

Solicitation 12241-893

Board Up Services

Bid Designation: Public



City of Fort Lauderdale

Bid 12241-893 Board Up Services

Bid Number 12241-893
Bid Title Board Up Services

Bid Start Date Feb 25, 2019 4:44:01 PM EST
Bid End Date Mar 21, 2019 2:00:00 PM EDT
Question & Answer End Date Mar 14, 2019 5:00:00 PM EDT

Bid Contact Laurie D Platkin, CPPB
 Procurement Specialist II
 Finance - Procurement Division
 954-828-5138
 lplatkin@fortlauderdale.gov

Contract Duration 1 year
Contract Renewal 3 annual renewals
Prices Good for 120 days

Bid Comments The City of Fort Lauderdale, Florida (City) is seeking bids from qualified bidders, hereinafter referred to as the Contractor, to provide Board Up Services in accordance with the terms, conditions and specifications contained in the Invitation To Bid (ITB).

For further information, go to www.bidsync.com.

Added on Mar 15, 2019:

Addendum 1

In response to numerous questions the bid document needed to be updated and attached. New document is V8.

Changes were made in the following sections:

2.5, 3.2A, 3.2D, 3.3A, 3.5, 3.6, 3.8, and 3.10 Item 13.

Additional update made to description section of line item 12241-893--01-23 Graffiti Removal - Over All.

All other terms, conditions, and specifications remain unchanged.

Item Response Form

Item 12241-893--01-01 - Single Hung Window - Plywood
Quantity 225 each
Unit Price
Delivery Location City of Fort Lauderdale
No Location Specified

Qty 225

Description

Provide price per each single hung window per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-02 - Single Awning Type Window - Plywood**

Quantity **100 each**

Unit Price

Delivery Location **City of Fort Lauderdale**

No Location Specified

Qty 100

Description

Provide price per each single awning type window per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-03 - Standard Door Opening - Plywood**

Quantity **55 each**

Unit Price

Delivery Location **City of Fort Lauderdale**

No Location Specified

Qty 55

Description

Provide price per each standard door opening per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-04 - Window or A/C cutout - Plywood**

Quantity **25 each**

Unit Price

Delivery Location **City of Fort Lauderdale**

No Location Specified

Qty 25

Description

Provide price per each window or A/C cutout per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-05 - Double Picture Window - Plywood**

Quantity **40 each**

Unit Price

Delivery Location **City of Fort Lauderdale**

No Location Specified

Qty 40

Description

Provide price per each double picture window per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-06 - Sliding Glass Door, Standard Opening - Plywood**

Quantity **25 each**
Unit Price
Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 25

Description

Provide price per each sliding glass door, standard opening, per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-07 - Shed - Plywood**
Quantity **75 square foot**
Unit Price
Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 75

Description

Provide price per square foot for shed per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-08 - Garage Doors (Single) - Plywood**
Quantity **6 each**
Unit Price
Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 6

Description

Provide price per each single garage door per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-09 - Garage Doors (Double) - Plywood**
Quantity **2 each**
Unit Price
Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 2

Description

Provide price per each double garage door per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-10 - Call Back Services - Labor Rates Only - Plywood**

Quantity **5 each**

Unit Price

Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 5

Description

Provide a firm, fixed cost to the City to "re-board up" property after completion and acceptance by City of Services. Cost shall be based on a labor rate only, per section 3.14. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-11 - Emergency Same Day Service - Plywood**

Quantity **10 each**

Unit Price

Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 10

Description

Provide additional rate for emergency same day service per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-12 - Frame Out Prior to Installation of Board Up Services - Plywood**

Quantity **1050 linear foot**

Unit Price

Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 1050

Description

Provide price per linear foot to furnish all labor, materials, equipment and supervision, to frame out a window, door or air conditioning opening prior to installation of board-up services per the items listed in section 3.10. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-13 - Single Hung Window - Polycarbonate**

Quantity **25 each**

Unit Price

Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 25

Description

Provide price per each single hung window per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-14 - Single Awning Type Window - Polycarbonate**

Quantity **15 each**
Unit Price
Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 15

Description

Provide price per each single awning type window per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-15 - Standard Door Opening - Polycarbonate**
Quantity **10 each**
Unit Price
Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 10

Description

Provide price per each standard door opening per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-16 - Window or A/C Cutout - Polycarbonate**
Quantity **6 each**
Unit Price
Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 6

Description

Provide price per each window or A/C cutout per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-17 - Double Picture Window - Polycarbonate**
Quantity **10 each**
Unit Price
Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 10

Description

Provide price per each double picture window per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-18 - Sliding Glass Door, Standard Opening - Polycarbonate**

CAM #19-0435
Exhibit 2
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Quantity 6 each

Unit Price

Delivery Location City of Fort Lauderdale

[No Location Specified](#)

Qty 6

Description

Provide price per each sliding glass door, standard opening, per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item 12241-893--01-19 - Shed - Polycarbonate

Quantity 25 square foot

Unit Price

Delivery Location City of Fort Lauderdale

[No Location Specified](#)

Qty 25

Description

Provide price per square foot for shed per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item 12241-893--01-20 - Call Back Services - Labor Rate Only - Polycarbonate

Quantity 2 each

Unit Price

Delivery Location City of Fort Lauderdale

[No Location Specified](#)

Qty 2

Description

Provide a firm, fixed cost to the City to "re-board up" property after completion and acceptance by City of Services. Cost shall be based on a labor rate only, per section 3.14. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item 12241-893--01-21 - Emergency Same Day Service - Polycarbonate

Quantity 5 each

Unit Price

Delivery Location City of Fort Lauderdale

[No Location Specified](#)

Qty 5

Description

Provide additional rate for emergency same day service per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-22 - Frame Out Prior to Installation of Board Up Services - Polycarbonate**
 Quantity **25 linear foot**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 25

Description

Provide price per linear foot to furnish all labor, materials, equipment and supervision, to frame out a window, door or air conditioning opening prior to installation of board-up services per the items listed in section 3.10. Quantities are estimates only for tabulation purposes and not indicative of future use.

Item **12241-893--01-23 - Graffiti Removal - Over All**
 Quantity **30 square foot**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 30

Description

Provide price per square foot to remove graffiti, per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

Added on Mar 15, 2019:

Provide price per square foot to remove graffiti, per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use. (Please refer to City Code of Ordinances, Section 18-10 (A) (3)).

Item **12241-893--01-24 - Swimming Pool Mesh Safety Cover**
 Quantity **2500 square foot**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
No Location Specified

Qty 2500

Description

Provide a price per square foot for any shaped pool to be secured with a safety mesh covering structure, per complete specifications contained in this ITB. Quantities are estimates only for tabulation purposes and not indicative of future use.

City of Fort Lauderdale
Title: Board Up Services
ITB # 12241-893

SECTION I – INTRODUCTION AND INFORMATION

1.1 Purpose

The City of Fort Lauderdale, Florida (City) is seeking bids from qualified, experienced and licensed firm(s), hereinafter referred to as the Contractor or Bidder, to provide Board Up Services for the City, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).

1.2 Pre-bid Conference and/or Site Visit

There will not be a pre-bid conference or site visit for this ITB.

It will be the sole responsibility of the Bidder to become familiar with the scope of the City's requirements and systems prior to submitting a bid. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

1.3 BidSync

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to administer the competitive solicitation process, including but not limited to soliciting bids, issuing addenda, posting results and issuing notification of an intended decision. There is no charge to register and download the ITB from BidSync. Bidders are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a bid to ensure familiarity with the use of BidSync. The City shall not be responsible for a Bidders inability to submit a bid by the end date and time for any reason, including issues arising from the use of BidSync. There is no charge to Bidders/Contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded Bidder.

1.4 Point of Contact

For information concerning procedures for responding to this solicitation, contact Procurement Specialist, Laurie Platkin, at (954) 828-5138 or email at lplatkin@fortlauderdale.gov. Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the cut-off date specified in the ITB schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Bidders please note: No part of your bid can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire bid response must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in BidSync shall become part of any contract that is created from this ITB.

It is the sole responsibility of the Bidder to ensure that their bid is submitted electronically through BidSync at www.bidsync.com or reaches the City of Fort Lauderdale City Hall, Procurement Services Division, 6th floor, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301 in a sealed envelope marked on the outside with the ITB solicitation number and Bidder's name, no later than the time and date specified in this solicitation.

SECTION II - SPECIAL TERMS AND CONDITIONS

2.1 General Conditions

ITB General Conditions (Form G-107, Rev. 08/18) are included and made a part of this ITB.

2.2 Addenda, Changes, and Interpretations

It is the sole responsibility of each firm to notify the Procurement Specialist utilizing the question / answer feature provided by BidSync and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the question / answer feature provided by BidSync and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to BidSync as a separate addendum to the ITB. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

2.3 Changes and Alterations

Bidder may change or withdraw a Bid at any time prior to Bid submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Bid deadline.

2.4 Bidder's Costs

The City shall not be liable for any costs incurred by Bidders in responding to this ITB.

2.5 Pricing/Delivery

Service is required within 2 business days after receipt of notification to proceed. Failure to meet this delivery date may be deemed as non-responsive.

All pricing should be identified on the Cost page provided in this ITB. No additional costs may be accepted, other than the costs stated on the Cost page. Failure to use the City's Cost page and provide costs as requested in this ITB may deem your bid non-responsive.

Bidder shall quote a firm, fixed price for all services stated in the ITB. All costs including travel shall be included in your cost. The City shall not accept any additional costs including any travel associated with coming to the City of Fort Lauderdale.

2.6 Price Validity

Prices provided in this Invitation to bid (ITB) shall be valid for at least One-Hundred and Twenty (120) days from time of ITB opening unless otherwise extended and agreed upon by the City and Bidder. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

2.7 Invoices/Payment

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for that task or project. Payment will

be made within forty-five (45) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City.

2.8 Related Expenses/Travel Expenses

All costs including travel are to be included in your bid. The City will not accept any additional costs.

2.9 Payment Method

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed. Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract. See Contract Payment Method form attached.

2.10 Mistakes

The Bidder shall examine this ITB carefully. The submission of a bid shall be prima facie evidence that the Bidder has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the Bidder from liability and obligations under the Contract.

2.11 Acceptance of Bids / Minor Irregularities

2.11.1 The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variances to specifications contained in bids which do not make the bid conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a bidder an advantage or benefit not enjoyed by other bidders, does not adversely impact the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue an ITB.

2.11.2 The City reserves the right to disqualify Bidder during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Bidder.

2.12 Modification of Services

2.12.1 While this contract is for services provided to the department referenced in this ITB, the City may require similar work for other City departments. Successful Bidder agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Bidder.

2.12.2 The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the

work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this ITB, the Successful Bidder shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

2.12.3 The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Bidder agrees to provide such items or services, and shall provide the City prices on such additional items or services. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Successful Bidder thirty (30) days written notice.

2.12.4 If the Successful Bidder and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Bidder will submit a revised budget to the City for approval prior to proceeding with the work.

2.13 No Exclusive Contract

Bidder agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

2.14 Sample Contract Agreement

A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website:

<https://www.fortlauderdale.gov/home/showdocument?id=1212>

2.15 Responsiveness

In order to be considered responsive to the solicitation, the firm's bid shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

2.16 Responsibility

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

2.17 Minimum Qualifications

To be eligible for award of a contract in response to this solicitation, the Bidder must demonstrate that they have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation, are normally and routinely engaged in performing such services, and are properly and legally licensed to perform such work. In addition, the Bidder must have no conflict of interest with regard to any other work performed by the Bidder for the City of Fort Lauderdale.

2.17.1 Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.

2.17.2 Neither firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

2.18 Lobbying Activities

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-11-42 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-11-42 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://www.fortlauderdale.gov/home/showdocument?id=6036>.

2.19 Local Business Preference

2.19.1 Section 2-186, Code of Ordinances of the City of Fort Lauderdale, provides for a local business preference. In order to be considered for a local business preference, a proposer must include the Local Business Preference Certification Statement of this ITB, as applicable to the local business preference class claimed at the time of Bid submittal:

2.19.2 Upon formal request of the City, based on the application of a Local Business Preference the Proposer shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

- a. Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, and
- b. List of the names of all employees of the proposer and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

2.19.3 Failure to comply at time of Proposal submittal shall result in the Proposer being found ineligible for the local business preference.

2.19.4 The complete local business preference ordinance may be found on the City's web site at the following link:

https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=CO_OR_CH2AD_ARTVFI_DIV2PR_S2-186LOBUPRPR

2.19.5 Definitions

- a. The term "Class A business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.
- b. The term "Class B business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, or shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.

- c. The term "Class C business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of Broward County.
- d. The term "Class D business" shall mean any business that does not qualify as a Class A, Class B, or Class C business.

2.20 Protest Procedure

2.20.1 Any Bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city's procurement ordinance or any applicable law, may follow the protest procedure as found in the city's procurement ordinance within five (5) days after a notice of intent to award is posted on the city's web site at the following link: <http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>.

2.20.2 The complete protest ordinance may be found on the city's web site at the following link: https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-182DIREPR

2.21 Public Entity Crimes

Bidder, by submitting a bid attests she/he/it has not been placed on the convicted vendor list. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

2.22 Sub-Contractors

2.22.1 If the Contractor proposes to use sub-contractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any sub-contractor candidate in its best interest and to require Contractor to replace sub-contractor with one that meets City approval.

2.22.2 Contractor shall ensure that all of Contractor's sub-contractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's sub-contractors' performance, and liable for any of Contractor's sub-contractors' non-performance and all of Contractor's sub-contractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's sub-contractors for payment for work performed for the City.

2.22.3 Contractor shall require all of its sub-contractors to provide the required insurance coverage as well as any other coverage that the Contractor may consider necessary,

and any deficiency in the coverage or policy limits of said sub-contractors will be the sole responsibility of the Contractor.

2.23 Bid Security – N/A

2.24 Payment and Performance Bond – N/A

2.25 Insurance Requirements

2.25.1 As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, the Contractor, at the Contractor's sole expense, shall provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of the Contractor. The Contractor shall provide the City a certificate of insurance evidencing such coverage. The Contractor's insurance coverage shall be primary insurance for all applicable policies. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under this Agreement. All insurance policies shall be from insurers authorized to write insurance policies in the State of Florida and that possess an A.M. Best rating of "A-" VII or better. All insurance policies are subject to approval by the City's Risk Manager.

2.25.2 The coverages, limits, and endorsements required herein protect the interests of the City, and these coverages, limits, and endorsements may not be relied upon by the Contractor for assessing the extent or determining appropriate types and limits of coverage to protect the Contractor against any loss exposure, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Contractor under this Agreement.

2.25.3 The following insurance policies and coverages are required:

Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for Contractual Liability and Independent Contractors.

The City and the City's officers, employees, and volunteers are to be covered as additional insureds with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of the Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the City or the City's officers, employees, and volunteers.

Business Automobile Liability

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident.

If the Contractor does not own vehicles, the Contractor shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation and Employer's Liability

Coverage must be afforded per Chapter 440, Florida Statutes. Any person or entity performing work for or on behalf of the City must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute.

The Contractor waives, and the Contractor shall ensure that the Contractor's insurance carrier waives, all subrogation rights against the City and the City's officers, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

The Contractor must be in compliance with all applicable State and federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act and the Jones Act, if applicable.

2.25.4 Insurance Certificate Requirements

- a. The Contractor shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than thirty (30) days prior to the start of work contemplated in this Agreement.
- b. The Contractor shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, 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 certificate holder.
- d. In the event the Agreement term goes beyond the expiration date of the insurance policy, the Contractor shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- e. The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- f. The City shall be named as an Additional Insured on all liability policies, with the exception of Workers' Compensation.
- g. The City shall be granted a Waiver of Subrogation on the Contractor's Workers' Compensation insurance policy.
- h. The title of the Agreement, Bid/Contract number, event dates, or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Fort Lauderdale
Procurement Services Division
100 N. Andrews Avenue
Fort Lauderdale, FL 33301

- 2.25.5** The Contractor has the sole responsibility for the payment of all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for adding the City as an Additional Insured shall be at the Contractor's expense.
- 2.25.6** If the Contractor's primary insurance policy/policies do not meet the minimum requirements, as set forth in this Agreement, the Contractor may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.
- 2.25.7** The Contractor's insurance coverage shall be primary insurance as applied to the City and the City's officers, employees, and volunteers. Any insurance or self-insurance maintained by the City covering the City, the City's officers, employees, or volunteers shall be non-contributory.
- 2.25.8** Any exclusion or provision in the insurance maintained by the Contractor that excludes coverage for work contemplated in this Agreement shall be unacceptable and shall be considered breach of contract.
- 2.25.9** All required insurance policies must be maintained until the contract work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage shall be considered breach of contract. In addition, Contractor must provide to the City confirmation of coverage renewal via an updated certificate should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Contractor's insurance policies.
- 2.25.10** The Contractor shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement shall be provided to the Contractor's insurance company or companies and the City's Risk Management office as soon as practical.
- 2.25.11** It is the Contractor's responsibility to ensure that any and all of the Contractor's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of the Contractor.

2.26 Insurance – Sub-Contractors

Contractor shall require all of its Sub-Contractors to provide the aforementioned coverage as well as any other coverage that the Contractor may consider necessary, and any deficiency in the coverage or policy limits of said Sub-Contractors will be the sole responsibility of the Contractor.

2.27 Insurance for Collection of Credit Card Payments

The successful Contractor will need to provide proof that they maintain insurance coverage in an amount of not less than \$1,000,000 specifically for cyber related crimes relating to the transmission of credit card information over their website that can include but are not limited to criminal activity involving the information technology infrastructure, including illegal access (unauthorized access), illegal interception (by technical means of non-public transmissions of

computer data to, from or within a computer system), data interference (unauthorized damaging, deletion, deterioration, alteration or suppression of computer data), systems interference (interfering with the functioning of a computer system by inputting, transmitting, damaging, deleting, deteriorating, altering or suppressing computer data), misuse of devices, forgery (ID theft), and electronic fraud.

2.28 Award of Contract

Contractor must bid on all items. Partial bids will not be considered.

The City also reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City.

A Contract (the "Agreement") may be awarded by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Bidder(s) that is determined to be in the City's best interests. The City reserves the right to award a contract to more than one Bidder, at the sole and absolute discretion of the in the City.

2.29 Damage to Public or Private Property

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

2.30 Safety

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

2.31 Uncontrollable Circumstances ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

2.31.1 The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

2.31.2 The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

2.31.3 No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

2.31.4 The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

2.32 Canadian Companies

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

2.33 News Releases/Publicity

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

2.34 Approved Equal or Alternative Product Bids

The Technical Specifications contained in this solicitation are to be used as a reference only and are not to be considered of a proprietary nature. These specifications represent a level of quality and features that are desired by the City of Fort Lauderdale. The City is receptive to any product that would be considered by qualified City personnel as an approved equal.

The Contractor must state clearly in their bid pages any variance to the specifications. If proposing an approved equal or alternate product, it will be the Contractor's responsibility to provide adequate information in their proposal to enable the City to ensure that the Contractor meets the required criteria. If adequate information is not submitted with the bid, it may be rejected.

The City of Fort Lauderdale will be the sole judge in determining if the product proposed qualifies as approved equal. The City reserves the right to award to that Contractor which will best serve the interest of the City as determined by the City. The City further reserves the right to waive minor variations to specifications and in the bidding process.

2.35 Contract Period

The initial contract term shall commence upon date of award by the City or April 20, 2019, whichever is later, and shall expire one (1) year from that date. The City reserves the right to extend the contract for three (3), additional one (1) year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than 180 days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

2.36 Cost Adjustments

Prices quoted shall be firm for the initial contract term of one year(s). No cost increases shall be accepted in this initial contract term. Please consider this when providing pricing for this request for proposal.

Thereafter, any extensions which may be approved by the City shall be subject to the following: costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

2.37 Service Test Period

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract. This trial period will then become part of the initial contract period.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

2.38 Contract Coordinator

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

2.39 Contractor Performance Reviews and Ratings

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.

Non-compliance Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements.
This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

2.40 Substitution of Personnel

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

2.41 Ownership of Work

The City shall have full ownership and the right to copyright, otherwise limit, reproduce, modify, sell, or use all of the work or product produced under this contract without payment of any royalties or fees to the Contractor above the agreed hourly rates and related costs.

2.42 Condition of Trade-In Equipment – N/A

2.43 Conditions of Trade-In Shipment and Purchase Payment – N/A

2.44 Verification of Employment Status

Any Contractor/Consultant assigned to perform responsibilities under its contract with a State agency is required to utilize the US Department of Homeland Security's E-Verify system (per Executive Order Number 11-02) to verify the employment eligibility of: (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to the contract with the State agency.

E-VERIFY Affirmation Statement (should be completed and submitted with Proposer's response to this RFP).

2.45 Service Organization Controls – N/A

2.46 Warranties of Usage

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

2.47 Rules and Submittals of Bids

The signer of the bid must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the bid is made without collusion with any other person(s), company or parties submitting a bid; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the bid has full authority to bind the principal bidder.

2.48 Bid Tabulations/Intent to Award

Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process may be found at: <http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>. Tabulations of receipt of those parties responding to a formal solicitation may be found at: <http://www.fortlauderdale.gov/departments/finance/procurement-services/bid-results>, or any interested party may call the Procurement Services Division at 954-828-5933.

2.49 Public Records

All bids will become the property of the City. The Bidder's response to the ITB is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this ITB and any resulting Contract to be executed for this ITB, subject to the provisions of Chapter 119.07 of the Florida Statutes. Any language contained in the Bidder's response to the ITB purporting to require confidentiality of any portion of the Bidder's response to the ITB, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Bidder submits any documents or other information to the City which the Bidder claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Bidder shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Bidder must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Bidder's response to the ITB constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the Bidder agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT. CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (954-828-5002, PRRCONTRACT@FORTLAUDERDALE.GOV, CITY CLERK'S OFFICE, 100 NORTH ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301)

Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2017), as may be amended or revised, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Contractor does not transfer the records to the City.

4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

2.50 PCI (Payment Card Industry) Compliance – N/A

END OF SECTION

SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

3.1 General Information

The City of Fort Lauderdale Code of Ordinances ([Section 18-8](#)) requires that a boarding certificate be obtained for securing all buildings and the City shall issue such certificate. As a result of this requirement, potential bidders will be required to meet the eligibility requirements as stated in Section 2.17.

The contract services will consist of the securing and board-up of approximately sixty (60) private houses or other structures per year. Such structures will be located within the corporate limits of the City of Fort Lauderdale, Florida. Services will be required when the City has determined that a property is open and non-secure creating an unsafe condition and potentially allowing illegal entry.

3.2 Scope of Work

All requirements and regulations regarding proper securing and board-up specifications are contained in the [City Code of Ordinances, Section 18-8](#), as amended. Upon approval by City Commission, the technical specifications that follow are a general listing of specifications relating to the materials and procedures for the securing and boarding up of structures as allowed in the City Code of Ordinances, Section 18-10(4). Completion of stated procedures shall be the responsibility of the Contractor.

- A. All windows, doors, window air conditioner and all other external wall openings shall be covered and secured.
- B. All external wall openings shall be covered and secured with shatter resistant polycarbonate or plywood of a minimum thickness of 1/4" nominal as approved by the City.
- C. All specified wall openings shall be secured using 3/8" diameter carriage bolts of a sufficient length to secure the outer polycarbonate or plywood panel (and exterior cross bar, if applicable) with the interior cross bar, and provide additional length for the insertion of two (2) flat washers and a locking nut.
- D. Windows and similar openings shall be boarded with approved shatter resistant polycarbonate or plywood. The polycarbonate or plywood shall be secured in place by cross bars, secured to the polycarbonate or plywood by 3/8" plated carriage bolts with large washers at each end and with the cross bar turned so that the carriage bolt goes through the larger dimension. Bolts used to secure the cross bar shall be threaded to the correct length. A minimum of two (2) cross bars shall be used on each window and, depending on the size of the opening, additional cross bars may be required. Each cross bar shall be a continuous piece, and each must extend at least one foot past the window opening in each direction. Bolts and nuts used to secure the cross members to the polycarbonate or plywood must be tightened enough to slightly deflect the material. Bolt heads must fit tightly against the cross bar. The window must be removed from the opening and placed inside the dwelling.
- E. Exterior doors shall be boarded with approved shatter resistant polycarbonate or plywood, fitted to the entry doorjamb with a maximum 1/8" clearance for each edge. The existing door should be removed and stored inside the building. The polycarbonate or plywood shall be attached to three (3) horizontal crossbars each with two (2) 3/8" carriage bolts and matching hardware. The polycarbonate or plywood shall be attached to the door entry with three (3) case hardened strap hinges of the types specified by the City, and the

polycarbonate or plywood shall be secured by a case hardened steel hasp and minimum two-inch (2") case hardened padlock also of the type specified by the City.

- F. The hole in the exterior flat washer must be sufficient in diameter to permit the square under the section of the carriage bolt to pass into this hole. All exterior fasteners/hardware (bolts and flat washers) shall be plated using cadmium, galvanized or zinc protective coating.
- G. Holes drilled through the exterior polycarbonate or plywood panel shall be of such a diameter to provide for insertion of the 3/8" diameter bolt, and permit the square underside of the carriage bolt to also enter the drilled hole.
- H. All wall openings shall be secured with polycarbonate or plywood panels, cut to fit the inside of the wall opening while allowing a clearance, not to exceed 1/4" around the perimeter of the window casing.
- I. Contractor shall take precautions to insure no damage is incurred to the existing windows and air conditioning units during the course of the board-up and securing operations.
- J. All exterior surfaces of the bracing bars (where applicable) shall be painted to match, as closely as possible, the exterior color of the surrounding walls.
- K. All unoccupied structures within the City of Fort Lauderdale must be secured to the following specifications. All normal board-ups will be secured with polycarbonate material. The use of CDX plywood will be permitted for emergency same day or next day services only. Failure to follow these guidelines may result in disapproval of board-up payment by the City.
- L. There shall be no substitutions of materials without approval by the City. Should polycarbonate panels not be available when requested the Contractor at their sole expense shall use approved plywood as a temporary solution until the requested polycarbonate material is available. No additional labor hours will be charged to the City.

3.2.1 Securement Specifications Utilizing Plywood Material – Emergency Services Only

3.2.1.1 Carriage Bolt Method:

- A. General Application - All Plywood should be a minimum of 3/4" exterior glue, construction grade, (NO Oriented Strand Board (OSB)). Plywood should be painted with a good quality exterior paint that closely matches the exterior. Openings that require more than a 4' X 8' sheet shall be secured with two (2) sheets spliced together. Plywood must overlap 4" on all four sides unless there is a protruding sill at the bottom. If that is the case then the bottom edge of the Plywood should sit on that sill. Secure with 3/8" carriage bolts with washers and double nuts on the interior. (Purpose of the double nut is to secure against one another). On the exterior, use washers 1/4" larger than the bolt size. Install carriage bolts as close to the corners as possible. Openings that are 3'X3' or less may be secured with one 2' X 4' board and two carriage bolts. Avoid tightening to tight to prevent crushing the interior wall surface.
- B. Style windows (windows that swing out from the side of the frames) must have the whole opening covered. Covering one or two panes will not be accepted. If only one pane is broken the BOARDING WITH SCREWS method can be used to cover the entire opening.

- C. Sliding windows should be opened as far as possible to permit the carriage bolts to pass through the window opening. The sliding sash may often be lifted out of the track and stored inside the building.
- D. Fixed glass windows require reverting to the below Boarding with Screws method.

3.2.1.2 Boarding with Screws:

- A. Insert $\frac{3}{4}$ " plywood into the exterior of the window opening for a close fit and secure with a minimum 1- $\frac{1}{2}$ " drywall, deck or sheet metal screws.
- B. Cut plywood so it completely inserts into the window opening (including any radius arch at the top of the window opening) and set the screws every 8" to 10".
- C. Screws are to be set into the wooden window frame or wood lintel and/or only, and not into brick masonry, concrete or adobe. Screwing into mortar joints would be acceptable if there is no wooden material available.

3.2.1.3 General Considerations:

- A. All first and second story windows must be boarded. Windows above two stories should ALSO be boarded if these openings/windows are not weather tight.
- B. If boards cannot be inserted into the window openings because of security bars, carefully remove the bars and board the openings. The security bars should be stored inside the building.
- C. Use caution when installing plywood into the window openings. It should fill the entire opening, and should be secured snugly but not overly tight against the building. The bolts should not be overly tight because this can actually damage building exteriors/frame.
- D. Evaluate whether any patching of the roof is needed at same time so that building is entirely weather tight and vandal-free.
- E. Once completed, schedule an inspection by the Building Inspector so that the work can be inspected and the violations signed off.

3.2.2 Securement Specifications Utilizing Polycarbonate Material

3.2.2.1 Carriage Bolt Method:

- A. General Application - All Polycarbonate material shall be a minimum thickness of .220 mm. Openings that require more than a 4' X 8' sheet shall be secured with (2) sheets spliced together. Polycarbonate should be cut to the outer edge of the window frame. Self-tapping screws with security heads may be required if bowing occurs. If the window is inset the Polycarbonate should be inset as well to the outer edge of the window frame. Secure with $\frac{3}{8}$ " carriage bolts with washers and double nuts and washers on the interior. (Purpose of the double nut is to secure against one another). Install carriage bolts as close to the corners as possible.

- B. Casement Style windows (windows that swing out from the side of the frames) must have the entire opening covered. Covering individual panes will not be accepted. If only one pane is broken the SECURE WITH SCREWS method can be used to cover the entire opening. Material will need to be notched at the corners to accommodate the hinges.
- C. Sliding windows should be opened as far as possible to permit the carriage bolts to pass through the window opening. The sliding sash may often be lifted out of the track and stored inside the building.
- D. Fixed glass windows require reverting to the below Securing with Screws method.
- E. Glass Patio Doors: If the doors are functional and can be locked that is sufficient however if the door is missing glass or the glass is broken then the Carriage Bolt Method General Application applies.

3.2.2.1 Secure with Screws:

- A. Insert minimum .220 mm thickness Polycarbonate into the exterior of the window opening for a close fit and secure with a minimum 1-1/2" drywall, deck or sheet metal screws secure top.
- B. Cut the Polycarbonate to completely insert into the window opening to the outer edge of the window frame (including any radius arch at the top of the window opening) and set the screws every 8" to 10".
- C. Screws are to be set into the wood window frame or wood lintel only and not into brick masonry, concrete or adobe. Screwing into mortar joints will be acceptable if there is no wood material available or if authorized by the City of Fort Lauderdale under unique circumstances.
- D. If covers cannot be inserted into the window openings because of security bars, carefully remove the bars and secure the openings. Security bars should be placed inside the building.

3.3 Specifications Relating to Awning Type Windows

- A. Awning windows shall be opened slightly as to allow for proper boarding and passage of carriage bolts. If the windows cannot be opened to allow the passage of carriage bolts, please refer to City Code of Ordinances, Section 18-10, (4).
- B. Awning windows shall be secured with four (4) bracing bars on the interior of the building. Such braces shall be affixed in a diagonal position across each corner of the window opening. Braces shall be fastened in place by using sheet metal or masonry screws and anchors at each end of the brace. Braces shall be of a sufficient length to overlap the interior wall by a minimum of four inches (4").
- C. The polycarbonate or plywood outer panel and 2" x 4" inner braces shall be joined by using one (1) 3/8" carriage bolt and two (2) flat washers at each corner of the window opening.

3.4 Specifications Relating to Single Hung Windows:

- A. Single hung windows shall be secured by utilizing the methods and materials as outlined in the City Code of Ordinances (Section 18-10), amended.
- B. These windows shall be secured with two (2) external 2" x 3" studs secured to the exterior of the building. Such studs shall be placed in a vertical position, located as to provide maximum support. Exterior stud lengths shall be no less than six inches (6") shorter than the height of the polycarbonate or plywood panel.
- C. The polycarbonate or plywood panel must be cut in accordance with the ITB specifications previously detailed, and placed in position.
- D. Interior bracing consisting of two (2) bracing bars studs should be placed horizontally, as to provide maximum support. Such interior braces shall be of a length approximately twelve inches (12") longer than the width of the plywood panel.
- E. Exterior braces, polycarbonate or plywood panel, and interior braces shall be fastened by drilling holes and inserting flat washers, carriage bolts and locking nuts. Such holes should be positioned to insure that the bolt passes through the exterior brace, polycarbonate or plywood panel and interior bracing.
- F. Bolts and bracing bar shall be positioned at the outermost width of the window.

3.5 Specifications Relating to Air Conditioner Openings:

Small air conditioner units shall be removed and the wall opening secured in the same manner as window openings. If the housing of the unit is too large for removal, wall air conditioner openings shall be secured from the inside after removal of the air conditioning unit. Any air conditioner work should be done by a certified A/C technician in order to comply with EPA requirements. Please refer to City Code of Ordinances, Section 18-10 (A) (4).

3.6 Specifications Relating to Pool Covering

If directed by City, Contractor shall drain pool and use a pool cover. If the pool does not require draining, twelve (12) chlorine tablets must be placed in the water before covering the pool. Pools shall be covered with an approved safety pool cover that complies with ASTM F1346. Florida Building Code Residential (FBCR 4501.17). Please refer to Exhibit A.

3.7 Specifications for Garage Doors and Sheds

Board-up of unusual sized doors, windows, and garage (when garage door is not attached) openings shall be installed as per instruction of designated City Representative. Each opening must be covered and the door must be protected as a standard dwelling door.

3.8 Permits

Permits are required for all jobs. The permit application may be emailed to epermit@fortlauderdale.gov or walked-in and are issued on the same day. In an emergency situation (public health & safety at risk), the permit can be requested after-the-fact. There are fees associated with all board-up requests. The Permit Application is available for downloading from the City's web page at www.fortlauderdale.gov. Go to Building Services and then to E-Permitting. The board up permit fee shall be charged pursuant to Section 9-48 and the boarding certificate fee shall be sixty-five dollars (\$65.00) pursuant to City Code of Ordinances, [Section 18-8](#). **The cost of permits will be borne by the Contractor and should be factored into the bid prices offered.**

3.9 Work Scheduling

- A.** The City will issue work orders for various jobs to be performed. A department official from the requesting department will provide notification by phone or email to the Contractor detailing the date, time, address, and legal description of the property or properties where a structure is to be secured and the number and type of openings to be boarded. This information will provide the necessary authorization for the Contractor to commence work. The City will make a site visit with the Contractor prior to the completion of the required work. The Contractor shall visit the site and secure the facility in accordance with the ITB specifications.
- B.** Under normal circumstances, the Contractor shall obtain permits for each authorized project within two (2) working days of notification to proceed or a penalty of 20% will apply. Contractor shall commence and complete the project within two (2) working days of obtaining permits. Failure to complete the project within (2) working days will result in a penalty of 20% of the total cost of the board-up.
- C.** Under emergency situations, the Contractor shall complete the work on the same day after notification to commence work. These requests shall occur only under extreme circumstances and the applicable City department shall determine the requirements for completion of the emergency service.
- D.** All regularly scheduled work shall be completed within the number of working days agreed upon between the City and the Contractor in accordance with the ITB requirements. The City may issue an extension due to unfavorable weather or other substantiated causes that may be beyond the control of the Contractor. The City will be the sole determiner of whether an extension is warranted.
- E.** Multiple requests to perform these services shall be prioritized by the City of Fort Lauderdale and must be completed within the time requirements established above.

3.10 Estimated Quantities of Work

The City estimates that approximately 60 buildings per year will require some type of board-up services. Approximately 55 buildings will require the use of plywood and 5 buildings will require the use of polycarbonate. .

<u>ITEM DESCRIPTION</u>	<u>PLYWOOD</u>	<u>POLYCARBONATE</u>
Furnish all labor, materials, equipment and supervision to secure and board-up the following estimated quantity of items in accordance with the bid specifications:		
1. Single hung window	225 Each	25 Each
2. Single awning type window	100 Each	15 Each
3. Standard door opening	55 Each	10 Each
4. Window or A/C cutout	25 Each	6 Each

5. Double picture window	40 Each	10 Each
6. Sliding glass door, standard opening	25 Each	6 Each
7. Shed (approx. size = 25 Sq. Ft.)	75 Sq. Ft.	25 Sq. Ft.
8. Garage Door (Single)	6 Each	
9. Garage Door (Double)	2 Each	
10. Call Back Service (Section 3.14)	5 Each	2 Each
11. Number of requests for Emergency Same Day Service, if applicable.	10 Each	5 Each
12. Furnish all labor, materials, equipment and supervision to frame out a window, door or air conditioner opening prior to installation of board-up services.	1050 Linear Feet	25 Linear Feet
13. Graffiti Removal – Over All (Please refer to City Code of Ordinances, Section 18-10 (A) (3)).	30 Sq. Ft.	

<u>ITEM DESCRIPTION</u>	<u>STANDARD MESH</u>	
14. Swimming Pool Safety Cover (approx. size = 500 Sq. Ft. each)	2500 Sq. Ft.	

3.11 Approval by the City

Upon completion of the work, the Contractor shall prepare an invoice to reflect the number of windows, doors, etc., indicating any special sizes or other apertures, and cost the project in accordance with the contract provisions. The Contractor shall provide pictures of all windows, doors, etc. that have been boarded up to verify completion and compliance with the Contract specifications. The City may request that a site visit with the contractor and a City representative be made to verify completion and compliance with the Contract specifications. The designated City representative will approve no payments without satisfactory photographic evidence and/or a physical site visit and a sign-off acceptance. Photographic evidence must include before and after pictures for City approval.

3.12 Change Order Process

Upon inspection of a designated site, if the Contractor notes work that may be required, which may be beyond the Estimated Quantities of Work, noted in the Contract specifications, the Contractor shall advise the requesting department representative of such findings. A Change Order will be written to the Contractor signed by the City authorizing an addition, deletion or revision in the Work, or an adjustment in the Contract Price or Time, issued on or after the effective date of the agreement. An additional cost, if applicable, will be agreed upon between the Contractor and the City representative prior to commencement of the work, in accordance with the Contract provisions.

3.13 Damage to Public and/or Private Property

Extreme care shall be taken to safeguard all existing facilities, site amenities, sprinkler systems, trees, shrubs, windows, and all vehicles on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be replaced or repaired by the Contractor at no additional cost to the City. If the Contractor has not repaired or replaced damaged property within 24 hours' notice by the City, the City reserves the right to correct the situation and deduct all charges from the Contractor's invoice.

It is the Contractor's responsibility to ensure that his equipment is free from any fluid leaks while located in any serviced areas. The City, under reasonable suspicion of any such leaking equipment, can require that such equipment be immediately removed from the premises and repaired and/or replaced before it can resume operation in any serviced areas.

3.14 Contractor Call Backs

If it is determined that a call back shall be required due to the entry into property already secured, the Contractor shall provide such services. If it is determined that the materials used in the initial board-up operation remain on site and are in usable condition, the Contractor shall re-board up the property and invoice the City for labor only. Said labor rate shall be in accordance with the Contract pricing section of the ITB for the contract term.

END OF SECTION

EXHIBIT "A"



QUESTIONNAIRE

Bidder certifies the truth and accuracy of all statements and the answers contained herein. Failure to answer each question could result in the disqualification of your bid.

Company Name:
 Contact Name:
 Contact Phone: Contact Email:

Provide complete information of three references (preferably government entities similar in size and scope as the City of Fort Lauderdale, but not the City of Fort Lauderdale) for which you have performed these services.

Entity name:
 Address:
 Contact Name:
 Telephone Number: Email:
 Project Name:
 Date of Contract: Value of Contract:

Entity name:
 Address:
 Contact Name:
 Telephone Number: Email:
 Project Name:
 Date of Contract: Value of Contract:

Entity name:
 Address:
 Contact Name:
 Telephone Number: Email:
 Project Name:
 Date of Contract: Value of Contract:

Number of years' experience you have had in providing similar services.

Have you ever failed to complete work awarded to you? Yes ☐ No ☐

If yes, where and why?

	5
	6

Have you included proof of insurance, including General Liability, Auto Liability, and Worker's Compensation with your bid submittal?

General Liability: Yes ☐ No ☐

Auto Liability: Yes ☐ No ☐

Worker's Comp: Yes ☐ No ☐

Have you included copies of all appropriate licenses with your bid submittal? Yes ☐ No ☐

Describe the last project of this nature that you successfully completed.

Provide a list of the equipment you have available to perform the services of this contract.

Number of days that the Contractor needs for startup once contract is fully executed?
Days

The bidder understands that the information contained in these bid pages is to be relied upon by the City in awarding the proposed contract, and such information is warranted by the bidder to be true. The bidder agrees to furnish such additional information, prior to acceptance of any contract relating to the qualifications of the bidder, as may be required by the City.

Please review the questionnaire to make sure all questions have been answered. Attach additional sheets if necessary.

Failure to answer each question may result in the disqualification of your bid.

**CITY OF FORT LAUDERDALE
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB), Request for Qualifications (RFQ), and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PACKING SLIPS:** It will be the responsibility of the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.
- 1.04 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.05 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.06 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of bid opening unless otherwise stated in the ITB.
- 1.07 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.08 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.

- 1.09 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) “A Minority Business” is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term “Minority Business Enterprise” means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a “Women Owned or Controlled Business” is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) “Small Business” means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.10 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

1.11 SCRUTINIZED COMPANIES

Subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), *affirmed*, *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), with regard to the “Cuba Amendment,” the Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2018), that it is not engaged in a boycott of Israel, and that it does not have business operations in Cuba or Syria, as provided in section 287.135, Florida Statutes (2018), as may be amended or revised. The City may terminate this Agreement at the City’s option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2018), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2018), or is engaged in a boycott of Israel or has been engaged in business operations

in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2018), as may be amended or revised.

1.12 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS

The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

2.01 BIDDING DEFINITIONS The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:

INVITATION TO BID (ITB) The solicitation document used for soliciting competitive sealed bids for goods or services.

INVITATION TO NEGOTIATE (ITN) All solicitation documents, regardless of medium, whether attached to or incorporated by reference in solicitations for responses from firms that invite proposals from interested and qualified firms so the city may enter into negotiations with the firm(s) determined most capable of providing the required goods or services.

REQUEST FOR PROPOSALS (RFP) A solicitation method used for soliciting competitive sealed proposals to determine the best value among proposals for goods or services for which price may not be the prevailing factor in award of the contract, or the scope of work, specifications or contract terms and conditions may be difficult to define. Such solicitation will consider the qualifications of the proposers along with evaluation of each proposal using identified and generally weighted evaluation criteria. RFPs may include price criteria whenever feasible, at the discretion of the city.

REQUEST FOR QUALIFICATIONS (RFQ) A solicitation method used for requesting statements of qualifications in order to determine the most qualified proposer for professional services.

BID – a price and terms quote received in response to an ITB.

PROPOSAL – a proposal received in response to an RFP.

BIDDER – Person or firm submitting a Bid.

PROPOSER – Person or firm submitting a Proposal.

RESPONSIVE BIDDER – A firm who has submitted a bid, offer, quote, or response which conforms in all material respects to the competitive solicitation document and all of its requirements.

RESPONSIBLE BIDDER – A firm who is fully capable of meeting all requirements of the solicitation and subsequent contract. The respondent must possess the full capability, including financial and technical, ability, business judgment, experience, qualifications, facilities, equipment, integrity, capability, and reliability, in all respects to perform fully the contract requirements and assure good faith performance as determined by the city.

FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.

SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.

CONTRACTOR – Any firm having a contract with the city. Also referred to as a "Vendor".

CONTRACT – All types of agreements, including purchase orders, for procurement of supplies, services, and construction, regardless of what these agreements may be called.

CONSULTANT – A firm providing professional services for the city.

2.02 SPECIAL CONDITIONS: Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

3.01 SUBMISSION AND RECEIPT OF BIDS: To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid

openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

3.02 MODEL NUMBER CORRECTIONS: If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.

3.03 PRICES QUOTED: Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.

3.04 TAXES: The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption **number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.**

3.05 WARRANTIES OF USAGE: Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

3.06 APPROVED EQUAL: When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.

3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS: The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.

3.08 MISTAKES: Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.

3.09 SAMPLES AND DEMONSTRATIONS: Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.

3.10 LIFE CYCLE COSTING: If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.

3.11 BIDDING ITEMS WITH RECYCLED CONTENT: In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items

manufactured with recycled material or packaging that is able to be recycled.

- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashier's check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to

continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

3.18 LEGAL REQUIREMENTS: Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

3.19 BID PROTEST PROCEDURE: ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY THE CITY TO FOLLOW THE CITY'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE CHIEF PROCUREMENT OFFICER, BY DELIVERING A LETTER OF PROTEST TO THE DIRECTOR OF FINANCE WITHIN FIVE (5) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:
<https://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>
THE COMPLETE PROTEST ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-182DIREPR

PART IV BONDS AND INSURANCE

4.01 PERFORMANCE BOND: If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

4.02 INSURANCE: If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES: Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
- All City Departments being advised to refrain from doing business with the Bidder.
- All other remedies in law or equity.

5.02 ACCEPTANCE, CONDITION, AND PACKAGING: The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.

5.03 SAFETY STANDARDS: All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Safety Data Sheet (SDS).

5.04 ASBESTOS STATEMENT: All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.

5.05 OTHER GOVERNMENTAL ENTITIES: If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.

5.06 VERBAL INSTRUCTIONS PROCEDURE: No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.

5.07 INDEPENDENT CONTRACTOR: The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.

5.08 INDEMNITY/HOLD HARMLESS AGREEMENT: The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney's fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.

5.09 TERMINATION FOR CAUSE: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable

compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.

- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract. The following applies to contracts with values over \$100,000: The Contractor certifies and represents that it will comply with Section 2-187, Code of Ordinances of the City of Fort Lauderdale, Florida, ("Section 2-187"), by not discriminating against the Contractor's employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law, during the entire term of the contract that arises out of this ITB. The failure of the Contractor to comply with Section 2-187 shall be deemed to be a material breach of the contract, entitling the City to pursue any of the following remedies or any remedy provided under applicable law: (a) The City may terminate the contract if the Contractor fails to comply with Section 2-187; and (b) The City may retain all monies due or to become due until the Contractor complies with Section 2-187; and (c) The Contractor may be subject to debarment or suspension proceedings consistent with the procedures in Section 2-183, Code of Ordinances of the City of Fort Lauderdale, Florida.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
 3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve them of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.
- 5.21 LOCATION OF UNDERGROUND FACILITIES:** If the Contractor, for the purpose of responding to this solicitation, requests the location of underground facilities through the Sunshine State One-Call of Florida, Inc. notification system or through any person or entity providing a facility locating service, and underground facilities are marked with paint, stakes or other markings within the City pursuant to such a request, then the Contractor, shall be deemed non-responsive to this solicitation in accordance with Section 2-184(5) of the City of Fort Lauderdale Code of Ordinances.
- 5.22 PUBLIC RECORDS**

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 954-828-5002, CITY CLERK'S OFFICE, 100 N. ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301, PRRCONTRACT@FORTLAUDERDALE.GOV.

Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2018), as may be amended or revised, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Contractor does not transfer the records to the City.
4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Contract, the Contractor shall meet

all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME**RELATIONSHIPS**

-

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

**CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

- (a) Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding \$100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.

Authorized Signature

Print Name and Title

Date

CONTRACT PAYMENT METHOD BY P-CARD

THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

Please indicate which credit card payment you prefer:

☐ Master Card

☐ Visa Card

Company Name:

Name (Printed)

Signature

Date

Title

LOCAL BUSINESS PRICE PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local business price preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

- (1)
Business Name
- is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.
- (2)
Business Name
- is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.
- (3)
Business Name
- is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.
- (4)
Business Name
- requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
- (5)
Business Name
- requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
- (6)
Business Name
- is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186 and does not qualify for Local Preference consideration.

BIDDER'S COMPANY:

AUTHORIZED
COMPANY
PERSON:

NAME

SIGNATURE

DATE

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BID/PROPOSAL CERTIFICATION

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) EIN (Optional):

Address:

City: State: Zip:

Telephone No. FAX No. Email:

Delivery: Calendar days after receipt of Purchase Order (**section 1.02 of General Conditions**):

Total Bid Discount (**section 1.05 of General Conditions**):

Does your firm qualify for MBE or WBE status (**section 1.09 of General Conditions**): ☐ MBE ☐ WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum</u> <u>No.</u>	<u>Date Issued</u>	<u>Addendum</u> <u>No.</u>	<u>Date Issued</u>	<u>Addendum</u> <u>No.</u>	<u>Date Issued</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

VARIANCES: If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **If submitting your response electronically through BIDS SYNC you must also click the "Take Exception" button.**

5

6

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue

CA# 19-0435
Exhibit 2

of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Name (printed)

Signature

Date:

Title



City of Fort Lauderdale • Procurement Services Division
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301
954-828-5933 Fax 954-828-5576
purchase@fortlauderdale.gov

ADDENDUM NO. 1

ITB No. 12241-893
TITLE: Board Up Services

ISSUED: March 15, 2019

This addendum is being issued to make the following change(s):

1. Updated bid document attached. New document is V8.
2. Changes were made in the following sections:
2.5, 3.2A, 3.2D, 3.3A, 3.5, 3.6, 3.8, and 3.10 Item 13.
3. Additional update made to description section of line item
12241-893--01-23 Graffiti Removal - Over All.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Senior Procurement Specialist

Company Name: _____
(please print)

Bidder's Signature: _____

Date: _____

Question and Answers for Bid #12241-893 - Board Up Services

Overall Bid Questions

Question 1

What's the estimated budget? (Submitted: Feb 27, 2019 1:21:09 PM EST)

Answer

- \$205,000 annually (Answered: Mar 4, 2019 11:46:26 AM EST)

Question 2

Hi can you advise what type of license you need to board up?

Thank you (Submitted: Mar 8, 2019 4:11:18 PM EST)

Answer

- A Contactor license issued by the State or Broward County. (Answered: Mar 15, 2019 2:50:19 PM EDT)

Question 3

technical specs section 3.1 ordinance says boarding cert is \$65. section 3.8 says boarding cert is \$79

(Submitted: Mar 10, 2019 5:13:58 PM EDT)

Answer

- Please see revised Bid specifications. (Answered: Mar 15, 2019 2:11:16 PM EDT)

Question 4

which specs do we use? Section 3 technical spec or Ordinance 18-10. Each uses a different method. Can we get a drawing of each application. The wording does not describe how to do it. Does the plywood go past each side of the window or is it cut to fit the inside? One says to use 2X4 on edge and the other flat. (Submitted: Mar 10, 2019 5:32:13 PM EDT)

Answer

- Please see revised Bid specifications. (Answered: Mar 15, 2019 2:11:16 PM EDT)

Question 5

When boarding an awning window how can you open it to get the bolt in the corners? If it is opened enough, the window protrudes past the wall face. Again is there a drawing the shows this? The same for a single hung window unless we break the top glass, how can we install our carriage bolts at the top? (Submitted: Mar 10, 2019 5:42:49 PM EDT)

Answer

- Please see revised Bid specifications. (Answered: Mar 15, 2019 2:11:17 PM EDT)

Question 6

how do we board up an A/C unit (Submitted: Mar 10, 2019 5:46:19 PM EDT)

Answer

- Please see revised Bid specifications. (Answered: Mar 15, 2019 2:11:17 PM EDT)

Question 7

how do we board up a shed? (Submitted: Mar 10, 2019 5:51:03 PM EDT)

Answer

- Please see revised Bid specifications. (Answered: Mar 15, 2019 2:11:17 PM EDT)

Question 8

what procedure do we use to join plywood for a larger opening? Is there a drawing? (Submitted: Mar 10, 2019 5:54:14 PM EDT)

Answer

- Please refer to City Code of Ordinances, Section 18-10 (A)(4) (Answered: Mar 15, 2019 2:11:17 PM EDT)

Question 9

What are the instructions for Technical Specs 3.7 (Submitted: Mar 10, 2019 6:03:05 PM EDT)

Answer

- Please refer to City Code of Ordinances, Section 18-10. "Standards for securing building. (Answered: Mar 14, 2019 11:00:50 AM EDT)

Question 10

Technical Spec 3.4 A What is Section 18-10 amended? (Submitted: Mar 10, 2019 6:05:56 PM EDT)

Answer

- Please refer to City Code of Ordinances, Section 18-10. "Standards for securing building. (Answered: Mar 14, 2019 11:00:50 AM EDT)

Question 11

Is every pool to be drained before covering? (Submitted: Mar 10, 2019 6:08:55 PM EDT)

Answer

- Please see revised Bid specifications. (Answered: Mar 15, 2019 2:11:16 PM EDT)

Question 12

Tech Spec 3.2.1.3 D Do we have to inspect every roof? If not then under what condition? (Submitted: Mar 10, 2019 6:18:34 PM EDT)

Answer

- No roofs do not have to be inspected under any condition. Please refer to City Code of Ordinances, Section 18-10. "Standards for securing building. (Answered: Mar 14, 2019 11:00:50 AM EDT)

Question 13

Is graffiti to be painted over or removed? (Submitted: Mar 10, 2019 6:20:46 PM EDT)

Answer

- Please see revised Bid specifications. (Answered: Mar 15, 2019 2:11:17 PM EDT)

Question 14

what size strap hinge and hasp is specified by the city (Submitted: Mar 11, 2019 12:18:58 PM EDT)

Answer

- Please refer to City Code of Ordinances, Section 18-10. "Standards for securing building. (Answered: Mar 14, 2019 11:00:50 AM EDT)

Question 15

Is there a site we can look at to see how each board up is performed? (Submitted: Mar 11, 2019 12:21:07 PM EDT)

Answer

- No. Please refer to City Code of Ordinances, Section 18-10. (Answered: Mar 15, 2019 2:11:17 PM EDT)

Question 16

When estimating the pool cover, how many and what type of obstructions will they have rather than a flat pool deck. for example handrail entering/ladder in deep end and any raised wall areas? These items can raise the price of covering the pool significantly. (Submitted: Mar 11, 2019 1:13:07 PM EDT)

Answer

- Bid pricing is for flat pool deck. If/when there are "obstructions" they will be determined on a case by case basis. (Answered: Mar 14, 2019 11:00:50 AM EDT)

Question 17

what is the difference between the installation of plywood compared to polycarbonate? It seems to be the same. (Submitted: Mar 11, 2019 4:23:04 PM EDT)

Answer

- There is no difference. Plywood is the preferred method and polycarbonate is to be installed per request by the City. (Answered: Mar 14, 2019 11:00:50 AM EDT)

Question 18

Is the polycarbonate painted as well as the plywood (Submitted: Mar 11, 2019 4:48:59 PM EDT)

Answer

- No. (Answered: Mar 14, 2019 11:00:50 AM EDT)

Question 19

Does section 3.2.1 emergency service only apply to same day service on the bid sheet? Do we screw the wood or polycarbonate to the frames or do we use the carriage bolt method. for this line item. Does anyone have a drawing of these methods? As an earlier question stated, a drawing will clear up alot of confusion.

(Submitted: Mar 11, 2019 5:03:03 PM EDT)

Answer

- A) Emergency Service is Same Day Service.
- B) Carriage Bolt Method
- C) No drawings of these methods. (Answered: Mar 15, 2019 2:11:17 PM EDT)

Question 20

Section 2 page ten 2.5 refers to Section 3.07. Section 3.07 has nothing to do with this. Need clarification

(Submitted: Mar 12, 2019 3:23:41 PM EDT)

Answer

- Please see revised Bid specifications. (Answered: Mar 15, 2019 2:11:16 PM EDT)

Question 21

Are we required to remove the board ups (Submitted: Mar 12, 2019 5:30:55 PM EDT)

Answer

- No (Answered: Mar 14, 2019 11:00:50 AM EDT)

Question 22

Is each board up opening required to have only one 6 1/2 inch opening? (Submitted: Mar 12, 2019 5:37:59 PM EDT)

Answer

- Please refer to City Code of Ordinances, Section 18-10. (Answered: Mar 15, 2019 2:11:16 PM EDT)

Question 23

Can we get a check for payment instead of the P card? (Submitted: Mar 13, 2019 4:11:08 PM EDT)

Answer

- Please refer to section 2.9 of the solicitation. (Answered: Mar 14, 2019 11:00:50 AM EDT)