



Tennis Court Maintenance

Invitation for Bids # RE-20-01

General Information		
Project Cost Estimate	\$38,400	
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	Staff	See Section 1.7
Non Mandatory Pre-Bid Meeting	9:00 a.m. on December 19, 2019 at Pembroke Lakes Tennis Center, 10500 Taft Street, Pembroke Pines, FL 33026	See Section 1.8
Question Due Date	January 7, 2020	See Section 1.8
Proposals will be accepted until	2:00 p.m. on January 21, 2020	See Section 1.8
5% Proposal Security / Bid Bond	Not Applicable	See Section 4.1
100% Payment and Performance Bonds	Not Applicable	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 - **Contractual Services Agreement**

Attachment F: 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:

IFB # RE-20-01 Tennis Court Maintenance

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 21, 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 provide daily maintenance, utilizing its own equipment, of FIVE (5) Har-Tru clay tennis courts and NINE (9) hard tennis courts, in accordance with the terms, conditions, and specifications contained in this solicitation.

1.3 SCOPE OF WORK

Contractor shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of the proposed work, except as otherwise specifically provided for herein, and all work performed under this proposal shall be done in a professional manner.



This work shall include, but not limited to, the following:

Six (6) days per week

- Grooming clay courts (divot repair, brushing, raking, sweeping line tapes and rolling)
- Correct any "dead spots" on the clay courts
- Remove debris, weeds, etc. on all courts, to maintain the cleanliness of the courts and surroundings
- Remove all trash from cans in tennis area.
- Blow off all canopy pads, hard courts, and sidewalks in tennis area.
- Clean and maintain water in the Tennie Two-Step shoe cleaner.
- Required Hours
 - Three (3) hours in the morning 7:00AM – 10:00AM
 - Two (2) hours in the afternoon from 2:00PM – 4:00PM.

Weekly (or more often if needed)

- On the clay courts, clean surface under the nets and around the canopy with hand lute.
- Roll clay courts.
- Hand brush perimeter and under nets on clay courts.
- Algae spray all courts.

Monthly (or more often if needed)

- Remove and dispose "dead" Har-Tru clay from courts using hand lute.
- Clean all net straps on all courts.
- "Top dress" courts, if needed.(4 to 6 bags per court) clay supplied by City
- Clean perimeter gutters.

Miscellaneous Tasks

- Replace broken sprinkler heads on courts as needed (heads provided by City)
- Additional minor jobs as needed (hang caddy completes etc.)

Hurricane preparation

- Prestorm – Roll up windscreens and secure against fence.
Poststorm – Roll the windscreens down and secure to the fence



1.4 PROJECT TIMELINE

This contract shall be for an initial two (2) year per with two (2) additional two (2) 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.

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.

1.6 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)	December 10, 2019
Non-Mandatory Pre-Bid Meeting	9:00 a.m. on Thursday December 19, 2019
Question Due Date	Tuesday January 7, 2020



Anticipated Date of Issuance for the Addenda with Questions and Answers	Thursday January 9, 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	January 14, 2020 – January 28, 2020
Recommendation of Contractor to City Commission award	February 19, 2020

1.8.1 NON-MANDATORY PRE-BID MEETING / SITE VISIT

There will be non-mandatory scheduled pre-bid meeting on **December 19, 2019 at 9:00 a.m.** Meeting location will be at the at Pembroke Lakes Tennis Center, 10500 Taft Street, Pembroke Pines, FL 33026

1.9 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 “RE-20-01” titled “Tennis Court Maintenance” 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?

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_____

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.

Item #	Item Description	Total Cost
1)	Total cost per month to provide tennis court maintenance services, per the scope of work provided for in the IFB.	Price to be Submitted Via BidSync

Item #	Item Description	Total Cost
2)	Total cost per court to roll up and roll down windscreens for hurricane preparation, per the scope of work provided for in the IFB.	Price to be Submitted Via BidSync