



Holly Lake Booster Station and Wastewater Treatment Plant Fuel Tank Removal and Generator Re-Pipe

Invitation for Bids # PSUT-19-05

General Information		
Project Cost Estimate	Not Applicable	See Section 1.4
Project Timeline	90 calendar days from NTP	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.7
Mandatory Pre-Bid Meeting	10:00 a.m. on December 2, 2019 Meeting will start at the Holly Lake Booster Station, located at 21800 Northwest 8 th Place, Pembroke Pines, FL 33029 and proceed to the Wastewater Treatment Plant located at 13955 Pembroke Road, Pembroke Pines, FL 33027.	See Section 1.8
Question Due Date	December 10, 2019	See Section 1.8
Proposals will be accepted until	2:00 p.m. on December 24, 2019	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

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.....	6
1.3.1 Equipment.....	6
1.3.2 Installation at Holly Lake Booster Station:.....	6
1.3.3 Tank Removal.....	7
1.3.4 Tank Install	7
1.3.5 Generator Piping	7
1.3.6 Electrical	7
1.3.7 Start Up.....	8
1.3.8 Installation at Wastewater Treatment Plant Location:.....	8
1.3.9 Tank Install	8
1.3.10 Generator Piping.....	9
1.3.11 Electrical	9
1.3.12 Startup.....	9
1.4 PROJECT COST ESTIMATE & TIMELINE.....	9
1.4.1 PERMITS.....	10
1.4.2 PERMIT ALLOWANCE.....	10
1.5 PROPOSAL REQUIREMENTS	10
1.5.1 Attachment A: Contact Information Form.....	10
1.5.2 Attachment B: Non-Collusive Affidavit.....	11
1.5.3 Attachment C: Proposer's Qualifications Statement	11
1.5.4 Attachment F: References Form	11
1.5.5 Attachment G: Mandatory Pre-Bid Meeting Form	11
1.5.6 Proposal Security (Bid Bond Form or Cashier's Check).....	11
1.6 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS	12
1.6.1 Vendor Information Form.....	13
1.6.2 Form W-9 (Rev. October 2018).....	13
1.6.3 Sworn Statement on Public Entity Crimes Form.....	13
1.6.4 Local Vendor Preference Certification	13
1.6.5 Local Business Tax Receipts	13



1.6.6	Veteran Owned Small Business Preference Certification	13
1.6.7	Equal Benefits Certification Form	13
1.6.8	Vendor Drug-Free Workplace Certification Form	13
1.6.9	Scrutinized Company Certification.....	13
1.7	EVALUATION OF PROPOSALS & PROCESS OF SELECTION	13
1.8	TENTATIVE SCHEDULE OF EVENTS	14
1.8.1	MANDATORY PRE-BID MEETING / SITE VISIT	14
1.9	SUBMISSION REQUIREMENTS	14
SECTION 2 - INSURANCE REQUIREMENTS.....		16
2.1	REQUIRED INSURANCE	17
2.2	REQUIRED ENDORSEMENTS	19
SECTION 3 - GENERAL TERMS & CONDITIONS.....		20
3.1	EXAMINATION OF CONTRACT DOCUMENTS	20
3.2	CONFLICT OF INSTRUCTIONS	20
3.3	ADDENDA or ADDENDUM	20
3.4	INTERPRETATIONS AND QUESTIONS	20
3.5	RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES	20
3.6	WARRANTIES FOR USAGE	21
3.7	BRAND NAMES.....	21
3.8	QUALITY	21
3.9	SAMPLES.....	21
3.10	DEVELOPMENT COSTS	21
3.11	PRICING.....	21
3.12	DELIVERY POINT.....	21
3.13	TAX EXEMPT STATUS	21
3.14	CONTRACT TIME	21
3.15	COPYRIGHT OR PATENT RIGHTS	22
3.16	PUBLIC ENTITY CRIMES	22
3.17	CONFLICT OF INTEREST	22
3.18	FACILITIES	22
3.19	ENVIRONMENTAL REGULATIONS	22
3.20	SIGNATURE REQUIRED.....	23
3.21	MANUFACTURER’S CERTIFICATION.....	23
3.22	MODIFICATION OR WITHDRAWAL OF PROPOSAL	23



3.23	PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS	23
3.24	RESERVATIONS FOR REJECTION AND AWARD.....	24
3.25	BID PROTEST	24
3.26	INDEMNIFICATION.....	24
3.27	DEFAULT PROVISION	24
3.28	ACCEPTANCE OF MATERIAL.....	25
3.29	LOCAL GOVERNMENT PROMPT PAYMENT ACT	25
3.30	SCRUTINIZED COMPANIES LIST	25
3.31	PUBLIC RECORDS; TRADE SECRET, PROPRIETARY AND CONFIDENTIAL SUBMITTALS	26
SECTION 4 - SPECIAL TERMS & CONDITIONS		27
4.1	PROPOSAL SECURITY	27
4.2	PAYMENT AND PERFORMANCE BONDS	27
4.3	OWNER’S CONTINGENCY	28
4.4	TAX SAVER PROGRAM	28
4.5	RELEASE OF LIEN.....	28
4.6	SOLID WASTE CONSTRUCTION AND DEMOLITION DEBRIS COLLECTION AND DISPOSAL REQUIREMENTS	29

ATTACHMENTS

- Attachment A: Contact Information Form
- Attachment B: Non-Collusive Affidavit
- Attachment C: Proposer’s Qualifications Statement
- Attachment D: Sample Insurance Certificate
- Attachment E: Specimen Contract - **Construction Agreement**
- Attachment F: References Form
- Attachment G: Mandatory Pre-Bid/Site Visit Confirmation Form
- Attachment H: 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 # PSUT-19-05

Holly Lake Booster Station and Wastewater Treatment Plant Fuel Tank Removal and Generator Re-Pipe

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, December 24, 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 remove the 8,000 gallon, below ground, diesel tank and day tank at Holly Lake Booster Station. Contractor is to pour a concrete slab, install a new above ground tank and day tank and re-pipe. At the Wastewater Treatment Plant location, contractor is to pour a concrete slab, remove and replace day tank and install an 8,000 gallon above ground diesel tank and piping in accordance with the terms, conditions, and specifications contained in this solicitation. The existing above ground tank and containment wall will be removed by others.



1.3 SCOPE OF WORK

1.3.1 Equipment

Equipment will be utilized at both the Holly Lake Booster Station located at 21800 Northwest 8th Place, Pembroke Pines, FL 33029 and at the Wastewater Treatment Plant for the east generator located at 13955 Pembroke Road, Pembroke Pines, FL 33027.

Quantity	Vendor	Description
Overspill Protection		
2	Universal	Spill Bucket
Overfill Protection		
2	Morrison	95% straight overfill prevention valve
2	Morrison	Overfill test assembly
2	Morrison	Kruegar Gauge
Above Ground Storage Tank System		
2	N/A	8000 Fireguard 2085
2	Pemco	2" tank vent cap
2	Morrison	2" anti-syphon valve w/expansion relief
2	Morrison	Clock gauge alarm, #918
1	Simplex	50 Gallon Day Tank
1	Simplex	225 Gallon Day Tank
1	N/A	Veeder Root

1.3.2 Installation at Holly Lake Booster Station:

Description of Services:

Schedule and attend an initial "on-site" Construction Meeting with all parties to discuss project itinerary.

- Provide 10/30 day and 48 hour notifications to State Agency as required.
- Perform pre hydro testing on existing system.
- Provide signed and sealed engineering plans.
- Submit and obtain permit from Broward County EPD and City Bldg. Dept.
- Complete F.D.E.P. "Contractor Removal and Installation Form".
- Complete F.D.E.P. "Storage Tank Registration Form".
- Permitting



1.3.3 Tank Removal

Provide labor and materials as required to perform the following:

- Remove one (1) existing 8,000 gallon UST
- After removal of UST - render tank unusable, degas and haul off
- Permitting
- Abandon or remove existing monitoring wells as required
- Backfill tank area with backfill with structural fill and compact to 98% in 12" lifts.
- Install filter fabric liner and install one (1) load of topsoil
- Sod removal area as required
- Introduce air (maximum 5 psi) into each AST

1.3.4 Tank Install

- Prepare substrate for new tank slab
- Form and pour new tank slab and install bollards around perimeter
- Set new tank on slab and anchor as required
- Install top components on tank
- Install new day tank, remove old day tank and haul off
- Permitting

1.3.5 Generator Piping

- Provide and install new stainless steel threaded pipe (supply & return) from new AST to generator/day tanks
- Perform all hydro test and air testing on new piping
- Complete FDEP and Bldg. dept. inspections
- Permitting

1.3.6 Electrical

- Electrical to day tank
- Haul off all debris
- Veeder Root Connection x 2
- Veeder Root x 1



1.3.7 Start Up

Perform the following petroleum start-up procedures:

- Complete checkout of installed equipment
- Purge product line
- Programming of console, dispensers and monitors
- Complete equipment training by certified training specialist

Provide City with complete "close out" folder with the following:

- Photos of working during project progress
- All applicable building permits
- All inspection reports and approvals
- Product Warranty information
- Copy of all applicable State required notifications and registration forms
- As-builts

1.3.8 Installation at Wastewater Treatment Plant Location:

Description of Services:

Schedule and attend an initial "on-site" Construction Meeting with all parties to discuss project itinerary

- Provide 10/30 day and 48 hour notifications to State Agency as required
- Provide signed and sealed engineering plans
- Submit and obtain permit from Broward County EPD and City Bldg. Dept.
- Complete F.D.E.P. "Contractor Removal and Installation Form"
- Complete F.D.E.P. "Storage Tank Registration Form"
- Permitting

1.3.9 Tank Install

- Prepare substrate for new tank slab
- Form and pour new tank slab and install bollards around perimeter
- Set new tank on slab and anchor as required
- Install top components on tank
- Install new day tank, remove old day tank and haul off
- The existing above ground tank and containment wall will be removed by others.
- Permitting



1.3.10 Generator Piping

- Provide and install new stainless steel threaded pipe (supply & return) from new AST to generator/day tanks
- Perform all hydro test and air testing on new piping
- Complete FDEP and Bldg. Dept. inspections
- Permitting

1.3.11 Electrical

- Electrical to day tank
- Haul off all debris
- Veeder Root Connection
- Permitting

1.3.12 Startup

- Complete checkout of installed equipment
- Purge product lines
- Programming of console, dispensers and monitors
- Complete equipment training by certified training specialist
- Provide City with complete “close-out” folder with the following:
 - Photos of work during project progress
 - All applicable building permits
 - All inspection reports and approvals
 - Product Warranty Information
 - Copy of all applicable State required “notifications” and “registration form”
 - As-builts

1.4 PROJECT COST ESTIMATE & TIMELINE

Staff does not have a project cost estimate at this time; however, any subsequently published estimated costs will not include permit costs.

Please note the City will include a Permit Allowance for this project, **therefore proposers should not include permit costs in their total proposal price.**

The work shall be completed within 90 days from issuance of City’s Notice to Proceed.



1.4.1 PERMITS

The City anticipates this project to require the following permits:

Permit	Agency	Cost (or related method of calculation)
Engineering	City of Pembroke Pines Engineering Department	5.01192% of construction costs
Building	City of Pembroke Pines Building Department (Calvin, Giordano & Associates, Inc.)	1. Construction costs up to \$2,500 (Per structure per trade) = \$97.17 2. Construction costs greater than \$2,500 up to \$1,000,000 = 2.96%

1.4.2 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.

1.5 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.

1.5.1 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.

1.5.2 Attachment B: Non-Collusive Affidavit

1.5.3 Attachment C: Proposer's Qualifications Statement

1.5.4 Attachment F: References Form

- a. Complete **Attachment F: References Form**, 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.

1.5.5 Attachment G: Mandatory Pre-Bid Meeting Form

1.5.6 Proposal Security (Bid Bond Form or Cashier's Check)

- a. Each Proposal must 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 BidSync.
- d. Proposers must 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 # PSUT-19-05 "Holly Lake Booster Station and Wastewater Treatment Plant Fuel Tank Removal and Generator Re-Pipe"**" 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 RFP for additional information.

1.6 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS

The City has implemented a new process that is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will require 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.

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.

These forms will be found under the "Vendor Registration" group of "Qualifications" on the BidSync website for the City of Pembroke Pines. Please note that the BidSync website requires bidders to complete all of these qualifications prior to being able to submit questions on any bids, therefore, please make sure to complete this information as soon as possible.

The following documents can be completed prior to the bidding process through the BidSync website and do not need to be attached to your submittal as the BidSync 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 Sworn Statement on Public Entity Crimes Form

1.6.4 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.

1.6.5 Local Business Tax Receipts

1.6.6 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 Equal Benefits Certification Form

1.6.8 Vendor Drug-Free Workplace Certification Form

1.6.9 Scrutinized Company 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)	November 19, 2019
Mandatory Pre-Bid Meeting	10:00 a.m. on December 2, 2019
Question Due Date	December 10, 2019
Anticipated Date of Issuance for the Addenda with Questions and Answers	December 16, 2019
Proposals will be accepted until	2:00 p.m. on December 24, 2019
Proposals will be opened at	2:30 p.m. on December 24, 2019
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	90 days after NTP

1.8.1 MANDATORY PRE-BID MEETING / SITE VISIT

There will be a mandatory scheduled pre-bid meeting on **December 2, 2019 at 10:00 a.m.** Meeting will start at the Holly Lake Booster Station, located at 21800 Northwest 8th Place, Pembroke Pines, FL 33029 and proceed to the Wastewater Treatment Plant located at 13955 Pembroke Road, Pembroke Pines, FL 33027.

All vendors will be required to complete **Attachment G "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 December 24, 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 outlined 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.

However, please note that any required Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - IFB # PSUT-19-05 "Holly Lakes Booster Station and Wastewater Treatment Plant Fuel Tank Removal and Re-Pipe"**" and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.



CONTACT INFORMATION FORM

IN ACCORDANCE WITH “PSUT-19-05” titled “**Holly Lake Booster Station and Wastewater Treatment Plant Fuel Tank Removal and Generator Re-Pipe**” 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_____
--	----------

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

Attachment A - Contact Information Form	Yes_____
Attachment B - Non-Collusive Affidavit	Yes_____
Attachment C - Proposer’s Completed Qualification Statement	Yes_____
Attachment F - References Form	Yes_____
Attachment G - Mandatory Pre-Bid Meeting Form	Yes_____
Does your proposal exceed \$200,000 for this construction project? If so, please include a Proposal Security (Bid Bond or Cashier’s Check) along with a separate line item to provide a Payment and Performance Bond. (See Bid Package for details)	Yes_____

Did you make sure to update the following documents found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines?

Vendor Information Form	Yes_____
Form W-9 (Rev. October 2018)	Yes_____
Sworn Statement on Public Entity Crimes Form	Yes_____
Local Vendor Preference Certification	Yes_____
Local Business Tax Receipts	Yes_____
Veteran Owned Small Business Preference Certification	Yes_____
Equal Benefits Certification Form	Yes_____
Vendor Drug-Free Workplace Certification Form	Yes_____
Scrutinized Company Certification	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.

Installation at Holly Lake Booster Station:

Item #	Item Description	Total Cost
1)	Project Cost	Price to be Submitted Via BidSync
2)	Additional Cost to provide a Payment & Performance Bond in the form of a Percentage of the total contract amount	To be Submitted Via BidSync

Installation at Wastewater Treatment Plant Location:

Item #	Item Description	Total Cost
1)	Project Cost	Price to be Submitted Via BidSync
2)	Additional Cost to provide a Payment & Performance Bond in the form of a Percentage of the total contract amount	To be Submitted Via BidSync