



# Construction of New Exterior Storage Areas For City Charter Schools

Invitation for Bids # PSPW-20-13

General Information		
Project Cost Estimate	\$65,000.00 which does not include permit costs	See Section 1.4
Project Timeline	120 days from issuance of city's notice to proceed.	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.7
Mandatory Pre-Bid Meeting	10:00 a.m. on November 2, 2020 at Central Campus Located at 12350 Sheridan St. Pembroke Pines, FL 33026	See Section 1.8
Question Due Date	November 9, 2020	See Section 1.8
Proposals will be accepted until	2:00 p.m. on November 24, 2020	See Section 1.8

THE CITY OF PEMBROKE PINES  
PURCHASING DIVISION  
8300 SOUTH PALM DRIVE  
PEMBROKE PINES, FLORIDA 33025  
(954) 518-9020



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Attachment B: Non-Collusive Affidavit

Attachment C: Proposer's Qualifications Statement

Attachment D: Sample Insurance Certificate

Attachment E: Specimen Contract - **Construction Agreement (Rev 2020-01)**

Attachment F: References Form

Attachment G: 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 # PSPW-20-13  
Construction of New Exterior Storage Areas for  
City Charter Schools**

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](http://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](mailto: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](http://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 24, 2020.** Proposals must be **submitted electronically at [www.BidSync.com](http://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, 4<sup>th</sup> 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, EO 20-179, EO 20-193, and EO 20-246) on the Coronavirus health alert, is due to expire on November 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](mailto:purchasing@ppines.com)

## **1.2 PURPOSE**

The city of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the contractor for the construction of storage areas at two charter school locations, in accordance with the terms, conditions, and specifications contained in this solicitation.



### **1.3 SCOPE OF WORK**

#### **1.3.1 Locations**

**Central Campus**  
**12350 Sheridan St.**  
**Pembroke Pines, FL 33026**

**West Campus**  
**1680 SW 184th Ave**  
**Pembroke Pines, FL 33029**

#### **1.3.2 Project Details**

- The new storage areas shall each be approximately 30' x 15' in size with a height of approximately 10'
- They shall be CBS (concrete block structure).
- The roof shall be a 4 ply Modified Bitumen roofing system. As manufactured by CertianTeed with a minimum 20yr Full Warranty or approved equal. 1/2" securock brand Gypsum-fiber roof board over combined tapered insulation over approx. 1 1/2" flat base layer (minimum) "energy guard" Polyiso. Insulation board, all mechanically fastened to new 22 gauge galv. Metal roof deck. All tapered insulation shall be sloped @ minimum 1/4" per foot at finish roofing.
- 6" Gutters to be installed on exterior
- Exterior walls shall have a 3/4" painted stucco finish to match existing location.
- Exterior and Interior Paint to be Satin SW Resilience paint or better.
- All exterior man doors shall be metal rated for HVHZ and equipped for Schlage Everest T type locks. All closers shall be LCN 4000 Series and exit devices as required shall be Von Duprin 98/99 Series.
- Electrical to be field located to nearest available electrical panel. (1) 20 Amp and (1) 30 Amp circuit per plans. Contractor to verify voltage.
- Lighting shall be LED type fixtures.
- Interior ceilings to be left exposed.
- Exterior shall be graded and sodded to match surrounding area.
- The city has attached construction plans for each location.

#### **1.3.3 GENERAL INFORMATION**

- Contractor is responsible for and shall verify and coordinate all dimensions and details before proceeding with work. Any discrepancies shall be brought to the immediate attention of the architect, engineer and city's Project Manager.
- Contractor shall fully brace and otherwise protect all work in progress until the building



is completed.

- All structural items for this project shall be designed in accordance with appropriate provisions of each of the following:
  - The Florida building code, (sixth edition) 2017.
  - Aci standard 318-14 building code requirements for reinforced concrete.
  - Aisc "specification for the design, fabrication and erection of structural steel for buildings" 360-10.
  - Asce 7-10 (with errata dated January 11, 2011) "minimum design loads for buildings and other structures".
  - North American specification for the design of cold-formed steel structural members, AISI S100.
- Contractor shall provide all testing, manufacturer warranties and certifications such as soil testing and special inspector, required for the permitting and construction of the project.
- The successful bidder shall employ a competent superintendent who shall be in attendance at the project site during the progress of the work. The superintendent shall be the primary representative for the bidder and all communications given to and all decisions made by the superintendent shall be binding to the bidder.
- Contractor will be required to schedule all work with the city's project manager.
- Contractor shall be required to provide all temporary fencing as applicable.
- Contractor shall be responsible for all debris removal and restoration to any existing areas. Site shall be made safe and clean of debris at the end of each workday.
- All precautions need to be taken for life safety and protection of people, vehicles, and all other structures on the site.
- The work must be performed Monday through Friday or as approved by the project manager.

#### **1.3.4 SHOP DRAWINGS**

- No structural drawings shall be reproduced for use as shop drawings.
- All dimensional coordination shall be done by the contractor.
- Contractor shall check all architectural and mechanical drawings for all attachments, clips, openings, or duct work affecting structural members. All items shall be shown on shop drawings.
- There shall be no deviation from approved construction documents without prior approval from the City. If any changes are proposed by the contractor or the provider of the shop drawings, they should be clearly indicated, and signed. Sealed drawings and calculations by a Florida professional engineer must be provided. Any changes without proper documentation indicated above will result in some revisions by the engineer of record and/or architect. The cost for these revisions including engineer and architectural fees shall be paid by the contractor.





### **1.3.5 FOUNDATION NOTES**

- Contractor is responsible for site soil testing as required for permit and construction.
- Fill and subgrade preparation shall be in accordance with the geotechnical engineer recommendation as contained in their report.
- All column footings shall be centered under column centerlines unless otherwise noted.
- Contractor shall treat soil beneath building for termites.

### **1.3.6 SITE WORK**

- Contractor to provide temporary construction fencing at a minimum height of 6 (six) feet and provide all necessary and required signage.

### **1.3.7 USE OF PREMISES**

- Contractor shall limit their use on the premises for work and storage, and to allow for owner's occupancy.
- Contractor shall coordinate use of premises under direction of owner representative.
- Contractor shall assume full responsibility for the protection and safe keeping of products stored on site under this contract.
- Contractor shall move any stored products under contractor's control, which interfere with operations of the owners or separate contractor.

### **1.3.8 WARRANTIES**

- Contractor shall provide a (2) year workmanship warranty. In the event that a defect occurs during this time, contractor shall perform such steps as required to remedy the defects. Contractor shall be responsible for any damages caused by defect to affected area or to interior structure. Warranty period shall commence upon issuance of Certificate of Occupancy by the regulating permitting agency, and the subsequent release of any performance or payment bonds, which may be required by the original bid document.

### **1.3.9 LIQUIDATED DAMAGES**

- As a breach of the service provided by this agreement would cause serious and substantial damage to city properties, and the nature of this agreement would render it impracticable or extremely difficult to fix the actual damage sustained by city by such breach, it is agreed that, in case of breach of service wherein contractor fails to maintain the properties, leaving the said properties in disrepair, city may elect to collect liquidated damages for each such breach, and contractor will pay city as liquidated damages, and not as penalty, five hundred dollars (\$500.00) for every day of such malfunction. This sum is the agreed upon amount by which city will be



damaged by the breach of such service. An election to seek such remedies shall not be construed as a waiver of any legal remedies' city may have as to any subsequent breach of service under this agreement.

#### **1.4 PROJECT COST ESTIMATE & TIMELINE**

Staff estimates this project to cost approximately **\$65,000.00**, which does not include permit costs.

Please note that the City will waive all City related permit, license, impact or inspection fees (including the Building Department and Engineering Department Permit Fees) related to this project. Any related State or County fees, for the aforementioned permits, will be paid by the City.

In addition, the City shall cover the cost for any other permit fees related to external entities through the City's Owner's Contingency for this project, **therefore proposers should not include permit costs in their total proposal price.**

The work shall be completed within **120** days from issuance of city's notice to proceed.

##### **1.4.1 PERMIT, LICENSE, IMPACT OR INSPECTION FEES**

With the exception of the City related permit, license, impact or inspection fees (including the Building Department and Engineering Department Permit Fees), which will be waived for this project, the City does not anticipate any additional permit, license, impact or inspection fees for this project.

#### **1.5 PROPOSAL REQUIREMENTS**

The [www.bidsync.com](http://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](http://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**

<b>Event</b>	<b>Time &amp;/or Date</b>
Issuance of Solicitation (Posting Date)	<b>October 27, 2020</b>
Mandatory Pre-Bid Meeting	<b>10:00 a.m. on November 2, 2020</b>
Question Due Date	<b>November 9, 2020</b>
Anticipated Date of Issuance for the Addenda with Questions and Answers	<b>November 12, 2020</b>
Proposals will be accepted until	<b>2:00 p.m. on November 24, 2020</b>
Proposals will be opened at	<b>2:30 p.m. on November 24, 2020</b>
Evaluation of Proposals by Staff	<b>TBD</b>
Recommendation of Contractor to City Commission award	<b>TBD</b>
Issuance of Notice to Proceed	<b>TBD</b>
Project Commencement	<b>TBD</b>
Project Completion	<b>120 days after NTP</b>

### **1.8.1 MANDATORY PRE-BID MEETING / SITE VISIT**

There will be a mandatory scheduled pre-bid meeting on **November 2, 2020 at 10:00 a.m.** Meeting location will be at **Central Campus, located at 12350 Sheridan St. Pembroke Pines, FL 33026.**

**All vendors will be required to sign in at the meeting to show proof of attendance to the mandatory meeting. It is the vendor's responsibility to make sure that they sign in at the meeting.**



## **1.9 SUBMISSION REQUIREMENTS**

Bids/proposals **must be submitted electronically** at [www.bidsync.com](http://www.bidsync.com) on or before 2:00 p.m. on November 24, 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 PSPW-20-13 titled “Construction of New Exterior Storage Areas for City Charter Schools” 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](http://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_____
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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.*

#### **Base Option:**

<b>Item #</b>	<b>Item Description</b>	<b>Total Cost</b>
<b>1)</b>	Storage Area – Central Campus	<b>Price to be Submitted Via BidSync</b>
<b>2)</b>	Storage Area – West Campus	<b>Price to be Submitted Via BidSync</b>