BATHROOM REFURBISHMENT AT LAUDERHILL POLICE DEPARTMENT

REQUEST FOR PROPOSAL
NO.: 2025-005

Issued for:

Police Department

Visit us on the web at: www.lauderhill-fl.gov

Opens: October 24,2024

Date Issued

September 23, 2024

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Police Department is seeking sealed proposals for the following work as specified**:**

RFP NUMBER #2025-005

BATHROOM REFURBISHMENT AT LAUDERHILL POLICE DEPARTMENT

The City of Lauderhill will be accepting sealed proposals until 10:45 AM on **October 24,2024** and will open such proposals at 11:00 A.M. ***Proposals received after 10:45 A.M. EST will not be considered and will be returned to the proposer unopened.***

The intent of this project is the refurbishment of bathrooms at the City of Lauderhill Police Department. The work includes, but is not limited to, the following: Demolition and removal of existing floor, wall and shower tiles, partitions, bathroom fixtures, appliances, handicap grab bars, toilet tissue dispensers, stainless steel mirrors, etc. and replacement with those approved and specified by the City.

All proposers must register with the City online. The direct link is **www.colvendor.com**

The statement of the work may be obtained on and after **September 23, 2024** at the IonWave https://lauderhill.ionwave.net. Vendors who obtain solicitation documents from other sources than IonWave are cautioned that the solicitation package may be incomplete. Furthermore, all addendums will be posted and disseminated by the Finance/Purchasing Department via IonWave.

Questions regarding the technical requirements of this RFP should be directed to Purchasing via IonWave. Questions must be submitted later than ten (10) days or before the closing date.

A non- mandatory pre-bid conference has been scheduled for October 15,2024 at 10:00 AM which may be immediately followed by a site visit.

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 liquidated damages clause outlining the extent and outcomes of non-compliance will be included and **rigorously enforced** on this project.

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 best interest of the citizens

of the City of Lauderhill. **The winning firm is required to enter into a contract with the City of Lauderhill.**

CITY OF LAUDERHILL

Kathy Collazo
Purchasing Agent I
CITY OF LAUDERHILL
5581 W. Oakland Park Blvd
LAUDERHILL, FL, 33313

Advertised dates: September 25, 2024 and October 1, 2024

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STATEMENT OF NON- PARTICIPATION
RFP NO.: 2025-005
BATHROOM REFURBISHMENT AT LAUDERHILL POLICE DEPARTMENT

Note: If you do not intend to submit a bid /proposal on this item/service, complete this form and submit via IonWave.

Please indicate the Proposal number and title of the Proposal on the outside of the envelope.
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: _____

SECTION 1 – DEFINITIONS

Whenever the following terms appear in the Proposal, the intent and meaning shall be interpreted as follows:

1.1 City: The City of Lauderhill, Florida.

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

1.3 Contract Administrator: The Purchasing and Contracts Manager, or some other employee expressly designated as Contract Administrator in writing by the City Manager, who is the representative of the CITY concerning the Contract Documents.

1.4 Evaluation/Selection committee: City staff and/ or outside consultants assigned to evaluate the submitted proposals.

1.5 Proposer: Any individual, firm, or corporation submitting a proposal for this project, acting directly or through a duly authorized representative. For the purpose of this Agreement, Proposer shall mean the same thing as the Bidder.

1.6 Proposal: shall refer to any term used interchangeably with Bid while retaining the same meaning.

1.7 Purchasing Office: The Purchasing Division-Department of Finance of the City of Lauderhill.

1.8 "Provider", "Bidder", "Contractor", "Successful Proposer" "Vendor" or "Consultant": The Proposer receiving an award as a result of this Request for Proposal. Said terms may be used interchangeably while retaining the same meaning.

1.9 Qualifications/Proposal, Proposals, shall refer to any Offer(s) submitted in response to this Request for Proposal.

1.10 Request for Proposal, RFP", or Proposal: This Request for Proposal including all Exhibits and Attachments as approved by the City, and addendums or change orders issued by the Purchasing Division.

1.11 Request For Proposal, or Proposal: Terms used interchangeably in this Request for Proposal while retaining the same meaning.

1.12 Subcontractor/ Sub consultant: Any person, firm, entity, or organization, other than the employees of the successful Proposer, who contract with the Successful Proposer to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Proposer.

1.13 Work, Services, Program, Project, or Engagement: All matters that will be required to be done by the successful Proposer in accordance with the Scope of Work, and the Terms and Conditions of this RFP.

SECTION 2 – SCOPE OF SERVICES

GENERAL INFORMATION

The City of Lauderhill shall refurbish the bathrooms at the Lauderhill Police Department as follows:

- First Floor Restroom #1 (+/- 58 square feet)
- First Floor Restroom #2 (+/- 58 Square feet)
- First Floor Men's Restroom (+/- 160 Square feet)
- First Floor Woman's Restroom (+/- 160 Square feet)
- Second Floor Police Chief's Restroom (+/- 48 Square feet)
- Second Floor Men's Restroom/Locker Room (+/- 560 Square feet)
- Second Floor Woman's Restroom/Locker Room (+/- 304 Square feet)

This Bid is open to any individual, firm or organization having the qualifications and experience necessary to perform the refurbishment of bathrooms.

The Bidder must provide a copy of its occupational license/general contractor's license with Broward County or the State of Florida to verify that it is fully licensed and certified for the type of work to be performed at the time of submittal of the Bid.

The Bidder must complete all forms included in the Bid Checklist Form 00101 and clearly and accurately complete Bid Sheet Section 00310.

A draft copy of the contract is included in the bid documents. By submitting a bid, the bidder accepts the terms and conditions of the draft contract.

Attendance at a mandatory pre-bid meeting is required of all bidders. The pre-bid meeting may include a visit to the project sites. Failure to attend the pre-bid meeting and site visit by any bidder/s will result in the non-acceptance of bids from those bidders.

The City accepts no liability for the costs and expenses incurred by the Bidder in responding to this Bid advertisement, responding to clarification requests and discussion meetings, preparing re-submittals, potential interviews, subsequent negotiations, and any other activities included as part of this procurement process. Each Bidder shall prepare the required materials and submittals and attend meetings with the

express understanding that no claims whatsoever can be made for reimbursement from the City for costs and expenses associated with the process.

The Contractor chosen for the project must provide a one year warranty on all labor and installed equipment.

All work shall be completed in accordance with the latest Florida Building Codes and City Engineering Standards.

City of Lauderhill permit fees shall be waived but the contractor shall be responsible for any County fees.

The selected Bidder will be responsible for obtaining all permits before work is started. After construction begins the contractor will be responsible for ordering required inspections as the work progresses.

SUMMARY OF WORK

The work includes the following:

Demolition and removal of drywall, existing floor and wall tiles, ceilings, stall partitions (Stall partitions will be repurposed), bathroom fixtures, appliances, handicap grab bars, toilet tissue dispensers, mirrors, light fixtures and existing vanities. Broward County Asbestos Notification required. City of Lauderhill Building Permit required.

Bidder is responsible to provide materials and labor to install a minimum of 5/8 inch drywall in all bathrooms and a minimum of 5/16' cementitious wall board in all showers. Existing shower pans will remain. Bathroom ceilings shall be moisture resistant drywall and painted with satin finish, low VOC paint. Walls shall be sound proofed and insulated. All surfaces will be painted with a satin finish, low VOC paint. Paint shall be commercial grade and the City will provide the paint codes.

Bidder is responsible to provide labor and setting materials to install *City supplied* wall tile and floor tile in all bathrooms and showers where applicable. Perimeter bathroom walls will be tiled from the floor to six feet and the showers will be floor to ceiling. Exception; The Police Chief's bathroom wet wall will be tiled from floor to ceiling.

SPECIAL CONDITIONS

1. Contractors shall conduct on-site visits before submitting proposal in an effort to familiarize themselves with the locations. The City will not be responsible for error or omission resulting in additional cost as a result of failure to visit the different locations.

2. The selected contractor will be required to submit proposed detailed floor plans of bathrooms in AutoCAD format showing all dimensions. This is a Design Build project and it requires plan preparation, approval, permitting and the corresponding

construction. All construction shall meet requirements of the Florida Building Code and comply with the City of Lauderhill Code of Ordinances and the Engineering Standards. The DB contractor will prepare plans and obtain approval from the City of Lauderhill Building Department prior to commencement of work.

3. The Contractor will be responsible for obtaining all permits before starting work. Contractor shall be available to reply and review all Building Department comments. The contractor will be responsible for ordering inspections as construction progresses. Fees will be waived for all permits required by the City of Lauderhill. Broward County fees must be paid by the DB Contractor.

4. The work of this contract comprises the re-layout and refurbishment of bathrooms within buildings owned by the City of Lauderhill. The work will include but not be limited to interior layout and design, plumbing, electrical, cabinetry, surface finishes etc.

5. The existing facilities at each site shall be in operating condition at all times during construction. Contractor to coordinate with City personnel to maintain operations of existing facilities.

6. City reserves the right to add/delete items from this proposal as needed and in order to meet budget availability.

SECTION 3 – QUALIFICATIONS

3.1 Proposals will be considered from qualified firms or individuals whose experience includes successful work on similar projects. In addition, the firm must have a sufficient number of qualified staffs in the applicable disciplines to complete the work in the time required and in accordance with State of Florida statutes and standards, if applicable.

SECTION 4 – INQUIRIES/AVAILABILITY

Inquiries concerning Proposal Submittals should be made in writing in IonWave question tab.

Solicitation documents shall be obtained from IonWave https://lauderhill.ionwave.net/ .

CONTACT WITH PERSONNEL OF THE CITY OF LAUDERHILL OTHER THAN THE PURCHASING MANAGER OR DESIGNATED REPRESENTATIVE REGARDING THIS REQUEST FOR QUALIFICATIONS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

SECTION 5 – SUBMITTAL INFORMATION: How, When & Where

6.1 Proposer should submit (in a sealed envelope indicating Proposer's name and Request for Proposal (RFP) number) copies of the Proposal, each identified as follows:

RFP No.: **RFP 2025-005**
RFP Name: **BATHROOM REFURBISHMENTAT LAUDERHILL POLICE DEPARTMENT**

Due Date/ Time: October 24, 2024 @ 10:45 A.M.

6.2 All (RFP's), must be submitted via IonWave https://lauderhill.ionwave.net/

6.3 Responses to the RFP must be signed by an authorized officer of the proposing firm who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a Statement of Proposal by the Proposer will be considered by the city as constituting an Offer by the Proposer to perform the required services.

SECTION 6 - EVALUATION METHODOLOGY

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

SECTION 7 - SELECTION PROCEDURE

8.1 An Evaluation Committee appointed by the City Manager or designee will be responsible for selecting the most qualified firms. The Evaluation Committee may also, at its sole discretion, request additional or clarifying information from any responder. The Evaluation Committee may expressly request such information to remedy any incomplete response, but will not be obligated to do so. The occurrence or absence of such a request shall not be cause for objection by any responder. Proprietary information from competing responders shall not be disclosed to the public or to competitors prior to any award subject to Public Records Law, Chapter 119, Florida Statutes.

8.2 The firms may be asked to make a presentation of its qualifications and methodology to staff and /or the City Commission.

8.3 The City reserves the right to award to one proposer, to split the award among multiple proposers or to not award.

8.4 NO AWARD WITH RESPECT HERETO SHALL BE DEEMED FINAL AND ALL SUCH AWARDS SHALL BE DEEMED CONDITIONAL, UNLESS AND UNTIL THE PARTIES SHALL HAVE FULLY EXECUTED THE AGREEMENT(S) CONTEMPLATED HEREIN, AND A FULLY EXECUTED AGREEMENT HAS BEEN RETURNED TO THE BIDDER BY THE CITY. THE CITY RESERVES THE RIGHT TO REVOKE ANY AWARD MADE HEREUNDER, WITHOUT PENALTY, PREMIUM, OR OBLIGATION, AT ANY TIME PRIOR TO THE DELIVERY OF THE FULLY EXECUTED AGREEMENT(S) TO THE BIDDER, NOTWITHSTANDING THAT AN AWARD MAY HAVE BEEN PUBLISHED. NO BIDDER SHALL BE ENTITLED TO RELY ON ANY

ANNOUNCEMENT OF AWARDS, AND THE CITY SHALL IN NO WAY BE ESTOPED IN THE REVOCATION OF AN AWARD PREVIOUSLY GRANTED.

SECTION 8– REJECTION CRITERIA

9.1 Your proposal shall be considered non-responsive if any of the following criteria exist, (this list is not all-inclusive):

9.2 All questions and instructions, including the questions in the Qualifications Package, have not been properly completed.

9.3 The instructions, order, and matrixes in the Proposal Package have not been properly followed.

9.4 The RFP response Package is found to have concealed or contained false and/or misleading information.

9.5 The City did not receive the RFP Package prior to the submittal deadline.

9.6 Your firm is not licensed with the Florida Secretary of State to do business in Florida. **You must submit a State of Florida Certificate of Status for your firm.**

9.7 Executed Non-Collusive/and or Drug Free Workplace Affidavits are not submitted with the response.

9.8 The Proposal signature page and certification is not properly executed.

SECTION 9 - WAIVERS

The City in its sole discretion, reserves the right to reject any and all proposals, accept any proposal or any combination of proposals or waive any minor irregularity or technicality in proposals received and may, at its sole discretion, request a re-proposal, when in its sole judgment, it will best serve public interest.

SECTION 10 - INSURANCE REQUIREMENTS

11.1 The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

11.2 The City of Lauderhill shall be given notice 30 days prior to cancellation or modification of any stipulated insurance. The insurance provided will give 10 days' notice for non-payment of premium. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in

writing by registered mail, return receipt requested and addressed to the Purchasing Division.

11.3 The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

11.4 Any firm performing work on behalf of the City of Lauderhill must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information, contact the Department of Financial Services, Worker's Compensation Division at (850) 413-1601 or on the web at <http://www.fldfs.com>

11.5 Commercial General Liability Insurance
Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage $1,000,000.

This coverage should include, but not limited to:

a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
b. Coverage for Premises/Operations
c. Personal and Advertising Injury Liability
d. Products/Completed Operations
e. Broad Form Contractual Liability

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Combined single limit bodily injury/property damage $1,000,000

Professional Liability (Errors & Omissions)

Limits: $2,000,000 per occurrence

This coverage should include, but not limited to:
a. Coverage for the liability assumed by the contractor under the indemnity
provision of the contract.
b. Coverage for Premises/Operations
c. Products/Completed Operations
d. Broad Form Contractual Liability

11.6 Automobile Liability Insurance

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Bodily injury	$500,000 each person, $500,000 each occurrence
Property damage	$100,000 each occurrence

Professional Liability (Errors & Omissions)

Limits:	$2,000,000 per occurrence

11.7 A copy of ANY current Certificate of Insurance should be included with your proposal.

11.8 In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

11.9 Certificate holder should be addressed as follows:
City of Lauderhill
Finance Department
5581 West Oakland Park Blvd.
Lauderhill, FL 33311

SECTION 11 - SUBMITTAL PACKAGE

Submit this portion of the Request for Proposal as your firms Qualifications Package. Complete the following information exactly as shown including numbering and tabbing sections. This information is vital for the City to rate your firm, as your evaluation and ranking will be based on the information supplied below along with any other information required by the City.

TAB #1 Insert Proposer's Qualification Statement (Attachment "A")

TAB #2 Statement of Capabilities:

Provide a statement that addresses why the specific Proposer would be in the best posture to deliver the required services. (Limit to one (1) page.)

TAB #3 Proposal:

1. Submit an outline of the elements and organizational structure of the team established to manage the project. This is to include the administrative operation and key personnel and their area of responsibility.

2. Describe the Proposer's approach to the management of this contract; describe the methodology employed to ensure prompt service, customer satisfaction, prompt complaint resolution, effective employee performance and training. Please explain any differences or challenges you may have encountered with any client, and the method(s) you employed to overcome them.

TAB #4 Specific Related Experience of the Firm

List the last five (5) contracts held comparable to this specific project and related experience accomplished by the proposer firms. Indicate:

- Client Name, address, and telephone number
- Principal/ Project Manager in Charge, licensing/ certifications, various team positions
- Whether your firm was the primary or subcontractor
- Description of the contract including;
- Contract Objective (s)/ accomplishments
- Challenges encountered, resolutions
- Contract Starting and Ending Dates

Tab #5 Scope of Work

Proposer should prove the consultant's capability; describing strategies to be used and quality controls. The scope of work should demonstrate knowledge and understanding of branding and the shifting dynamics of how consumers receive and use information today.

TAB #6 Cost Schedule

Submit your cost schedule here.

TAB #7 Personnel/Management

- Identify those individuals on the proposer's account team who will manage the contract work. Identify specific individuals who will be conducting the day-to-day activities. Identify all personnel assigned to this account by position title. Include a description of the duties of each position title.

- Note who will be the contract manager and primary contact.

- For all individuals, please document overall experience on tourism and hospitality accounts and include current resumes and/or biographies. Provide education, experience and expertise with pertinent information demonstrating qualifications for this RFP. Include length of time with agency and length of time in any previous related positions.

- **Subcontractors:** Identify all proposed subcontractors and document which portions of service will be performed by subcontractors and their ability to perform the work. Include current resumes and/or biographies.

TAB #8 Attachments:

Insert:

Non-Collusive Affidavit (Attachment "B")
Cost Schedule (Attachment "C")
Confirmation of Drug-Free Workplace (Attachment "D)
Signature Page (Attachment "E")
List of Subcontractors (Attachment "F")
References (Attachment "G")
Acknowledgement of Addendums (Attachment "H")
Certificate of Insurance, and Licenses

ATTACHMENT A
PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

_____

_____

_____

Contact Person's Name and Title:

_____

PROPOSER'S Telephone and Fax Number:

_____

PROPOSER'S

Email: _____

PROPOSER'S

License Number:_____

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

PROPOSER'S Federal Identification Number: _____

Number of years your organization has been in business, in 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 □

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

_____

_____

_____

Have you ever failed to complete work awarded to you. If so, 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 so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (5) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

By _____
(Signature)

ATTACHMENT B
NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____ being first duly sworn deposes and says that:

BIDDER is the _____,
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By _____

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

_____
Notary Public (Signature)

My Commission Expires:

_____

ATTACHMENT C
COST SCHEDULE

Cost Proposal

ATTACHMENT D
CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contenders to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

_____
Vendor's Signature

ATTACHMENT E
SIGNATURE PAGE

The undersigned attests to his (her, their) authority to submit this Submittal and to bind the firm(s) herein named to perform as per agreement. Further, by signature, the undersigned attests to the following:

1. The Proposer is financially solvent and sufficiently experienced and competent to perform all of the work required of the Proposer in the Contract;

2. The facts stated in the Proposer's response pursuant to Request for Submittals, instructions to Proposer and Specifications are true and correct in all respects;

3. The Proposer has read and complied with, and submits their proposal agreeing to all of the requirements, terms and conditions as set forth in the Request for Proposals.

4. The Proposer warrants all materials supplied by it are delivered to the CITY of Lauderhill, Florida, free from any security interest, and other lien, and that the Proposer is a lawful owner having the right to supply the same and will defend the conveyance to the CITY of Lauderhill, Florida, against all persons claiming the whole or any part thereof.

5. **Proposer understands that if a team is short listed and selected to make oral presentations to the selection committee and/or CITY, only the team members evaluated in the written submissions may present at the oral presentations. Any changes to the team at the oral presentations will result in that team's disqualification.**

6. The undersigned certifies that if the firm is selected by the City the firm will negotiate in good faith to establish an agreement.

7. Proposer understands that all information listed above may be checked by the City of Lauderhill and Proposer authorizes all entities or persons listed above to answer all questions. Proposer hereby indemnifies the City of Lauderhill and the persons and entitles listed above and holds them harmless from any claim arising from such authorization or the exercise thereof, including the dissemination of information pursuant thereto.

Submitted on this _____ day of _____, 20__.
(If an individual, partnership, or non-incorporated organization)

_____	_____
Witness	Company
_____	_____
Printed	By
_____	_____
Title	Printed Name, Title
(If a corporation, affix seal)	_____
	Company
	_____

Attested by Secretary

By
_____
Printed Name, Title

Incorporated under the laws of the State of _____.

CERTIFICATE

(For Partnership)

I HEREBY CERTIFY that a meeting of the partners of _____, a Partnership under the laws of the State of _____ held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that _____ as _____ of the Partnership, is hereby authorized to execute the Bid Form dated _____, 20_____, between the City of Lauderhill, Florida, and this Partnership, and that the execution thereof, attested by the _____ of the Partnership be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20___.

_____
(Signature)

_____
(Title)

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20_____ by _____ who □ is personally

known to me or who □ has presented the following type of identification: _____ _____.

_____
Signature of Notary Public, State of Florida

_____
Notary seal (stamped in black ink)
OR
Printed, typed or stamped name of Notary and Commission Number

CERTIFICATE
(For Corporation)

I HEREBY CERTIFY that a meeting of the Board of Directors of _____, a corporation under the laws of the State of _____ held on _____, 20 ___, the following resolution was duly passed and adopted:

"RESOLVED, that _____, as _____ of the Corporation, is hereby authorized to execute the Bid Form dated _____, 20___, between the City of Lauderhill, Florida, and this Corporation, and that the execution thereof, attested by the Secretary of the Corporation and with corporate seal affixed, shall be the official act and deed of this Corporation".

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20___.

_____
Secretary

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20____ by _____ who ☐ is personally known to me or who ☐ has presented the following type of identification: _____ _____.

_____
Signature of Notary Public, State of Florida

_____
Notary seal (stamped in black ink)
OR
Printed, typed or stamped name of Notary and Commission Number

ATTACHMENT F
LIST OF SUBCONTRACTORS

The Proposal shall list below the names and business address of each subcontractor who will perform Work under this Proposal in excess of one-half of one percent of the Contractor's Total Proposal Price, and shall also list the portion of the Work that will be done by such subcontractor. The listing of more than one subcontractor for each item of Work to be performed with the words "and/or" will not be permitted. Failure to comply with this requirement will render the Proposal as non-responsive and may cause its rejection.

Work to Be Performed	% Total Contract	Contractor License No. if Applicable	Subcontractor Name/Address

PERFORMANCE REFERENCE
VERIFICATION SURVEY FORM

RFP # _____

Vendors Name:
Agency Providing Reference:
Agency Contract:
Contact E-mail:
Contact Phone #:
Solicitation Name:

Please rate your experience with the vendor. The completed questionnaire form must be attached with your response. Thank you.

Please use the following rating scale to answer the questions:

Ratings: 1 Poor 2 Good 3 Exceptional 4 Not Applicable

1. Rate the level of commitment of the Contractor when performing the work. ___
2. Rate the competency and accessibility of the personnel performing the work. ___
3. Rate the vendor's success at keeping you updated and informed of problems and issues. ___
4. Rate the vendor's knowledge of procedures required by regulatory agencies. ___
5. Rate the vendor's ability to meet deadlines. ___
6. Rate the vendor's ability to complete punch list items. ___
7. Rate the vendor's commitment to safety. ___
8. Rate the level of comfort and confidence you had in the contractor during the project. ___
9. Rate the overall performance of the vendor. ___

Additional comments:
_____
_____

Vendor Name: _____ Title: _____
(Please print – Person completing survey)

Signature: _____ Date: _____
(Person completing survey)

Reference verified by City Employee: _____ Date: _____

ATTACHMENT H
ACKNOWLEDGEMENT OF ADDENDUM

RFP _____
TITLE_____

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

Addendum No. _____-Dated _____

Addendum No. _____-Dated _____

Addendum No. _____-Dated _____

Name of Vendor's Service Contact: _____

Address: _____

_____

Signature_____ Date_____

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