



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**INVITATION TO BID (ITB)
BID # FY 2015-2016-013**

**CITY HALL MUNICIPAL COMPLEX IMPROVEMENTS
AND
INTERIOR RENOVATIONS**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
CITY MANAGER'S OFFICE AND
PROCUREMENT DEPARTMENT**

EXHIBIT I
 SCOPE OF SERVICES

TABLE OF CONTENT	
EXHIBIT I	
COVER PAGE	1
TABLE OF CONTENT	2
INTRODUCTION/INFORMATION – PURPOSE AND PROJECT SCOPE	3-4
EXAMINATION OF CONTRACT DOCUMENTS AND SITE	5
REJECTION OF IRREGULAR BIDS	5
PERMITS	5
ADDITIONAL BACKGROUND INFORMATION	5
MINIMUM QUALIFICATION REQUIREMENTS	6-8
TOTAL CONTRACT AMOUNT	9
PRICE SHEETS	10-13
CONTRACT TERMS	14
CONFLICT OF INTEREST	14
INSTRUCTION FOR SUBMITTAL OF RESPONSES	14
REFERENCES	15
DEFINITIONS	16-18
SUBMITTAL DUE DATE	19
MANDATORY PRE-PROPOSAL CONFERENCE AND SITE INSPECTION	19
LAST DAY FOR QUESTIONS	20
BUDGET/FUNDING	20
BID BOND	20
PERFORMANCE AND LABOR MATERIALS PAYMENT BOND	20
INSURANCE REQUIREMENTS	21
TENTATIVE SCHEDULE	21
CITY ADMINISTRATORS	22
EXHIBIT II	
GENERAL TERMS AND CONDITIONS	2-14
FORMS	15-24
AGREEMENT	25-63
EXHIBIT III	
CITY OF HALLANDALE BEACH LOCAL VENDOR PREFERENCE	1-6

EXHIBIT I
SCOPE OF SERVICES

INTRODUCTION / INFORMATION:

Purpose and Project Scope

The City of Hallandale Beach will accept responses from qualified firms to provide construction services for the interior renovations of the City Hall Municipal Complex 1st and 2nd floor.

The respondent shall furnish all labor, materials, equipment, tools, incidentals and transportation, which are necessary for the proper layout and completion of the work, as specified herein in the Bid and shown on the design plans. The work includes, but is not limited to, sections of work outlined in the attached Exhibit A – Drawings and Specifications.

Location of Work

City of Hallandale Beach
City Hall Municipal Complex – 1st and 2nd Floor
400 S. Federal Highway
Hallandale Beach, FL 33009

Firms responding must address the following within their response:

1. A detailed recommended project schedule and phasing plan illustrating the plan to organize the work in all areas of the project in order for the City to maintain full operation of services on the 1st floor starting every morning at 7:30 a.m, as well as, to minimize the impact to ongoing daily operations of the City. Include the working hours for each floor including nights/weekends/holidays.
2. The total duration for completion of work must be specified by floor.
3. Description of how Contractor will contain rubbish, debris and dirt resulting from the work on a daily basis in order to keep a clean and safe environment.
4. Staging areas and all areas for material storage will be very limited on site. Firms are to address in their response their plan for storage and staging areas.
5. Address in detail the logistics of the daily work environment in the 1st and 2nd floor to include safety; protection of areas to prevent contamination by construction for dust, debris, fumes, etc.; and the continuation of services during the day.

EXHIBIT I
SCOPE OF SERVICES

6. Address progress meetings and schedule for such. This information must include items that could affect progress of the work.
7. Discuss in detail the Contractor's on site Superintendent during the project. Provide the name of the assigned Superintendent for this project and his resume.
8. List of sub-contractors to be used for this project

Mandatory Pre-Bid Conference and Mandatory Site Inspection

For this project the City is holding a mandatory pre-bid conference. 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.

Immediately following the Pre-Bid Conference, a Mandatory Site Inspection of the locations will take place.

Following the opening of proposal packages, firm(s) that do not meet the Minimum Qualification Requirements (MQRs) set forth on pages 6-7 below will not be considered further. If your response is made up of more than one (1) firm that will be providing scope of work for services as outlined in this Bid, all proposed firms must provide the MQRs in the response/submittal and meet the MQRs.

NOTE: the specifications and plans do not call for flooring replacement throughout certain locations of the 1st and 2nd floor. For those sections where the plans are not specifying replacement flooring your firm must provide your firm's flooring price in the following price sheets. The City may or may not award these alternates. The flooring prices requested as alternates will not serve to determine the lowest responsive, responsible awarded contractor for this project. The City does not have the specific locations nor the square footage for those locations where the specifications do not call for new flooring. Therefore, you firm is to provide such information upon your firm's assessment of those spaces.

EXHIBIT I
SCOPE OF SERVICES

EXAMINATION OF CONTRACT DOCUMENTS AND SITE

The Bidder is required to carefully examine the site of the work and the Contract Documents for the work. It will be assumed that the Bidder has investigated and is fully informed as to the requirements of the Contract Documents, laws, ordinances, codes and any other factors which may affect the performance and cost of the project. Failure to be informed will not relieve a successful Bidder of his obligation to furnish all material, equipment and labor necessary to carry out the provision of the Contract Documents and to complete the work for this Bid.

REJECTION OF IRREGULAR BIDS

Bids will be considered irregular and may be rejected if they show omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate Bids or other irregularities of any kind.

PERMITS

The Building Division approved permit ready plans will be provided to the awarded firm prior to contract start date. Awarded firm will provide all qualified contractors necessary to execute the scope of work indicated on the approved plans and specifications. Awarded firm must have all qualified applicants submit permit applications prior to permit issuance.

Any and all other permits required by the City, County, State of Florida, or any other regulatory agency shall be obtained for by the Contractor. The City shall reimburse Contractor for all permit fees as per contract documents.

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 1st and ends September 30th.

EXHIBIT I
SCOPE OF SERVICES

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. Proposing firm(s) must meet the MQRs stated below in order to be eligible for your firm's submittal. Firm(s) must provide a section with firm's response labeled "Minimum Qualification Requirements" addressing all items stated below by #.

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.

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

1. Minimum Completed Projects:

The proposing firm must have completed three (3) projects of similar scope as referenced in this Bid. Provide a response to this MQR, item 1, by completing the table below to respond to the MQR.

Name of the Project # 1:	
Name of location of project or building or City:	
Scope of Services provided:	
Square footage of completed Project:	
Cost of project:	
Year Project started:	
Year Project was completed:	
Manager name at the Project/location:	
Phone # for Manager at the location for where the project was done	
Email address for Manager where project was done/completed	

EXHIBIT I
 SCOPE OF SERVICES

Name of the Project # 2:	
Name of location of project or building or City:	
Scope of Services provided:	
Square footage of completed Project:	
Cost of project:	
Year Project started:	
Year Project was completed:	
Manager name at the Project/location:	
Phone # for Manager at the location for where the project was done	
Email address for Manager where project was done/completed	

Name of the Project # 3:	
Name of location of project or building or City:	
Scope of Services provided:	
Square footage of completed Project:	
Cost of project:	
Year Project started:	
Year Project was completed:	
Manager name at the Project/location:	
Phone # for Manager at the location for where the project was done	
Email address for Manager where project was done/completed	

EXHIBIT I
SCOPE OF SERVICES

2. Licenses:

Proposing firm must provide copies of all applicable licenses with their response.

3. Years in Business:

Proof of experience must be provided by providing a copy of the firm's Sunbiz. The Sunbiz for firm must show an incorporation date of three (3) years. The period of time to meet the three (3) years requirement must show a "date filed" of April 2013 or earlier.

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.

All proposals must be submitted in accordance with the Bid document which may be obtained online at www.cohb.org/solicitations .

EXHIBIT I
 SCOPE OF SERVICES

TOTAL CONTRACT AMOUNT:

1. Contractor shall hold the unit Bid prices firm throughout the Contract Period. Contractor guarantees response time necessary to have a crew return to correct unfinished or unsatisfactory services.
2. Total Contract Price sheet below, items # 1- # 2, will be utilized to award the contract.
3. Number of calendar days for Substantial Completion and Final Completion will be negotiated with the award of contract
4. All entries on this form must be typed or written in block form in ink.

ITEM NO.	DESCRIPTION	MEASURE	TOTAL
	CITY HALL MUNICIPAL COMPLEX IMPROVEMENT INTERIOR RENOVATIONS		
1	Overhead, General Conditions, Profit, etc. not included in the categories below.	LS	\$
2	Construction. The Cost here must be the Total Cost for items a-l found on pages 10-11.	LS	\$
	TOTAL CONTRACT PRICE FOR COMPLETE PROJECT		\$

TOTAL CONTRACT PRICE DOLLARS IN WRITING FOR ITEMS # 1- # 2

Substantial Completion	Contractor insert here _____ calendar days after Notice to Proceed
Final Completion	Contractor insert here _____ calendar days after Substantial Completion.

EXHIBIT I
 SCOPE OF SERVICES

ITEMIZED PRICE SHEET:

Contractor must hold the unit Bid prices firm throughout the Contract period. All prices must be provided below. There will be not price changes for the entire contract term.

Proposing Contractor must completely fill out each column below. Not applicable or NA is not acceptable and will cause your firm’s response to be not accepted.

Below are items a-l itemized, which make up the Total Cost of the Project for Item # 2 found on page 9.

Note: the Construction Price Sheet Breakdown is for informational purposes only and it shall not relieve the Contractor from completing this bid as per the construction documents, and specifications attached herein.

Item	Description	Bid Unit	Total Cost
a.	SITE WORK		
	Staging including dumpster for debris removal	LS	\$
	Clean up / restore site -including dumpster areas	LS	\$
b.	EXISTING CONDITIONS		
	Demolition	LS	\$
	Temporary Partitions / Dust Barriers	LS	\$
	Disposal of demolition debris (up to 5 miles)	LS	\$
c.	WOOD & PLASTIC		
	Rough and Finish Carpentry	LS	\$
	Architectural Woodwork / Millwork/ Casework (not incl. kitchens)	LS	\$
d.	DOORS & WINDOWS		
	Solid core wood doors	LS	\$
	Hollow metal doors	LS	\$
	Hollow metal door frames.	LS	\$
	Door hardware	LS	\$
	Storefront door system (Monumental grade). Includes hardware	LS	\$
	Glass / Glazing	LS	\$

EXHIBIT I
 SCOPE OF SERVICES

e.	FINISHES		
	Gypsum board partitions including metal framing-taped & finished	LS	\$
	Painting	LS	\$
	Acoustical ceiling tile and grid	LS	\$
	Terrazzo	LS	\$
	Decorative Glass Panels	LS	\$
	Specialty Acoustical Ceiling panels	LS	\$
	Acoustical Wall panels	LS	\$
	Resilient Flooring , base, transitions, accessories	LS	\$
	Solid Surface Countertops	LS	\$
	Carpet	LS	\$
f.	SPECIALTIES		
	Signage	LS	\$
	Fire Extinguishers & cabinets	LS	\$
g.	EQUIPMENT		
	Kitchen (including cabinets, sinks, counters)	LS	\$
h.	FIRE SUPPRESSION		
	Modify existing system per new floor plan	LS	\$
	Specialty engineer fees (if required)	LS	\$
i.	PLUMBING		
	New plumbing	LS	\$
j.	HVAC		
	Modify existing system	LS	\$
k.	ELECTRICAL		
	Power	LS	\$
	Data - conduit, boxes, pull strings for Owner Low Voltage Contractor	LS	\$
	Fire Alarm	LS	\$
	Lighting	LS	\$

EXHIBIT I
 SCOPE OF SERVICES

I.	Other Items not listed above in Item #1-11. All items under this section must be listed separately and with an itemized cost breakdown	LS	\$
TOTAL PRICE ITEMS a-I			\$

FLOORING ALTERNATES

Note, the specifications and plans do not call for flooring replacement throughout certain locations of the 1st and 2nd floor. For those sections where the plans are not specifying replacement, flooring your firm must provide your firm is flooring price in the following price sheets. The City may or may not award these alternates. The flooring prices requested as alternates will not serve to determine the lowest responsive, responsible awarded contractor for this project. The City does not have the specific locations nor the square footage for those locations where the specifications do not call for new flooring. Therefore, you firm is to provide such information upon your firm's assessment of those spaces.

ITEM NO.	ALTERNATE A	UNIT OF MEASURE	MEASURE	TOTAL
1	Replace carpet on 1st floor with vinyl floor tile	Square feet		\$
	TOTAL FOR ALTERNATE A			\$

ITEM NO.	ALTERNATE B	UNIT OF MEASURE	MEASURE	TOTAL
1	Replace carpet on 1st floor with carpet floor tile	Square feet		\$
	TOTAL FOR ALTERNATE B			\$

EXHIBIT I
 SCOPE OF SERVICES

ITEM NO.	ALTERNATE C	UNIT OF MEASURE	MEASURE	TOTAL
1	Replace carpet on 2nd floor with vinyl floor tile	Square Feet		\$
	TOTAL FOR ALTERNATE C			\$

ITEM NO.	ALTERNATE D	UNIT OF MEASURE	MEASURE	TOTAL
1	Replace carpet on 2nd floor with carpet floor tile	Square Feet		\$
	TOTAL FOR ALTERNATE D			\$

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

EXHIBIT I
SCOPE OF SERVICES

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, if applicable.

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.

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.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. **Provide four (4) thumb drives and one (1) hardcopy (paper) with your firm's submittal.**

EXHIBIT I
SCOPE OF SERVICES

REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this Bid must provide five (5) verifiable references with knowledge of your firm's contract performance with local government entities or private sector entities providing similar scope of work as it relates to this Bid.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference. The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm's proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

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.

EXHIBIT I
SCOPE OF SERVICES

DEFINITIONS

- **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:** 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

EXHIBIT I
SCOPE OF SERVICES

if 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.

- 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.
- 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.

EXHIBIT I
SCOPE OF SERVICES

- 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.

EXHIBIT I
SCOPE OF SERVICES

SUBMITTAL DUE DATE

RESPONSES ARE DUE: APRIL 11, 2016 NO LATER THAN 11:00AM.

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 FIRM'S NAME
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: BID # FY 2015-2016-013
CITY HALL MUNICIPAL COMPLEX IMPROVEMENTS AND INTERIOR RENOVATIONS

MANDATORY PRE-BID CONFERENCE:

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.

Mandatory Pre-Bid Conference will be held **March 18, 2016 at 2:00 PM**, at City Hall, Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009. In order for your Firm's response to be accepted a representative from your firm must have attended the Mandatory Pre-Proposal Conference and signed in for your firm.

MANDATORY SITE INSPECTION:

Immediately following the Pre-Bid Conference, a Mandatory Site Inspection of the locations will take place. No questions will be answered during the site inspection. Any questions must be provided in writing to email below.

EXHIBIT I
SCOPE OF SERVICES

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to tcamaj@cohb.org by no later than **MARCH 23, 2016 NO LATER THAN 11:00 A.M.**

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

The total available funding for this project is \$565,000.00.

10% BID BOND:

As per Procurement Code Section 23-12 (2) Security Bonds: Each proposer must provide with the submission a Proposal Guarantee/Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount of ten percent (10%) payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Commission provides a Resolution for award of contract. Per Procurement Code Section 23-3, if firm withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

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.

EXHIBIT I
SCOPE OF SERVICES

INSURANCE REQUIREMENTS:

The awarded firm(s) will be required to obtain and maintain the following insurance requirements for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission. See Exhibit II, Terms and Conditions, Forms and Agreement, Article 5 for information on the required insurance.

TENTATIVE SCHEDULE:

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

BID ADVERTISING DATE VIA CITY WEBSITE AND DEMAND STAR AND SUN SENTINEL	MARCH 4, 2016
BID RELEASED	MARCH 4, 2016
MANDATORY PRE-BID CONFERENCE	MARCH 18, 2016 AT 2:00 PM
MANDATORY SITE INSPECTION	MARCH 18, 2016 IMMEDIATELY AFTER MANDATORY PRE-BID CONFERENCE
QUESTIONS	ALL QUESTIONS MUST BE RECEIVED VIA EMAIL BY NO LATER THAN MARCH 23, 2016 BY NO LATER THAN 11 AM
DEADLINE FOR RECEIPT OF RESPONSES	<u>APRIL 11, 2016</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

EXHIBIT I
SCOPE OF SERVICES

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.

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

LIST OF CITY ADMINISTRATORS	
1.	CITY MANAGER
	Daniel Rosemond
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
2.	PROJECT MANAGER
	Daniel Rosemond
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
3.	PROCUREMENT DIRECTOR
	Andrea Lues
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1332
4.	SENIOR PROCUREMENT SPECIALIST
	Joann Wiggins
	400 South Federal Highway
	Hallandale Beach, FL 33009
	(954)457-1331
5.	PROCUREMENT SPECIALIST
	Tom Camaj
	400 South Federal Highway
	Hallandale Beach, FL 33009
	(954)457-1374