICATION.....	20
3.22	MODIFICATION OR WITHDRAWAL OF PROPOSAL	20
3.23	PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS	20
3.24	RESERVATIONS FOR REJECTION AND AWARD.....	21
3.25	BID PROTEST	21
3.26	INDEMNIFICATION.....	21
3.27	DEFAULT PROVISION	21
3.28	ACCEPTANCE OF MATERIAL.....	22
3.29	LOCAL GOVERNMENT PROMPT PAYMENT ACT	22
3.30	SCRUTINIZED COMPANIES LIST.....	22

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: Vendor Certification Regarding Scrutinized Companies List

Attachment J: Proposer’s Completed Qualification Statement



Attachment K: Sample Insurance Certificate

Attachment L: Specimen Contract - Contractual Services Agreement

Attachment M: References 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:

RFP # RE-19-02 Art Installation Services

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, March 12, 2019. 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 from qualified firms, hereinafter referred to as the Contractor, to provide Art Installation Services, in accordance with the terms, conditions, and specifications contained in this solicitation.

1.3 SCOPE OF WORK

The Frank C. Ortis Art Gallery & Exhibit Hall (The Frank) is seeking a Request for Proposals (RFP) for a full service art installation company. For purposes of working at The Frank, this art installation company will complete some/all of the following for all exhibitions (4-5 per calendar year) unless otherwise specified. The list of services may not be applicable to all exhibitions. The



dates of these exhibitions will be submitted in advance and vary in length. For proposal purposes, please include the hourly rate. The hourly rate includes charge for on-site time only. There is no reimbursement for travel time.

The locations for the installations include:

1. The Frank-approximately 12,000 square feet
 - a. The lobby of The Frank
 - b. The Front gallery – exhibition walls and Project Room #1 and #2
 - c. The Main gallery
 - d. The 3rd Space
 - e. The Classroom
2. Any artwork that requires hanging from the ceiling or building struts within The Frank
3. The Charles F. Dodge City Center (special projects)

Scope of Work for installation (approx. 1-5 days per exhibition, varies) includes:

- Determining materials needed for installation
- Advising on installation feasibility, hardware, and safety
- Building exhibition support displays
- Preparing all surfaces for installation
- Positioning and installing the artwork (both 2D and 3D)
- Work may include but is not limited to painting and carpentry
- Must provide all hanging hardware, materials and tools needed for installation. With prior approval, the cost for site-specific hanging hardware and materials shall be reimbursed.

Scope of Work for de-installation (approx. 1-4 days per exhibition, varies) includes:

- Break down of work
- Removing work from walls
- Packing work for artist pick up and shipment
- Preparing walls which may include the repair of holes made by hardware used for installation (patch, sand, paint)
- Must provide all materials and tools needed for de-installation. With prior approval, the cost of site-specific materials and tools needed for de-installation shall be reimbursed.

Requirements:

- Must currently hold an Aerial & Scissor Lift Operator Certification
- Must have at least five years professional experience in art installation services.

1.4 CONTRACT TERMS

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

1.5 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.

All proposals shall address and be tabbed/indexed as outlined below:

Title Page:

List the following:

Subject: **RFP # RE-19-02 “Art Installation Services”**

1. Date
2. Name of the Firm
3. Contact Person (including title) authorized to represent your firm
 - i. Note: This contact person shall also be listed on **Attachment A: Contact Information Form**
4. Telephone Number
5. Email Address

Tab 1 - Table of Contents:

Include a clear identification of the material included in the proposal by tab number and page number.

Tab 2 - Letter of Interest:

Limit to two (2) pages.

1. Attach a letter of interest that explains your firm’s interest in working on this project, a positive commitment to perform the required work and a description of the firm including:
 - a. Summary of abilities and experience of the firms’ professional personnel
 - b. Summary of past performance of the firm on similar projects
 - c. Recent, current, and projected workload of the firm, and availability and access to the firms’ top level management personnel.

Tab 3 - Experience and Ability (35 points):

The relative experience and qualification of each contractor, with respect to the project scope, will be judged and a relative rating assigned. This parameter expresses the general and specific project-related capability of the contractor and indicates the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical, and support staff. Major consideration will be given to the successful completion of previous projects comparable in scope and complexity.



1. Describe the specialized experience and technical competence of the contractor or persons with respect to working on similar projects.
2. A minimum of five (5) years of experience. Please provide proof of such experience.
3. The contractor must provide information on their proximity to and familiarity with the area in which the project is located.
4. Please describe the past record of performance of the contractor with respect to accessibility to clients, ability to meet schedules, communication and coordination skills.
5. Identify the contact person and supervisory personnel who will work on the various projects, including the relative experience of all professionals proposed for use on the team.
6. Explain the ability and experience of the field staff with specific attention to project related experience.

Tab 4 - Previous Experience/References (30 points):

Provide specific examples of similar contracts delivered by the contractor. Provide details on related projects. 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. Details should include the following:

1. **Attachment M: References Form**
2. List of ongoing contracts/projects with their current status and projected termination dates

Tab 5 – Project Cost (30 points):

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.
 - b. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
 - c. 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.



- d. 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.
- e. 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.
- f. 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.

Tab 6 – Other Completed Documents (5 points for Vendor Preference - Local/VOSB):

1. **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. October 2018), as previously dated versions of this form will delay the processing of any payments to the awarded vendor.
2. **Attachment C:** Non-Collusive Affidavit
3. **Attachment D:** Sworn Statement on Public Entity Crimes Form
4. **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.
5. **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.
6. **Attachment G:** Equal Benefits Certification Form
7. **Attachment H:** Vendor Drug-Free Workplace Certification Form
8. **Attachment I:** Vendor Certification Regarding Scrutinized Companies List
9. **Attachment J:** Proposer's Completed Qualification Statement

Tab 7 - Business Structure, Licenses and Professional Registration Certificates:

1. Copies of city, county, and state professional licenses
2. Business tax receipts.

**Tab 8 - Additional Information:**

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 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 RFP. Evaluations shall be based upon the information and references contained in the proposals as submitted. **As such, the Proposal should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.**
- B. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required. The Evaluation Committee will evaluate proposals based on the following criteria

Criteria	Points
Experience and Ability	35 points
Previous Experience	30 points
Project Cost	30 points
Local Vendor Preference/ Veteran Owned Small Business Preference*	5 points
Total Points	100 points

**Please note that the Local Vendor Preference is used to evaluate the submittals received from proposers and are assigned point totals, a preference of five (5) points of the total evaluation point shall be given to the Local Pembroke Pines Vendor(s); a preference of two and a half (2.5) points of the total evaluation point shall be given to the Local Broward County Vendor(s), all other vendors shall receive zero (0) points. Vendors must submit the attached Local Vendor Preference Certification Form in order to qualify for these evaluation points.*

Veteran Owned Small Business (VOSB) is also used to evaluate the submittals received from proposers and are assigned point totals, a preference of two and a half (2.5) points of the total evaluation point shall be given to the Veteran Owned Small Businesses. Vendors must submit the attached Veteran Owned Small Business Preference Certification Form in order to qualify for these evaluation points.

All other vendors shall receive zero (0) points.

- C. The Evaluation Committee shall have the option to short-list the proposers based on the criteria listed above. In addition, the Evaluation Committee may schedule a meeting for the contractors to make presentations and answer questions of clarification as part of its evaluation. As part of this process, the contractors shall have officials of the appropriate



management level present and representing the contractor. The project manager should be available. The contractor shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished.

- D. The Evaluation Committee will make a recommendation to the City Commission for award of contract. The contract shall be awarded to the most responsive/responsible proposer(s) whose proposal(s) is/are determined to be the most advantageous to the City taking into consideration the evaluation criteria.

1.6.1 SCORING FOR PROJECT COST CRITERIA

The Evaluation Committee will utilize the following when calculating the weighted score of each vendor related to the **Project Cost** criteria.

The **Lowest Proposal** will be divided by **Proposer “X” Cost Proposal** times the **Maximum Available Points for the Pricing Criteria = Proposer “X” Cost Score**.

Example:

Firm “A” cost proposal is \$10,000 and is the lowest cost proposal

Firm “B” cost proposal is \$15,000

Firm “C” cost proposal is \$20,000

Maximum Points Available for the “Project Cost” criteria: 25

Calculation:

Firm “A”: Lowest price and receives 25 points

Firm “B”: $\$10,000/\$15,000 \times 25$ points = 16.67 points

Firm “C”: $\$10,000/\$20,000 \times 25$ points = 12.50 points

1.7 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	February 12, 2019
Question Due Date	February 26, 2019
Anticipated Date of Issuance for the Addenda with Questions and Answers	March 4, 2019
Proposals will be accepted until	2:00 p.m. on March 12, 2019
Proposals will be opened at	2:30 p.m. on March 12, 2019
Evaluation of Proposals by Staff	March 18, 2017 – March 21, 2019
Recommendation of Contractor to City Commission award	April 17, 2019

1.8 SUBMISSION REQUIREMENTS



Bids/proposals **must be submitted electronically** at www.bidsync.com **on or before 2:00 p.m. on March 12, 2019.**

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 “RE-19-02” titled “Art Installation Services” 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

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

Title Page	Yes_____
Tab 1 - Table of Contents	Yes_____



Tab 2 - Letter of Interest	Yes_____
Tab 3 - Experience and Ability	Yes_____
Tab 4 - Previous Experience	Yes_____
1. Attachment M - References Form	Yes_____
2. List of ongoing contracts/projects	Yes_____
Tab 5 - Project Cost	Yes_____
1. Attachment A -Contact Information Form	Yes_____
Tab 6 – Other Completed Documents	Yes_____
1. Attachment B - Vendor Information Form	Yes_____
W-9 (Rev. October 2018)	Yes_____
2. Attachment C - Non-Collusive Affidavit	Yes_____
3. Attachment D - Sworn Statement on Public Entity Crimes Form	Yes_____
4. Attachment E - Local Vendor Preference Certification	Yes_____
5. Attachment F - Veteran Owned Small Business Preference Certification	Yes_____
6. Attachment G - Equal Benefits Certification Form	Yes_____
7. Attachment H - Vendor Drug-Free Workplace Certification Form	Yes_____
8. Attachment I - Vendor Certification Regarding Scrutinized Companies List	Yes_____
9. Attachment J - Proposer's Completed Qualification Statement	Yes_____
Tab 7 – Business Structure, Licenses and Professional Registration Certificates	Yes_____
1. Any applicable city, county, and state professional licenses	Yes_____
1. Business tax receipts. Note – If claiming Local Vendor Preference, the business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides along with 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.	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.

Item #	Item Description	Estimated Annual Hours	Hourly Rate
1)	Hourly Rate for Services (Includes charge for on-site time only. There is no reimbursement for travel time.)	450	Price to be Submitted Via BidSync