



**INVITATION TO BID (ITB)  
BID # FY 2016-2017-002**

**GENERATOR REPLACEMENT ON FOSTER ROAD**

**EXHIBIT I - SCOPE OF WORK**

**PREPARED BY:  
CITY OF HALLANDALE BEACH  
DEPARTMENT OF PUBLIC WORKS  
PROCUREMENT DEPARTMENT**

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## **SCOPE OF WORK:**

### **PURPOSE:**

The City of Hallandale Beach is seeking sealed bids from licensed contractor(s) for the replacement of the generator and transfer switch at the Foster Road Lift Station (Lift Station No. 9) with a smaller generator and to return the existing generator and transfer switch to the City's Public Works compound at 630 NW 2<sup>nd</sup> St, Hallandale Beach, FL 33009.

### **Minimum Qualification Requirements – MQRs:**

This Bid contains Minimum Qualification Requirements (MQRs) which the proposing firm must meet in order for the firm's response to be considered and to be evaluated. Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation/bidding process and not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm's response. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals.

### **Mandatory Pre-Bid Conference and Site Visit:**

For this project the City is holding a mandatory pre-bid conference and site visit. The Pre-Bid Conference is held to explain in detail Exhibits I-III, which makes up the Bid for this project. Firms interested in proposing and responding to this Bid must send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting, the scope of work will be explained. The Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

This Bid is composed of the following items and Exhibits which all vendors must review prior to submittal of your firm's response.

The following Exhibit is found in the City's website at [www.cohb.org/solicitations](http://www.cohb.org/solicitations)

### **Exhibit A – Technical Specifications and General Requirements**

Pursuant to Florida Statute Section 218.80, the City hereby discloses that the following licenses, permit and fees and their costs are issued by the City for construction. The licenses, permits and fees applicable to this project are within the link found below and must be obtained and/or paid by the awarded Contractor. The successful Contractor is responsible to identify and obtain all applicable licenses, permit and pay all such related fees. The costs of all licenses, permits and their respective fees applicable to this project are to be secured and paid for by the Contractor.

<http://www.cohb.org/DocumentCenter/View/10938>

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## **ADDITIONAL BACKGROUND INFORMATION:**

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off –season with an increase in population to approximately 50,000 during season. The City’s fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

All firms responding to this Bid, in order to be eligible to respond to this Bid must demonstrate and submit with firm’s response all of the Minimum Qualification Requirements (MQRs) stated below. Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this Bid.

Proposing firm must meet the (MQRs) stated below in order to be eligible for firm’s submittal.

Firm must provide a section with your firm’s response labeled “Minimum Qualification Requirements” addressing all items stated below by #.

Your firm’s non-compliance to the outline below will hinder the ability to find the responses of the MQRs to the Bid and could cost your firm to be determined non-responsive and disqualified from this MQRs evaluation bidding process and not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm’s response.

All firms within your response being proposed to do the work for this project must provide and meet the (MQRs)

### **Minimum Qualification Requirement # 1: Experience:**

Firm must provide three (3) similar completed projects of the same size and scope as those requested in this Bid, that have been completed within the past five (5) years.

Provide a response to this MQR #1 by completing the table below to respond to the MQR.

Make sure your firm’s response to the MQR # 1 addresses similar projects related to the scope of work as stated in this Bid that your firm has provided/performed. The City will be looking for the provision of detailed responses to the MQR # 1 addressing your firm’s previous similar projects and experience to the scope of work as outlined in this Bid.

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Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

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Name of the Project # 3	
Date when Project # 3 started	
Date when Project # 3 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

**Minimum Qualification Requirement # 2: Years' in Business provision of Sunbiz.**

Firm must have been incorporated through Sunbiz and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2012 or earlier.

**Minimum Qualification Requirement # 3: Licenses**

Proposing firm must be licensed as a contractor and insured in the State of Florida. Firm must provide copies of all applicable licenses with their response.

**All firm(s) named and providing work under your firm's submission must also submit all forms requested in Exhibit II.**

**All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. Each firm proposed must be incorporated for five (5) years and must meet all the MQRs.**

All proposals must be submitted in accordance with the Bid document which may be obtained online at [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

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## **BID PRICE SHEET**

<b>Work Description</b>	<b>Lump sum</b>
Remove Existing Generator & Transfer Switch at Foster Rd. Lift Station and deliver at 630 NW 2 <sup>nd</sup> St, Hallandale Beach, FL 33009 Size, install and make fully operational new Generator & Transfer Switch using existing pad at Foster Rd. Lift Station. Work shall include performance of all work required to complete the scope as described in Exhibit A – Technical Specifications and General Requirements	\$

## **COST PROPOSAL**

I, \_\_\_\_\_,  
Name of authorized Officer per Sunbiz Title

of \_\_\_\_\_  
Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

## CONTRACT TERMS

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this Bid.

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated on an annual basis. City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any bid and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all bids, with or without cause, to waive technical errors and informalities or to accept the bid which in its judgment, best serves the City of Hallandale Beach.

## CONTRACT TIME

A Notice to Proceed will be issued for each individual property. Final Completion of the work on each property must be completed within one hundred and twenty (120) calendar days from the date specified in the Notice to Proceed. The City of Hallandale Beach reserves the right to waive technicalities or irregularities in bids at its discretion or to reject any or all bids.

## INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search function, your firm must ensure your .pdf files are enabled with this function. Firms must make sure that the thumb drives are tested for this function before submission. Do not place a password on the thumb drive. Provide one (1) thumb drives with your firm's submittal.

## CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.



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## REFERENCES:

References will be required as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. Your firm must send the Reference Check Form provided on Page 25-30 of Exhibit II to the number of references requested and submit with your firm's response.

Each firm responding to this Bid must provide three (3) verifiable references for project of similar scope as outlined in this Bid. Your firm must send and obtain a completed Reference Check Form as found on page 25-30 of Exhibit II for each of your firm's three (3) references. Your firm must include the completed three (3) Reference Check Forms within your firm's thumb drive.

Do not provide more or less than three (3) references.

The City will send the references provided a request for verification via email within no later than two (2) business days from receipt of bids. If verification of references is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid.

Please make sure that the references listed in your firm's bid are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with the firm's bid.

Each firm must also list the following information for each of the references provided.

1. Name of firm-company for which work was provided.
2. Name of Reference (Project Manager) charged with managing said project.
3. Type of project. Year project started and was completed.
4. Dollar amount of project, including change orders.
5. Phone # for Reference (Project Manager).
6. Updated email address for Project Manager.

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## DEFINITIONS

Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:

- As Built: or record drawings are the official graphic representation of the construction project depicting the work as it was constructed.
- Bid Takeoff: The final estimate, tabulation, or worksheet prepared by the Contractor in anticipation of the bid submitted, and which shall reflect the final bid price.
- Bidder: Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.
- Bond: A bid, performance, or payment guarantee issued by and, on the form provided by the City (where applicable), written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety which holds a certificate of authority authorizing it to write surety bonds in Florida, with a rating by AM Best Company of "A" or better, "Class V".
- Change Order: A written document ordering a change in the Contract Price or Contract Time or a Material Change in the Work.
- City: the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.
- CITY: City of Hallandale Beach, Florida, a Municipal Corporation which is a party hereto and for which this Contract is to be performed. In all respects hereunder, CITY'S performance is pursuant to CITY'S capacity as the CITY of a construction project. (In the event CITY exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, laws and ordinances shall be deemed to have occurred pursuant to City's regulatory authority as a governmental body and shall not be attributable in any manner to CITY as a party to this Contract.)
- City Commission: The City Commission of the City of Hallandale Beach, Florida, its successors and assigns.
- Claim: Any invoice, statement, request, demand, lawsuit, or action under contract or otherwise, for money, extension of contract time, property, or services made to any employee, officer, or agent of the CITY, or to any Contractor, grantee, or other recipient if

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any portion of the money, time extension, property, or services requested or demanded was or will be issued from, or was provided by the CITY.

- Consultant: To be determined on a project basis.
- Contract: The part or section of the Contract Documents addressing some of the rights and duties of the parties hereto, including but not limited to contract time and liquidated damages, and the General Conditions of the Contract.
- Contract Administrator: The City Engineer or Designee expressly designated as Contract Administrator in writing by the Director of Public Works.
- Contract Documents: The Bid Documents including drawings (plans) and specifications, the Notice for Bids, Addenda, if any, to the Bid Project Document, the Bid Tender Form, the record of the award by the City, the Performance Bond and Payment Bond, the Notice of Award, the Notice to Proceed, the Notice to Proceed with the Work, the Purchase Order, Change Orders, Field Orders, Supplemental Instructions, and any additional documents the submission of which is required by this Bid Documents and the Contract are the documents which are collectively referred to as the Contract Documents.
- Contract Price: The original amount established in the bid submittal and award by the City, as may be amended by Change Order.
- Contract Time: The original time between commencement and completion, including any milestone dates thereof, established in Article 2 of the Contract, as may be amended by Change Order.
- Contractor: The person, firm, qualified joint venture, or corporation with whom the City of Hallandale Beach has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of Contractor shall be deemed to be a reference to Contractor.
- Final Completion: The date certified by CITY ENGINEER that any documents and all required by the Contract Documents have been received by CITY ENGINEER; any other documents required to be provided by Contractor have been received by CITY ENGINEER; and to the best of CITY ENGINEER's knowledge, information and belief the Work defined herein has been fully completed in accordance with the terms and conditions of the Contract Documents.
- Notice to Proceed: Written notice to Contractor authorizing the commencement of work as provided for by the Contract.

- Plans and/or Drawings: The official graphic representations of this Project, which are a part of the Bid Documents.
- Project: The construction project described in the Contract Documents, including the Work described therein.
- Project Initiation Date: The date upon which the Contract Time commences.
- Schedule of Bid Prices: A listing of elements, systems, items, Acceptance Testing and Training, or other subdivisions of the work, establishing a value for each, the total, of which equals the contract sum. The Schedule of Bid Prices establishes the cash flow for the Project.
- SubContractor: A person, firm, qualified joint venture, or corporation having a direct contract with CONTRACTOR including one who furnishes material systems, or assemblies worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.
- Substantial Completion: The date certified by CITY ENGINEER when all the Work is sufficiently complete in accordance with the Contract Documents so the Project is available for beneficial occupancy by CITY.
- Surety: The surety company or person which is bound by the performance bond and payment bond with and for Contractor who is primarily liable, and which surety company or person is responsible for Contractor's satisfactory performance of the work under the contract and for the payment of all debts pertaining thereto in accordance with Section 255.05, Florida Statutes.
- Work: The construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or a part of the Project

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**SUBMITTAL DUE DATE:**

**RESPONSES ARE DUE: APRIL 13, 2017 BY NO LATER THAN 11:00 A.M.**

**RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:**

CITY OF HALLANDALE BEACH  
Your Firms Name Here  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: BID # FY 2016-2017-002  
GENERATOR REPLACEMENT ON FOSTER ROAD

**MANDATORY PRE-BID CONFERENCE:**

If your firm is going to provide a response to this Bid your firm must send a representative of your firm to this Mandatory Pre-Bid Conference. A representative from your firm must attend this pre-bid conference and sign in on behalf of your firm. This meeting is held to explain in detail Exhibits I-III and all exhibits which makes up the Bid for this project. Firms interested in proposing and responding to this Bid must send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting the scope of work will be explained. The Mandatory Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

Mandatory Pre-Bid Conference is being held **March 22, 2017 at 11 a.m.**, City Hall, City Commission Chambers, 400 S. Federal Highway, Hallandale Beach, FL 33009.

**MANDATORY SITE INSPECTION:**

The Mandatory Site Inspection will be held on **March 22, 2017**, immediately following the Mandatory Pre-Bid Conference. **No questions will be answered during the site inspections. Any questions must be provided in writing to email below.**

**LAST DAY FOR QUESTIONS:**

Any questions are to be submitted via email to [tcamaj@cohb.org](mailto:tcamaj@cohb.org) no later than **March 24, 2017 BY NO LATER THAN 11:00 A.M.**

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**PERFORMANCE AND LABOR MATERIALS PAYMENT BOND:**

A Performance and Labor Materials Payment Bond in an amount equal to one Hundred (100%) percent of total Contract amount awarded must be submitted by the Awarded Contractor within fifteen (15) days after receipt of Notification of Award. The Notification of Award is the day Commission meeting is held to award the contract. The Procurement Department will notify the awarded firm of this date via a letter. A Performance and Labor Materials Payment Bond must be provided in an amount equal to 100% of the Contract price issued by a surety company licensed to do business in the State of Florida. (F.S. 255.05). On approval of any Contract change increasing the Contract price, Contractor shall ensure that the performance bond and payment bond are increased so that each reflects the total Contract price as increased.

**BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:**

**Budget for this project is \$135,000.00.**

**QUESTIONS REGARDING BID**

For information pertaining to this Bid, contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum. City's website, [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

**FIRMS ARE RESPONSIBLE TO CHECK THE CITY'S WEBSITE PRIOR TO SUBMITTING A RESPONSE TO ENSURE THAT THE BIDDER HAS A COMPLETE BID PACKAGE, INCLUDING ANY ADDENDUM.**

## TENTATIVE SCHEDULE

**THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.**

BID DOCUMENT RELEASED	MARCH 14 , 2017
MANDATORY PRE-BID CONFERENCE AND SITE INSPECTION	MARCH 22, 2017 AT 11AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN MARCH 24, 2017 BY NO LATER THAN 11 AM
BID DEADLINE FOR RECEIPT OF PROPOSALS	<u>APRIL 13 , 2017</u> <u>BY NO LATER THAN 11 AM</u>
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

## LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS

1.	<b>CITY MANAGER</b>
	Roger M. Carlton, City Manager
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
2.	<b>PROJECT MANAGER</b>
	James Sylvain, Assistant Director of Public Works
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1303
3.	<b>PROCUREMENT DIRECTOR</b>
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1332
	<b>CONTRACTS COORDINATOR</b>
4.	Tom Camaj
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1374
	<b>PROCUREMENT SPECIALIST</b>
5.	Joann Wiggins
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1331