



Floor Resurfacing Project for Fire Stations

Invitation for Bids # FI-21-03

General Information		
Project Cost Estimate	\$70,000	See Section 1.4
Project Timeline	60 calendar days from NTP	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.7
Mandatory Pre-Bid Meeting	10:00 a.m. on April 20, 2021 at the Fire Station 69 9500 Pines Blvd., Building B Pembroke Pines, FL 33024	See Section 1.8
Question Due Date	April 24, 2021	See Section 1.8
Proposals will be accepted until	2:00 p.m. on May 9, 2021	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



Table of Contents

SECTION 1 - INSTRUCTIONS.....	5
1.1 NOTICE.....	5
1.1.1 VIRTUAL BID OPENING.....	5
1.2 PURPOSE.....	6
1.3 SCOPE OF WORK.....	6
1.3.1 PROJECT DETAILS.....	6
1.3.2 FLOOR PREPARATION.....	7
1.3.3 CONCRETE REPAIRS.....	7
1.3.4 EPOXY FLOORING.....	7
1.3.5 STRIPING & REFLECTIVE PAVEMENT MARKERS.....	8
1.3.6 GENERAL REQUIREMENTS.....	8
1.3.7 USE OF PREMISES.....	8
1.3.8 WARRANTIES.....	9
1.3.9 LOCATIONS.....	9
1.4 PROJECT COST ESTIMATE & TIMELINE.....	9
1.4.1 PERMIT ALLOWANCE.....	9
1.5 PROPOSAL REQUIREMENTS.....	10
1.5.1 Attachment A: Contact Information Form.....	10
1.5.2 Attachment B: Non-Collusive Affidavit.....	10
1.5.3 Attachment C: Proposer's Qualifications Statement.....	10
1.5.4 Attachment F: References Form.....	10
1.6 VENDOR REGISTRATION DOCUMENTS.....	11
1.6.1 Vendor Information Form.....	11
1.6.2 Form W-9 (Rev. October 2018).....	11
1.6.3 Sworn Statement on Public Entity Crimes Form.....	12
1.6.4 Local Business Tax Receipts.....	12
1.6.5 Veteran Owned Small Business Preference Certification.....	12
1.6.6 Equal Benefits Certification Form.....	12
1.6.7 Vendor Drug-Free Workplace Certification Form.....	12
1.6.8 Scrutinized Company Certification.....	12
1.6.9 E-Verify System Certification Statement.....	12
1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION.....	12



1.8	TENTATIVE SCHEDULE OF EVENTS	13
1.8.1	MANDATORY PRE-BID MEETING / SITE VISIT	13
1.9	SUBMISSION REQUIREMENTS	13
SECTION 2 - INSURANCE REQUIREMENTS		15
SECTION 3 - GENERAL TERMS & CONDITIONS.....		21
3.1	EXAMINATION OF CONTRACT DOCUMENTS.....	21
3.2	CONFLICT OF INSTRUCTIONS	21
3.3	ADDENDA or ADDENDUM	21
3.4	INTERPRETATIONS AND QUESTIONS	21
3.5	RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES	21
3.6	WARRANTIES FOR USAGE	22
3.7	BRAND NAMES.....	22
3.8	QUALITY	22
3.9	SAMPLES.....	22
3.10	DEVELOPMENT COSTS.....	22
3.11	PRICING.....	22
3.12	DELIVERY POINT.....	22
3.13	TAX EXEMPT STATUS	22
3.14	CONTRACT TIME	22
3.15	COPYRIGHT OR PATENT RIGHTS	23
3.16	PUBLIC ENTITY CRIMES	23
3.17	CONFLICT OF INTEREST	23
3.18	FACILITIES	23
3.19	ENVIRONMENTAL REGULATIONS.....	23
3.20	SIGNATURE REQUIRED.....	24
3.21	MANUFACTURER’S CERTIFICATION.....	24
3.22	MODIFICATION OR WITHDRAWAL OF PROPOSAL	24
3.23	PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS	24
3.24	RESERVATIONS FOR REJECTION AND AWARD.....	25
3.25	BID PROTEST	25
3.26	INDEMNIFICATION.....	25
3.27	DEFAULT PROVISION	25
3.28	ACCEPTANCE OF MATERIAL.....	26
3.29	LOCAL GOVERNMENT PROMPT PAYMENT ACT	26



3.30	SCRUTINIZED COMPANIES LIST	26
3.31	PUBLIC RECORDS; TRADE SECRET, PROPRIETARY AND CONFIDENTIAL SUBMITTALS	27
3.32	PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES....	28
3.33	CONE OF SILENCE	28
3.34	E-VERIFY	28
SECTION 4 - SPECIAL TERMS & CONDITIONS		30
4.1	PROPOSAL SECURITY	30
4.2	PAYMENT AND PERFORMANCE BONDS	30
4.3	OWNER'S CONTINGENCY	31
4.4	TAX SAVER PROGRAM	31
4.5	RELEASE OF LIEN	31
4.6	SOLID WASTE CONSTRUCTION AND DEMOLITION DEBRIS COLLECTION AND DISPOSAL REQUIREMENTS	31

ATTACHMENTS

- Attachment A: Contact Information Form
- Attachment B: Non-Collusive Affidavit
- Attachment C: Proposers Background Information
- Attachment D: Sample Insurance Certificate
- Attachment E: Specimen Contract - **Construction Agreement**
- 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 # FI-21-03 Floor Resurfacing Project for Fire Stations

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, May 11, 2021. 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 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.

As a result, meetings may be a combination of in-person and virtual, all as provided by law. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**



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 remove existing floor coatings, complete repairs to existing concrete floors, prep floors and install new epoxy floor coatings, in accordance with the terms, conditions, and specifications contained in this solicitation

1.3 SCOPE OF WORK

1.3.1 PROJECT DETAILS

- Remove existing floor coating, make repairs to existing concrete, prep floor, and install new epoxy flooring product and striping.



- Verification of all dimensions, square footages, and quantities are the responsibility of the contractor.
- All products must be Miami/Dade County approved and installed in accordance with the 2017 Florida Building Code.
- At no time shall the contractor uncover work which cannot be protected the same day.
- All equipment to be installed as per all governing code requirements.
- All work must be complete and have passed all inspections within 30 or 60 days of issuance of the Notice to Proceed based on location as noted in Section 1.3.
- Complete all required materials testing including but not limited to concrete, soils, etc.
- Provide records of all required materials testing.
- Coordinate any new openings in the field to avoid any potential conflicts with existing equipment, structures, and utilities.
- Submit any required shop drawings and/or submittals for review prior to ordering or installation.
- Awarded Contractor shall be responsible for the full removal of any paint particles or overspray from any vehicles or adjacent properties that result from the Contractor's performance of this project.

1.3.2 FLOOR PREPARATION

- Pressure clean surfaces to remove grease, oil, loose paint, dirt, dust and other foreign matter as specified by the manufacturer's recommendations to ensure proper installation, adhesion and warranty. Pressure clean all surfaces with a minimum of 3,500 PSI. All masonry surfaces will be free of dirt, grease, oil, and "chalk". Surfaces will be allowed to dry thoroughly. If necessary, repeat procedure.

1.3.3 CONCRETE REPAIRS

- Where new concrete is not required use Sherwin Williams ArmorSeal product line including ArmorSeal Express Patch, ArmorSeal Crack Filler, ArmorSeal Flexible Joint Sealant.
- At Fire Station 69 concrete edge protection will be required at the oxygen tank storage area.

1.3.4 EPOXY FLOORING

- ArmorSeal 33 WB Epoxy Primer Sealer, ArmorSeal 65 SL/RC Self-Leveling Epoxy and AS Hi-Wear Additive with an alternate to use ArmorSeal 33 WB Epoxy Primer Sealer, ArmorSeal 1000 HS Epoxy and AS Hi-Wear Additive. All products shall be installed per the manufacturer's recommendations.
- Color to be determined prior to the start of work.
- All work to be inspected and approved by a Sherwin Williams representative. ;



1.3.5 STRIPING & REFLECTIVE PAVEMENT MARKERS

- All striping shall be installed under the top coat of epoxy flooring.
- Striping shall be 4" wide
- Color to be determined prior to the start of work.
- Fire Training Facility – Provide an allowance for approximately 300 lineal feet of striping
- Fire Station 69 – Provide an allowance for approximately 500 lineal feet of striping
- Fire Station 99 – Provide an allowance for approximately 400 lineal feet of striping.

1.3.6 GENERAL REQUIREMENTS

- The minimum experience required as a licensed General Contractor is five (5) years for these projects.
- Contractor shall provide all materials, labor, equipment, and any other necessary items required for complete installation.
- All documents, plans, submittals, and NOA's required to obtain a permit are to be provided by the contractor.
- Contractor shall provide all testing, manufacturer warranties, contractor warranties, and certifications.
- The successful Bidder shall employ a competent English speaking 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 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 work day.
- 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.
- Contractor shall provide weekly schedule/progress updates.
- Contractor is responsible to secure and submit both fire sprinkler and fire alarm shop drawings for permit review and approve as required by the AHJ.

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, assume full responsibility for protection and safe keeping of products under this contract stored on site, and 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 minimum one (1) year workmanship labor and material warranty covering repair of existing concrete and new concrete removed and/or replaced by the contractor.
- Upon completion of the project, and with their application instructions and specifications strictly adhered to, the contractor shall provide a written minimum Three (3) year product warranty from the manufacturer.

1.3.9 LOCATIONS

Location	Address
Fire Station 99	16999 Pines Boulevard – 33027
Fire Station 69	9500 Pines Boulevard – 33024
Fire Training Facility	1101 SW 208 Avenue - 33029

1.4 PROJECT COST ESTIMATE & TIMELINE

- Staff estimates this project to cost approximately \$70,000.00 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 city anticipates the majority of the work to be completed during normal business hours unless otherwise approved.
- All work must complete and have passed all required inspections within 30 or 60 days of issuance of the Notice to Proceed based on location as noted in Section 1.3.
- The Awarded Contractor will be required to execute the sample contract as shown in Attachment I.

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.**

1.4.1 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.

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 DOCUMENTS

The City of Pembroke Pines is currently implementing an enhanced Citywide Enterprise Resource Planning (ERP) system with the goal of updating our processes and improving customer service. Part of the new Tyler Technologies Munis ERP system will include a vendor management module. In addition, this new system will include a Vendor Self Service (VSS) web portal which will allow vendors to update their information and documents on an as-needed basis. Using VSS, vendors will also be able to enter and maintain their contact and remittance information, discount and payment terms, designated contact persons, and the commodity codes that represent the goods and services the vendor can provide.

While we work towards go-live with the new VSS web portal, we are requesting for vendors to complete the attached Vendor Registration Packet and submit it to purchasing@ppines.com to help facilitate the implementation process.

The new process is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will allow 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. In the event that the City does not have one of the forms or documents listed below for your company, the City may reach out to your company after the bid has closed to obtain the document(s).

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.

The following documents can be found at <https://www.ppines.com/784/Vendor-Registration> and can be completed prior to the bidding process and do not need to be attached to your submittal.

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 Business Tax Receipts

1.6.5 Veteran Owned Small Business Preference Certification

- b. 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).
- c. 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.

1.6.6 Equal Benefits Certification Form

1.6.7 Vendor Drug-Free Workplace Certification Form

1.6.8 Scrutinized Company Certification

1.6.9 E-Verify System Certification Statement

- a. Effective January 1, 2021, pursuant to Section 448.095, Florida Statutes, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E-Verify system administered by the U.S. Department of Homeland Security (“DHS”).
- b. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the

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)	April 13, 2021
Mandatory Pre-Bid Meeting	10:00 a.m. on April 20, 2021
Question Due Date	April 26, 2021
Anticipated Date of Issuance for the Addenda with Questions and Answers	April 29, 2021
Proposals will be accepted until	2:00 p.m. on May 11, 2021
Proposals will be opened at	2:30 p.m. on May 11, 2021
Evaluation of Proposals by Staff	May 12, 2019 – May 16, 2021
Recommendation of Contractor to City Commission award	June 2, 2021
Issuance of Notice to Proceed	TBD
Project Commencement	Not later than 10 days after NTP
Project Completion	60 days after NTP

1.8.1 MANDATORY PRE-BID MEETING / SITE VISIT

There will be a mandatory scheduled pre-bid meeting on **April 20, 2021 at 10:00 a.m.**
Meeting location will be at the:

Fire Station #69

9500 Pines Blvd., Building BPembroke Pines, FL 33024

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 on or before **2:00 p.m. on May 11, 2021.**

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 “IFB # FI-21-03” titled “**Floor Resurfacing Project for Fire Stations**” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PRIMARY CONTACT FOR THE PROJECT:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

AUTHORIZED APPROVER:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

**B) Proposal Checklist**

Are all materials, freight, labor and warranties included?	Yes_____
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Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

Attachment A - Contact Information Form	Yes_____
Attachment B - Non-Collusive Affidavit	Yes_____
Attachment C - Proposer’s Background Information	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 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_____
Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters for Expenditure of Federal Funds	Yes_____
E-Verify System Certification Statement	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.

Location	Address	Cost
Fire Station 99	16999 Pines Boulevard – 33027	Submit pricing via BidSync
Fire Station 69	9500 Pines Boulevard – 33024	Submit pricing via BidSync
Fire Training Facility	1101 SW 208 Avenue - 33029	Submit pricing via BidSync