

CITY OF LAUDERHILL



LAUDERHILL POLICE HVAC IMPROVEMENTS RFP# 2023-036

CONTRACT DOCUMENTS AND TECHNICAL SPECIFICATIONS

March 2023

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RFP NUMBER: 2023-036
CITY OF LAUDERHILL, FLORIDA**

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DOCUMENT 00020

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the CITY OF LAUDERHILL is seeking sealed bids for the following work as specified:

LAUDERHILL POLICE HVAC IMPROVEMENTS

RFP NUMBER: 2023-036

CITY OF LAUDERHILL, FLORIDA

The City of Lauderhill will be accepting sealed bids up to 2:45 P.M. EST, on April 27, 2023 in the City Clerk's Office, 5581 West Oakland Boulevard, Suite 421, Lauderhill, Florida 33313 and will be opened at 3:00 P.M. in Room 401.

Proposals received after 2:45 P.M. will not be considered and will be returned unopened.

The intent of this project is to upgrade the existing HVAC system at the Lauderhill Police Department as follows:

1. VISIT JOBSITE AND BECOME FAMILIAR WITH ALL EXISTING CONDITIONS.
2. PROVIDE NEW DUCT STATIC PRESSURE CONTROL AS SPECIFIED.
3. PROVIDE NEW SUPPLY AIR TEMPERATURE CONTROL AS SPECIFIED.
4. REMOVE EXISTING INLINE EXHAUST FANS AS SHOWN.
5. REMOVE EXISTING SUPPLY AIR CEILING DIFFUSERS AS DIRECTED BY FACILITY MANAGER
6. INSTALL NEW VAV DIFFUSERS AS SCHEDULED.
7. INSTALL NEW WALL TEMPERATURE SET POINT ADJUSTERS AS SHOWN.
8. PROVIDE ELECTRICAL WORK FOR DIFFUSERS THAT OPERATE ON WALL ADJUSTERS.
9. MODIFY EXISTING DRYWALL IN LOBBY TO ACCOMMODATE NEW LINEAR DIFFUSERS.
10. PARTICIPATE IN THE COMMISSIONING PROCESS OF NEW SYSTEMS
11. TEST AND BALANCE ALL NEW DIFFUSERS TO ACHIEVE THE AIR FLOW RATES SPECIFIED.
12. PROVIDE NEW DDC CONTROLS AS SPECIFIED.
13. INSTALL NEW MINI SPLIT SYSTEM FOR EAST STAIRWELL AS SHOWN.

An original and an electronic copy of the proposal must be received in sealed envelopes bearing the words "**RFP Number 2023-036 LAUDERHILL POLICE HVAC IMPROVEMENTS**" and should be hand-delivered or mailed to the City Clerk, City of Lauderhill, 5581 West Oakland Park Boulevard, Suite 421, Lauderhill, Florida 33313. **E-mailed and faxed proposals will not be accepted.**

All bidders must register online with the City of Lauderhill. The direct link is: <http://www.lauderhill-fl.gov>.

The RFP documents may be examined and obtained on and after March 26, 2023

at the City's website or IonWave. Vendors who obtain solicitation documents from other sources than the Finance Department are cautioned that the solicitation package may be incomplete. Furthermore, all addendums will be posted and disseminated by the Finance/Purchasing Department via IonWave. Responsible questions regarding this RFP offering may be directed to the Purchasing Department via IonWave question Tab. The last date for questions pertaining to this proposal is **ten (10) days prior to the proposal due date**. Questions received after this date will not be answered.

Proposers agree to extend identical pricing and goods under the same terms and conditions to other governmental entities. A contracting agency wishing to utilize like services will execute its own contract with the successful Proposer(s) for its requirements.

The City of Lauderhill has determined that this RFP shall be reserved for SBE participation and shall comply with City Code of Ordinance Chapter 2, Article III. Section 2-139. (f)(3) – Local Vendors.

A NON-mandatory pre-bid conference has been scheduled for **April 5, 2023** at 10:00 AM, 5581 W Oakland Park Blvd, Lauderhill, FL. 33313 which may be immediately followed by a site visit.

Bid security in the form of a Bid Bond or certified check made payable to the "City of Lauderhill", in an amount equal to five percent (5%) of the bid, must be submitted with the bid. Bidder must use Bid Bond form provided. No Bidder may withdraw his bid within 90 days after the actual date of the opening thereof. Guaranty Bonds in the form of a 100% Construction Performance Bond and a 100% Construction Payment Bond will be required upon award of bid.

The Public Entity Crimes Affidavit must be completed in its entirety and submitted as part of the bid.

The City Commission of the City of Lauderhill reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposal as they may deem to be in the interest of the citizens of the City of Lauderhill. **"The winning participant is required to enter into a contract with the City of Lauderhill."**

CITY OF LAUDERHILL, FLORIDA



Kentrea White
Purchasing and Inventory Supervisor

Advertising Dates: March 26, 2023 and April 2, 2023

DOCUMENT 00030

SCOPE OF WORK

LAUDERHILL POLICE HVAC IMPROVEMENTS

RFP NUMBER: 2023-036

CITY OF LAUDERHILL, FLORIDA

SCOPE OF WORK

The Scope of Work for upgrading the existing HVAC system at the Lauderhill Police Department is as follows:

1. VISIT JOBSITE AND BECOME FAMILIAR WITH ALL EXISTING CONDITIONS.
2. PROVIDE NEW DUCT STATIC PRESSURE CONTROL AS SPECIFIED.
3. PROVIDE NEW SUPPLY AIR TEMPERATURE CONTROL AS SPECIFIED.
4. REMOVE EXISTING INLINE EXHAUST FANS AS SHOWN.
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LIST OF DRAWINGS

- T-001 COVER SHEET
- A-101 ARCHITECTURAL DETAILS
- M-1 FIRST FLOOR DEMOLITION PLAN
- M-2 SECOND FLOOR DEMOLITION PLAN
- M-3 FIRST FLOOR NEW INSTALLATION PLAN
- M-4 SECOND FLOOR NEW INSTALLATION PLAN
- M-5 NOTES, DETAILS, SCHEDULES

DOCUMENT 00100

INSTRUCTIONS TO PROPOSERS

1. SUBMITTAL

- 1.1 Sealed proposals will be received until the time and date specified in the **Notice to Proposers**, Document 00020
- 1.2 Each proposer shall submit a single hardcopy and an electronic copy in a sealed envelope plainly marked:

To: City Clerk
City of Lauderhill
5581 W. Oakland Park Boulevard
Lauderhill, FL 33313

Proposal for: **LAUDERHILL POLICE HVAC IMPROVEMENTS**
City of Lauderhill, Florida
RFP NUMBER: 2023-036

Submitted By:

Company Name

Street Address

City, State, Zip Code

- 1.3 If said proposal is forwarded by mail, it shall be enclosed in another envelope addressed to the City Clerk, City of Lauderhill, 5581 W. Oakland Park Boulevard, Lauderhill, Florida, 33313. Proposals will be received at the office of the City Clerk until the time and date specified in the **Notice to Bidders**, Document 00020. Proposals received after the time and date specified will not be considered.

2. PROPOSALS

- 2.1 It is understood by the bidder that the quantities in the proposal are for bid comparison only. Certain portions of the bid or the entire bid document may be deleted from the awarded contract.
- 2.2 Proposals shall be made upon forms provided for that purpose in DOCUMENTS 00100, 00300, 00300A, 00401, 00402, 00420 and 00421, 00450, 00480, 00490, 00495, 00650. Erasures or other changes in a bid shall be explained or noted over the signature of the Bidder. Each bidder shall submit one original plus two copies and one electronic copy of the proposal and its accompanying bid forms. The forms must be submitted in good order and with all blanks filled in.

City of Lauderhill **2023 – 036 LAUDERHILL POLICE HVAC IMPROVEMENTS**

3. IRREGULAR PROPOSALS

- 3.1 Proposals which are incomplete, conditional or which contain additions not called for, alterations or irregularities of any kind may be rejected.

4. SIGNATURES ON PROPOSALS

- 4.1 Each Proposers shall sign his proposal with his full name, company name, and address. In cases where a firm or corporation submits a proposal, the proposal shall be signed with the full name of each member of the firm, or by the name of the officer or officers authorized by its by-laws, in addition to the firm or corporation signature with its official seal affixed hereto.

5. EXAMINATION OF CONTRACT DOCUMENTS

- 5.1 Bidders are notified that they must thoroughly examine the Contract Documents and Specifications which include the Notice to Bidders, Instructions to Bidders, ALL Bid Forms, General Conditions, Supplementary Conditions, Technical Specifications, Figures, Drawings, Maps, and any addenda issued prior to the opening of bids.
- 5.2 Purchase of the Bid Documents must be made not later than ten (10) days prior to the closing date specified in the **Notice to Proposers**, Document 00020. Upon receipt of the required payment, the Bidder's name and contact information shall be entered in the "Plan Holders List" and will become eligible to submit a bid.

6. EXAMINATION OF SITE

- 6.1 Each Bidder shall visit the site of the proposed work before submitting his proposal and shall fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties, and restrictions attending the execution of work under the Contract. By submission of a bid, the Bidder affirms that he (the Bidder) has investigated and is satisfied as to the conditions of work to be performed and materials to be furnished and shall base his bid on his own opinion of the conditions likely to be encountered, and for the bid prices must assume all risk of variance, by whomsoever made, in any computation or statement of amounts or quantities necessary to fully complete the work in strict compliance with the Contract Documents.
- 6.2 Each Bidder shall thoroughly examine and be familiar with the contract documents and requirements. The failure of any Bidder to examine any form, instrument, addendum, or other documents, or to visit the site and acquaint himself with existing conditions there, shall in no way relieve any Bidder from any obligation with respect to his bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this document.
- 6.3 No plea of ignorance of conditions that exist or that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the work under this Contract, as a result of failure to make the necessary examinations and investigations, will be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill, in every

detail, all of the requirements of Contract Documents, nor will they be accepted as a basis in any claim whatsoever for extra compensation or for an extension of time.

- 6.4 Each Bidder shall be responsible for investigating the current site conditions at the site prior to submitting his proposal. The bidder shall base his proposal on his own investigation and shall assume all risk of any variances in current site conditions and permit requirements.

7. DISCREPANCIES

- 7.1 Should a Bidder find discrepancies or ambiguities in, or omissions from, the Drawings and Specifications, or should he be in doubt as to their meaning; Bidder shall at once notify the Owner and/or Engineer.

8. INTERPRETATION OF PLANS

- 8.1 On all drawings the figured dimensions shall govern in case of discrepancy between the scales and figures. The Contractor shall take no advantage of any error or omission in the Drawings or of any discrepancy between the Drawings and Specifications. The Architect or Engineer shall make such interpretations as may be deemed necessary for the fulfillment of the intent of the Drawings and Specifications as construed by the Architect or Engineer, and the Architect's or Engineer's decision shall be final.

9. INTERPRETATION OF CONTRACT DOCUMENTS PRIOR TO OPENING OF BIDS

- 9.1 If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the Drawings, Specifications, or other proposed Contract Documents, they may submit to the Owner and/or Architect or Engineer a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by addenda duly issued and copies of such addenda will be faxed and/or emailed to each person receiving a set of such documents. Request for interpretations or clarification of the Contract Documents must be made not later than ten (10) days prior to time of bid opening as specified in the Notice to Proposer, Document 00020. The Owner will not be responsible for any other explanation or interpretation of the documents.

10. TIME OF COMPLETION

- 10.1 All work for this project shall be completed within the number of calendar days as indicated in the Bid Proposal of the successful bidder. Refer to Document 00300.
- 10.2 Completion of the project shall imply complete possession by the Owner and all Contractual obligations met by the Contractor.

11. LABOR REGULATIONS

- 11.1 The Contractor shall fully comply with all laws and regulations concerning labor, work hours, wage rates, labor conditions, and related matters.

12. BID SECURITY

- 12.1 A certified check, bank draft, cashiers check, money order or bid bond, in the amount of not less than five percent (5%) of the bid, shall be paid into the funds of the Owner as liquidated damages, if the Bidder fails to execute the written agreement and furnish the required contract security bond within fifteen (15) calendar days following written notice of award of the contract. The bid bond shall be countersigned by an agent of the Surety Company licensed to operate in the State of Florida.

13. RETURN OF BID SECURITY

- 13.1 Certified checks and Bid Bonds of the unsuccessful Bidders will be returned to the parties submitting same not later than fifteen (15) days after the execution of the contract. In the event that all bids are rejected, the checks will be returned to all bidders within fifteen (15) calendar days after date of rejection.

14. CONTRACT BONDS

- 14.1 The Successful Bidder shall furnish a Performance Bond in an amount of at least equal to one hundred percent (100%) of the current Contract Price as security for the faithful performance of this Contract and Payment Bond in the amount of at least one hundred percent (100%) of the current Contract Price for payment of all persons performing labor on the project under this Contract. The Surety on such bonds shall be by a duly authorized Surety Company satisfactory to the Owner.

15. QUALIFICATION OF BIDDER

- 15.1 A bidder will be required to show to the complete satisfaction of the Owner that he has the necessary license(s), facilities, equipment, ability, manpower, and financial resources to perform the work in a satisfactory manner within the time specified. No contract will be awarded except to responsible Contractors and businesses capable of performing the class of work contemplated. The Bidder shall submit the Qualification Form (DOCUMENT 00420) with his bid.
- 15.2 The issuance of this Bid is the City's process to award a Contract for construction of the Project. Although subject to modification, the City expects the following remaining milestones in the procurement process:
- Receive Bid Proposals.
 - Bid opening
 - Evaluation and Ranking of Bids prior to selecting the "highest ranked and eligible bidder".
 - Recommend Selected Bidder to City for award of Contract.
 - Award of Contract.
- 15.3 Bids received will be Evaluated and Ranked using the evaluation criteria described in Section 30 of this document.

15.4 After the identification of the Highest-Ranked Bidder, the final Contract will be prepared, incorporating applicable portions of its Bid Proposal. If for any reason, the Highest-Ranked Bidder and the Selection Committee are unable to execute the Contract, the City may execute the Contract with the next Highest-Ranked Bidder, and so on until the Contract is awarded or the procurement is terminated.

15.4.1 The City is committed to a fair, open process for interested parties to receipt information about the Project and for the competitive procurement process that the City is proposing to utilize for selection and award of this Contract. Proposer are encouraged to submit written comments or questions concerning this BID as early as possible, but in no event, later than ten (10) days prior to the closing date specified in the **Notice to Proposer**, Document 00020. Inquiries concerning Proposal Submittals should be made in writing via IonWave.

Solicitation documents shall be obtained by download via IonWave at <https://lauderhill.ionwave.net/>.

16. DISQUALIFICATION OF BIDDERS

16.1 Any or all proposals will be rejected if there is any reason for believing that collusion exists among the Bidders, and participants in such collusion will not be considered in future proposals to the extent allowable by law.

16.2 Failure to completely and truthfully fill out all forms given in the bid package shall constitute grounds for disqualification of the bid.

17. WITHDRAWAL OF PROPOSALS

17.1 A Bidder may withdraw his proposal provided that request is made in writing and delivered either in person or by special delivery mail to the Owner not less than one hour prior to the time set for opening bids. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of ninety (90) days.

18. OWNER'S RIGHTS RESERVED

18.1 The Owner reserves the right to accept any bid, which in his opinion is the lowest responsive bid that best serves the interest of the Owner. The Owner also reserves the right to reject any and all proposals.

18.2 This Bid constitutes an invitation to Bidders to submit Bid Proposals to the City. By responding to this Bid, Bidders acknowledge and consent to the following conditions relative to the procurement process and the selection of a Bidder. Without limitation and in addition to other rights reserved by the City in this Bid, the City reserves and holds, at its sole discretion, the following rights, and options:

To receive questions concerning this Bid from Bidders and to provide such questions, and the City's responses, to all Bidders.

To supplement, amend, or otherwise modify the Bid through the issuance of Addenda to all Bidders, and to supplement the Bid with information items, prior to the date of submission of the Bid Proposals. Addenda issued to this

Bid may expand or cancel any portion or all Work described in this Bid.

To reject any or all proposals if there is any reason for believing that collusion exists among the Bidders, and participants in such collusion will not be considered in future proposals to the extent allowable by law.

To reject any or all Bid Proposals, to waive any technicalities, immaterial irregularities, or minor informalities in the Bid Proposals, to request clarifications or modifications during Bid Proposal evaluation and to select the Bidder whose Bid Proposal, in the City's judgment, best serves the interests of the City.

To seek additional information from any and all Bidders to supplement or clarify the Bid Proposals submitted.

To eliminate any Bidder that submits an incomplete or inadequate Bid Proposal or is not responsive to the requirements of this Bid.

To discontinue discussions with the Highest-Ranked Bidder and commence discussions with the next Highest-ranked Bidder, and so on until the Contract is awarded or the procurement terminated.

To visit and examine any of the references included in the Bid Proposal and others facilities designed or built by the Bidder.

To cancel this Bid in whole or in part, with or without substitution of another Bid, if such cancellation is determined to be in the best interest of the City.

To take any action affecting the Bid process or the Project that would be in the best interests of the City.

19. OWNER REPRESENTATIVE AND CONSULTANT

- 19.1 The Agent for the Owner, the City of Lauderhill, in all matters pertaining to the work on this project shall be the Capital Projects Manager.

20. QUALIFICATION OF SURETY

- 20.1 The Contractor may provide a cash bond, an irrevocable letter of credit drawn on a Florida Bank acceptable to the City or a Surety Bond executed by a corporate surety company authorized to do business in the State of Florida, holding a certificate of authority from the Secretary of the Treasury of the United States as acceptable sureties on Federal Bonds and executed and issued by a resident agent licensed and having an office in the State of Florida, and resident agent in Broward County representing such corporate surety. Said Surety Bond or its equivalent shall be in effect prior to the issuance of any work permits and shall remain in effect until the provisions of the agreement to transfer ownership of any improvements have been fulfilled.

21. SUBCONTRACTORS

- 21.1 The Contractor shall furnish concurrently with bid submission, a list of the names of the subcontractors proposed for all parts of the work. Subcontractors shall be listed in Document 00421.

- 21.2 Upon the Engineer's request, submit the name, address, phone number and occupational license number. Indicate at least three references and three projects of similar nature.
- 21.3 The Owner shall promptly notify the Contractor in writing if, after due investigation, has reasonable objections to any subcontractor on such list and does not accept him. Failure of the Owner to make objection to any subcontractor on the list by the date given on the Notice to Proceed shall constitute acceptance of such subcontractor. After acceptance, no subcontractor shall be changed without written approval of the Owner.

22. INSURANCE

- 22.1 The Bidder's attention is directed to the insurance requirements set out in the Supplementary Conditions herein. The Successful Bidder will be required, prior to execution of the contract by the Owner, to furnish certificate(s) of insurance and will cause to be issued by the insurance carrier, an endorsement naming the Owner and its Agents as the named insured under such contract of insurance.

23. POWER OF ATTORNEY

- 23.1 Attorneys-in-fact who sign contract bonds must file with each bond a certified copy of their Power of Attorney dated the same or subsequent to the Contract.

24. AWARD OF CONTRACT

- 24.1 The Contract, if awarded, will be awarded to the lowest responsible, responsive, and eligible bidder. Such a bidder shall possess the skill, ability and integrity necessary for the faithful performance of the work. The term "lowest responsible, responsive, and eligible bidder" as used herein shall mean the bidder whose bid is the lowest of those bidders possessing the skill, ability, and integrity necessary to the faithful performance of the work.
- 24.2 The Owner may reject all bids at the Owner's sole option and re-bid either all or part of the work proposed by this bid offering.

25. ACCEPTANCE PERIOD

- 25.1 The Bidder shall hold his bid good for acceptance by the Owner for a period of not less than ninety (90) calendar days following the date of the bid opening. The bid guarantee required herein above shall be effective for this period.

26. AWARD PROTESTS

- 26.1 The City of Lauderhill has a written bid protest procedure to address all disputes regarding award recommendations, disqualification of bidders and interpretation of bidder-submitted information. Bidders must follow this procedure in order to perfect any protests against the award. This procedure is available from the Purchasing Department.

27. EQUAL OPPORTUNITY REQUIREMENTS

- 27.1 If awarded the Contract, the Bidder agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age,

handicap, or marital status. The Bidder shall take affirmative action to ensure that applicants and employees are treated during employment, without regard to their race, color, religion, sex, national origin, age, handicap, or marital status. Such action shall include, but not be limited to, the following: employment, promotion, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, or other forms of compensation and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

28. PERMITS AND FEES

- 28.1 The winning bidder, after award of a contract, shall apply for and obtain such permits and regulatory approvals as may be required by the local municipal/county government. Permit fees by the City of Lauderhill shall be waived, all other fees shall be included as part of the Bid price.

29. SALES TAX

- 29.1 The Contractor shall familiarize himself with the requirements and procedures as applicable in the State of Florida pertaining to the exemption from State Sales Tax as it may apply to the Owner.
- 29.2 Under the approved procedures, the original contract between the political subdivision and the Contractor includes the costs associated with the work to be performed plus the materials to be incorporated into the work. After the work commences, the Contractor forwards a Purchase Requisition Form for the needed materials to the Owner. The Owner prepares a Purchase Order which includes the Owner's exemption certificate, and transmits it back to the Contractor. The materials are delivered to the Contractor who is responsible for ensuring that the correct quantities of materials are delivered, at the correct price. The Owner then sends the Contractor a Notice of Reduction of the contract price, and draws a check payable directly to the vendor.
- 29.3 Under this Contract, the City of Lauderhill may incorporate the Sales Tax Exemption Program for certain items. The Owner retains legal and equitable title to all directly purchased materials. A requirement for utilizing the approved procedures is that neither the Contractor nor any subcontractor may be the vendor of any of the materials purchased as a part of this program. The City reserves the right to alter the selections in this paragraph prior to award of the Contract.
- 29.4 Under the approved procedures, the Contractor still assumes responsibility for ordering, receipt and handling of the construction materials. The Contractor coordinates the purchases, ensures that the appropriate material warranties or guarantees are obtained, inspects and assesses the materials at the time of delivery, and assumes liability for loss or damage to the materials following acceptance, if such loss or damage is due to the negligence of the Contractor. The Contractor remains responsible for all damages resulting from the incorporation of defective or nonconforming construction materials. The Owner retains legal and equitable title to all directly purchased materials, and maintains builder's risk insurance for these materials. A requirement for utilizing the approved

procedures is that neither the Contractor nor any subcontractor may be the vendor of any of the materials purchased.

29.5 Pursuant to TAA 95(A)-046, these procedures ensure the tax-exempt status of the materials purchased for a public works contract.

30. EVALUATION AND RANKING OF RFP PROPOSALS

Evaluation Criteria

A contract will be awarded to the consultant whose proposal is judged by the City of Lauderhill to be in its best interests, and whose proposal most closely satisfies the overall project specifications as well as other factors including, but not limited, to:

CRITERIA	MAXIMUM POINTS
A. Project Understanding	15
B. Project Approach	15
C. Ability to Perform/Staffing of Project	10
D. Experience	20
E. Best Value/Cost Effectiveness	30
F. Local Lauderhill Business Preference	10
Total	100