



City of Miami Gardens INVITATION TO BID

The City of Miami Gardens is requesting sealed bids from qualified general building contractors and specialty trade contractors for miscellaneous construction and related services (repairs and renovations) for Community Development Block Grant (CDBG) projects.

The City will continue to add contractors to the list to maintain sufficient names and to ensure competition. Contractors seeking pre-qualification on the List shall be required to meet the minimum requirements.

PROPOSAL SUBMISSION

Proposals will be received by sealed envelope in the Office of the City Clerk of Miami Gardens, 1515 N.W. 167th Street; Bldg. 5, Suite 200, Miami Gardens, Florida 33169, at which time they will be opened and read by the Procurement Manager. Please clearly mark bids:

“ITB#06-07-003–PRE-QUALIFICATION OF GENERAL BUILDING CONTRACTORS AND SPECIALTY TRADE CONTRACTORS”

Copies of this Proposal Document may be obtained at the front desk of City Hall at 1515 NW 167th Street, Bldg. 5, Suite 200, or Community Development Department at 1515 NW 167th Street, Bldg. 4 Suite 120, Miami Gardens, Florida 33169.

FOR INFORMATION

For information on this Invitation to Bid, contact the Procurement Department, (305) 622-8000.

ACCEPTANCE AND REJECTIONS

The City of Miami Gardens 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.

**PRE-QUALIFICATION OF GENERAL BUILDING CONTRACTORS AND
SPECIALTY TRADE CONTRACTORS
ITB#06-07-003**

1.0 CONDITIONS

1.1 PURPOSE:

The purpose of this bid is to establish a term contract, by means of sealed bids, with qualified general building contractors and specialty trade contractors for miscellaneous construction and related services (repairs and renovations) for the Community Development Block Grant (CDBG) projects.

The Federal Department of Housing and Urban Development (H.U.D.) has provided Community Development Block Grant (CDBG) funding to local governments for the purpose of providing financial assistance to property Owners/residents within the City of Miami Gardens, desirous of rehabilitating their property(s).

All work to be provided under this contract shall be between the Owner/resident and **not** between the City and any of its employees. The City of Miami Gardens shall only be responsible for pre-qualifying and maintaining the list of general building contractors and specialty trade contractors.

1.2 TERM OF CONTRACT:

This contract shall commence after date of award by the City of Miami Gardens, Florida and shall remain in effect for two (2) years with the option to extend for additional two (2) year terms.

Continuation of the contract beyond the initial period is a City prerogative; not a right of the bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the City.

Contractor is required to have current licenses throughout the term of contract.

1.3 METHOD OF AWARD:

Award will be made to all responsive, responsible bidders who meet or exceed the minimum qualifications; these bidders shall be placed on a list of pre-qualified Contractors who will be contacted from time to time to provide written quotations to City residents under the CDBG rules and regulations.

At the sole discretion of the City additional vendors may be added to the list at any time, to maintain sufficient names and to ensure competition. The contractors seeking pre-qualification on the List shall be required to meet the minimum requirements. The City reserves the right to increase the number of contractors as it deems in its best interest so as to ensure City residents' repairs and/or renovations are handled expeditiously.

No bid will be accepted from, nor will any contract be awarded to any person or firm which is in arrears to the City upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the City or who has failed to perform faithfully any previous contract with the City.

1.4 PAYMENT:

Invoices for payment will be submitted as services are completed, but no more than once a month, for the duration of any projects. Invoices will be subject to verifications and approval by the Community Development department.

Bidder shall submit (with the invoice on a per service basis) a detailed report as to the actual service, material(s), labor, supervision, and equipment required to complete the task.

Building and other damages caused by Contractor's employee(s) shall be estimated and computed actual costs of repairs shall be deducted from the Contractor's billing(s).

1.5 ESTIMATES:

Bidder will provide written "Not to Exceed" estimates on all projects. This estimate will include the estimated number of hours, hourly rate, taxes, insurance, social security, workmen's compensation, and any other benefits normally paid by Bidder to its employees, estimated material cost and completion date. It will be the bidder's responsibility to ensure they have all information to prepare accurate estimates.

1.6 AWARDING PROJECT ASSIGNMENTS

The Community Development Department shall prepare and maintain a List of the Pre-Qualified Contractors for the residents to select, if desired, for project assignments.

1.7 COMPLETED WORK

The City shall be notified by the Contractor upon completion of work. The City shall inspect and approve completed work before authorizing payment. Work not satisfactorily completed shall be redone by the Contractor at no additional charge to the City.

1.8 CONTRACTORS USE OF PROJECT SITE

The Contractor shall limit its use of the facility or premises to the Scope of Work, so as to allow for the resident's use.

1.9 LICENSES AND PERMITS

Services performed for CDBG projects will require licenses and permits in the same manner as private construction projects within the City. The Contractor shall secure, at his/her expense, all licenses and permits and shall fully comply with all applicable laws, regulations and codes as required by the State of Florida, county, or local ordinances.

The Contractor must fully comply with all federal and state laws, county and municipal ordinances, and regulations in any manner affecting the prosecution of the work. Any fines or penalties to the Contractor shall be paid at the Contractor's expense.

1.10 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this bid shall be in accordance with all governmental standards, to include, but not limited to, those issued by the office of Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), National Forest Products Association (NFPA), and Department of Environmental Resources Management (DERM).

1.11 PERFORMANCE

The Contractor shall be fully responsible for performing all the work necessary to meet City standards in a safe, neat, and good workmanlike manner, using only generally accepted methods in carrying out the work and complying with all

federal and state laws and all ordinances and codes of the City relating to such work.

1.12 DEFAULT OF CONTRACT

In case of default by the Contractor due to non-performance or failure to consistently meet specifications, as determined solely by the City, the City may cancel the Contract, procure the services from other sources, and hold the Contractor responsible for any excess costs incurred.

1.13 INDEMNIFICATION

The successful Bidder shall defend, indemnify and save harmless the City of Miami Gardens and all its officers, agents, and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the award of bid. Successful bidder shall pay any judgments with cost which may be obtained against the City of Miami Gardens growing out of such injury.

1.14 PERSONNEL

Bidder shall be deemed to represent that it has, or will have upon the award of the Contract, all necessary personnel required to perform all services arising from the award of the Contract. All personnel employed shall be employees of Bidder.

Personnel assigned to perform services under this contract must hold current licenses as reflected within this IFB,

All the services required herein shall be performed by the successful Bidder, and all personnel engaged in performing the services shall be fully qualified to perform such services.

All personnel of the successful bidder must be covered by Workmen's Compensation, unemployment compensation and liability insurance, a copy of which is to be provided to the City. Bidder shall be deemed to represent that it has, or will have upon the award of the Contract, all necessary qualified personnel required to perform all services arising from the award of the Contract.

1.15 SAFETY MEASURES

Contractor shall take all necessary precautions for the safety of employees, and shall erect and properly maintain at all times all necessary safeguards for the protection of the employees and the public. Danger signs warning against hazards created by his/her operation and work in progress must be posted.

All employees of contractor shall be expected to wear safety glasses or goggles, appropriate clothing, and hearing protection when and wherever applicable. The contractor shall use only equipment that is fully operational and in safe operating order. Contractor shall be especially careful when servicing property when pedestrians and/or vehicles are in close proximity - work shall cease until it is safe to proceed.

1.16 DAMAGE

The Contractor shall carry out the work with such care and methods as not to result in damage to public or private property adjacent to the work. Should any public or private property be damaged or destroyed, the Contractor, at his/her

own expense, shall repair or make restoration as is practical and acceptable to the City and/or owners of destroyed or damaged property promptly. The Contractor is responsible for immediate repair of any damage to other installations caused by his/her work and shall be fully responsible for any repairs at no cost to the City/resident.

1.17 LABOR, SUPERVISION, MATERIALS AND EQUIPMENT

The Contractor shall furnish, at his/her own expense, all labor, supervision, equipment, materials, supplies, paper products, and other equipment necessary for satisfactory completion of all the services as specified in this IFB.

1.18 WORKMANSHIP AND MATERIALS

All equipment installed and used in performance of this contract shall be new (of current design or manufacturer). Salvage materials will not be allowed. All materials and workmanship shall be of the highest quality and shall conform to all applicable Building Codes so as to ensure safe and functional operation. The City/resident shall be the sole judge as to parts and workmanship.

1.19 LICENSE OF BIDDERS

All bidders must hold and submit with their bid response (and maintain same throughout the duration of the contract) a current valid Certificate for General Building or Specialty Trade Contracting, etc. for the types of work covered by this Contract and issued by:

A) The State of Florida Construction Industry Licensing Board, pursuant to the provisions of Section 489.115 of the Florida Statutes and registered with the County; or

B) The Miami-Dade County Construction Trades Qualifying Board, pursuant to the provisions of Section 10-3(a) of the Dade County Code of Miami-Dade County. Holders of County Certificates of Competency must also hold Certificates of Registration issued by the State of Florida Construction Licensing Board, pursuant to the provisions of Section 489.115 or 489.117 Florida Statutes.

Proof of holding such Certificate shall be submitted with bid response. Failure to submit such proof shall result in rejection of the response to this IFB.

If the General Contractor or Specialty Trade Contractor is a joint venture, or a venture or whatever nature or qualifications, it must be qualified as a separate and distinct entity, as required by the rules of the State of Florida Department of Professional Regulations (DRP). Joint venture bidders, if not qualified as stated above, may submit qualifications if they have initiated the process with the Florida Construction Industry Licensing Board and have received a letter from the DRP attesting that they have satisfied the requirements of the DRP pertaining to the Qualifications of Joint Ventures. Such letter must be submitted with this bid response.

1.20 USE OF PREMISES

The Contractor shall confine his/her equipment, apparatus, the storage of materials, and the operation of his/her workers to the limits indicated by law, ordinances, permits, or direction of the resident, and shall not unreasonably encumber the premises with his materials. The Contractor shall take all measures necessary to protect his own materials.

1.21 COMPLIANCE WITH APPLICABLE LAWS

Contractors shall comply with all applicable laws, regulations and building and building construction codes of the Federal Government, the State of Florida, the Miami-Dade County, and the City of Miami Gardens and shall obtain all occupational licenses and permits as shall be required by law.

The attention of the Contractors is directed to the requirements of the Code of Miami-Dade County, Florida, governing the qualifications for contractors doing business anywhere in the County, and further is directed to the license requirements of the various municipalities located in Miami-Dade County prerequisite to the issuance of permits to contractors within the corporate limits of each municipality.

In accordance with Miami-Dade County Resolution No. 9601, the Contractors agrees to make no discrimination because of race, color, creed, or national origin with respect to employment of personnel under this contract, and that all persons having the experience and skill necessary to perform work shall be given equal opportunity of employment for work to be performed un this Contract.

1.22 CLEANING AND PROTECTION

The Contractor shall:

During the handling and installation of work, clean and protect the Work in progress and adjoining areas on the basis of continuing maintenance; apply protective covering on installed Work where it is required to insure freedom from damage or deterioration at time of substantial completion. Remove and dispose of all debris, trash and excess materials from the site resulting from Work; removal shall take place daily and more often if hazards or interference are presented; dispose of all material removed off the site in accordance with Federal, State and local laws.

Maintain a clean operation while working; remove all debris, equipment, etc. at the end of each work day.

Should the Contractor fail, refuse or neglect to remove rubbish, waste materials, and temporary Work or to clean the site as required, the City may, without obligation to do so, remove and dispose of the rubbish, waste material, and temporary work and clean the site and deduct the resulting cost from monies due or to become due to the Contractor under this Contract.

The Contractor shall handle waste materials that are hazardous, dangerous or unsanitary separately from other inert waste by containerizing appropriately; disposing of waste materials in a lawful manner.

Burying or burning of waste materials containing-chemicals, oil or unfiltered construction debris down sewers or into waterways shall not be permitted.

The Contractor shall provide, as necessary, rodent proof containers for disposing of garbage and similar wastes generated by the Contractor.

Immediately after completion of each phase of the Work and prior to final acceptance of the Work by the City's Building Department, the Contractor shall removed all plant, surplus materials, false work, temporary structures, and debris resulting from his operation. The site shall be cleaned in a neat, presentable manner satisfactory to the resident.

1.23 LABOR, SUPERVISION, MATERIALS, SUPPLIES AND EQUIPMENT SHALL BE SUPPLIED BY SUCCESSFUL BIDDER

The successful bidder shall furnish all labor, supervision, materials, supplies and equipment necessary for satisfactory contract performance.

1.24 LICENSES FOR TRADES

Contractor(s) must be licensed in accordance with the provisions of the Code of Miami-Dade County and Florida State Statute. The Contractor may be required to provide proof of licensing prior to being pre-qualified under this Contract. All employees supplied by the Contractor must carry their certification cards, if certification is required for the type of Work being performed.

1.25 INDEPENDENT CONTRACTOR

The Contractor is engaged as an independent business and agrees to perform the Work in the manner of and as an independent contractor. In accordance with the status of an independent contractor, the Contractor covenants and agrees that the Contractor will conduct itself consistent with such status, that the Contractor will neither hold the City out as, not claim to be an officer or employee of the City for any right or privilege applicable to an officer or employee of the City, including, but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

The Contractor's Staff Personnel shall not be employees of the City, and the Contractor alone shall be responsible for their work, the direction thereof, and their compensation and benefits of any kind. Nothing in this Contract shall impose any liability or duty on the City on account of its acts, omissions, liabilities or obligations or any person, firm, company, agency association, corporation, or organizations engaged by the Contractor as a(n) expert, consultant, independent contractor, specialist, trainee, employee, servant or agent or for taxes on any nature, including, but not limited to unemployment insurance, worker's compensation and anti-discrimination or work place legislation of any kind and the Contractor hereby agrees to indemnify and hold harmless the City against any such liabilities, even if they arise from actions directed or taken by the City.

1.26 WARRANTY OF CONSTRUCTION

For a period of one year, except as provided below, from the date of Completion, the Contractor warrants that the Work conforms to the Contract requirements and is free of any patent and/or latent defect of the material workmanship

Exceptions to the above year warranty:

Where the manufacturer of material provides a warranty in excess of one year the Contractor shall provide the resident with the Manufacturer's warranty. Contractor shall be obligated to provide to the resident copies of all Manufacturer's warranties and guarantees.

The warranty hereunder shall be in addition to whatever rights the resident may have under the law. The Contractor's obligation under this warranty shall be at its own cost and expense, promptly to repair or replace (including cost of removal and installation), that item (or part or component thereof) which proves defective or fails to comply with the Contract. Within the warranty period such that it complies with the Contract.

In case the Contractor shall fail to repair or replace defective work in accordance with the terms of this warranty or if immediate repair or replacement of defective work is necessary, the resident shall have the right to cause such repairs or replacement to be at the expense of the Contractor.

The warranty covering any defective Work shall be reinstated for a period of one year effective as of the date when the defect is remedied. If the defect is found to have a significant effect on any other part, component or item, the reinstatement of the warranty shall then be extended to cover the part, component, or interrelated parts, components and items function properly. The warranty reinstatement provided for in this Paragraph shall apply only to the first replacement or repair on any such item, part and component and, in the case of a failure which has a significant effect on another part, component or item, to the first extension of the said warranty to such effect items, parts and components.

All guarantees and warranties under this Contract are fully enforceable by the City acting in its own name.

1.27 WARRANTY ON PARTS AND MATERIAL

All parts offered shall carry a 90-day free replacement warranty covering defects in material and workmanship. Adjustments on parts which fail after the first 90 days will be adjusted as determined by the warranty period stated in your bid and the contract purchase price on a cost-per-month basis.

If delivery of repair parts or warranty work is not performed by the contractor within a period of five working days, a daily charge equal to the daily rental costs of the equipment will be billed to the contractor or manufacturer for each working day beyond the specified allowable five working days.

1.28 ACCIDENTS

The Contractor shall provide such equipment and facilities as are necessary or required, in the case of accidents, for first aid service to any who may be injured in the process of the Work.

The Contractor shall comply with OSHA requirements as defined in the United States Labor Code 29 CFR 1926.50

1.29 GENERAL REQUIREMENTS

The Contractor agrees that the Contractor will at all times employ, maintain and assign to the performance of the Work a sufficient number of competent and qualified professionals and other personnel to meet the requirements of the Work to be performed.

The Contractor warrants and represents that its Staff Personnel have proper skill, training, background, knowledge, experience, rights, authorizations, integrity, character and licenses as necessary to perform the Work, in a competent and professional manner.

1.30 INSURANCE:

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

1.30.1 Worker's Compensation Insurance – as required by law and Employer's Liability Insurance - \$1,000,000

The City of Miami Gardens will not accept filed certificates of exemption forms for Worker's Compensation Insurance.

1.30.2 Fidelity/dishonesty coverage - \$500,000 per occurrence

1.30.3 General Liability Insurance - \$1,000,000 for each occurrence, general aggregate, personal injury and products/completed operations

1.30.4 Automobile Liability Insurance for owned vehicles, non-owned vehicles & hired vehicles - \$1,000,000 combined single limit

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.

2.0 SPECIFICATIONS - PRE-QUALIFICATION REQUIREMENTS ITB#06-07-003

2.1 SCOPE

The bidder at time of bid submission, and at all times during the Contract, must meet the requirements stated below. Bidder(s) shall submit documentation substantiating that they meet these qualifications at the time of bid opening. Failure to submit such additional information, within the time frame established by the City may result in the rejection of a bidder's submission for pre-qualification. Failure to continue to meet the minimum requirements during the Contract term may result in the termination of the Contractor's contract, however; the City may, at its sole discretion permit a contractor to remedy the deficiencies.

2.2 WORK

The work required under this contract is skilled work in the following areas, but not limited to:

- A) Air Conditioning/HVAC
- B) Alarm Systems/Entry Systems
- C) Awning/Shutters
- D) Carpentry – Wood Work
- E) Drywall
- F) Electrical
- G) Fencing
- H) Flooring
- I) General Building
- J) Glass/Glazing
- K) Locksmith
- L) Masonry
- M) Mechanical
- N) Painting/Waterproofing
- O) Plastering
- P) Plumbing
- Q) Pump Repairs
- R) Roofing
- S) Roll-Up Door
- T) Store Fixtures; Cabinets
- U) Tile
- V) Welding (Heli-arc, Mig/Tig, Oxygen/Acetylene, Brazing)

2.3 MINIMUM PRE-QUALIFICATION REQUIREMENTS

Award of this contract will be made to all responsive, responsible bidders who provide evidence, that they meet or exceed the minimum criteria established below: **These items to be submitted with Bid Response**

- A) Copy of current State of Florida General Building/Engineering Contractor, Specialty Trade license, registered with Miami-Dade County, or a Miami-Dade County General Building/Engineering Contractor or Specialty Trade license.
- B) Current copy of Occupational License
- C) Phone Number and Fax Number for twenty-four (24) hours, seven (7) days a week, facsimile communication.
- D) An individual to answer telephone communications during normal working hours (Monday thru Friday), and an answering machine for occasions that an individual is not available. Bidder(s) shall be aware of the possible loss of business due to the bidder being unavailable.

3.0 BID FORM - ITB#06-07-003 - must be submitted

3.1 TRADE SELECTION

Select each Trade(s) for which you request to be pre-qualified and can perform with company employees.

- | | |
|--|---|
| <input type="checkbox"/> Air Conditioning/HVAC | <input type="checkbox"/> Alarm System/Entry Systems |
| <input type="checkbox"/> Carpentry – Wood Work | <input type="checkbox"/> Awning/Shutters |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Drywall |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Flooring |
| <input type="checkbox"/> General Building (GC) | <input type="checkbox"/> Glass/Glazing |
| <input type="checkbox"/> Locksmith | <input type="checkbox"/> Masonry |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Painting/Waterproofing |
| <input type="checkbox"/> Plastering | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Pump Repairs | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Tile | <input type="checkbox"/> Welding |

3.2 List all general building and/or specialty trade licenses with license numbers that are registered with Miami-Dade County. (Current copy of license(s) to be submitted with bid response).

<u>LICENSE TYPE</u>	<u>LICENSE NO.</u>	<u>LICENSE TYPE</u>	<u>LICENSE NO.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3.3 COMMUNICATION NUMBERS:

- | | |
|----------------------------|---------------------------|
| A. Telephone: (____) _____ | C. Pager: (____) _____ |
| B. Cellular:(____) _____ | D. Facsimile:(____) _____ |

We (I) certify that any and all information contained in this bid is true; and we (I) further certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment, or service, and is in all respects fair and without collusion or fraud. We (I) agree to abide by all terms and conditions of this IFB and certify that I am authorized to sign this bid for the bidder. Please print the following and sign your name:

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____ BEEPER: _____

SIGNED BY: _____

TITLE: _____ DATE: _____

CERTIFICATE OF AUTHORITY

(IF CORPORATION)

I HEREBY CERTIFY that at a meeting of the Board of Directors of _____, a corporation organized and existing under the laws of the State of _____, held on the ___ day of _____, _____, a resolution was duly passed and adopted authorizing (Name) _____ as (Title) _____ of the corporation to execute bids on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, shall be the official act and deed of the corporation. I further certify that said resolution remains in full force and effect.

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

Secretary: _____

Print: _____

CERTIFICATE OF AUTHORITY

(IF PARTNERSHIP)

I HEREBY CERTIFY that at a meeting of the Board of Directors of _____, a partnership organized and existing under the laws of the State of _____, held on the ___ day of _____, _____, a resolution was duly passed and adopted authorizing (Name) _____ as (Title) _____ of the to execute bids on behalf of the partnership and provides that his/her execution thereof, attested by a partner, shall be the official act and deed of the partnership.

I further certify that said partnership agreement remains in full force and effect.

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

Partner: _____

Print: _____

**CERTIFICATE OF AUTHORITY
(IF JOINT VENTURE)**

Joint venturers must submit a joint venture agreement indicating that the person signing this bid is authorized to sign bid documents on behalf of the joint venture. If there is no joint venture agreement each member of the joint venture must sign the bid and submit the appropriate Certificate of Authority (corporate, partnership, or individual).

CERTIFICATE OF AUTHORITY

(IF INDIVIDUAL)

I HEREBY CERTIFY that, I (Name) _____,
individually and doing business as (d/b/a)
_____ (If Applicable) have executed
and am bound by the terms of the bid to which this attestation is attached.

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

Signed: _____

Print: _____

NOTARIZATION

STATE OF _____)

) SS:

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of
_____, 20____, by _____, who is
personally known to me or who has produced _____
as identification and who (did / did not) take an oath.

SIGNATURE OF NOTARY PUBLIC
STATE OF FLORIDA

PRINTED, STAMPED OR TYPED
NAME OF NOTARY PUBLIC

4.0 BIDDER QUALIFICATION STATEMENT

INSTRUCTIONS:

This questionnaire is to be included with your bid. **Do not leave any questions unanswered.** When the question does not apply, write the word(s) "None", or "Not Applicable", as appropriate. Please print.

COMPANYNAME: _____

COMPANY OFFICERS:

President _____ Vice President _____

Secretary _____ Treasurer _____

COMPANY OWNERSHIP:

_____ % of ownership

_____ % of ownership

_____ % of ownership

_____ % of ownership

LICENSES:

1. County or Municipal Occupational License No. _____
(attach copy with bid)

2. Occupational License Classification _____

3. Occupational License Expiration Date: _____

4. Metro-Dade County Certificate of Competency No. _____
(attach copy if requested in Bid or RFP)

5. Social Security or Federal I.D. No. _____

EXPERIENCE:

6. Number of Years your organization has been in business: _____

7. Number of Years experience BIDDER/PROPOSER (person, principal of firm, owner) has had in operation of the type required by the specifications of the Bid or RFP: _____
8. Number of Years experience BIDDER/PROPOSER (firm, corporation, proprietorship) has had in operation of the type required by the specifications of the Bid or RFP: _____
9. Experience Record: List references who may be contacted to ascertain information on past and/or present contracts, work, jobs, that BIDDER/PROPOSER has performed of a type similar to that required by specifications of the City's Bid or RFP with whom you have done business with in the past three (3) years:

BIDDER QUALIFICATION STATEMENT

1)			
	FIRM NAME/ADDRESS	DATE OF JOB	DESCRIPTION OF JOB
	CONTACT PERSON	PHONE NUMBER	
2)			
	FIRM NAME/ADDRESS	DATE OF JOB	DESCRIPTION OF JOB
	CONTACT PERSON	PHONE NUMBER	
3)			
	FIRM NAME/ADDRESS	DATE OF JOB	DESCRIPTION OF JOB
	CONTACT PERSON	PHONE NUMBER	

BID CHECK LIST

- YES___ NO___ 1. Copy of appropriate License and Permits**
- YES___ NO___ 2. Proof of ability to obtain insurance**
- YES___ NO___ 3. Bid Submittal Pages**
- YES___ NO___ 4. Bid signed by authorized representative**
- YES___ NO___ 5. Vendor Representative Contact information**
- YES___ NO___ 6. References with Phone & Fax Numbers**
- YES___ NO___ 7. List of Similar Contracts**
- YES___ NO___ 8. Bid prepared in duplicate**
- YES ___ NO___ 9. City Occupational License (if applicable)**

The blank spaces in the Bid submittal form must be filled in, and no change shall be made either in the phraseology of or in the items mentioned in the Bid form. A vendor must bid on complete sections of each discipline of this bid. Sections will not be subdivided for award. Any bid containing a “NO BID” in any portion of a section will not be considered for that section award.

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more Bids which are equal with respect to price, quality, and service from businesses that are not located within the City of Miami Gardens are received by the City for the procurement of commodities or contractual services, a Bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- 1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.**
- 2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.**
- 3. Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).**
- 4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.**
- 5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.**
- 6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.**

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

Vendor's Signature