



Housing Cabinets and Counter Tops

Invitation for Bids # CS-19-05

General Information		
Project Cost Estimate	N/A	See Section 1.6
Evaluation of Proposals	Staff	See Section 1.9
Mandatory Pre-Bid Meeting	December 18, 2019 at 10:00 a.m. Meeting location will be at the Pines Place Tower 2 Lobby located at 8210 Florida Drive Pembroke Pines, FL 33025	See Section 1.10
Question Due Date	January 7, 2020	See Section 1.10
Proposals will be accepted until	2:00 p.m. on January 14, 2020	See Section 1.10
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



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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 # CS-19-05

Housing Cabinets and Counter Tops

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, January 14, 2020. 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 supply and install wood cabinets and quartz counter tops for the housing apartments on an as needed basis in accordance with the terms, conditions, and specifications contained in this solicitation.



1.3 SCOPE OF WORK

1.3.1 QUARTZ COUNTER TOPS

- A. The CONTRACTOR shall supply all required expertise, labor, tools, equipment, materials, and services required to provide the Quartz counter top installations for all cabinets and vanities in accordance with the approved plans, specifications, interior finish schedules, City and Municipal codes and regulations as satisfactory to the OWNER and PROJECT MANAGER.
- B. The work shall include, but shall not necessarily be limited to, the following:
 1. All work shall be carried out in accordance with contract documents, Architectural drawings, Cabinet Layouts, Finish Schedules, Specifications and all applicable codes and governing authorities.
 2. The CONTRACTOR shall remove any existing kitchen or bathroom plumbing and leave onsite for OWNER. Tops shall be removed and properly disposed of into dumpster provided by the owner.
 3. The CONTRACTOR shall carefully inspect all cabinet and vanity installations to be fitted with quartz for square, level, fastening and condition prior to installing the contract materials to ensure the surfaces provided are sufficient and satisfactory to provide a high quality finished product free from defects. The Contractor is to immediately report any substandard condition to the Project Manager and is not to proceed until the defect is corrected in accordance with acceptable standards.
 4. The CONTRACTOR shall submit a quartz joint layout for all kitchen counter tops, satisfactory to the Project Manager, prior to commencing work. The CONTRACTOR shall not deviate from the approved joint layout. (Appendix A)
 5. All Individual units shall have Wilsonart Quartz 3cm “Gobi” – Q1003 or Wilsonart 3cm “Winters Veil” – Q2008 or approved equivalent. Contractor shall assure color availability/ production for an extended period of time.
 6. The CONTRACTOR shall take extreme care not to scratch, stain or damage adjacent surfaces during installation. Costs of damage repair and/or replacement caused by the CONTRACTOR may, at the discretion of the OWNER, be charged back to the CONTRACTOR.
 7. The CONTRACTOR shall provide a “single – square 3cm (three centimeters), – eased” edge for all quartz counter tops.
 8. The CONTRACTOR shall shim, level, and use manufacturer approved adhesive during quartz installation.



9. The CONTRACTOR shall install quartz counter top behind the kitchen range if required in accordance with the appliance manufacturer's cut sheets.
10. The CONTRACTOR shall install a 4 inch quartz backsplash for all tops where the top abuts a wall and caulk top bottom and edges of backsplash with a matching color caulking.
11. The CONTRACTOR shall provide "pork-chop" vanity extensions over all toilets where the bath/vanity design permits.
12. The CONTRACTOR shall site measure the kitchen cabinets and bath vanities for each unit to ensure that the dimension and fit of the quartz counter tops are of a very high quality.
13. The CONTRACTOR shall inspect and approve all of the installed bar support brackets, as satisfactory for the purpose intended, prior to any quartz installation.
14. The CONTRACTOR shall prepare the kitchen and bathroom quartz counter tops for top mount basins.
15. The CONTRACTOR shall drill the kitchen and bathroom counter tops as required for plumbing faucets in accordance with templates supplied by the Project Manager.
16. The CONTRACTOR shall fill and/or touch-up where required, all joints and any minor imperfections in the finished counter tops following installation to ensure a high quality finished product
17. Time is considered to be of the essence and the CONTRACTOR agrees not to cause undue delay to the Project Manager's schedule of construction.

1.3.2 CABINETS AND VANITIES

- A. The Contractor shall supply all required expertise, labor, tools, equipment, materials, and services required to provide a complete cabinet and vanity installation in accordance with the approved plans, specifications and interior finish schedules, City and Municipal codes and regulations and satisfactory to the OWNER.
- B. The work shall include, but shall not necessarily be limited to, the following:
 1. The CONTRACTOR shall prepare shop drawings for each unit type based on the architectural layouts. (Appendix A) Such shop drawings shall be submitted to the Project Manager for approval. No manufacturing of the cabinets and vanities shall



commence until the shop drawings have been approved and returned to the CONTRACTOR.

2. The CONTRACTOR shall provide all cabinets and vanities for all units in accordance with the plans and specifications, highest quality and workmanship standards and to the satisfaction of the OWNER. (Appendix B)
3. The CONTRACTOR shall remove any existing kitchen or bathroom plumbing and leave onsite for OWNER. Contractor shall remove cabinets, vanity and tops and properly dispose of material into the dumpster provided at Pines Place: 8210 Florida Drive Pembroke Pines FL 33025.
4. The CONTRACTOR shall site measure each unit to ensure that the dimensions will be compatible with the approved cabinet layouts. Any variances are to be immediately reported to the Project Manager.
5. The CONTRACTOR shall confirm that all electrical within the cabinet layout is correctly positioned for the purpose intended. Any variances are to be immediately reported to the Project Manager;
6. The CONTRACTOR shall confirm that all roughed-in plumbing for kitchen sinks, vanity basins and toilets are correctly positioned for the purpose intended. Any variances are to be immediately reported to the Project Manager.
7. The CONTRACTOR shall confirm that all cabinets and vanities within each unit will be installed so as not to project into the area required for door jambs and casings. Any variances are to be immediately reported to the Project Manager;
8. The CONTRACTOR shall provide all cut outs for plumbing and electrical trades as required and seal around all cabinet penetrations.
9. All cabinets to be installed to allow for equal sized fillers where possible. Include all filler and joiner strips for cabinet faces for a tight fit to all adjacent surfaces. All exposed edges of cabinet material to be edge taped and sealed. Include all filler under upper cabinets as required, matching color caulking, and toe kick installed and sealed as needed.
10. The CONTRACTOR shall design and manufacture the cabinets and vanities with adequate support for all quartz countertops including projecting countertops such as eating bars or vanity pork chops not directly supported by a cabinet.
11. The CONTRACTOR shall ensure that all wall-hung cabinets are attached directly to the framing members and shall install white plastic caps over all supporting screws on the inside of wall hung cabinets;



12. The CONTRACTOR shall complete with all base cabinets, uppers, backs, gables, cabinet tops and bottoms, base kicks toe kicks, cabinet shelving, adjustable shelving, doors and drawer fronts and all accessories. Such as, drawer hardware and slides, door and drawer handles etc. all for a complete installation. Cabinet gables will be the same finish as the cabinet door.
13. Following the complete installation of all Cabinets, Vanities and Counter tops for each unit, the CONTRACTOR shall inspect each installation to ensure all:
 - a. Cabinets, Vanities are complete
 - b. Cabinet and Vanity adjustable shelving has been installed
 - c. Cabinet and Vanity drawers operate smoothly
 - d. Cabinet and Vanity doors have been installed plumb and are properly adjusted
 - e. All required Cabinet, Vanity and Counter Top touch-ups have been completed
 - f. Caulking has been completed all around cabinetry and backsplash to wall and countertops
14. The CONTRACTOR shall fill and/or touch-up any minor imperfections or damage on the finished cabinets and vanities following installation to ensure a high quality “furniture” finished product.

Cabinet Specifications:

15. All cabinet boxes are to be frameless and constructed of $\frac{3}{4}$ ” (three quarter inch) plywood glued and screwed
 - a. The sides and bottom shall be of $\frac{3}{4}$ ” (three quarter inch) plywood construction with white HPL interior.
 - b. The back shall be $\frac{1}{4}$ ” (one quarter inch) finished plywood, dadoed into sides and bottom.
 - c. Exterior edges to be banded in coordinating color depending on apartment location
16. Doors to be $\frac{3}{4}$ ” (three quarter inch) plywood.
 - a. Interior finished with white HPL.
 - b. Door faces to be laminated on outside and edge banded with Wilsonart # 7957K-78 or Wilsonart # 6206-43 depending on apartment location.
 - c. Hinges to Blum type 70M2550.TL 100 Degree CLIP Hinge, Free Swing, Full Overlay
17. Drawer Boxes are to be constructed of $\frac{1}{2}$ ” plywood with finished interior glued and box nailed.
 - a. Bottoms shall be dadoed in all 4 sides. Bottoms to be $\frac{1}{4}$ ” (one quarter inch) finished plywood.
18. Drawer faces are to be $\frac{3}{4}$ ” (three quarter inch) plywood finished and edge banded with coordinating color depending on apartment location



19. Drawer guides to be soft close 20 in. Full Extension Side Mount Ball Bearing Drawer Slide.
20. All door and Drawers to be fitted with Richelieu Functional Steel Pull – 332 PN: 33205195.
21. Shelving for all cabinets to be ¾” plywood finished both sides with white HPL and edge banded with matching color.
 - a. Shelving to be adjustable via metal shelf pins.
22. Time is considered to be of the essence and the CONTRACTOR agrees not to cause undue delay to the Project Manager’s schedule of construction.

1.3.3 GENERAL CONDITIONS

A. WORK

The term “Work” includes all labor, materials, equipment and services required of the CONTRACTOR, as shown, described or inferred in the Contract Documents. The CONTRACTOR is only to use its own forces and/or OWNER/PROJECT MANAGER approved sub-trades to undertake the Work. The CONTRACTOR may not sub out further work without the prior written consent of the OWNER, such consent to be granted at the discretion of the OWNER.

B. WORK, LICENCES, PERMITS AND INSPECTIONS

The CONTRACTOR agrees to do all work in accordance with the plans, specifications, and performance standards and in accordance with good building practice, any and all city, county and federal laws and codes pertaining thereto and to the satisfaction of the OWNER. The CONTRACTOR further agrees to obtain all licenses required in connection with his work and to inform the Project Manager of the date and time work will be ready for inspection as well as nature of the inspection.

C. GENERAL SITE MAINTENANCE

1. The CONTRACTOR shall clean up, remove, and dispose of all debris associated with this work to the dumpster provided by OWNER. Maintain cleanliness of the property at all times.
2. All work, including start-up of equipment, is to be performed during regular working hours as per the City of Pembroke Pines code.
3. The CONTRACTOR is responsible for protecting the work of other trades from any damage caused by his own work forces.

D. GENERAL RESPONSIBILITIES



1. The Contractor is responsible to familiarize himself with the site and point out any potential problems before starting the job.
2. The CONTRACTOR shall be responsible to supply and maintain all required temporary lighting and/or extension cords required to perform his work. The OWNER shall provide an electrical service within CONTRACTOR's work area.
3. The awarding of this Contract shall be based on the assurance that adequate, qualified manpower will be provided to carry out this scope of work, and work will be commenced and completed as per the Project Schedule, as revised from time to time by the PROJECT MANAGER.
4. Provide all necessary equipment and personnel required for off-loading handling and distribution of the CONTRACTOR's materials.
5. Provide additional labor for overtime and Saturday work as required from time to time to comply with Project Schedule at no additional cost to the OWNER.
6. Provide all necessary temporary facilities necessary to carry out this work. Obtain permission from the PROJECT MANAGER prior to locating any temporary facilities on site. Erection of any sign on the site by the CONTRACTOR or its Sub-Contractors is not allowed without permission from the OWNER and PROJECT MANAGER.
7. Cooperate with other trades to ensure a smooth and safe flow of work. Provide a plan detailing sequencing of work to the PROJECT MANAGER.
8. The CONTRACTOR agrees that the OWNER is not responsible for fire, theft, loss and/or vandalism of any of the CONTRACTOR's tools, equipment, materials, supplies and/or work in progress.
9. It is the intent of this contract to be complete and functional in all respects meeting all applicable codes and requirements and to the final approval of local governing authorities having jurisdiction.
10. The Contractor confirms that he is an expert in this field of work and is fully knowledgeable and experienced in all aspects of procedures, methods, regulations, codes and municipal requirements and the Contractor further acknowledges that the OWNER is relying on this expertise.
11. The CONTRACTOR's quotation shall form part of this contract, (APPENDIX C) as a reference only. Should there be any conflict between the terms and conditions of this contract and the CONTRACTOR's quotation, the contract terms and conditions shall apply.

1.4 WARRANTY



The CONTRACTOR shall warranty all workmanship and products installed within this scope for a minimum of 6 month from date of installation.

1.5 LOCATIONS

The scope will be carried out at 2 locations:

1-**Pines Point Residences** located at: 501 and 601 NW 103 ave Pembroke Pines Fl 33026

2- **Pines Place Residences** located at: 8103, 8203 and 8210 Florida Drive Pembroke Pines Fl 33025

1.6 PROJECT COST ESTIMATE & TIMELINE

Staff estimates this project to cost approximately \$ N/A, which does not include permit costs.

This contract shall be for an initial one (1) year with one (1) additional one (1) renewal terms.

1.6.1 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.)	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%

1.6.2 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.

1.7 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.

1.7.1 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.

1.7.2 Attachment B: Non-Collusive Affidavit

1.7.3 Attachment C: Proposer's Qualifications Statement

1.7.4 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.

1.7.5 Attachment G: Mandatory Pre-Bid Meeting Form

1.7.6 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 # XX-XX-XX [Solicitation Title]**" 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.

1.8 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.

1.8.1 Vendor Information Form

1.8.2 Form W-9 (Rev. October 2018)

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

1.8.3 Sworn Statement on Public Entity Crimes Form

1.8.4 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.

1.8.5 Local Business Tax Receipts

1.8.6 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.

1.8.7 Equal Benefits Certification Form

1.8.8 Vendor Drug-Free Workplace Certification Form

1.8.9 Scrutinized Company Certification

1.9 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.

1.10 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	December 10, 2019
Mandatory Pre-Bid Meeting	10:00 a.m. on December 18, 2019
Question Due Date	January 13, 2020
Anticipated Date of Issuance for the Addenda with Questions and Answers	January 16, 2020
Proposals will be accepted until	2:00 p.m. on January 21, 2020
Proposals will be opened at	2:30 p.m. on January 21, 2020
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

1.10.1 MANDATORY PRE-BID MEETING / SITE VISIT

There will be a mandatory scheduled pre-bid meeting on **December 18, 2019 at 10:00 a.m.** Meeting location will be at the Pines Place Tower 2 Lobby located at 8210 Florida Drive Pembroke Pines, Fl 33025



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.

1.11 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before 2:00 p.m. on January 21, 2020.

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 “CS-19-05” titled “**Housing Cabinets and Counter Tops**” 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_____
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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_____
Attachment I - Certification Regarding Lobbying, Debarment, Suspension, Etc.	Yes_____
Attachment J - Homeland Security’s E-Verify System Affirmation Statement	Yes_____
Attachment M – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion	Yes_____
Standard Form LLL: Disclosure Form to Report Lobbying	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_____
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.



PINES PLACE CONTRACT PRICE SCHEDULE (NO BATHROOM)					
PROJECT TITLE: KITCHEN & BATH CABINETS WITH COUNTERTOPS - PUBLIC HOUSING					
ITEM	CONTRACT LINE ITEM (CLI) TITLE	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
1	KITCHEN CABINETS 1 Bedroom Small	1	Lump Sum	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
2	KITCHEN CABINETS 1 Bedroom Large	1	Lump Sum	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
3	KITCHEN CABINETS 2 Bedroom	1	Lump Sum	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
TOTAL BASE PRICE (Contract Line Item Number 1 through 3) -----					
4	KITCHEN QUARTZ COUNTERTOPS ONLY 1 Bedroom Small	1	ea	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
5	KITCHEN QUARTZ COUNTERTOPS ONLY 1 Bedroom Large	1	ea	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
6	KITCHEN QUARTZ COUNTERTOPS ONLY 2 Bedroom	1	ea	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
TOTAL PRICE FOR ALL OPTIONS (Contract Line Item Numbers 4 thru 6) -----					Price to be Submitted Via BidSync
TOTAL PROPOSED PRICE - BASE PLUS ALL OPTIONS (Contract Line Item Numbers 1 through 6) -----					Price to be Submitted Via BidSync
All measurement and payment information is included in the project specifications.					

PINES POINT CONTRACT PRICE SCHEDULE					
PROJECT TITLE: KITCHEN & BATH CABINETS WITH COUNTERTOPS - PUBLIC HOUSING					
ITEM	CONTRACT LINE ITEM (CLI) TITLE	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
1	KITCHEN & BATH CABINETS 1 Bedroom Small	1	Lump Sum	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
2	KITCHEN & BATH CABINETS 1 Bedroom Large	1	Lump Sum	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
3	KITCHEN & BATH CABINETS Studio	1	Lump Sum	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
TOTAL BASE PRICE (Contract Line Item Number 1 through 3) -----					
4	KITCHEN AND BATH QUARTZ COUNTERTOPS ONLY 1 Bedroom Small	1	ea	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
5	KITCHEN AND BATH QUARTZ COUNTERTOPS ONLY 1 Bedroom Large	1	ea	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
6	KITCHEN AND BATH QUARTZ COUNTERTOPS ONLY Studio	1	ea	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
TOTAL PRICE FOR ALL OPTIONS (Contract Line Item Numbers 4 thru 6) -----					Price to be Submitted Via BidSync
TOTAL PROPOSED PRICE - BASE PLUS ALL OPTIONS (Contract Line Item Numbers 1 through 6) -----					Price to be Submitted Via BidSync
All measurement and payment information is included in the project specifications.					