



Gazebo for Ben Fiorendino Pembroke Lakes Park

Invitation for Bids # RE-20-02

General Information		
Project Cost Estimate	\$38,000	See Section 1.4
Project Timeline	15 calendar days from NTP with an estimated start date of May 1, 2020	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.7
Non Mandatory Pre-Bid Meeting	9:00 a.m. on March 19, 2020 at Ben Fiorendino Pembroke Lakes, 10211 Taft St, Pembroke Pines, FL 33026	See Section 1.8
Question Due Date	March 23, 2020	See Section 1.8
Proposals will be accepted until	2:00 p.m. on March 31, 2020	See Section 1.8
5% Proposal Security / Bid Bond	Not applicable, unless the proposal exceeds \$200,000	Not Applicable
100% Payment and Performance Bonds	Not applicable, unless the proposal exceeds \$200,000	Not Applicable
Grant or Federal Funding Information	Not Applicable	Not Applicable

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
1.3.1 DETAILS ON GAZEBO REQUIREMENTS	5
1.3.2 GENERAL CONDITIONS	6
1.3.3 WARRANTY	6
1.4 PROJECT COST ESTIMATE & TIMELINE	7
1.4.1 PERMITS	7
1.4.2 PERMIT ALLOWANCE	7
1.5 PROPOSAL REQUIREMENTS	8
1.5.1 Attachment A: Contact Information Form	8
1.5.2 Attachment B: Non-Collusive Affidavit	8
1.5.3 Attachment C: Proposer's Qualifications Statement	8
1.5.4 Attachment F: References Form	8
1.6 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS	9
1.6.1 Vendor Information Form	9
1.6.2 Form W-9 (Rev. October 2018)	9
1.6.3 Sworn Statement on Public Entity Crimes Form	9
1.6.4 Local Vendor Preference Certification	9
1.6.5 Local Business Tax Receipts	10
1.6.6 Veteran Owned Small Business Preference Certification	10
1.6.7 Equal Benefits Certification Form	10
1.6.8 Vendor Drug-Free Workplace Certification Form	10
1.6.9 Scrutinized Company Certification	10
1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION	10
1.8 TENTATIVE SCHEDULE OF EVENTS	10
1.8.1 NON-MANDATORY PRE-BID MEETING / SITE VISIT	11
1.9 SUBMISSION REQUIREMENTS	11
SECTION 2 - INSURANCE REQUIREMENTS	12
SECTION 3 - GENERAL TERMS & CONDITIONS	18
3.1 EXAMINATION OF CONTRACT DOCUMENTS	18



3.2	CONFLICT OF INSTRUCTIONS	18
3.3	ADDENDA or ADDENDUM	18
3.4	INTERPRETATIONS AND QUESTIONS	18
3.5	RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES	18
3.6	WARRANTIES FOR USAGE	19
3.7	BRAND NAMES.....	19
3.8	QUALITY.....	19
3.9	SAMPLES.....	19
3.10	DEVELOPMENT COSTS.....	19
3.11	PRICING.....	19
3.12	DELIVERY POINT.....	19
3.13	TAX EXEMPT STATUS	19
3.14	CONTRACT TIME	19
3.15	COPYRIGHT OR PATENT RIGHTS	20
3.16	PUBLIC ENTITY CRIMES	20
3.17	CONFLICT OF INTEREST	20
3.18	FACILITIES	20
3.19	ENVIRONMENTAL REGULATIONS.....	20
3.20	SIGNATURE REQUIRED.....	21
3.21	MANUFACTURER’S CERTIFICATION.....	21
3.22	MODIFICATION OR WITHDRAWAL OF PROPOSAL	21
3.23	PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS	21
3.24	RESERVATIONS FOR REJECTION AND AWARD.....	22
3.25	BID PROTEST	22
3.26	INDEMNIFICATION.....	22
3.27	DEFAULT PROVISION	22
3.28	ACCEPTANCE OF MATERIAL.....	23
3.29	LOCAL GOVERNMENT PROMPT PAYMENT ACT	23
3.30	SCRUTINIZED COMPANIES LIST.....	23
3.31	PUBLIC RECORDS; TRADE SECRET, PROPRIETARY AND CONFIDENTIAL SUBMITTALS	24
3.32	PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES....	25
3.33	CONE OF SILENCE	25
	SECTION 4 - SPECIAL TERMS & CONDITIONS.....	26



4.1	OWNER'S CONTINGENCY	26
-----	---------------------------	----

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: Standard Release of Lien Form

Attachment H: Images of Existing Gazebo



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 # PSEN-20-02 Gazebo at Ben Fiorendino Pembroke Lakes Park

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 31, 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 furnish and install a new 24' x 24' gazebo at Ben Fiorendino Pembroke Lakes Park located at 10211 Taft St, Pembroke Pines, FL 33026, in accordance with the terms, conditions, and specifications contained in this solicitation.

1.3 SCOPE OF WORK

1.3.1 DETAILS ON GAZEBO REQUIREMENTS



1. The current gazebo is 24' x 24' and circular. Attachment H to this IFB includes pictures of the current gazebo. The new gazebo must include the same elements as the existing which include but are not limited to :
 - a. 24' x 24' gazebo with a floor constructed with pressure treated wood. The bid requests an alternate price to have the floor constructed of a composite material rather than the wood.
 - b. Metal roof – Color to match existing.
 - c. Wood stain to match existing. Prior to applying the stain, the wood should be sanded to prevent splinters or any physical harm.
 - d. Two openings on the gazebo that mirror each other.
 - e. Benches along the interior perimeter.
 - f. Side railing that doubles as backs to the benches.
 - g. Decorative braces and lattice between the posts.
 - h. Cupola on roof.
 - i. The gazebo must be assembled using stainless steel hardware.
 - j. Installation of an ADA ramp on the south side of the gazebo. Ramp shall be constructed of the same material as the gazebo.
 - k. Installation of the gazebo on a concrete pad. (concrete to be installed by City prior gazebo installation).

1.3.2 GENERAL CONDITIONS

1. Contractor is responsible for all materials, labor, equipment and any other necessary items required to complete the project.
2. Contractor shall provide all warranties for work completed.
3. Contractor shall be able to communicate effectively with Project Manager/City Staff progress of onsite work. All communications will be conducted between Contractor and City Staff.
4. Contractor will be required to schedule all work with Project Manager/City Staff.
5. Contractor shall be responsible for all debris removal and restoration to any existing areas damaged by the contractor once the project is completed. Site shall be made safe and clean of debris at the end of each workday.
6. All precautions need to be taken for life safety and protection of people, vehicles and other structures on the site.
7. The work must be performed Monday-Thursday or as approved by the City Staff/Project Manager.
8. Assume full responsibility for the protection and safekeeping of products and equipment and move any stored products to a secured area.
9. The Contractor must provide sealed engineered drawings for the gazebo.
10. Contractor is required to obtain a permit for the installation of the gazebo.

1.3.3 WARRANTY



1. The materials and workmanship shall be warranted for one year.

1.4 PROJECT COST ESTIMATE & TIMELINE

Staff estimates this project to cost approximately \$38,000, which does 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 fifteen (15) days from issuance of CITY's Notice to Proceed, with an estimated start date of May 1, 2020

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	4.9136% 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 **www.bidsync.com** website allows for vendors to complete, scan and upload their documents as part of the bidder's submittal on the website. Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

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)	March 10, 2020
Non-Mandatory Pre-Bid Meeting	9:00 a.m. on March 19, 2020
Question Due Date	March 23, 2020
Anticipated Date of Issuance for the Addenda with Questions and Answers	March 25, 2020
Proposals will be accepted until	2:00 p.m. on March 31, 2020
Proposals will be opened at	2:30 p.m. on March 31, 2020
Evaluation of Proposals by Staff	April 1, 2020 – April 6, 2020



Recommendation of Contractor to City Commission award	April 22, 2020
Issuance of Notice to Proceed	May 1, 2020
Project Commencement	Not later than 14 days after NTP
Project Completion	15 days after NTP

1.8.1 NON-MANDATORY PRE-BID MEETING / SITE VISIT

There will be a non- mandatory scheduled pre-bid meeting on **March 19, 2020 at 9:00 a.m.** Meeting location will be at the Ben Fiorendino Pembroke Lakes Park, located at 10211 Taft St, 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 March 31, 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-20-02” titled “Gazebo at Ben Fiorendino Pembroke Lakes Park” 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 to provide a 24' x 24' gazebo as specified in the IFB.	Price to be Submitted Via BidSync

Item #	Item Description	Total Cost
Alternate	Total cost to provide a 24' x 24' gazebo as specified in the IFB with a composite floor rather than a wood floor.	Price to be Submitted Via BidSync

















