

**Request for Qualification
RFQ 2025-037**

**MECHANICAL AND SPECIALITY MECHANICAL
CONTRACTORS**



City of Lauderhill

Visit us on the web at

www.lauderhill-fl.gov

Opens: April 21, 2025

Date Issued: March 31, 2025

NOTICE TO PROPOSERS

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

MECHANICAL AND SPECIALTY MECHANICAL CONTRACTORS RFQ NUMBER: 2025-037

The City of Lauderhill will accept sealed proposals until **11:45 A.M. on April 21, 2025**. All proposals must be submitted via IonWave at <https://lauderhill.ionwave.net/>.

The purpose of this RFQ is to establish a roster of qualified, licensed Mechanical Contractors as defined by Florida Statute 489.105, as amended, for various categories of work. The City of Lauderhill will utilize the selected contractors from this list on an as-needed basis for projects up to a value of \$59,999.00.

Bidders must register online with the City of Lauderhill to submit proposals. The registration link is: <http://www.lauderhill-fl.gov>

Contract Documents will be available starting **March 31, 2025** at IonWave: <https://lauderhill.ionwave.net/>. Vendors who obtain solicitation documents from sources other than IonWave are advised that the solicitation package may be incomplete. All addenda will be posted and disseminated via IonWave by the Finance/Purchasing Department.

For questions related to this invitation to bid, please contact the Purchasing Division via IonWave. The last date for submitting questions is **ten days before the proposal due date**. Questions submitted after this deadline will not be answered.

In determining the lowest, best, and responsible bidder, the City Commission may apply a local vendor preference policy. This policy may apply to contractors, subcontractors, or vendors with a local presence. Purchases and contracts valued up to \$59,999.00 are subject to this preference at the discretion of the City Commission.

The City of Lauderhill has determined that this bid shall be reserved for participation by local City of Lauderhill vendors only. For purposes of Local City of Lauderhill Vendor bids, "local vendor" shall mean a business entity that has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of this bid. The permanent place of business must be the primary

place of business of the entity and may not be a post office box or a personal residence. A business occupying a co-working space, shall be deemed a permanent place of business if all other conditions are met. The business must actually distribute goods, supplies, materials, equipment or services from the permanent place of business. The business must have a current valid Local Business Tax Receipt and a Certificate of Use from the City of Lauderhill and must not be publicly traded.

The Public Entity Crimes Affidavit, Foreign Entity Laws Affidavit, and the Anti-Human Trafficking Affidavit must be completed and submitted as part of the proposal.

The City Commission of the City of Lauderhill reserves the right to reject any and all proposals, waive any informalities or irregularities, and accept or reject any part of any proposal that is deemed to be in the best interest of the citizens of Lauderhill. The successful proposer will be required to enter into a contract with the City of Lauderhill.

CITY OF LAUDERHILL, FLORIDA



Kentrea Dykes
Purchasing and Contract Manager

Advertising Dates:

March 30, 2025

April 6, 2025

STATEMENT OF NON-PARTICIPATION

RFQ 2025-037

MECHANICAL AND SPECIALTY MECHANICAL CONTRACTOR

Note: If you do not intend to submit a bid/proposal for this item/service, please complete this form and attach it to IonWave.

We/I do not wish to participate in this proposal for the following reason:

- ☐ Specifications proprietary
- ☐ Cannot supply at this time
- ☐ We do not carry this item
- ☐ We do not provide this service
- ☐ Unable to meet specifications
- ☐ Unable to meet Bond requirements
- ☐ Other: _____

Please keep us on your bid list for future projects:

☐ Yes

☐ No

Signature: _____

Name of Company: _____

Address: _____

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SECTION 1 – DEFINITIONS

For the purposes of this RFQ, the following terms shall have the meanings set forth below:

1.1 City: The City of Lauderhill, Florida.

1.2 Contract: The written agreement entered into between the City and the successful Bidder for the performance of the Scope of Work.

1.3 Contract Administrator: The Purchasing and Contracts Manager, or any other employee explicitly designated in writing by the City Manager, who acts as the City's representative concerning the Contract Documents.

1.4 Evaluation/Selection Committee: A group of City staff and/or external consultants tasked with evaluating the submitted Bids.

1.5 Bidder: Any individual, firm, or corporation submitting a proposal in response to this RFQ, either directly or through a duly authorized representative. For the purpose of this RFQ, "Bidder" shall have the same meaning as "Proposer."

1.6 Purchasing Office: The Purchasing Division within the Department of Finance for the City of Lauderhill.

1.7 Provider, Proposer, Bidder, Contractor, Successful Bidder, or Consultant: The individual or entity selected through the RFQ process and awarded the contract. These terms may be used interchangeably.

1.8 Qualifications: Refers to any proposals or offers submitted in response to this RFQ.

1.9 RFQ: This Request for Qualifications document, including all Exhibits, Attachments, and any addenda or amendments issued by the Purchasing Division.

1.10 Licensed Contractor: A contractor who holds a valid State of Florida license in any of the following categories: General Contractor, Building Contractor, Roofing Contractor, or Electrical Contractor.

1.11 Subcontractor/Subconsultant: Any person, firm, entity, or organization, other than the employees of the Successful Bidder, contracted to provide labor or labor and materials in connection with the Work or

Services for the City, either directly or indirectly, on behalf of the Successful Bidder.

1.12 Work, Services, Program, Project, or Engagement: All tasks and responsibilities that the Successful Bidder is required to perform in accordance with the Scope of Work and the Terms and Conditions outlined in this RFQ.

1.13 Local Vendor Preference Policy: When awarding bids and determining the lowest, best, and responsible bidder, the City Commission may apply a preference for local vendors, contractors, or subcontractors. The application of this policy is at the discretion of the City Commission. For purchases and contracts within the authority of the City Manager (valued up to \$59,999.00), local vendor preference may also be considered in accordance with the guidelines of this policy.

RFQ 2025-037 REQUEST FOR QUALIFICATION

I. STATEMENT OF WORK

The purpose of this RFQ is to establish a list of qualified, licensed contractors, as defined by Florida Statute 489.105 (as amended), for the following categories. The City will engage successful contractors from this list on an as-needed basis. This pool of contractors will be used citywide to perform services up to \$59,999.00 per project.

Mechanical and Specialty Mechanical Contractor

City-required services include, but are not limited to, the construction, alteration, or repair of structural portions of City buildings, facilities, parks, and roadways.

Successful proposals must adhere to the guidelines provided in this Request for Qualification (RFQ). Contractors must meet the necessary qualifications for their respective disciplines to be included in this list.

Contractors may submit qualifications for one or more disciplines.

The City seeks qualified contractors who will provide high-quality services for the City of Lauderhill. By submitting an RFQ, each proposer certifies that they hold a current Certificate of Competency issued by the State of Florida as a licensed contractor. Proposers are required to submit a copy of their Florida State License with their proposal. Qualified contractors will be required to register with the Building Department of the City of Lauderhill.

Licensing requirements can be found using the following links:

[Florida Statute 489.113](#)

[City of Lauderhill Code of Ordinances](#)

Proposers must hold a current tax receipt (Occupational License). A copy of the license must be submitted with the RFQ and must match the name of the proposer as indicated on the proposer's Qualification Page.

It is the contractor's responsibility to obtain and submit all necessary permits before commencing work.

The City will review the qualifications of all applicants and may either solicit new proposals or retract the existing RFQ.

SPECIAL CONDITIONS

- a. The contractor shall perform all work as an independent contractor. The contractor will be responsible for completing all work according to their own means and methods, with exclusive control over the work process.
- b. The contractor shall not perform work that is not included in the contract documents unless explicitly authorized in writing by the City of Lauderhill.
- c. Vehicles transporting equipment to perform the work must be clearly identifiable, displaying the full company name and telephone number.
- d. The quality and acceptance of workmanship will be determined by inspections conducted by City personnel. Any unacceptable work areas must be addressed within twenty-four (24) hours of notification, at no additional cost to the City.
- e. Company personnel must be properly identified with the company's name on their uniforms and vehicles.

GENERAL TERMS AND CONDITIONS

SUBMISSION OF PROPOSAL

It is the responsibility of the Contractor to thoroughly read and understand the requirements of this RFQ. Proposals should be submitted via IonWave at the following link: <https://lauderhill.ionwave.net/>.

Please follow the submission instructions outlined in the submittal package section.

AWARD

Contractors selected will be placed on the City's Contractor Roster. The City reserves the right to accept or reject any or all proposals and to waive any informalities or irregularities in the submissions when such rejection or waiver is deemed to be in the best interest of the citizens of the City of Lauderhill.

Proposals will be evaluated and awarded points based on the following criteria. Local vendor preferences will apply to this solicitation. Qualified and

responsive contractors who receive more than eighty-five points will be added to the contractor roster.

EVALUATION CRITERIA AND POINTS

EVALUATION CRITERIA	MAX POINTS
REFERENCES	25
EXPERIENCE, STABILITY AND AVAILABILITY OF STAFF	30
CONTRACTOR QUALIFICATIONS AND CAPABILITY	15
SIMILAR PROJECTS	10
PROJECT MANAGEMENT EXPERIENCE	10
LOCAL PREFERENCE	10
TOTAL	100

BONDING, LICENSE & INSURANCES

Contractors must possess all required current licenses for the duration of the contract period. Proof of licensure will be required. Bonding is not applicable to this RFQ.

Contractors must provide proof of the required insurance as detailed below. The insurance coverage must remain in force at all times during the contract period, and the City must be added as an "additional insured" in the insurance certificate's description section.

Any costs associated with adding the City as an additional insured will be the responsibility of the contractor.

The City must receive 10 days' notice prior to cancellation or modification of any stipulated insurance. The contractor's insurance policy must be endorsed or amended to reflect this notice requirement. If the insurer cannot provide the required notice, the contractor is responsible for providing proper notice by registered mail, return receipt requested, addressed to the Purchasing Division.

The insurance must be provided by an A.M. Best's "A-" rated or higher insurance company authorized to issue policies in Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the contractor's insurance that prevent coverage for the work in this RFQ will be considered unacceptable and a breach of contract.

Workers' Compensation Insurance

Any firm performing work for the City of Lauderhill must provide Workers'

Compensation insurance. Exceptions and exemptions can only be made in accordance with Florida Statute. For additional information, contact the Department of Financial Services, Worker's Compensation Division, at (850) 413-1601 or visit www.fldfs.com.

Commercial General Liability Insurance

Covering premises operations, products-completed operations, independent contractors, and contractual liability.

- **Limits:** \$1,000,000 combined single limit for bodily injury/property damage.

This coverage should include, but is not limited to:

- Liability assumed under the indemnity provision of the contract
- Premises/Operations coverage
- Personal and advertising injury liability
- Products/Completed operations
- Broad form contractual liability

Automobile Liability Insurance

Covering all owned, hired, and non-owned vehicles used by the successful bidder in the performance of work.

- **Limits:** \$500,000 bodily injury per person, \$500,000 bodily injury per occurrence, and \$100,000 property damage per occurrence.

Professional Liability (Errors & Omissions)

- **Limits:** \$2,000,000 per occurrence

A copy of all current Certificates of Insurance must be included with the proposal.

Certificate Holder:

City of Lauderhill
Finance Department
5581 West Oakland Park Blvd.
Lauderhill, FL 33313

TERMS OF AGREEMENT

All eligible contractors will be selected for placement on the City's Contractor Roster. The roster will be valid for three (3) years from the date of award, with the option for the City to renew eligibility for two (2) additional one-year periods based on acceptable performance.

The City will maintain a rotating list of contractors from the roster to ensure competitive bidding.

CONTRACTOR'S RESPONSIBILITY

It is the responsibility of the contractor to provide sufficient workforce to perform work safely and efficiently, with all equipment clearly marked with the company name. All equipment must be in good working order.

The contractor must take extreme care to protect existing facilities, irrigation systems, windows, and vehicles on or around the job site. Any damage to private property will be the responsibility of the contractor, who will be required to repair or replace damaged property to its original or better condition at no additional cost to the City.

The contractor shall use all necessary precautions to protect existing objects, structures, and vegetation designated to remain. In the event of damage to any property, the contractor must immediately inform the City about the location and extent of the damage. The contractor must make repairs or replacements as directed by the City, at no additional cost.

Performance Measures

The work of the qualified contractors will be assessed based on the terms outlined in the RFQ. Evaluation factors include, but are not limited to:

1. Meeting agreed-upon deadlines.
2. Ability to perform all agreed-upon work.
3. Ability to deliver quality workmanship.
4. Adherence to agreed-upon pricing.

Failure to meet any of these or other performance measures may result in sanctions, including removal from the qualified list.

The undersigned certifies that they have specific and legal authority to bind their firm to the terms of this RFQ. Furthermore, the undersigned confirms that they have reviewed the RFQ, general specifications, and other related documents, and agrees to fulfill the terms of the RFQ if accepted.

Company Name:

Address:

Telephone:

Email:

Federal Tax ID:

Authorized Signature:

SUBMITTAL PACKAGE

Submit this section as your firm's Qualifications Package. Please complete the following sections as indicated, including numbering and tabbing each section. This information is essential for the City to evaluate your firm, as your ranking and evaluation will be based on the data provided in this package, along with any additional information requested by the City.

TAB #1

Insert Proposer's Qualification Statement (Attachment "A").

TAB #2

Statement of Capabilities:

Provide a statement explaining why your firm is best positioned to deliver the required services.

TAB #3

Specific Related Experience of the Firm:

List seven examples of related projects, including at least five government projects similar to the work required in this RFQ. For each project, include:

- Client Name, Address, and Telephone Number
- Whether your firm was the primary contractor or a subcontractor
- Contract Starting and Ending Dates

TAB #4

Ability to Perform:

- A signed copy of RFQ's performance measures (page 12).
- Provide five examples of projects demonstrating your proficiency in project management and cost control.

TAB #5

Attachments:

Insert the following documents:

- Non-Collusive Affidavit (Attachment "B")
- Confirmation of Drug-Free Workplace (Attachment "C")
- Certified Resolution (Attachment "D")
- Acknowledgement of Addendums (Attachment "E")
- Certificate of Insurance and Licenses

ATTACHMENT "A"

PROPOSER'S QUALIFICATIONS STATEMENT

The proposer must provide the following information. Failure to comply will result in the bid being non-responsive and rejected. Additional sheets may be attached as necessary.

PROPOSER's Name and Principal Address:

Contact Person's Name and Title:

PROPOSER's Telephone and Email:

PROPOSER'S License Number:

(Please attach certificate of competency and/or state registration.)

PROPOSER'S Federal Identification Number:

Number of Years in Business for this Type of Work:

Names and Titles of All Officers, Partners, or Individuals Doing Business Under Trade Name:

The business is a:

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation

Surety Company Name, Address, and Telephone Number:

(Name, Address, and Contact Information of Surety Company and Agent for Bonding)

Have you ever failed to complete work awarded to you? If so, provide details (when, where, and why):

Have you personally inspected the proposed work and do you have a complete plan for its performance?

Will you subcontract any part of this work? If yes, list subcontractors performing more than 10% of the work and the tasks they will handle:

(The subcontractor list cannot be amended after the contract award without prior written approval.)

List and describe all bankruptcy petitions filed by or against the proposer or its subsidiaries within the past five years:

List and describe all successful bond claims made during the past five years:

List all claims, arbitrations, administrative hearings, and lawsuits brought by or against the proposer in the last five years:

List and describe all criminal proceedings related to business offenses involving the proposer or its officers:

Has the proposer, its principals, or officers ever been convicted of a public entity crime, debarred, or suspended from bidding by any government in the last five years? If so, provide details:

The proposer acknowledges that the information provided in response to this Qualification Statement will be relied upon by the City of Lauderdale in awarding the contract. Any misstatements or omissions may result in rejection of the proposal and, if discovered after the award, may lead to cancellation and termination of the contract.

Signature of Proposer:

ATTACHMENT "B"
NON-COLLUSIVE AFFIDAVIT

STATE OF: _____
COUNTY OF: _____

_____ (name of proposer), being first
duly sworn, deposes and says:

Proposer is the _____ (title or
role of person signing affidavit).

Proposer is fully informed regarding the preparation and contents of the
attached bid and all pertinent circumstances regarding this submission.

The bid is genuine and not the result of collusion or a sham submission.
Neither the proposer, nor any of its officers, partners, agents,
representatives, or employees, has colluded with any other proposer to
submit a collusive bid, refrain from bidding, or manipulate bid prices in any
way.

The prices in the attached proposal are fair and proper, free from collusion,
conspiracy, or unlawful agreements.

Signature of Proposer:

Subscribed and sworn to before me this _____ day of _____, **20.**

Notary Public:

My Commission Expires: _____

ATTACHMENT "C"

CONFIRMATION OF DRUG-FREE WORKPLACE

To maintain a drug-free workplace, a business must:

1. Publish a statement prohibiting the unlawful manufacture, distribution, or use of controlled substances at work and specify consequences for violations.
2. Inform employees about the dangers of drug abuse and the company's policy on maintaining a drug-free workplace.
3. Provide employees engaged in the contract work with a copy of the drug-free workplace statement.
4. Require employees to notify the employer of any workplace drug convictions no later than five days after such conviction.
5. Impose sanctions or require participation in a rehabilitation program for employees convicted of drug violations.

A signed copy of the firm's drug-free workplace policy must be submitted with the bid.

Vendor's Signature:

ATTACHMENT "D"

CERTIFIED RESOLUTION

I, _____, the duly elected Secretary of
_____, a corporation organized and existing
under the laws of the State of _____, certify that the
following resolution was unanimously passed by the Board of Directors at a
duly held meeting:

"IT IS HEREBY RESOLVED that _____ (name) is
authorized to execute and submit a bid and any necessary documents on
behalf of the corporation."

I further certify that this resolution is in effect and has not been amended,
revoked, or rescinded.

Signature of Secretary:

Corporate Seal:

Date:

ATTACHMENT "E"

ACKNOWLEDGEMENT OF ADDENDUM

RFQ Number: _____

Title: _____

Acknowledgement is hereby made of the following Addenda received since the issuance of the Specifications:

Addendum No.

Date

Name of Vendor: _____

Address: _____

Signature: _____

Date: _____

This page must be submitted with your RFQ response. Failure to provide the requested documents may result in your proposal being deemed Non-Responsive.

Affidavit of Compliance with Anti-Human Trafficking Laws

Pursuant to Section 787.06(13) of the Florida Statutes, the undersigned, on behalf of Entity, hereby affirms under penalty of perjury the following:

1. Entity does not engage in the use of coercion for labor or services as defined in Section 787.06, Florida Statutes, relating to "Human Trafficking."
2. The undersigned is duly authorized to execute this affidavit on behalf of the Entity, and affirms that the statements made herein are true and correct under penalty of perjury.

Dated this ____ day of _____, **20**____

Signed: _____
Name: _____
Title: _____
Entity: _____