



School Crossing Guards

Invitation for Bids # PD-20-03

General Information		
Project Cost Estimate	Not Applicable	Not Applicable
Project Timeline	This contract shall be for an initial three (3) year period with the option of an additional three (3) one-year renewal terms.	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.7
Question Due Date	October 26, 2020	See Section 1.8
Proposals will be accepted until	2:00 p.m. on November 10, 2020	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



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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

Attachment G: School Locations / Times List



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 # PD-20-03 School Crossing Guards

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, November 10, 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.

1.1.1 VIRTUAL BID OPENING

At the time of writing of this notice, Florida Governor Ron DeSantis' Executive Order No. 20-69 (extended by EO 20-150 and EO 20-179) on the Coronavirus health alert, is due to expire on **October 1, 2020**. If the executive order is not extended then meetings may be a combination of in-person and virtual, all as provided by law, or as otherwise entered via an executive order of the governor. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**

In addition, at the time of writing this notice, the City will not be opening up the physical location for public access as **City offices are closed to the public**, due to the COVID-19 Coronavirus Pandemic.



Bid openings for this project will be live-streamed from 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 at **2:30 PM on the bid due date**.

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>, to view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings.**

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Benedit, Procurement Department
City of Pembroke Pines
8300 South Palm Drive,
Pembroke Pines, FL 33025
954-518-9022
purchasing@ppines.com

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to establish a multi-year contract for the provision of School Crossing Guard Services on an as needed basis. The successful Contractor shall be responsible for providing State of Florida Department of Transportation (FDOT) certified crossing guards at locations and times specified by the City, shall be completely responsible for the supervision and training of such personnel in accordance with contract terms, conditions, and specifications contained in this solicitation, and shall exercise exclusive control over persons employed to fulfill these contract requirements in accordance with the Bid specifications.

To be eligible to respond to this Bid, the proposing firm must provide contact information for references that they, or the principals assigned to the project have successfully completed services, similar to those specified in the Bid to at least one agency similar in size and complexity to the City of Pembroke Pines.



1.3 SCOPE OF WORK

1.3.1 SCHEDULING/STAFFING REQUIREMENTS

It is anticipated that ninety-one (91) school crossing guards will be required for each school day. However, this is an estimate and the City representative will keep the Contractor informed as to the exact number of school crossing guards that will be required at any one time. The Contractor shall be required to provide coverage at the school crossings for the times indicated. (See Attachment A for lists of locations and hours of coverages, all tentative). The Contractor shall be flexible and provide guards for the hours and locations needed on the instructions of appropriate City personnel. A maximum of four (4) hours will be paid by the City for daily coverage at each location. However, in situations where elementary and middle school hours overlap at a post, additional hours of coverage and the number of hours that will be paid by the City will be mutually agreed upon by the Contractor and the City representative.

All crossing guards are required to be at their assigned post one (1) hour prior to the start of school in the morning and remain at their assigned post for one-half (1/2) hour following dismissal in the afternoon. However, should the required reporting times be changed by the Broward County School Board, Contractor shall comply with no added cost to the city.

1.3.2 TRAINING

It shall be the responsibility, at no cost to the City, of the Contractor to ensure that all persons employed as school crossing guards, including supervisors, receive proper training. The Contractor must comply with Title XXIII, Chapter 316 Section 316.75, Florida Statutes, "School Crossing Guards" (previously Section 234.302, Florida Statutes, and the "Ramon Turnquest School Crossing Guard Act"), by employing FDOT certified crossing guard trainers to ensure that all persons employed as crossing guards receive proper training as required by law. Contractor shall provide evidence (i.e., FDOT issued training certificate or FDOT training performance checklist, if a certificate has not yet been issued by the State) of training to City Representative prior to employment by Contractor.

- It is the Contractor's responsibility to keep all training documentation up to date and to provide copies to the City Representative. All FDOT issued training certificates shall be signed by Contractor before forwarding to the City Representative.
- Under no circumstances shall the Contractor place a school crossing guard at a location who does not meet the state-mandated training requirements. Use of crossing guards or supervisors who have not successfully met the training criteria



may result in rejection of invoices for service and/or may serve as grounds for termination of the Contract.

State required initial and annual re-training of all crossing guards, including supervisors, shall be conducted by a FDOT certified trainer as per the standards established by the FDOT. It shall be the sole responsibility of the Contractor, at no cost to the City, to comply with all requirements of this regulation prior to contract commencement. The Contractor may provide its own certified staff training, or sub-contract for certified training to meet this requirement.

Any additional training required throughout the school year will be the sole responsibility of the Contractor at no cost to the City.

1.3.3 EMPLOYEE QUALIFICATIONS

- **Criminal Background History Check:** The contractor, at no cost to the City, shall conduct a State of Florida and national criminal background history check on all school crossing guards, back-up guards, supervisors and trainers assigned to this contract including sexual predator and sexual offender checks. The contractor shall not provide an employee who has been convicted of any offense endangering the welfare of a minor. Any person convicted of an offense that mandates a person to register as a sexual offender or predator will also not be permitted. The contractor shall provide the City Representative with proof that the checks have been performed prior to employing a crossing guard, back-up guard, supervisor or trainer to be assigned to the contract.

Contractor shall mandate that all employees assigned to this contract report any criminal charges brought against them immediately. Contractor, upon receipt of such information, will immediately notify the City Representative.

Annual criminal background history re-checks and renewal of School Board badges, at no cost to the City, for all persons assigned to the Contract shall be required each summer prior to commencement of the new school year in August.

- **Training:** All appropriate Contractor personnel must have received training in accordance with the City's training requirements as set forth above, prior to being assigned to the City's Contract. Use of untrained guards or supervisors may result in rejection of invoices for service and/or may serve as grounds for termination of the Contract. Contractor shall provide the City with credentials supporting this trainer, prior to guard, back-up guard, and supervisor or trainer assignment. Previous school crossing guard experience of Contractor employees who would be assigned to the Contract is preferred by the City.
- **Dress Code/Identification:** All Contractor employees shall present a professional appearance, be neat, clean, well groomed, courteous, properly uniformed, conduct themselves in a respectable manner, and be a minimum of eighteen (18) years old. The



preferred uniform consists of a white shirt or blouse and navy or dark slacks or trousers. The contractor or its employees are responsible for the cost of such uniform.

Proposer shall provide the City with information on their written dress code policy as a part of response. Contractor personnel shall under no circumstances be permitted to wear open toed shoes, sandals, sling backs or slip-ons, or suggestive clothing.

Contractor personnel shall wear some identification indicating they are the Contractor's employee. This may be in the form of a T-shirt bearing the Contractor's name (i.e. Contractor name/Contract Employee); hat or cap bearing Contractor's name; or an identification badge prominently displayed bearing Contractor's name, employee name, and may include a photo.

- **Personnel Removal/Reassignment/Substitution:** The City acknowledges that all employees and contractors of the Contractor shall be considered to be, at all times, the sole employees or contractors of the Contractor under its sole discretion and not an employee, Contractor, or agent of the City. However, the City reserves the right to require the Contractor to remove any Contractor employee at its sole discretion, it deems careless, incompetent, insubordinate, or otherwise objectionable and whose continued performance of the services is not in the best interest of the City/ Such Contractor employee will be replaced with an acceptable substitute employee. Such request, if made by the City Representative, shall be complied with immediately.
- **Transition from Existing Contract:** It is the City's desire that the successful Contractor coordinate with the current Contractor to offer the persons currently employed as crossing guards, back-up guards, supervisors and trainers first consideration for any available crossing guard or supervisory work in accordance with the successful Contractor's employment terms and conditions.

1.3.4 DAILY FIELD SUPERVISION

The Contractor shall provide a minimum of three (3) experienced field supervisors overseeing then operations, at all times, while the guards are on duty. A maximum of six (6) hours will be paid by the City for daily supervision for a maximum of three (3) field supervisors. All supervisory personnel shall, at a minimum, be FDOT certified school crossing guards; FDOT certification as a trainer is preferred. It will be the responsibility of the field supervisor(s) to ensure that all crossings are properly staffed at all times such staffing is required by the City. Field supervisors are permitted to work a post only on an emergency basis: supervisors are to be active in the field, not working posts.

Additional supervisory personnel may be provided by the successful Contractor to ensure a greater degree of monitoring and contract compliance. However, this will be provided at no cost to the City.



1.3.5 GUARD BACKUP

The Contractor shall ensure that adequate employees are available for the backup of any crossing guard in case of absenteeism. Each backup crossing guard shall be fully trained. FDOT certified, and familiar with the specific crossing locations. Each working crossing guards shall be provided with the name and telephone number of a back-up guard and filed supervisors in case the working guard cannot be at his-her post.

1.3.6 TWENTY-FOUR (24) HOUR ANSWERING SERVICE

The contractor shall provide for its employees a 24-hour answering service. The Contractor may set up its own call-out procedure, and this information shall be included in the response.

1.3.7 REPORTS

Contractor shall provide the following reports to the City Representative in the frequencies specified:

- **Weekly Group Time Sheet:** This report shall include each post location by school name in alphabetical order, identification of the guard assigned to each post location, number of hours per day worked at each location during the week, and other pertinent information to document that all crossing guards' posts were properly staffed during the week. Each report shall be signed by the Contractor certifying that the Contractor's employees worked the hours listed on the timesheet. This report shall be faxed or sent via electronic mail in Microsoft Excel format to the City Representative not later than the Wednesday following each week worked.
- **Master Guard List:** This report shall include all crossing guards and their assigned posts, back-up guards, and supervisors assigned to the contract. This report is to be provided at commencement of the school year and updated periodically as changes occur. This report shall be faxed or sent via electronic mail to the City Representative in Microsoft Excel format.
- **Student Count Report:** A "student count report" shall be conducted, upon request of the City Representative. This report shall contain the following information: Guard name, location and the number of students crossed A.M. and P.M. This report, when requested, shall be faxed or e-mailed to the City Representative.
- **Complaint Report:** Contractor shall have an established procedure for handling, responding to, and documenting actions regarding all complaints received. A report of all complaints shall be provide to the City Representative as follows: due January 15th for the period covering commencement of the school year in August through Winter Break; due June 15th for the period covering commencement of school following Winter Break through the end of the Regular school year in May/June. If there is an Extended School



Year Session (a/k/a Summer School), a report shall be due on August 1st covering the entire Extended School Year Session. This report shall include the following minimum information: Date of complaint, post location, guard identification, type of complaint, action taken, total number of complaints for the reporting period. This report shall be faxed or sent via electronic mail to the City Representative in Microsoft Excel format.

- **Daily Time Sheets:** Contractor shall maintain at its office, and make available for inspection by City personnel, daily time sheets for all crossing guards and supervisors assigned to this contract. The daily time sheet shall, at a minimum, identify the crossing guard or supervisor and total number of hours worked each day. Daily time sheets shall be signed by the Contractor's employees certifying as to the number of hours worked.
- **Additional Reports:** The City Representative may request additional reports from time to time for the purpose of Contractor performance evaluation. Contractor agrees to provide these reports to the City, as requested, and at no additional charge.

1.3.8 CONTRACTOR/CITY MEETINGS

The City may request periodic meetings with the Contractor to review performance, address specific issues, etc. Contractor agrees to attend these meetings, at no charge to the City, as necessary during the Contract term. Contractor, at a minimum, must attend periodic countrywide meetings organized by the School Board and Broward County Traffic Engineering. Additionally, the Contractor may be requested to attend various meetings involving the school principals, parents, and similar entities regarding contract and/or safety-related issues. Contractor agrees to do so at no charge to the City.

1.3.9 EQUIPMENT

The Contractor is responsible, at no cost to the City, for supplying all equipment required by the FDOT standards and guidelines and necessary for the school crossing guards and supervisors to perform their duties, to include at a minimum, but not limited to, the following:

1. Retro-reflective stop paddle that conforms to the guidelines in Manual on Uniform Traffic Control Devices Section 6E.03 and/or fluorescent or retro-reflective orange gloves
2. Fluorescent and retro-reflective safety vest
3. Metal whistle with lanyard
4. Hi-visibility yellow rain gear

Any required replacement of aged, lost or damaged equipment shall be the responsibility of the Contractor, at no cost to the City.

The Contractor shall provide at its sole expense, all other equipment that may be required to properly perform the services in accordance with the terms of the IFB.



1.3.10 SCHOOL YEAR SCHEDULE

It is estimated that school crossing guard services will be required for a total of approximately 210 days per year. The City Representative will inform the Contractor of the specific dates when they are made available from the School Board. No warranty or guarantee is given or implied as to the total number of days of guard and Supervisor coverage that will be required as a result of this Contract.

Approximate School Year Schedule is as follows:

1. Regular School Year: The regular school year (consisting of 180 school days typically begins in mid- August and is in session until approximately early June, with appropriate holidays, breaks and teacher work days that do not require coverage.
2. Extended School Year (a/k/a Summer School): The extended school year typically begins in July and is in session for approximately 30 days.

1.3.11 ANNEXATION

In the event additional areas are annexed into the City of Pembroke Pines, the Contractor shall assume responsibility for providing school crossing guard services to designated schools in the annexed areas. The level of service and hourly charge for services provided in an annexed area must be equal to the service hourly charge provided within the original agreement. The City Representative shall provide all information regarding the additional number of school crossing guards required as soon as the annexation is approved. The City Representative will work with the Contractor to develop a transition plan before the date upon which the expanded service will be required.

1.3.12 RETENTION PROGRAM

If Proposer has an established program designed to recruit and retain personnel assigned to this contract, Proposer shall include in their response a description of such program.

1.3.13 BASIC PRE-EMPLOYMENT PHYSICAL EXAMINATION

FDOT guidelines recommend that each prospective school crossing guard be given a basic physical examination, including agility, blood pressure, vision, and hearing tests. If Proposer has an established program designed to meet this criteria, Proposer shall include in their response a description of such program.

1.3.14 SPECIAL EVENTS

The Contractor may be requested to provide school crossing guards for special events. The City will provide the Contractor with specific dates of these events when known to the City and will provide the Contractor seven (7) days advance notice of the City's requirements. Additional hours that are mutually agreed upon by the Contractor and the



City Representative will be paid to the Contractor, per crossing guard at the hourly rate in effect at the time of service.

1.3.15 CONTRACT PERIOD

The initial contract period shall be three (3) years. Commencing **January 2021** and expiring three years from that date. The hourly charge offered and accepted must remain firm for the initial three (3) years contract period, and shall remain consistent throughout the actual school year, except for any changes in the State of Florida or Federal Minimum Wage Rates. State of Florida or Federal Minimum Wage Rate changes shall be limited in adjustment only to the direct cost of the increase and must be passed-thru directly to the Contractor's employees; no administrative or overhead costs of any kind may be added to such increase. The City reserves the option to renew this contract for one (1) year increments, up to a maximum of three (3) years, after the initial three (3) year term. This will be based on the contractor's acceptable level of performance, to be evaluated annually, funding approval by the City Commission, and mutual consent of the parties.

Any additional schools that become the responsibility of the City in the future may be added at the current hourly rate in effect at the time of service.

Upward or downward price adjustments in future years may be approved, providing the adjustments are based on a national recognized or published index and negotiations with the City Manager pertaining to future extensions. Any increase or decrease must be documented and submitted in writing to the City at least one hundred twenty (120) days prior to the contract anniversary date.

The City Representative may remove individual sites from the schedules with appropriate reduction in costs or services.

1.3.16 INVOICES/PAYMENT

The City will accept weekly invoices; however, payments are processed no more than once monthly. Each invoice shall be fully detailed, including guard and supervisor names, dates and hours worked, and hourly charge. The City shall make every attempt to process correct invoices within thirty (30) days of receipt. The City will advise the Contractor of any items questioned within thirty (30) days of invoice receipt. The Contractor shall prepare verification date for the amount claimed and provide complete cooperation during such investigation for any areas questioned.

1.3.17 RECORDS AND AUDITS

The Contractor shall maintain during the term of the contract, all books of account, receipt invoices, individual timesheets signed by the guard and Contractor, weekly group time sheets signed by the Contractor, State of Florida and national criminal background checks including sexual predator and sexual offender checks, Florida Department of Transportation (FDOT) training certificates, FDOT training checklists, reports and



records in accordance with generally accepted accounting practices and standards. The Contractor shall maintain and make available such records and files for the duration of the contract and retain them beyond the last day of the contract term and any extensions for the period of three (3) years.

1.4 CONTRACT TERM

This contract shall be for an initial three (3) year term, with the option to renew in one (1) year increments, for a maximum of three (3) years based on the evaluation of the contractor's acceptable level of performance.

1.4.1 Minimum Years of Experience

The contractor shall have a minimum of five (5) years of experience providing Crossing Guard services.

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.

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

- a. Each Proposal should 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 should 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 # PD-20-03 "School Crossing Guards"**" and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.



1.5.6 FDOT Training Certificates

Proposers shall include in their Bid response which method of training they are providing.

- a. If claiming Contractor uses its own staff for training, Contractor must attach all current pertinent information and qualifications including copies of FDOT crossing guard trainer certifications for all trainers.
- b. If claiming Contractor uses a sub-contractor, Contractor must attach all current pertinent information and qualifications including copies of FDOT crossing guard trainer certifications for all trainers.

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)	October 13, 2020
Question Due Date	October 26, 2020
Anticipated Date of Issuance for the Addenda with Questions and Answers	October 29, 2020
Proposals will be accepted until	2:00 p.m. on November 10, 2020
Proposals will be opened at	2:30 p.m. on November 10, 2020
Evaluation of Proposals by Staff	TBD
Recommendation of Contractor to City Commission award	TBD

1.9 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before **2:00 p.m. on November 10, 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 “PD-20-03” titled “School Crossing Guards” 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_____
Sec 1.5.6 FDOT Training Certificates	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) Proposal Form

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

LINE #	DESCRIPTION	Per Hour Rate
Line #1	School Crossing Guard	Price to be Submitted Via BidSync
Line #2	School Crossing Guard Supervisor	Price to be Submitted Via BidSync

School Locations / Times List

School	Guards	Hours a Day	Times
Apollo Middle School			
SW 68 Ave and Pines Blvd	2	4	830-930;400-500
Chapel Trail Elementary			
NW 196 and Taft Street	2	4	7-8;130-230
NW 194 and Taft Street	1	2	7-8;130-230
NW 192 Way and Taft Street (vacant)	1	2	7-8;130-230
NW 186 Ave and NW 13 Ct	1	2	7-8;130-230
NW 186 Ave and 11 Street	1	2	7-8;130-230
NW 186 Ave and Johnson St	1	2	7-8;130-230
NW 196 Ave and Johnson St (vacant)	1	2	7-8;130-230
NW 202 Ave and Johnson St (vacant)	1	2	7-8;130-230
Charter Middle School – Central			
Sheridan St and Flamingo Rd	3	6	8-9;3-4
Charter Elementary School - West			
SW 184 Ave and SW 14 St (vacant)	1	2 s/b 4	700-900;200-400
SW 184 Ave and Pembroke Rd	2	8	700-900;200-400
SW 178 Ave and Pembroke Rd	1	4 s/b 3	815-845;230-400
SW 180 Ave and SW 12 St	1	2 s/b 1.5	815-845;245-345
SW 182 Ave and SW 4 Ct	1	2	7-8;3-4
SW 179 Ave and SW 4 St	1	3 s/b 1.5	815-845;3-4
Charter Academic Village			
Jaguar Way and Sheridan St	2	4	8-9;3-4
Flanagan H.S.			
Flamingo Rd and Taft St	2	7 s/b 8	630-9;230-4
Taft St. / crosswalk in front of school	2	2 s/b 4	7-8;215-315
Walter C. Young			
NW 129 Ave and NW 10 St	2	4	8-9;3-4
NW 129 Ave and NW 3 St	1	2	8-9;3-4
Lakeside Elementary			
NW 136 Ave and NW 10 St	3	6	7-8;130-230
NW 142 Ave and NW 10 St	1	2	7-8;130-230
Palm Cove Elementary			
116 and Washington	1	2	7-8;130-230
900 Block SW 114 Ave	1	2	7-8;130-230
Hiatus Rd and Washington	1	2	7-8;130-230
Panther Run Elementary			
NW 172 Ave and NW 9 St.	2	4	7-8;130-230
NW 175 Ave and NW 9 St	1	2	7-8;130-230
NW 178 Ave and NW 9 St	1	2	7-8;130-230
NW 178 Ave and NW 10 St (vacant)	1	2	7-8;130-230
NW 178 Ave and NW 9 St (Park)	1	2	7-8;130-230
NW 178 Ave and NW 17 St	1	2	7-8;130-230
NW 183 and NW 9 St	1	2	7-8;130-230
Pasadena Lakes Elementary			
Douglas Rd and Pasadena Blvd	2	4	710-810;140-240
NW 88 Ter and Pasadena Blvd	1	2	710-810;140-240
8760 Pasadena Blvd	1	2	710-810;140-240
85 Way and Taft St	1	2	7-8;130-230
Pembroke Lakes Elementary			
Taft St and Hiatus Rd	3	6	7-8;130-230
NW 113 Ter and Taft St.	1	2	7-8;130-230
Pembroke Pines Elementary			

School Locations / Times List

SW 68 Blvd and SW 10 Ct	1	2	7-8;130-230
SW 68 Ave and SW 9 St	1	2	7-8;130-230
SW 67 Ave and SW 9 St	1	2	7-8;130-230
Pines Lakes Elementary			
Johnson St and Palm Ave	3	6	650-750;120-220
Johnson St and NW 98 Ave	1	2	650-750;120-220
Johnson St and 103 Ave	1	2	650-750;120-220
Pines Middle School			
Douglas Rd and Pines Blvd	3	6	8-9;3-4
Douglas Rd and NW 3 St	2	4	8-9;3-4
Douglas Rd and Johnson St	2	4	8-9;3-4
Douglas Rd and Taft St	2	4	8-9;3-4
Taft St and NW 85 Way	1	2	8-9;3-4
Pines Blvd and NW 96 Ave	2	4	8-9;3-4
Douglas Rd and 2 St	1	2	8-9;3-4
Silver Palms Elementary			
Dykes Rd and NW 12 St	2	4	7-8;130-230
NW 155 Ave and NW 12 St	2	4	7-8;130-230
NW 12 St (Little Park)	1	2	7-8;130-230
Silver Trail Middle			
NW 184 Ave and Sheridan St	2	4 s/b 3	819-915;330-4 s/b 815-915
NW 172 and Sheridan St	2	4	8-9;3-4
NW 178 Ave and NW 17 St	1	2	8-9;3-4
Somerset Charter School			
20801 Johnson St	2	5	730-9;230-330
Silver Shores Elementary			
Dykes Rd and Pembroke Rd	2	4	7-8;130-230
Silver Shores Elementary			
Dykes Rd and Pembroke Rd (vacant)	2	4	7-8;130-230
Total Guards: 91			