



INVITATION FOR BID

IFB No. 26-12-13

City Hall Roof Removal & Replacement

RESPONSES ARE DUE NO LATER THAN

Tuesday, April 30, 2012 at 3:00 PM (Local Time)

AT

**CITY OF NORTH MIAMI
OFFICE OF THE CITY CLERK
CITY HALL, 1ST FLOOR
776 NE 125TH STREET
NORTH MIAMI, FL 33161-4116**

The responsibility for submitting a response to this solicitation to the Office of the City Clerk on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The City of North Miami will in no way be responsible for delays caused by the United States mail delivery or causes by any other occurrence.

Copies of this IFB Document may be obtained by contacting DemandStar by Oniva at www.demandstar.com or calling toll free 1-800-711-1712 and request Document No. 25-12-13

Contact Person: Ruby C. Johnson
Email: rcrenshaw@northmiamifl.gov | Phone: (305) 895-9886 | Fax: (305) 895-1015



INVITATION FOR BID

The City of North Miami is requesting sealed bids from General Contractors and Roofing Contractors for the removal and replacement of the City Hall roof located at 776 NE 125th Street North Miami, FL 33161.

BID SUBMISSION

Please submit an original bid, one (1) CD and two (2) copies in response to this Invitation for Bid (IFB). Bids are to be submitted in a sealed envelope bearing the name of the Bidder, and the address as well as the title of the IFB no later than 3:00 P.M. local time **Tuesday, August 28, 2012** at which time they will be opened and read in the Council Chambers by the Purchasing Director. Bids received after this time will not be considered and no time extensions will be permitted. Address your Bid to City of North Miami, Office of the City Clerk, 776 N E 125th Street, North Miami, Florida 33161. Please clearly mark bids:

IFB No. 26-12-13 **City Hall Roof Removal & Replacement**

The City's tentative schedule for this Invitation to Bid is as follows:

Advertisement Date:	April 8, 2013
Mandatory Pre-Bid Meeting:	April 16, 2013
Opening of Bids:	April 30, 2013
Cut- off Date for Questions:	April 24, 2013
Bid Review:	April 30 – May 5, 2013
Award / Council Approval:	TBD

A 10% Bid Bond and a 100% Performance Bond is a requirement of this bid.

The City reserves the right to delay or modify scheduled dates and will notify Bidders of all changes in scheduled dates.

Copies of this Bid Document may be obtained by contacting DemandStar by Oniva at www.demandstar.com or calling toll free 1-800-711-1712 and request Document No. 26-12-13 or may be purchased for a non-refundable fee of \$20.00 from the Purchasing Department, 776 N E 125th Street, North Miami, Florida 33161.

PRE-BID CONFERENCE - MANDATORY

A mandatory pre-bid conference will be held on **Tuesday, April 16, 2013 at 11:00 AM** at North Miami City Hall 776 N.E. 125th Street North Miami, FL 33161; City Council Chambers to discuss the special conditions and specifications included within this solicitation followed by a site tour.

Vendors are requested to bring this solicitation document to the conference, as additional copies will not be available.

FOR INFORMATION

For information on this Invitation for Bid, contact the Purchasing Department, (305) 893-6511 ext. 12131.

ACCEPTANCE AND REJECTIONS

The City of North Miami reserves the right to reject any or all Bids with or without cause; to waive any or all irregularities with regard to the specifications and to make the award to the firm offering the greatest advantage to the City.

Please be advised that the Bid(s) are issued subject to the City of North Miami Code Section 192 prohibiting certain communications with the City as completely specified in General Conditions of the Bid(s).

We look forward to your active participation in this solicitation.

Sincerely,

Ruby C. Johnson

Ruby C. Johnson, CPPO
Procurement Director

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All of our forms are fill-in able and can be found on our website at:

<http://www.northmiamifl.gov/departments/purchasing/forms.aspx>

SECTION 1.0 SCOPE OF WORK

1.1 **SCOPE OF WORK:**

The awarded Contractor will provide all labor, materials, tools, equipment and supervision necessary to complete the removal of approximately 1,600 square feet of roof and replacing the roof located at 776 NE 125th Street in North Miami, FL. All work shall be completed within four (4) weeks.

The roofing Contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their Work.

1.2 **PRODUCT:**

Acceptable Manufacturer: Polyglass USA or an approved equal (See attached specifications ***(Attachment B)***)

1.3 **WORKMANSHIP:**

- a. Applicators installing new roof, flashing and related Work shall be factory trained and approved by the manufacturer they are representing.
- b. All Work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.
- c. There shall be a supervisor on the job site at all times while Work is in progress.

1.4 **QUALITY ASSURANCE:**

- a. The roof system shall meet a Class A Rating and Chapter 15 of the Florida Building Code and all applicable sections
- b. The membrane must be manufactured by the material supplier. Manufacturer's supplying membrane made by others is not acceptable.
- c. Unless otherwise noted in this specification, the roofing Contractor must strictly comply with the manufacturer's current specifications and details.
- d. The roofing system must be installed by an applicator authorized and trained by the manufacturer in compliance with shop drawings as approved by the manufacturer. The roofing applicator shall be thoroughly experienced and upon request be able to provide evidence of having at least five (5) years successful experience installing single-ply roofing systems and having installed at least one (1) roofing application or several similar systems of equal or greater size within one year.
- e. Provide adequate number of experienced Workmen regularly engaged in this type of Work who are skilled in the application techniques of the materials specified. Provide at least one thoroughly trained and an experienced superintendent on the job at all times roofing Work is in progress.
- f. There shall be no deviations made from this specification or the approved shop drawings without the prior written approval of the specifier. Any deviation from the

manufacturer's installation procedures must be supported by written certification on manufacturer's letterhead and presented for the specifier's consideration.

- g. Upon completion of the installation, the applicator shall arrange for an inspection to be made by a non-sales technical representative of the membrane manufacturer in order to determine whether or not corrective Work will be required before the warranty will be issued. Notify the building owner seventy-two (72) hours prior to the manufacturer's final inspection.

1.5 WARRANTY AND GURANTEE:

Pro-rated System Warranties shall not be accepted.

Work performed under this award shall meet all applicable standards and codes. The Awarded Bidder shall guarantee all Work against any defects in Workmanship and shall satisfactorily correct at no cost to the City, any such defect that may become apparent within a period of five (5) years after completion of Work. The warranty period shall commence upon the date of the City's written final acceptance of the Work.

Materials provided under this award shall be in current production, as offered to commercial trade, and shall be of quality material. The warranty period for vendor provided materials shall be in accordance with the manufacturer's warranty. Products shall be warranted by a Twenty (20) year material warranty from the date of acceptance. The Awarded Bidder shall provide the City with all manufacturers' warranty documents upon completion of service prior to leaving the job site.

1.6 EQUIVALENTS:

If Bidder offers makes of equipment or brands of supplies other than those specified, it must be indicated in the Bid. Specific article(s) of equipment/supplies shall conform in quality, design and construction with all published claims of the manufacturer.

Brand Names: Catalog numbers, manufacturers' and brand names, when listed, are informational guides as to a standard of acceptable product quality level only and should not be construed as an endorsement or a product limitation of recognized and legitimate manufacturers. Bidders shall formally substantiate and verify that product(s) offered conform with or exceed quality as listed in the specifications.

Bidder shall indicate on the Bid Form the manufacturers' name and number if proposing other than the specified brands, and shall indicate ANY deviation from the specifications as listed. Other than specified items offered requires complete descriptive technical literature marked to indicate detail(s) conformance with specifications and **MUST BE INCLUDED WITH THE BID. NO BIDS WILL BE CONSIDERED WITHOUT THIS DATA.**

Lacking any written indication of intent to quote an alternate brand or model number, the Bid will be considered as a Bid in complete compliance with the specifications as listed on the attached form.

1.7 QUALITY:

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this Bid shall be new. The items Bid must be new, unless

recycled materials are certified by Bidder, the latest model, of the best quality, and highest grade Workmanship.

1.8 PROTECTION OF PROPERTY:

The Contractor shall at all times guard against damage or loss to the property of the City of North Miami, site areas or other Contractors or vendors working at the site; and shall be held responsible for replacing or repairing any such loss or damage. This requirement shall include the replacement, at no cost to the City, any trees, shrubs, lawns or planting damaged also to include any ceiling damage caused by the Contractor or its agents during the Work of this project. All repair and replacement Work shall be completed within two weeks of the occurrence of damage unless otherwise directed by the City.

1.9 TRAFFIC CONTROL:

Contractor must conduct the project to ensure minimum interference with facility, road, street, walks and other adjacent occupied or used facilities. Do not close or obstruct street, walks, or other occupied of used facilities without permission from authorities having jurisdiction.

1.10 SAFETY:

The Contractor shall be responsible for the safe conduct of his/her personnel during the execution of the Work detailed herein. The Contractor shall meet or exceed the standards set for by the Occupational Safety and Health Administration (OSHA) and requirements established by the Federal, State, and Local agencies. Should an unsafe condition be identified during the execution of this Work, the Contractor will immediately suspend such activity until a safe method can be employed.

1.11 STORAGE OF MATERIALS:

The successful Contractor must secure approval from the Public Works Director or designee for areas permitted for storage.

1.12 DISPOSAL OF WASTE:

The successful Contractor shall be responsible for the daily disposal of all waste materials, debris, and any and all excess materials, containers, etc. at an off-site location in accordance with local, state and federal regulations. City dumpsters are not to be used by the Contractor. Disposal of waste materials shall be in a proper manner in accordance with all environmental guidelines and regulations.

1.13 HOURS OF WORK:

The successful Contractor will perform installation Monday through Friday from 7:30 AM to 5:00 p.m. Extended working hours may be available upon request and approval by the City, prior to the commencement of the Work specified under this contract.

Prior to starting Work, the roofing Contractor must submit the following:

- a. Shop drawings showing layout, details of construction and identification of materials.
- b. A sample of the manufacturer's Membrane System Warranty.

- c. Submit a letter of certification from the manufacturer which certifies the roofing Contractor is authorized to install the manufacturer's roofing system and lists foremen who have received training from the manufacturer along with the dates training was received.
- d. Certification from the membrane manufacturer indicating the membrane thickness over the reinforcing scrim (top ply membrane thickness) is nominal .015" (15 mil).
- e. Certification of the manufacturer's warranty reserve.
- f. Upon completion of the installed Work, submit copies of the manufacturer's final inspection to the specifier prior to the issuance of the manufacturer's warranty.

1.14 PRODUCT DELIVERY, STORAGE AND HANDLING:

Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible. Deliver in sufficient quantity to permit Work to continue without interruption.

1.15 WORK SEQUENCE:

Schedule and execute Work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the membrane system.

Do not disrupt activities in occupied spaces.

1.16 USE OF THE PREMISES:

Before beginning Work, the roofing Contractor must secure approval from the City

- 1. Areas permitted for personnel parking.
- 2. Access to the site.
- 3. Areas permitted for storage of materials and debris.
- 4. Areas permitted for the location of cranes, hoists and chutes for loading and unloading materials to and from the roof.

Interior stairs or elevators may not be used for removing debris or delivering materials, except as authorized by the Public Works Director or designee.

1.17 TEMPORARY FACILITIES AND CONTROLS:

Water, power for construction purposes and lighting will be available at the site and will be made available to the roofing Contractor

Provide all hoses, valves and connections for water from a source designated by the owner when made available.

When available, electrical power should be extended as required from the source. Provide all trailers, connections and fused disconnects.

1.18 JOB SITE PROTECTION:

- a. The roofing Contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required Work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The Contractor shall repair or be responsible for costs to repair all property damaged during the roofing application.
- b. During the roofing Contractor's performance of the Work, the building owner will continue to occupy the existing building. The Contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may sift into the building. The roofing Contractor shall provide labor and materials to construct, maintain and remove necessary, temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.
- c. Do not overload any portion of the building, by either use of or placement of equipment, storage of debris, or storage of materials.
- d. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
- e. Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required. At completion, test drains to ensure the system is free running and drains are watertight. Remove strainers and plug drains in areas where Work is in progress. Install flags or other telltales on plugs. Remove plugs each night and screen drain.
- f. Store moisture susceptible materials above ground and protect with waterproof coverings.
- g. Remove all traces of piled bulk material and return the job site to its original condition upon completion of the Work.

1.19 SAFETY:

The roofing Contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. Safety shall be the responsibility of the roofing Contractor. All related personnel shall be instructed daily to be mindful of the full time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers and the occurrence of the general public on or near the site.

1.20 WORKMANSHIP:

Applicators installing new roofing system, flashing and related Work shall be factory trained and approved by the manufacturer they are representing.

All Work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.

There shall be a supervisor on the job site at all times while Work is in progress.

1.21 WALKWAYS:

Install walkways at all traffic concentration points (such as roof hatches, access doors, rooftop ladders, etc.) and all locations as identified on the specifier's drawing.

1.22 DAILY SEAL:

- a. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the Work day, a daily seal must be performed to temporarily close the membrane to prevent water infiltration.
- b. Use FAST Adhesive or other similar material in accordance with the manufacturer's requirements.

1.23 CLEAN UP

- a. Perform daily clean up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.
- b. Prior to the manufacturer's inspection for warranty, the applicator must perform a pre-inspection to review all Work and to verify all flashing has been completed as well as the application of all caulking.

END OF SECTION 1

SECTION 2.0 SPECIAL CONDITIONS

2.1 PURPOSE

The purpose of this Invitation for Bid is to establish a contract, by means of sealed bids, for the furnishing of all labor, equipment, materials and expertise as required to remove and replace the roof of the City Hall Building, from a source that will give prompt and efficient service.

The City further seeks firms that are willing participants in the City's goal to develop subcontracting and employment opportunities to local businesses and residents as defined by Section 7-151 of the City Code

The Awarded Bidder will be required to submit, a Community Benefits Plan for approval by the City Manager. The Community Benefit plan shall be exclusive of the City of North Miami's Local Preference requirement, under Section 7-151 of the City Code. The Awarded Bidder's Community Benefits Plan shall be incorporated into and shall become a part of the agreement entered into between the City and the selected Bidder

2.2 BIDDER QULAIFICATIONS

In order for bids to be considered, Bidders must submit with their bid, evidence that they are qualified to satisfactorily perform the specified Work. Evidence shall include all information necessary to certify that the Bidder:

- At a minimum, the Bidder shall be a General Contractor or a Roofing Contractor licensed to do business in the State of Florida;
- To be determined responsive, Firms must be licensed, bonded and insured as required by the State of Florida;
- Bidders must provide proof they have been engaged in the roofing business for a minimum of 3 years, within the last 5 years AND must have completed three (3) similar sized or type projects within the past two years;
- Bidders must have an office with a dedicated and qualified person, phone and fax line, as well as on-line capabilities to receive request for inquiries;
- References are required however, it is preferred that a minimum of one reference is with other governmental agencies doing similar type Work (other than the City of North Miami) within the last three (3) years;
- Must have available the organization and qualified manpower to do the Work;

2.3 METHOD OF AWARD

Award of this bid may be made to the lowest responsive, responsible Bidder whose bid, qualifications and references demonstrates to be the most advantageous to the City of North Miami.

2.4 COMPLETION TIME TERM OF CONTRACT

A contract shall be executed after award by the City of North Miami, Florida.

Bidder(s) shall start the project within ten (10) days after written Notice to Proceed and shall complete the Work within four (4) weeks.

The City seeks a source of supply that will provide accurate and timely service. The awarded Bidder must adhere to a construction schedule. If, in the opinion of the Public Works Director, the Awarded Bidder fails at any time to meet the requirements herein, then the contract may be terminated upon written notice.

2.5 ADDITIONS/DELETIONS OF FACILITIES

Although this solicitation identifies specific facilities/areas to be serviced, it is hereby agreed and understood that additional facilities may be added/deleted to/for, this contract at the option of the City.

2.6 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT

If the Bidder is awarded a contract under this bid solicitation, the prices quoted by the Bidder on the Bid Form shall remain fixed and firm during the term of this contract; provided, however, that the Bid may offer incentive discounts from this fixed price to the City at any time during the contractual term.

2.7 PRE-BID MEETING- MANDATORY

A mandatory pre-bid conference will be held on **Tuesday, April 16, 2013 at 11:00 AM** in North Miami City Hall 776 N.E. 125th Street North Miami, FL 33161; City Council Chambers to discuss the special conditions and specifications included within this solicitation.

Vendors are requested to bring this solicitation document to the meeting, as additional copies may not be available.

2.8 SITE INSPECTION

Prior to submitting the bid, Bidder is required to visit the site of the proposed Work and to become familiar with any conditions which may in any manner, affect the Work to be done or affect the equipment, materials and labor required. The Bidder is also required to examine carefully the specifications and be thoroughly informed regarding any and all conditions and requirements that may in any manner affect the Work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions.

2.9 INSURANCE

Bidders must submit with their bid, proof of insurance meeting or exceeding the following requirements or a letter of intent to provide the following requirements if awarded the contract:

- Worker's Compensation Insurance – as required by law
- Employer's Liability Insurance - \$1,000,000 per occurrence
- General Liability Insurance - \$1,000,000 per person and \$1,000,000 per accident for bodily injury
- Automobile Liability Insurance - \$500,000 per occurrence, \$500,000 per accident for bodily injury and \$500,000 per accident for property damage

The required insurance coverage shall be issued by an insurance company authorized and licensed to do business in the State of Florida, with the minimum rating of B+ or better, in accordance with the latest edition of A.M. Best's Insurance Guide.

The Awarded Bidder(s) must submit, no later than ten (10) days after award and prior to commencement of any Work, a Certificate of Insurance naming the City of North Miami as additional insured.

2.10 CONTACT PERSON

For any additional information regarding the specifications and requirements of this bid, contact: Ruby Johnson via facsimile (305) 891-1015 or email at rcrenshaw@northmiamifl.gov.

2.11 BID CLARIFICATION

Any questions or clarifications concerning this Bid shall be submitted in writing by mail, facsimile or email to the Purchasing Department, 776 N.E. 125th Street, North Miami, Florida 33161, Fax: (305) 891-1015. The bid title/number shall be referenced on all correspondence. All questions must be received no later than **Wednesday, April 24, 2013 by 3:00 PM**. All responses to questions/clarifications will be sent to all prospective Bidders in the form of an addendum. **NO QUESTIONS WILL BE RECEIVED VERBALLY OR AFTER SAID DEADLINE.**

2.12 FAILURE TO PERFORM

If in the opinion of the City's representative, the Bidder refuses to begin Work, improperly perform said Work, or shall neglect or refuse to take out or rebuild such Work, as shall have been rejected or as being defective or unsuitable, then City's representative may notify the Bidder to repair and replace Work immediately or discontinue all Work under this Contract.

If at any time the City's representative shall be of the opinion that the said Work is being unnecessarily delayed and will not be finished within the prescribed time then City's representative may notify the Bidder to discontinue all Work under this Contract. The Bidder shall immediately respect said notice and stop said Work and cease to have any rights in the possession of the ground and shall forfeit this contract.

The City may thereupon look to the next lowest and responsive and responsible Bidder to complete the Work or advertise for bids and let a contract for the uncompleted Work in the same manner as was followed in the letting of this Contract and charge the cost thereof to the original Bidder upon his contract. Any excess cost arising there from over and above the original contract price shall be charged to the Bidder.

2.13 BID/PERFORMANCE/PAYMENT BOND

All bids over \$100,000 must be accompanied by a bid bond in the amount of 10% of the total bid submitted, to be in the form of a Cashier's Check, made payable to the City of North Miami; a bond written by a surety company authorized to do business in the State of Florida and shall comply with State Statute 287.0935. The bond, if in the form of a Cashier's Check, of all unsuccessful Bidders will be returned after bid award.

The Awarded Bidder will be required to furnish to the City of North Miami, a Performance Bond and Payment Bond for 100% of the total bid submitted, to be in the form of a Cashier's Check, made payable to the City of North Miami; a bond written by a surety company authorized to do business in the State of Florida and shall comply with State Statute 287.0935; or an Irrevocable Letter of Credit. If the latter is chosen, it must be written on a bank located Miami-Dade County, be in the amount of the contract and should clearly and expressly state that it cannot be revoked until express written approval has been given by the City of North Miami. The City, to draw on same, would merely have to give written notice to the bank with a copy to the Awarded Bidder.

2.14 LIQUIDATED DAMAGES

If the Awarded Bidder(s) fails to complete the Work within sixty (60) consecutive calendar days, it is understood that \$350.00 per consecutive calendar day will be deducted, as liquidated damages, for each day beyond the specified completion time. The City may, in lieu of the above, notify the Bidder to cease Work and the City will complete the Work. The cost of completion thereof to the City including all materials, rent, labor, equipment and necessary supervision plus 15% for overhead, shall be deducted from the contract consideration and shall be an obligation of the Bidder.

2.15 CONDITIONS OF WORK

If property (public or private) is damaged performing Work specified or is removed for the convenience of the Work, it shall be repaired or replaced at the expense of the Bidder in a manner acceptable to the City of North Miami. Such property shall include but not limited to: roads, driveways (whether concrete or asphalt), approaches (whether concrete or asphalt), sod, walls, fences, water features, footings, underground utilities, shrubs, trees, etc.

Bidder shall submit to the Public Works Department for review, pictures or video of the Work site(s) having pre-existing damage to roadways, driveways, approaches, sod, swales, adjacent improvements, etc. before beginning Work. Failure to do so shall obligate the Bidder to make repairs per above paragraph.

2.16 PERMITS

Bidder shall obtain all necessary permits. The City will not waive its permit fee, and is required to collect the \$.60/\$1,000 Miami-Dade county surcharge fee. Work to be performed is located on a County maintained road and Bidder must obtain permits from the County and other authorities having jurisdiction.

All Work not stated herein shall be in compliance with the Florida Building Code and all other national, state, and local codes and regulations. All permits to be posted on job site.

2.17 REFERENCES AND SUB-CONTRACTORS

Each bid must be accompanied by a list of three (3) references (**See Form A-14**) of similar Work, which shall include the name of the company, a contact person and the telephone number. **NO BID WILL BE CONSIDERED WITHOUT THIS LIST.** It is the responsibility of the Bidder to ascertain that the contact person will be responsive.

Bidders must complete Form A-6 - Proposer's Disclosure of SubContractors and Suppliers" and return with Bid package.

2.18 COMPLETE PROJECT REQUIRED

These specifications describe the various items or classes of Work required, enumerating or defining the extent of same necessary, but failure to list any items or classes under scope of the several sections shall not relieve the Bidder from furnishing, installing or performing such Work where required by any part of these specifications, or necessary to the satisfactory completion of the project.

2.19 BID SUBMITTAL / ADDENDUMS

All bids submitted shall include the completed Bid Form and all required product information and any other items as indicated on the Bid Form. Bids will be considered "Non-Responsive" if the required information is not submitted by the date and time specified.

Before submitting bid, each Bidder shall make all investigations and examinations necessary to ascertain if any addendums were issued by the Purchasing Agent.

2.20 LATE BIDS

The City of North Miami cannot accept bids received after opening time and encourages early submittal.

2.21 EXCEPTIONS TO SPECIFICATIONS

Exceptions to the specifications shall be listed on the Bid Form and shall reference the section. Any exceptions to the General or Special Conditions shall be cause for the bid to be considered non-responsive.

2.22 BID FORMAT

To be considered a valid bid, Bidders must provide the original, one (1) CD and one (1) copy of the Bid and Bid Form must be filled in completely in a sealed envelope in the following format:

- Section 1 Bidder's Qualifications (See Section 2.2)
- Section 2 Price Proposal
- Section 3 Required Forms
 - A-1 Public Entity Crimes
 - A-2 Non-Collusive Certificate
 - A-3 Local Preference Certification
 - A-4 Questionnaire
 - A-5 Acknowledgement of Addenda
 - A-6 Proposer's Disclosure of SubContractors and Suppliers
 - A-7 Insurance Requirements
 - A-9 Bid Bond
 - A-10 Performance Bond (required at time of award)
 - A-14 References

All of our forms can now be found on our website at:

<http://www.northmiamifl.gov/departments/purchasing/forms.aspx>

2.23 COMMUNITY BENEFITS PLAN

The Successful Bidder will be required to submit, a Community Benefits Plan for approval by the City Manager. The Community Benefit plan shall be exclusive of the City of North Miami's Local Preference requirement, under Section 7-151 of the City Code.

The Successful Bidder will be required to document their experience and track record in delivering to a municipality, county or other local government agency a Community Benefits Plan. The Awarded Bidder shall be required to demonstrate and provide to the City a proposed Community Benefit Plan which has identifiable and observable benefit to the community within the City. Bidders are encouraged to be creative in the development of a Community Benefit Plan and the types of benefits their plan is designed to provide. The City Manager, as the City's Chief Executive Officer, shall approve the final Community Benefits Plan proposed by the Awarded Bidder, as a precondition to the execution of any agreement. The Awarded Bidder's Community Benefits Plan shall be incorporated into and shall become a part of the agreement entered into between the City and the selected Bidder.

2.24 PURCHASING CARD PROGRAM

The City is currently under contract with Bank of America for providing and implementing a Purchasing Card Program. The selected Bidders can take advantage of this program and in consideration receive their payment within several days instead of City's Policy of Net 45 days After Receipt of Invoice. In consideration of this service, the City is requesting a percentage off the bid price. If no such percentage is given the City shall assume 0% discount applies.

Bidders are requested to state in the bid if they will honor the VISA Purchasing Card. In the event of failure on the part of the Proposer to make this statement, the City shall assume the purchase/contract price shall be governed by the Net 45 payment terms.

End of Section 2

**SECTION 3
BID PROPOSAL FORM**

The prices listed in the bid form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of Services and product requested by the City of North Miami.

Item	Description	Total Price
1.	Roof Removal & Replacement for City Hall	\$
2.	Contingency (If Required) Not to exceed 10%	_____ %
3.	Indicate % discount for credit card payments (See Section 2.30)	_____ %

If quoting products other than those attached, all Bids must include product specs that will be used on this project

1. The price listed in the bid form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of services and product requested by the City of North Miami.
2. I hereby certify that I am authorized to act on behalf of the firm, individual, partnership, corporation or association making this Bid and that all statements made in this document are true and correct to the best of my knowledge. I agree to hold this offer open for a period of one hundred and eighty (180) days from the deadline for receipt of Bids; or, if I am selected as the Top-Ranked Offeror, for such further period as is necessary for obtaining sale contract signature and approval.
3. I understand and agree to be bound by the conditions contained in the Invitation to Bid and shall conform to all requirements of the IFB.

Name: (Please Print)

Offeror Signature Title: Date:

**BID SUBMITTAL FOR:
26-12-13**

FEIN NO. : ____/____-____/____/____/____/____/____/____

(Bidder Federal Employer Identification Number) If none, Bidder Social Security Number.

- LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of City of North Miami that conforms with the provisions of Section 4.62 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. Place a check here only if affirming bidder meets requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Bidder ineligible for Local Preference.**

OR

- WORKFORCE LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to firms with a least ten percent (10%) of its total Workforce residing within the geographical boundaries of the City. Place a check here only if affirming bidder meets the requirements for Workforce Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Bidder ineligible for Workforce Local Preference.**

OR

- SUBCONTRACTOR LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to firms that subcontract at least ten percent (10%) of the contractual amount of a City project to subContractor who are physically located within the City of North Miami. **(Must complete forms A-3a Statement of Intent & A-3b Participation Schedule.)** Place a check here only if affirming bidder meets the requirements for SubContractor Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Bidder ineligible for SubContractor Local Preference.**

All referenced forms can be found on the City's website at:

<http://www.northmiamifl.gov/departments/purchasing/forms.asp>

The undersigned bidder certifies that this bid is submitted in accordance with the bid specifications and conditions governing this bid, and that the bidder will accept any award(s) made to him as a result of this bid.

FIRM NAME: _____

STREET ADDRESS _____

CITY/STATE/ZIP CODE _____

TELEPHONE NO. _____ FAX NO. _____

E-MAIL _____

By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.

AUTHORIZED SIGNATURE _____ Date _____

PERSON AUTHORIZED TO ENTER INTO CONTRACTUAL AGREEMENT

PRINT NAME OF AFFIANT _____

TITLE OF OFFICER _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Contract Forms

All of our forms can now be found on our website at:

<http://www.northmiamifl.gov/business/purchasing/forms.asp>.

These forms are fill –in forms. Please ensure to include all applicable forms with your bid. All documents must be signed and notarized as required. Emailed forms will not be accepted.

The following forms are required for this bid document:

- A-1 Public Entity Crimes
- A-2 Non-Collusive Certificate
- A-3 Local Preference Certification
- A-4 Questionnaire
- A-5 Acknowledgement of Addenda
- A-6 Proposer’s Disclosure of SubContractors and Suppliers
- A-7 Insurance Requirements
- A-9 Bid Bond
- A-10 Performance Bond (required at time of award)
- A-14 References

SECTION 4.0 GENERAL TERMS & CONDITIONS

4.1 CITY OVERVIEW

North Miami, Florida (pop.60, 000) is a diverse community, ideally located midway between Miami and Fort Lauderdale and encompasses approximately 9.5 square miles. As the fifth largest city of Miami-Dade County, North Miami is committed to growth in its business community, while also focusing on issues such as education, the arts, leisure activities and sustainability to provide a viable future for our residents and preserve the City's rich history since its incorporation in 1926.

The City currently has 550+ employees and provides a wide range of governmental services including public safety / police services, parks and recreation, public Works, water and sewer, planning, building and zoning, code enforcement, and community development to its citizens.

The City is a very large consumer of goods and services and the purchasing decisions of our employees and Contractors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our traditional concerns with price, performance and availability, we will remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources.

4.2 DEFINITIONS

The following terms, phrases, words and their derivations shall have the meaning given herein:

- a) **'Award'** means the acceptance of a bid, offer, or proposal by the City, pursuant to code.
- b) **'Awarded Bidder'** or **'Contractor'** means the Bidder or Bidders that receive any award of contract from the City as a result of this 'Invitation to Bid'
- c) **'Bidder'** means the person firm, entity or organization submitting a bid in response to this Invitation to Bid.
- d) **'Solicitation'** means an Invitation to Bid, Request for Proposal, Request for Quotation or any document used to obtain bids and proposals for the purposes of entering into a contract..
- e) **'Work', 'Services', 'Program', 'Project',** or **'Engagement'** to mean all matters and things

that will require to be done by the Awarded Bidder(s) in accordance with the scope of Work and all terms and conditions of this Invitation to Bid.

4.3 INVITATION

This Invitation for Bid is extended to firms and organizations that can provide the requirement(s) specified herein. The requirements presented in this Invitation for Bid represent the City's anticipated needs.

4.4 PUBLIC ENTITY CRIME/ DISCRIMINATORY VENDOR LIST

The *Public Entity Crime Affidavit Form, (Form "A-1")* attached to this Invitation for Bid, includes documentation that shall be executed by an individual authorized to bind the Bidder. Any Bidder, or any of its suppliers, subContractors, or consultants who shall provide goods and services which are intended to benefit the City, shall not be a convicted vendor or included on the discriminatory vendor list. If the Bidder or any affiliate of the Bidder has been convicted of a public entity crime or has been placed on the discriminatory vendor list, a period longer than 36 months must have passed since that person was placed on the convicted vendor or discriminatory vendor list. The Bidder further understands and accepts that any contract issued as a result of this Invitation for Bid shall be either voidable or subject to immediate termination by the City. In the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133 or Section 287.134, respectively, Florida Statutes. The City in the event in such termination, shall not incur any liability to the Bidder for any goods, services or materials furnished.

4.5 LOBBYING

All Bidders, their agents and proposed sub consultants or subContractors, are hereby placed on notice that neither the City Council Members, any evaluation committee members, employees of the City or employees of any other project sponsoring agencies shall be lobbied either individually or collectively regarding this Invitation for Bid. Bidders, their agents and proposed sub-consultants or subContractors are hereby placed on notice that they are prohibited from contacting any of these individuals for any purpose relating to the Invitation for Bid (e.g., general information, meetings of

introduction, meals, etc.). Any bid submitted by a Bidder, its agents and potential sub consultants or subContractors who violate these guidelines will not be considered for review. The Purchasing Director or Contract Specialist (identified on the cover page of this Invitation for Bid) shall be the only point of contact for questions and/or clarifications concerning the Invitation for Bid, the selection process and the negotiation and award procedures.

4.6 SUSPENSION OF CONTRACTORS FOR MATERIAL BREACH OF CITY CONTRACTS

Pursuant to Sec 7-160 (a), (b) & (c) upon recommendation by the Director of Purchasing may temporarily or permanently suspend Contractors from doing business with the city whenever a Contractor materially breaches its contract with the City. Any Bid submitted by a Bidder, its proposed subContractors or sub consultants who are included on the City's Suspension List shall not be considered for review.

In addition, the principles of any Bidders or its proposed subContractors or sub consultants shall not attempt to do business with the City under a different name or form a new legal entity in order to do business with the City while the principals of the Bidder or its proposed subContractors or sub consultants remain on the Suspension List. In the event there is any intentional misrepresentation, the Bidder further understands and accepts that any contract issued as a result of this Invitation for Bid shall be subject to immediate termination for default and suspension procedures by the City. The City, in the event of such termination, shall not incur any liability to the Bidder for any goods, services or materials furnished.

4.7 POINTS OF CONTACT/ TIMETABLE FOR INQUIRES

Bidders shall contact the contract specialist, identified on the cover page of this Invitation for Bid, for all related inquiries. All Bidders' technical inquiries shall be confirmed in writing either through the mail, via facsimile transmission or electronic mail.

Technical questions will not be entertained beyond the cut-off date indicated on the cover page so that answers to substantive questions, in the form of written addenda, can be posted on the City's web site (www.northmiamifl.gov) and Demand Star by Onvia at www.demandstar.com or calling toll free 1-

800-711-1712 and requesting the corresponding documents number.

4.8 ORAL REPRESENTATION

No oral representation made by the City staff shall be binding. The contents of this Invitation for Bid and any subsequent addenda issued by the City shall govern all aspects of this Invitation for Bid.

4.9 ADDENDA

If any revisions to the Invitation for Bid become necessary (other than changes to the deadline for Bid submission), the City will post written addenda on the City web's site at (www.northmiamifl.gov) and on Demand Star by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding document number at least seven (7) calendar days before the date scheduled for opening the Bids. The City may revise the deadline for Bid submission at any time prior to the date and time scheduled for opening the Bids. **It is the responsibility of all Bidders to ascertain whether any addenda have been issued before the Invitation for Bid deadline by either calling or checking the City's web site (www.northmiamifl.gov) and Demand Star and by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding document number. All addenda placed on the Demand Star can be down loaded.**

4.10 CANCELLATION OF THE INVITATION FOR BID

The City reserves the right to cancel this Invitation for Bid and/or re-advertise and re-solicit the requirements at any time when determined to be in the best interest of the city.

4.11 BID PROTEST

If a potential Bidder protest any provisions of the Invitation for Bid documents a written protest must be filed with the City Clerk within five (5) business days (excluding weekends and City observed holidays) prior to date set for opening of the bids. A written protest is considered filed when received by the City Clerk.

Any Bidder who files a formal written protest pursuant to Section 7-158 City Code, shall post with the city at the time of filing the formal written protest with the city at the time of filing the formal written protest a filing fee in an amount equal to one percent (1%) of the amount of the bid or proposed

contract, or one thousand dollars (\$1,000), whichever is less. Failure to file a notice of protest within the time prescribed in Section 7-158, City Code, or failure to post the filing fee within the time allowed, shall constitute a waiver of such Bidder's right to file a protest.

Any Bidder who files a formal written protest pursuant to Section 7-158 City Code, shall post with the city at the time of filing the formal written protest with the city at the time of filing the formal written protest a filing fee in an amount equal to one percent (1%) of the amount of the bid or proposed contract, or one thousand dollars (\$1,000), whichever is less. Failure to file a notice of protest within the time prescribed in Section 7-158, City Code, or failure to post the filing fee within the time allowed, shall constitute a waiver of such Bidder's right to file a protest.

Notice of written protest along with the filing fee, shall be timely filed with the City Clerk of the City North Miami at 776 NE 125th Street, 1st Floor North Miami, FL 33161. The City will not accept receipt of any formal written protests filed at any location other than the City's Clerk's Office

4.12 DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a Bid in response to this Invitation for Bid. All information in the Bid shall be provided at no cost to the City.

4.13 TAX EXEMPT STATUS

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

4.14 BID SUBMISSION AND OPENING

All Bids shall be submitted in a sealed envelope by the deadline indicated on the cover page of this Invitation for Bid. The Bid shall identify the Bid number and title specified on the cover page of this Invitation for Bid. Reference information shall also be marked on the outside of the sealed envelope, including the Bidder's return address. The City assumes no responsibility for Bids not properly marked.

The City will not accept Bids delivered after the established deadline. If the Bid is delivered after the

established deadline, a Bidder shall be deemed non-responsive to the Invitation for Bid requirements.

Receipts of a Bid by any City office, receptionist or personal other than the Clerk's Office will not constitute "delivery" as required by this Invitation for Bid. The City will not accept or consider Bids submitted via facsimile transmission. The public is welcome to attend the Bid opening.

4.15 ASSIGNMENT OF BIDS

A Bidder shall not transfer or assign its Bid to a third party following submission of a Bid to the City.

4.16 WITHDRAWAL OF BID

Bidders shall withdraw their submitted Bid by notifying the City either in writing or in person through an authorized representative at any time prior to the deadline. Individuals making the withdrawal shall provide evidence of serving as an authorized representative of the Bidder. Bids, once received, become the property of the City, and will not be returned to Bidders even when they are withdrawn from consideration.

Bids, once opened, shall not be withdrawn or modified except to the extent agreed to by the City during subsequent contract negotiation.

4.17 PUBLIC RECORDS AND EXEMPTIONS

Upon receipt, Bids become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Bidders shall invoke the exemptions to disclosure provided by law, in the Bid, by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected and stating the reasons why such exclusion from public disclosure is necessary. Bids will be made available for public inspection at the time the City posts notice of its decision or intended decision concerning contract awards, or ten (10) days after the Bid opening, whichever is earlier.

4.18 REJECTION OF BIDS

Pursuant to Section 7-136 of the City Ordinance the City reserves the right to reject any and all Bids for reasons including, but not limited to, the following: (1) when such rejection is in the interests of the City; (2) if such Bid is deemed non-responsive; (3) if the Bidder is deemed non-responsible; or (4) if the Bid contains any materials irregularities. Minor

irregularities contained in Bid will be waived by the City. A minor irregularity is a variation from the Invitation for Bid that does not affect the price of the contract nor does it give a Bidder an advantage or benefit not enjoyed by other Bidders and does not adversely impact the City.

4.19 CONE OF SILENCE / CONFLICT OF INTEREST AND CODE OF ETHICS

This Invitation for Bid is issued pursuant to the City of North Miami Ordinance Section 7-193 which prohibits certain types of communications: (a) A Cone of Silence shall be imposed upon each Invitation for Bid after the advertisement of said Invitation for Bid. At the time of imposition of the Cone of Silence, the director of the purchasing department or designee shall provide for public notice of the Cone of Silence. The director of the purchasing department shall issue a written notice thereof to the affected departments, file a copy of such a notice with the city clerk, with the copy thereof to each city council member, and shall include in any public solicitation for supplies or services a statement disclosing the requirements of this ordinance. Notwithstanding any other provision of this section, the imposition of a cone of silence on a particular Invitation for Bid shall not preclude purchasing staff from obtaining industry comment or performing market research provided all communication related thereto with a potential offeror, service provider, bidder, lobbyist, or consultant are in writing or are made at a duly noticed public meeting.

The ordinance does not apply to oral communications at pre-bid conference, oral presentations before selection committees, contract negotiations, public presentations made to the City Council during any duly noticed public meeting or communications in writing at any time with any City Council unless specifically prohibited by the applicable Invitation for Bid documents. A copy of all written communications must be filed with the City Clerk.

4.20 BUSINESS ENTITY REGISTRATION

The City of North Miami requires business entities to complete registration application before doing business with the City. Bidders need not register with the City to present a bid; however, the selected Bidder(s) must register prior to award of a contract as failure to register may result in the rejection of

the bid. To register, contact the Purchasing Department at (305) 895-9886 or you may download the application (*revised 7/09*) from our website at www.northmiamifl.gov it is the responsibility of the business entity to update and renew its application concerning any changes such as new address, telephone number, commodities, etc. during the performance of any agreement obtained as a result of this Invitation for Bid.

4.21 SEALED BIDS:

Original copy of the Bid Form as well as any other pertinent documents must be returned in order for the Bid to be considered for award. All Bids are subject to the conditions specified herein and on the attached Special Conditions, Specifications and Bid Form.

The completed Bid must be submitted in a sealed envelope clearly marked with the Bid Title to the Office of the City Clerk of North Miami, Room 12, City Hall, 776 N.E.125th Street, North Miami, Florida 33161-5216 until 3:00 p.m., local time on date due.

4.22 EXECUTION OF BID:

The Bid must contain a manual signature of an authorized representative in the space provided on the Bid Form. Failure to properly sign Bid shall invalidate same and it shall NOT be considered for award. All Bids must be completed in pen or be typewritten. No erasures are permitted. If a correction is necessary draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the Bid. Any illegible entries, pencil bids or corrections not initialed will not be tabulated. The original Bid conditions and specifications CANNOT be changed or altered in any way after being submitted to the City.

4.23 PRICES QUOTED:

Deduct trade discounts and quote firm net prices. Give both unit price and extended total, when requested. Prices must be stated in units of quantity specified in the Bid specifications. In case of discrepancy in computing the amount of the bid, the UNIT PRICE quoted will govern. All prices must be F.O.B. destination, freight prepaid (unless otherwise stated in special conditions). Award, if made, will be in accordance with terms and conditions stated herein. Each item must be proposed separately and no attempt is to be made to tie any item or items in

with any other item or items. Cash or quantity discounts offered will not be a consideration in determination of award of Bid(s). All prices quoted shall be guaranteed for 60 days from bid date unless otherwise specified in Special Conditions.

4.24 MISTAKES:

Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions and all instructions pertaining to supplies and services. Failure to do so will be at the Bidder's risk.

4.25 UNDERWRITERS' LABORATORIES:

Unless otherwise stipulated in the Bid, all manufactured items and fabricated assemblies shall be U.L. listed or re-examination listing where such has been established by U.L. for the item(s) offered and furnished.

4.26 BID'S CONDITIONS:

The City reserves the right to waive irregularities in Bids or to reject all Bids or any part of any Bid deemed necessary for the best interest of the City of North Miami, Florida.

4.27 PRODUCTS, MATERIALS WITH RECYCLED CONTENT:

It is the intent and policy of the City of North Miami, Florida, that the needs of the City for products and materials be made using recycled contents whenever possible. Bidders must certify in writing the percentage of recycled content in the product or material. "Recycled content" means materials that have been recycled that are contained in the products or materials to be procured, including, but not limited to, paper, aluminum, glass and composted material. The minimum percentage of recycled content shall be twenty-five (25) percent of materials recovered from post consumer waste. The term does not include internally generated scrap that is commonly used in industrial or manufactured processes or waste or scrap purchased from another manufacturer who manufactures the same or a closely related product. The City may allow up to ten (10) percent price difference to a responsible Bidder who has certified in writing the above recycled content.

4.28 EQUIVALENTS:

If Bidder offers makes of equipment or brands of supplies other than those specified, it must be

indicated in the Bid. Specific article(s) of equipment/supplies shall conform in quality, design and construction with all published claims of the manufacturer.

Brand Names: Catalog numbers, manufacturers' and brand names, when listed, are informational guides as to a standard of acceptable product quality level only and should not be construed as an endorsement or a product limitation of recognized and legitimate manufacturers. Bidders shall formally substantiate and verify that product(s) offered conform with or exceed quality as listed in the specifications.

Bidder shall indicate on the Bid Form the manufacturers' name and number if proposing other than the specified brands, and shall indicate ANY deviation from the specifications as listed. **Other than specified items offered requires complete descriptive technical literature marked to indicate detail(s) conformance with specifications and must be included with the Bid. No bids will be considered without this data.**

Lacking any written indication of intent to quote an alternate brand or model number, the Bid will be considered as a Bid in complete compliance with the specifications as listed on the attached form.

4.29 NON-CONFORMANCE TO CONTRACT CONDITIONS:

Items may be tested for compliance with specifications. Any item delivered, not conforming to specifications, may be rejected and returned at Bidder's expense. These items and items not delivered as per delivery date in Bid and/or purchase order may be purchased on the open market. Any increase in cost may be charged against the Bidder. Any violation of these stipulations may also result in Bidder's Name being removed from the vendor list.

4.30 SAMPLES:

Samples of items, when required, must be furnished free of expense and, if not destroyed, will, upon request, be returned at the Bidder's expense. Bidders will be responsible for the removal of all samples furnished within (30) days after Bid opening. All samples will be disposed of after thirty (30) days. Each individual sample must be labeled with Bidder's name. Failure of Bidder to either deliver required samples or to clearly identify

samples may be reason for rejection of the bid. Unless otherwise indicated, samples should be delivered to the Purchasing Department, 776 N.E. 125th Street, North Miami, Florida 33161.

4.31 DELIVERY:

Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days (in calendar days) required to make delivery after receipt of purchase order, in space provided. Delivery time may become a basis for making an Award. Delivery shall be within the normal Working hours of the City, Monday through Friday, excluding holidays.

4.32 INTERPRETATIONS:

Unless otherwise stated in the Bid, any questions concerning conditions and specifications should be submitted in writing to the Purchasing Director, 776 N.E. 125th Street, North Miami, FL 33161, facsimile or email.

4.33 BID OPENING:

Bids shall be opened and publicly read in the Council Chambers, 776 N.E. 125th Street, North Miami, Florida 33161 on the date and at the time specified on the Bid Form. All bids received after that time shall be returned, unopened.

4.34 INSPECTION, ACCEPTANCE & TITLE:

Inspection and acceptance will be destination unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the successful Bidder until acceptance by the City unless loss or damage result from negligence by the City. If the materials or services supplied to the City are found to be defective or not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return product at Bidder's expense.

4.35 PAYMENT:

Payment will be made by the City after the items awarded to a Bidder have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. The City of North Miami complies with Florida Statue 218.70, Florida Prompt Payment Act. Prompt payment is made within forty-five (45) days of date on which proper invoicing is received for goods and services

and thirty (30) business days for construction services.

4.36 DISPUTES:

In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the City shall be final and binding on both parties.

4.37 LEGAL REQUIREMENTS:

Federal, State, County and City laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Bidder will in no way be a cause for relief from responsibility.

The individual executing this Bid on behalf of the Company warrant to the City that the Company is a Florida corporation duly constituted and authorized to do business in the State of Florida, is in good standing and that Company possesses all of the required licenses and certificates of competency required by the State of Florida and the County of Miami-Dade to provide the goods or perform the services herein described.

4.38 PATENTS & ROYALTIES:

The Bidder, without exception, shall indemnify and save harmless the City of North Miami, Florida and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by The City of North Miami, Florida. If the Bidder uses any design, device or materials covered by letters, patent, or copyright, it is mutually understood and agreed, without exception, that the Bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in providing the required goods or services.

4.39 OSHA:

The Bidder warrants that the product and services supplied to the City of North Miami, Florida shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract. Any fines levied because of inadequacies to comply with these requirements shall be borne solely by the Bidder responsible for same.

4.40 SPECIAL CONDITIONS:

Any and all Special Conditions that may vary from these General Conditions shall have precedence.

4.41 ANTI-DISCRIMINATION:

The Bidder certifies compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.

4.42 INSURANCE:

Bidders are required assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance and assure all Work complies with all Dade County and City of North Miami building requirements and the South Florida Building Code. The Bidder shall be liable for any damages or loss to the City occasioned by negligence of the Bidder (or agent) or any person the Bidder has designated in the completion of the contract as a result of the Bid.

4.43 BID BONDS, PERFORMANCE BONDS, CERTIFICATES OF INSURANCE:

Bid Bonds, when required, shall be submitted with the bid in the amount specified in Special Conditions. After acceptance of Bid, the City will notify the successful Bidder to submit a performance bond and certificate of insurance in the amount specified in Special Conditions.

4.44 DEFAULT/FAILURE TO PERFORM:

The City shall be the sole judge of nonperformance, which shall include any failure on the part of the successful Bidder to accept the Award, to furnish required documents, and/or to fulfill any portion of this contract within the time stipulated.

Upon default by the successful Bidder to meet any terms of this agreement, the City will notify the Bidder five (5) days (weekends and holidays excluded) to remedy the default. Failure on the Contractor's part to correct the default within the required five (5) days shall result in the contract being terminated and upon the City notifying in writing the Contractor of its intentions and the effective date of the termination. The following shall constitute default:

- a) Failure to perform the Work required under the contract and/or within the time required or

failing to use the subContractors, entities and personnel as identified and set forth, and to the degree specified in the contract.

- b) Failure to begin the Work under this Bid within the time specified.
- c) Failure to perform the Work with sufficient Workers and equipment or with sufficient materials to ensure timely completion.
- d) Neglecting or refusing to remove materials or perform new Work where prior Work has been rejected as non conforming with the terms of the contract.
- e) Becoming insolvent, being declared bankrupt, or committing act of bankruptcy or insolvency, or making an assignment renders the successful Bidder incapable of performing the Work in accordance with and as required by the contract.
- f) Failure to comply with any of the terms of the contract in any material respect.

In the event of default of a contract, the successful Bidder shall pay all attorney's fees and court costs incurred in collecting any damages. The successful Bidder shall pay the City for any and all costs incurred in ensuing the completion of the project.

4.45 BILLING INSTRUCTIONS:

Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted in DUPLICATE to the City of North Miami, 776 N.E. 125th Street, North Miami, Florida 33161.

4.46 SUBSTITUTIONS:

The City of North Miami, Florida WILL NOT accept substitute shipments of any kind. Bidder(s) is expected to furnish the brand quoted in their bid once awarded. Any substitute shipments will be returned at the Bidder's expense.

4.47 FACILITIES:

The City reserves the right to inspect the Bidder's facilities at any time with prior notice.

4.48 BID TABULATIONS:

Bidders desiring a copy of the bid tabulation may request same by enclosing a self-addressed stamped envelope with the bid or may visit the City's website to view bid tabulations at www.northmiamifl.gov or Demand Star at www.demandstar.com

4.49 APPLICABLE LAW AND VENUE:

The law of the State of Florida shall govern the contract between the City of North Miami and the successful Bidder and any action shall be brought in Miami-Dade County, Florida.

4.50 CLARIFICATION AND ADDENDA TO BID SPECIFICATIONS:

If any person contemplating submitting a Bid under this Invitation for Bid is in doubt as to the true meaning of the specifications or other Bid documents or any part thereof, the Bidder must submit to the City of North Miami Purchasing Director at least seven (7) calendar days prior to scheduled Bid opening, a request for clarification. All such requests for clarification must be made in writing and the person submitting the request will be responsible for its timely delivery.

Any interpretation of the Bid, if made, will be made only by Addendum duly issued by the City of North Miami Purchasing Director. The City shall issue an Informational Addendum if clarification or minimal changes are required. The City shall issue a Formal Addendum if substantial changes which impact the technical submission of Bids are required. A copy of such Addendum will be emailed to each Bidder receiving the Invitation for Bid. In the event of conflict with the original Contract Documents, Addendum shall govern all other Contract Documents to the extent specified. Subsequent addendum shall govern over prior addendum only to the extent specified.

4.51 AWARD OF CONTRACT:

- A. A contract may be awarded to the lowest responsive, responsible Bidder(s) whose Bid(s), conforming to the Invitation for Bid, is most advantageous to the City of North Miami. The lowest responsive, responsible Bidder(s) will be determined in conjunction with the method of award which is described in the Special Conditions. Tie bids will be decided as described in Special Conditions.
- B. The City shall award a contract to a Bidder through action taken by the City Council or the City Manager of the City of North Miami, Florida.
- C. The General Terms and Conditions, the Special Conditions, the Technical Specification, and the Bidder's Bid are collectively and integral part of

the contract between the City of North Miami and the successful Bidder.

- D. While the City of North Miami may determine to award a contract to a Bidder(s) under this Invitation for Bid, said Award may be conditional on the subsequent submission of other documents as specified in the Special Conditions. The Bidder shall be in default of any conditional award if any of these documents are not submitted in a timely manner and in the form required by the City. If the Bidder is in default, the City, through the Purchasing Director, will void its acceptance of the Bidder's offer and may determine to select the second lowest responsive, responsible Bidder or re-solicit Bids. The City may, at its sole option, seek monetary restitution from the defaulting Bidder as a result of damages or excess costs sustained and/or may prohibit the Bidder from submitting future Bids for a period of one year.
- E. The City reserves the right to exercise the option to renew a term contract of any successful Bidder(s) to a subsequent optional period; provided that such option is stipulated in the Special Conditions and is contained in any contract ultimately awarded in regard to this bid.
- F. The City reserves the right to automatically extend any contract for a maximum period not to exceed ninety (90) calendar days in order to provide City departments with continual service and supplies while a new contract is being solicited, evaluated and/or awarded, provided this is expressly made a part of any contract awarded in regard to this bid.

4.52 ASSIGNMENT:

The Bidder shall not assign, transfer, convey, or otherwise dispose of any contract, including any or all of its right, title, or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City of North Miami.

4.53 LAWS, PERMITS AND REGULATIONS:

The Bidder shall obtain and pay all licenses, permits and inspection fees as may be required; and shall comply with all laws, ordinances, regulations,

building code requirements applicable to the goods or services contemplated herein.

4.54 OPTIONAL CONTRACT USAGE:

Other State agencies, and/or Governmental Entities in the State of Florida may purchase from the resulting contract, provided the Department of Management Services, Division of Purchasing, has certified its use to be cost effective and in the best interest of the State. Bidders shall sell these commodities or services certified by the Division to the other State agencies and/or Governmental Entities in the State of Florida at the agencies' and/or entities option.

4.55 SPOT MARKET PURCHASES:

It is the intent of the City to purchase the goods or services specifically listed in this bid from the selected Bidder. However, items that are to be "Spot Market Purchased" may be purchased by other methods, i.e. Federal, State or local contracts.

4.56 INCENTIVES/DISINCENTIVES:

The City of North Miami has EXCLUDED incentive/disincentive for early completion provisions in the contract. Liquidated damages may apply for untimely delivery of goods or services.

4.57 NON-COLLUSION:

By submitting this bid, Bidder certifies that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

No premiums, rebates or gratuities are permitted, either with, prior to or after any delivery of material or provision of services. Any violation of this provision may result in the Contract cancellation, return of materials or discontinuation of services and the possible removal from the vendor bid list(s).

4.58 FLORIDA PUBLIC RECORDS ACT:

All material submitted regarding this bid becomes the property of the City. Bids may be reviewed by any person ten (10) days after the public opening. Bidders should take special note of this as it relates to any proprietary information that might be included in their offer.

Any resulting contract may be reviewed by any person after the contract has been executed by the City. The City has the right to use any or all information/material submitted in response to this bid and/or any resulting contract from same. Disqualification of a Bidder does not eliminate this right.

4.59 CONVICT PRODUCED MATERIAL

Materials produced after July 1, 1991, by convict labor may only be incorporated in a Federal-aid highway construction project if such materials have been:

1. Produced by convicts who are on parole, supervised release, or probation from a prison or;
2. Produced in a qualified prison facility and the cumulative annual production amount of such materials for use in Federal-aid highway construction does not exceed the amount of such materials produced in such facility for use in Federal-aid highway construction during the 12-month period ending July 1, 1987. Qualified prison facility means any prison facility in which convicts, during the 12-month period ending July 1, 1987, produced materials for use in Federal-aid highway construction projects.[53 FR 1923, Jan. 25, 1988, as amended at 58 FR 38975, July 21, 1993] Item 26. Public Agencies in Competition (e) except in the case of a concession agreement, as defined in section 710.703 of this title, no public agency shall be permitted to bid in competition or to enter into subcontracts with private Bidders.

4.60 PROJECT RECORDS

City shall have the right to inspect and copy, at City's expense, the books and records and accounts of the awarded Bidder which relate in any way to the Project, and to any claim for additional compensation made by the Bidder, and to conduct an audit of the financial and accounting records of the Bidder which relate to the Project and to any claim for additional compensation made by the Bidder. Bidder shall retain and make available to City all such books and records and accounts, financial or otherwise, which relate to the Project and to any claim for a period of three (3) years following final completion of the Project. During the Project and the three (3) year period following final completion of the Project, the Bidder shall provide City access to its books and records upon seventy-two (72) hours written notice.

4.61 STANDARDIZED CHANGES

Contract documents shall be modified to reflect the requirements of 23 CFR 635.109. The changed conditions contract clauses shall be made part of, and incorporated in this project which has been approved under 23 U.S.C. 106.

4.62 LOCAL PREFERENCE / 10% TOTAL WORKFORCE CONSISTING OF NORTH MIAMI RESIDENTS

The evaluation of competitive bids is subject to Section 7-151 of the City Code which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the Bidder shall affirm in writing its compliance with either of the following objective criteria as of the Bid submission date stated in the Invitation for Bid. A local business shall be defined as:

- a) A business that has a valid local business tax receipt, issued by City of North Miami at least one year prior to bid submission, that is appropriate for the goods, services or construction to be purchased; or
- b) A business that has a physical business address located within the limits of the City of North Miami from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; or
- c) A business has at least ten percent (10%) of its total Workforce residing in the city prior to the city's issuance of the solicitation for supplies or services; or

- d) A business that subcontracts at least ten percent (10%) of the contractual amount of a City project to subContractors who are physically located within the City of North Miami.

The preference is applied during the evaluation process. Bids received from local businesses are assigned a preference of ten (10) percent of the total price. (See Form A-3, A-3a & A-3b)

4.63 NON-EXCLUSIVITY

It is the intent of the City to enter into an agreement with the successful Bidder that will satisfy its needs as described herein. However, the City reserves the right as deemed in its best interest to perform, or cause to be performed, the Work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any Contractor, or perform the Work with its own employees.

4.64 TERMINATION FOR CONVENIENCE

The City, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful bidder(s) shall not incur any additional costs under this contract. The City shall be liable only for reasonable costs incurred by the successful Bidder(s) prior to the notice of termination. The City shall be the sole judge of "reasonable costs".

END OF SECTION 4