



## **City of Miami Gardens INVITATION TO BID**

The City of Miami Gardens acting as lead City for the SE Fla. Co-Op Group is requesting sealed bids from qualified licensed electrical contractor(s) for an annual contract for the maintenance and repairs of security and sport lighting systems and other general purpose lighting.

**PROPOSAL SUBMISSION** Bids will be received by sealed envelope in the Procurement Department, City of Miami Gardens. **Deliver by mail:** Procurement Department, 1515 N.W. 167<sup>th</sup> Street; Bldg. 5, Suite 200, Miami Gardens, Florida 33169. **Deliver by hand:** Procurement Department, 1515 NW 167<sup>th</sup> Street; Bldg. 7, Suite 440 until 2:00 P.M. on **Thursday September 6, 2012**, at which time names of the bidders will be read in the Council Chambers by the Procurement Manager. Bids received after this time will not be considered and no time extensions will be permitted. Please clearly mark bids:

### **“ITB#11-12-033– SECURITY & SPORT LIGHTING SYSTEMS MAINTENANCE”**

Copies of this Proposal Document may be obtain by contacting DemandStar by Onvia at [www.demandstar.com](http://www.demandstar.com) or call toll free 1-800-711-1712 and request Document #1112033 or may be found on the City’s web site at [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov). Vendors who obtain specifications and plans from other sources other than DemandStar.com are cautioned that the bid package may be incomplete. All addendums will be posted and disseminated by DemandStar.

FOR INFORMATION For information on this Invitation to Bid, contact the Procurement Department, (305) 622-8000 [procurement@miamigardens-fl.gov](mailto:procurement@miamigardens-fl.gov). Deadline for submittal of questions is August 20, 2012 @ 3:00 p.m

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.

Please be advised that Pursuant to subsection (t) “Cone of Silence,” of Section 2-11.1 “Conflict of Interest and Code of Ethics Ordinance” of Miami-Dade County, public notice is hereby given that a Cone of Silence is imposed concerning this City’s competitive purchasing process, which generally prohibits communications concerning the ITB/RFP until such time as the City Manager makes a written communications concerning the competitive purchase transaction. Please see the detailed specifications for the public solicitation for services for a statement fully disclosing the requirements of the “Cone of Silence”.



## **SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE**

### **ITB#11-12-033 SECURITY & SPORT LIGHTING SYSTEMS MAINTENANCE**

#### **TO OUR PROSPECTIVE CONTRACTORS:**

The attached Invitation for Bid represents a cooperative procurement for the Southeast Florida Governmental Purchasing Cooperative.

For the past several years, approximately 45 government entities have participated in Cooperative Purchasing in Southeast Florida. The Southeast Florida Governmental Purchasing Cooperative was formed in an effort to provide cost savings and cost avoidance to all entities by utilizing the buying power of combined requirements for common, basic items.

The government agencies participating in this particular procurement and their respective delivery locations are listed in the attached document.

#### Southeast Florida Governmental Purchasing Cooperative Procurement Operational Procedures:

- All questions concerning this procurement should be addressed to the issuing agency, hereinafter referred to as the "lead agency." All responses are to be returned in accordance with the instructions contained in the attached document. Any difficulty with participating agencies referenced in this award must be brought to the attention of the lead agency.
- Each participating governmental entity will be responsible for awarding the contract, issuing its own purchase orders, and for order placement. Each entity will require separate billings, be responsible for payment to the Contractor awarded this contract, and issue its own tax exemption certificates as required by the Contractor.
- The Contract/purchase order terms of each entity will prevail for the individual participating entity. Invoicing instructions, delivery locations and insurance requirements will be in accordance with the respective agency requirements.
- Any reference in the documents to a single entity or location will, in fact, be understood as referring to all participating entities referenced in the documents and cover letter unless specifically noted otherwise.
- The awarded Contractor shall be responsible for advising the lead agency of those participants who fail to place orders as a result of this award during the contract period.
- The Contractor shall furnish the lead agency a detailed summary of sales semi-annually during the contract period. Sales summary shall include contract numbers, contractor's name, the total of each commodity sold during the reporting period and the total dollar amount of purchases by commodity.
- Municipalities and other governmental entities which are not members of the Southeast Florida Governmental Purchasing Cooperative are strictly prohibited from utilizing any contract or purchase order resulting from this bid award. However, other Southeast Florida Governmental Purchasing Cooperative members may participate in their contract for new usage, during the contract term, or in any contract extension term, if approved by the lead agency. New Southeast Florida Governmental Purchasing Cooperative members may participate in any contract on acceptance and approval by the lead agency.
- None of the participating governmental entities shall be deemed or construed to be a party to any contract executed by and between any other governmental entity and the Contractor as a result of this procurement action.

**"WORKING TOGETHER TO REDUCE COSTS"**

# SECURITY & SPORTS LIGHTING SYSTEMS MAINTENANCE

ITB#11-12-033

September 6, 2012

## 1.0 GENERAL CONDITIONS

### 1.1 SEALED BIDS:

Original copy of 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 Specification Response must be submitted in a sealed envelope clearly marked with the Bid Title to the Procurement Department, City of Miami Gardens, 1515 N W 167<sup>th</sup> Street; Bldg 5 Suite 200, if by mail, and Bldg 7, Suite 440, if in person, Miami Gardens, Florida 33169 until 2:00 p.m., local time on date due.

### 1.2 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 together with bidder's response CANNOT be changed or altered in any way after submitted to the City.

### 1.3 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). Bidders are to list discounts to be given the City for prompt payment. 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 90 days from Bid date unless otherwise specified in Special Conditions.

#### 1.3.1 TAXES:

The City of Miami Gardens is exempt from all Federal Excise and State taxes. The applicable tax exemption number is shown on the Purchase Order.

#### 1.3.2 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.

**1.3.3 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.

**1.3.4 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 Miami Gardens, Florida.

**1.4 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.

**1.5 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.

**1.6 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 Procurement Department, 1515 N W 167<sup>th</sup> Street; Bldg. 5 Suite 200, Miami Gardens, Florida 33169.

**1.7 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.

**1.8 INTERPRETATIONS:**

Unless otherwise stated in the Bid, any questions concerning conditions and specifications should be submitted in writing to the Procurement Manager, 1515 N W 167<sup>th</sup> Street; Bldg. 5 Suite 200, Miami Gardens, Florida 33169 Facsimile (305) 474-1285.

**1.9 AWARDS:**

The City of Miami Gardens reserves the right to reject any and all Bids or any portion of any Bid deemed necessary in the best interest of the City; to accept any item or group of items; to acquire additional quantities at prices quoted on the Bid Form unless additional quantities are not acceptable, in which case the Bid Form must be noted "BID IS FOR SPECIFIED QUANTITY ONLY". The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. All awards made as a result of this Bid shall conform to applicable Florida Statutes.

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.

**1.10 BID OPENING:**

Bids shall be opened and publicly read in the Council Chamber, 1515 N W 167<sup>th</sup> Street; Bldg. 5 Suite 200, Miami Gardens, Florida 33169 on the date and at the time specified on the Bid Form. All Bids received after that time shall be returned, unopened.

**1.11 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.

**1.12 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.

**1.13 DISPUTES:**

Any actual or prospective Bidder, Proposer, Offeror or Contractor who is aggrieved in connection with a solicitation or award of a Bid or Contract may avail themselves of the procedures contained in Ordinance 2007-25-131 in order to resolve disputed matters or complaints.

The Procurement Manager shall post a tabulation of the Bid results with intended award recommendations. Posting shall be in the front office of City Hall or on the City's web site for public viewing.

Any actual or prospective bidder, proposer, offeror, or contractor who is aggrieved in connection with the solicitation or award of contract may file a written protest with the City Clerk and mailed by the protester to all responders to the bid proposal within seventy-two hours (72) hours of the City's recommendation for award or the City's actual award whichever comes first. The written protest shall state all the particular grounds on which it is based, shall include all pertinent documents and evidence. The protest letter to the City Clerk shall include proof of mailing/receipt to other responders to the bid and shall be accompanied by a cashier's check in the amount of \$500.00 representing the filing fee, plus a cost bond in the amount of \$2,500.00 to reimburse the City for all administrative costs associated with the appeal process. The \$2,500.00 bond shall be returned to the Protester if the Protester prevails in the hearing before the hearing examiner/special master. If the Protester does not prevail the City shall keep the bond. Any grounds not stated shall be deemed waived.

Failure to file a timely formal written protest within the time period specified shall constitute a waiver by the vendor of all rights of protest under this Bid/Proposal Protest Procedure.

In the event of a timely protest, the City Manager shall select a hearing examiner or special master, who shall be a member of the Florida Bar, who shall hold a hearing and submit written findings and recommendations within fifteen (15) days of the filing of the protest. The hearing examiner shall consider the written protests, supporting documents in evidence, the City's recommendations and supporting documentation and all evidence presented at the hearing. Such finding and recommendation shall be filed with the City Clerk.

The hearing examiner's findings and recommendations shall be final. Appeals of a decision by the hearing examiner shall be to the Miami-Dade County Circuit Court. The prevailing party in the appeal may be entitled to recover any and all attorneys' fees and costs incurred in the appeal.

**1.14 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.

**1.15 INDEMNIFICATION:**

The parties agree that 1% of the total compensation paid to the Contractor for the performance of this agreement shall represent the specific consideration for the Contractor's indemnification of the City as set forth in this Section and in the Terms and Conditions.

To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless the City and their consultants, agents and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of attorneys and other professionals and court costs) arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting there from and (b) is caused in whole or in part by any willful and wanton or negligent or gross negligent acts or omission of Contractor, any subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is

caused in part by a party indemnified hereunder or arises by or is imposed by Law and Regulations regardless of the negligence of any such party.

In any and all claims against the City or any of their consultants, agents or employees by any employee of Contractor, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any such Subcontractor or other person or organization under workers or workman's compensation acts, disability benefit acts or other employee benefit acts.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Florida Statute 725.06 (Chapter 725). It is further the specific intent and agreement of the parties that all of the Contract Documents on this project are hereby amended to include the foregoing indemnification and the "Specific Consideration" therefore.

The official title of the City is "City of Miami Gardens". This official title shall be used in all insurance, or other legal documentation. City of Miami Gardens is to be included as "Additional Insured" with respect to liability arising out of operations performed for City of Miami Gardens by or on behalf of Contractor or acts or omissions of Contractor in connection with such operation.

**1.16 PATENTS & ROYALTIES:**

The bidder, without exception, shall indemnify and save harmless the City of Miami Gardens, 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 Miami Gardens, 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 the work.

**1.17 OSHA:**

The bidder warrants that the product and services supplied to the City of Miami Gardens, 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.

**1.17A SAFETY PRECAUTIONS:**

The bidder shall, if required, maintain suitable and sufficient guards and barriers and, at night, suitable and sufficient lighting for the prevention of accidents and all minimum safety standards required by Municipal, County, State and Federal ordinances and laws shall be strictly met by the bidder

**1.18 SPECIAL CONDITIONS:**

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

**1.19 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.

**1.20 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.

**1.21 LIABILITY, INSURANCE, LICENSES AND PERMITS:**

Where bidders are required to enter or go onto City of Miami Gardens property to deliver materials or perform work or services as a result of a Bid award, the successful bidder will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance and assure all work complies with all Miami-Dade County and City of Miami Gardens building requirements and the Florida Building Code. The bidder shall be liable for any damages or loss to the City occasioned by willful, wanton or gross 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.

**1.22 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.

**1.23 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 three (3) days (weekends and holidays excluded) to remedy the default. Failure on the contractor's part to correct the default within the required three (3) 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 contract 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.

**1.24 CANCELLATION:**

The City of Miami Gardens reserves the right to cancel this contract by written notice to the contractor effective the date specified in the notice should any of the following apply:

- A) The contractor is determined by the City to be in breach of any of the terms and conditions of the contract and/or to have failed to perform his/her services in a manner satisfactory to the City. In the event the contractor is found to be in default, the contractor will be paid for all labor and materials provided as of the termination date. No consideration will be given for anticipated loss of revenue or the canceled portions of the contract.
- B) The City has determined that such cancellation will be in the best interest of the City to cancel the contract for its own convenience.
- C) Funds are not available to cover the cost of the services. The City's obligation is contingent upon the availability of appropriate funds.

**1.25 BILLING INSTRUCTIONS:**

Invoices, unless otherwise indicated, must show purchase order numbers; work order number and/or quotation number, if applicable; details of service(s) performed including service date, brief description, and shall be submitted in DUPLICATE to Accounts Payable, City of Miami Gardens, 1515 N W 167<sup>th</sup> Street; Bldg. 5 Suite 200, Miami Gardens, Florida 33169.

**1.26 SUBSTITUTIONS:**

The City of Miami Gardens, 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.

**1.27 FACILITIES:**

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

**1.28 BID TABULATIONS:**

Bidders desiring a copy of the Bid tabulation may request same by enclosing a self-addressed stamped envelope with the Bid.

**1.29 APPLICABLE LAW AND VENUE:**

The law of the State of Florida shall govern the contract between the City of Miami Gardens and the successful bidder and any action shall be brought in Miami-Dade County, Florida. In the event of litigation to settle issues arising hereunder, the prevailing party in such litigation shall be entitled to recover against the other party its costs and expenses, including reasonable attorney fees, which shall include any fees and costs attributable to appellate proceedings arising on and of such litigation.

**1.30 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 Miami Gardens Procurement Manager 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 Miami Gardens Procurement Manager. 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 is required. A copy of such Addendum will be sent 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.

**1.31 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 Miami Gardens. 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 herein.

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 Miami Gardens, 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 Miami Gardens and the successful Bidder.

D) While the City of Miami Gardens may determine to award a contract to a Bidder(s) under this Invitation to 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 Procurement Manager, 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, in regard to this Bid.

G) The Bidder agrees and understands that the contract may not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

**1.32 ASSIGNMENT:**

The contractor shall not assign, transfer, convey, sublet 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 Miami Gardens, which consent may be withheld.

**1.33 LAWS, PERMITS AND REGULATIONS:**

The bidder shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulation building code requirements applicable to the work contemplated herein.

**1.34 OPTIONAL CONTRACT USAGE:**

Other State agencies, and/or Governmental Entities in the State of Florida may purchase from the resulting contract. Contractors shall sell these commodities or services to the other State agencies and/or Governmental Entities in the State of Florida at the agencies' and/or entities option or as otherwise provided by law.

**1.35 SPOT MARKET PURCHASES:**

It is the intent of the City to purchase the items 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.

**1.36 WARRANTIES OF USAGE:**

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

**1.37 PUBLIC ENTITY CRIMES:**

As provided in Section 287.133(2) (a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided S.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**1.38 CODE OF ETHICS:**

As provided in Article 9 Ethics in Public Contracting of the City of Miami Gardens Ordinance No. 2005-10-28 and Ordinance 2008-03-139 "Cone of Silence", from the time of advertising until the City Council deliberates on the making of an award, there is a prohibition on communication with the City Manager and his staff and Mayor and City Council. The ordinance does not apply to oral communications at pre-bid/proposal 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 employee, official or member of the City Council unless specifically prohibited by the applicable RFP, RFQ or bid documents. A copy of all written communications must be filed with the City Clerk.

**1.39 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).

**1.40 PROHIBITION OF INTEREST:**

No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Charter relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the bidder and may result in removal from the vendor bid list(s).

**1.41 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.

**1.42 TIED BIDS:**

In the event of an identical tied bid or proposal, preference will be given to local vendors. If none of the vendors are local, preference will be given to a vendor with a Drug-Free Workplace Program in accordance with Section 287.087, Florida Statutes.

**1.43 UNBALANCED BIDS:**

When a unit price bid has variable or estimated quantities, and the bid shows evidence of unbalanced bid pricing, such bid may be rejected.

**1.44 LOCAL PREFERENCE: N/A**

**1.45 PREFERENCE MONETARY CONTRIBUTIONS TO LOCAL SCHOOLS:N/A**

**1.46 DRUG FREE WORKPLACE AFFIDAVIT:**

Pursuant to Section 893.02(4), Florida Statutes, each bidder shall complete the form on Drug Free Workplace Affidavit and submit same with any bid response.

**1.47 MINORITY BUSINESS ENTERPRISES:**

The City of Miami Gardens encourages Minority Business Enterprises to participate in this solicitation.

Ordinance 2011-01-243, establishes a program enabling the City to collect relevant data to determine if MBEs that are eligible and qualified to perform services on behalf of the City, are being given the opportunity to provide these services.

The City of Miami Gardens encourages prime contractor, if subcontractors are to be let, when economically feasible, to take affirmative steps to assure that Minority Businesses are used when possible. Affirmative steps shall include:

- Placing qualified minority businesses on solicitation lists;

- Assuring that minority businesses are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by minority, women's businesses;
- Establishing delivery schedules, where the requirement permits, which encourage participation minority businesses;
- Using the services and assistance of the Minority Business Development Agency of the Department of Commerce.

**SECURITY & SPORT LIGHTING SYSTEMS MAINTENANCE**  
**ITB#11-12-033**  
**September 6, 2012**

**2.0 SPECIAL CONDITIONS**

**2.1 PURPOSE:**

The City of Miami Gardens, acting as lead City for the Southeast Florida Governmental Purchasing Co-operative Group, is actively seeking sealed bids from licensed electrical contractor(s) for an annual contract for maintenance and repairs of security and sport lighting systems and other general purpose lights on an as needed, when needed basis as specified herein, from sources of supply that will give prompt and efficient service. . Electrical Contractor must be an approved installer by the Musco manufacturer. Letter from Musco must be submitted with bid.

**2.2 TERM OF CONTRACT:**

It is requested that the bidder(s) quote fixed prices that will be guaranteed to the City of Miami Gardens and the Southeast Florida Governmental Cooperative for an initial period of two (2) years. The City reserves the right to exercise the option to renew annually (subject to the appropriation of funds), not to exceed a maximum of three (3) years. Annual renewals will be based on the successful bidder(s) agreeing to the same terms and conditions and by filing written notice to the City not less than ninety (90) days prior to renewal date of any adjustment in the contract amount. Contract renewal shall be the City's 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. This contract may not be an exclusive contract.

No price increase will be accepted during the initial contract period. Renewal terms allow for a request for an increase at the time of renewal based on bidder's second and third year hourly rates. No more than one price increase will be accepted during the renewal period.

**2.3 METHOD OF AWARD:**

The City reserves the right to make multiple awards if it is in the best interest of the City and the Co-Op. If a multiple award is given, Purchase Orders for work will be made on the basis of the availability of the bidders to perform the work to the schedule set by the City.

These items and quantities are projections, and shall not be construed as a base bid or a guaranteed amount.

Any estimated work order to cost in excess of \$25,000 may be bid and awarded as a separate contract.

**2.4 PAYMENT:**

Contractor shall be required to submit a written cost estimate of man-hours and materials necessary to perform the work in accordance with the contract rates.

**The contractor shall submit daily a detailed report as to the actual hours spent performing the tasks, rest breaks, down times, travel, etc. Non-productive time i.e. poor planning, equipment breakdown, bad weather, etc. shall be at the contractor's expense. Labor shall be billed and paid at the**

**rate bid to the nearest quarter hour. Travel time, picking up parts and materials, etc. shall not be included in billing.**

Bidder shall include in the Bid all taxes, insurance, social security, workmen's compensation, and any other benefits normally paid by the Bidder to its employees. Overtime must be specifically authorized by the City. No overtime which exceeds the rates quoted in the Bid shall be authorized. Payments shall be made monthly, in arrears, for services rendered the previous month, upon submission of properly certified invoices and/or approved inspection reports. All such information shall be provided to the designated City personnel for approval in advance of payment.

**PURCHASING CARD PROGRAM:**

The City has implemented a purchasing card program through Bank of America, using the VISA network. Contractors will receive payment from the purchasing card and have the ability to accept VISA or take whatever steps necessary to implement the ability before the start of the agreement term. The City can only accept VISA, however, the purchasing card is not the exclusive method of payment. Please indicate your ability to accept Visa purchasing card on Bid Form.

**INVOICES:**

Invoices for parts and supplies shall be submitted on a percentage above vendor cost for parts and supplies only – no mark-up will be allowed for shipping/freight, if applicable. Evidence of said costs shall be submitted with invoice, for each repair or service call. Proof of costs shall be printed, properly identified and dated as to issuance and effectiveness.

Material costs including unit prices shall be listed as separate item(s). Materials, parts or equipment installed shall be invoiced at successful Bidder's cost to include any and all discounts offered by the supplier. Material prices submitted are subject to verification by City personnel or other sources.

**HOURLY RATE:**

The hourly rate quoted shall include full compensation for labor as stated above, equipment use, travel time and any other cost to the bidder. Hourly rates will be invoiced for time worked at job location not for travel time to and from Contractor's location. Hourly labor rates are specified as follows:

**Hourly Labor Rate I** – hourly rate for straight time repairs, i.e. from 7:00 a.m. to 4:30 p.m. (Rate to include labor and travel, parts not included).

**Hourly Labor Rate II** – hourly rate for overtime repairs, i.e. before 7:00 a.m. or after 4:30 p.m. or on weekends or holidays. (Rate to include labor and travel, parts not included).

**2.5 RESPONSE TIME:**

A three (3) day response time is required for services. Failure to respond to a service call within the specified time will result in the successful bidder paying any and all costs associated with the repairs performed by a secondary contractor.

The need arises that repairs to security and/or sports lighting is required where a three day response time is not feasible, the bidder shall specify on the attached Bid Form the estimated response time necessary to get crews working after notification of required services. This response time may be used in the evaluation process in determining recommendation of award. If Contractor is

required to repair lights after regularly scheduled hours, the City agrees to pay an overtime rate of one and a half (1.5) times the hourly bid rate.

The City will prepare a purchase order listing the lights for maintenance and/or repairs and locations. The Contractor will be given at least three days notice prior to the call for his services, at which time he will commence his operations and continue in a workmanlike manner during normal working hours, until all work authorized on said purchase order(s) is completed.

Contractor will not be compensated for emergency call-back labor rates when it has been determined by the City Representative assigned that the repairs previously scheduled are found to be faulty and substandard. Contractor must be subject to sanction, cancellation of contract and/or default of contract per General Conditions as a result of faulty or substandard work.

**2.6 FAILURE TO PERFORM:**

If, in the opinion of the City's representative, the Contractor 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 Contractor 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 Contractor to discontinue all work under this Contract. The Contractor 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 contractor 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 Contractor upon his contract. **Any excess cost arising therefrom over and above the original contract price shall be charged to the Contractor.**

**2.7 ADDITIONS/DELETION OF FACILITIES:**

Although this Solicitation identifies specific properties/locations to be serviced, it is hereby agreed and understood that any property may be added/deleted to/from this contract at the option of the City. When an addition to the contract is required the successful proposer(s) under this contract shall be invited to submit price quotes for these new properties. These quotes are comparable with prices offered similar services, the award(s) may be made to the lowest responsible proposer(s) meeting specifications in the best interest of the City and a separate purchase order shall be issued by the City.

**2.8 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:**

If the bidder is awarded a contract under this 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 Bidder may offer incentive discounts from this fixed price to the City at any time during the contractual term.

**PERCENTAGE ABOVE VENDOR COST:**

Invoices for parts and supplies shall be submitted on a percentage above vendor cost. Evidence of said costs shall be submitted with invoice, for each repair or service call. Proof of costs shall be printed, properly identified and dated as to issuance and effectiveness.

**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:

2.9.1 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.

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

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

2.9.4 Automobile Liability Insurance for owned vehicles, non-owned vehicles & hired vehicles - \$500,000 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.

The successful bidder must submit, no later than ten (10) days after recommendation of award and prior to commencement of any work, a Certificate of Insurance naming the City of Miami Gardens as additional insured.

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

**2.10 CONTACT PERSON:**

For any additional information regarding the specifications and requirement of this proposal, contact: Pam Thompson, fax: (305) 474-1285, e-mail: [pthompson@miamigardens-fl.gov](mailto:pthompson@miamigardens-fl.gov).

**2.11 LIQUIDATED DAMAGES:**

Purchase Orders will be issued and completion times will be mutually agreed upon between the contractor and the City. Liquidated damages of \$100.00 per calendar day will be deducted from the contract sum for each and every calendar day delay in commencing work or elapsing beyond the specified time for completion for each Purchase Order.

**2.12 BID CLARIFICATION:**

Any questions or clarifications concerning this Invitation to Bid shall be submitted in writing by mail or facsimile to the Procurement Department, 1515 N W 167<sup>th</sup> Street; Bldg. 5 Suite 200, Miami Gardens, Florida 33169, FAX: (305) 474-1285. The bid title/number shall be referenced on all correspondence. All questions must be received no later than 3:00 p.m. August 20, 2012. 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.**

**2.13 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 contractor in a manner acceptable to the City. Such property shall include but not be limited to: structures, parkways, sidewalks, curbs and gutters, driveways, walls, fences, water features, footings, underground utilities, sod, shrubs, and trees.

Contractor shall submit to the City authorized personnel for review, pictures or video of the work site(s) having pre-existing damage to structures, parkways, sidewalks, approaches, sod, swales, adjacent improvements, etc. before beginning work. Failure to do so shall obligate the contractor to make repairs per above paragraph.

**2.14 PROTECTION:**

Contractor shall be solely responsible for pedestrian and vehicular safety and control within the work site and shall provide the necessary warning devices, barricades and ground personnel needed to give safety, protection and warning to persons and vehicular traffic within the area. All safety devices must have suitable and sufficient lighting for the prevention of accidents. All minimum safety standards required by Municipal, County, State and Federal ordinances and laws shall be strictly met by the contractor.

**2.15 HOURS OF WORK:**

Contractor will perform work Monday through Friday from 7:30 a.m. to 4:30 p.m., excluding holidays unless prior approval is given by the City.

**2.16 EMPLOYEES:**

Contractor shall be responsible for the appearance of all working personnel assigned to the project (clean and appropriately dressed at all times). Personnel must be able to supply proper identification at all times.

All employees of the contractor shall be considered to be at all times the sole employees of the contractor, under the contractor's sole direction, and not an employee or agent of the City. The contractor shall supply competent and physically capable employees and the City may require the contractor to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on City property is not in the best interest of the City. City shall not have any duty to implement or enforce such requirements.

Each employee of the Contractor shall be citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by an Alien Registration Receipt Card. The Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965, (18 USC4082)(c)(2).

Contractor shall assign an "On Duty" supervisor who speaks and reads English.

**2.17 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.

## **2.18 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 electrical license 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. Contractor shall also submit with bid response a letter from Musco certifying approved installer of Musco products.**

If the Electrical 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 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.

## **2.19 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

## **2.20 STORAGE OF MATERIALS:**

The contractor must provide for own storage of material and equipment, if needed. No on-site storage is permitted at the work area or other public areas.

Safeguarding of all Contractor-owned equipment, tools, materials, vehicles and surplus fabric is the responsibility of the contractor and employees. The City of Miami Gardens assumes no direct or implied responsibility for the theft, vandalism, injury or other undesirable actions occurring to or performed with any Contractor-owned materials.

## **2.21 PERMITS:**

Contractor shall obtain all required permits when applicable. The fee for City Gardens permits will be waived. However contractor shall pay the Dade County surcharge of \$.60/\$1,000. Contractor must inquire with each participating agency for permitting requirements.

All repairs and maintenance shall comply fully with all local and state laws and ordinances and with all established codes applicable thereto.

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

Contractor is responsible for contacting Sunshine State One Call of Florida (800) 432-4770 [www.callsunshine.com](http://www.callsunshine.com) for utility locations and must repair all utility or service lines damaged by their repairs immediately upon notice of such damage at Contractor's expense.

**2.22 DISPOSAL OF WASTE:**

Contractor shall be responsible for disposal of waste materials, rocks, vegetation, concrete, spoil, existing irrigation material, containers and any and all excess materials, etc. at an off site location on a daily basis in accordance with local, state and federal regulations. City dumpsters are not to be used by contractor.

**2.23 GUARANTEE:**

The successful bidder will be required to guarantee all materials and workmanship for a period of ninety (90) days from acceptance by the City, and repairs and replacements necessary during the guarantee period shall be made by the successful bidder at his expense.

**2.24 REFERENCES/CONTRACT EXPERIENCE:**

Each bid submittal must be accompanied by a list of five (5) references, of similar electrical repairs and maintenance services, and a list of five (5) similar contract experiences, which shall include contact person, telephone number, facsimile number and e-mail address. It is the responsibility of the bidder to ascertain that the contact person will be responsive.

**2.25 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 contractor from furnishing, installing or performing such work where required by any part of these specifications, or necessary to the satisfactory completion of the project.

**2.26 BID SUBMITTAL:**

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 Procurement Department.

**2.27 BIDDER QUALIFICATIONS:**

In order for bid submittals 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: maintains a permanent place of business; possess the required licenses; has technical knowledge and practical experience in the type of equipment included in this scope of work; has available the organization and qualified manpower to the work and has adequate financial status to meet the financial obligations incident to the work.

**2.28 LATE PROPOSALS:**

The City of Miami Gardens cannot accept bid submittals received after opening time and encourages early submittal.

**2.29 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 proposal to be considered non-responsive.

**2.30 COMPLETE INFORMATION REQUIRED ON BID FORM:**

All bids must be submitted on the attached Bid Form and all blanks filled in. To be considered a valid proposal, the ORIGINAL AND ONE COPY of the Invitation to Bid and Bid Form pages must be returned, properly completed, in a sealed envelope as outlined in the first paragraph of General Conditions.

STATEMENT OF BIDDER'S EXPERIENCE

PROOF OF INSURANCE

REFERENCES

CONTRACTOR QUESTIONNAIRE

SUB-CONTRACT LIST

**2.31 PARTICIPATING AGENCIES**

Each participating governmental City will be responsible for issuing its own Purchase Obligations/task orders. Each City will require separate billings, be responsible for payment to the awarded contractor and issue its own tax exemption certificates as required by contractor. Invoicing instructions, site locations, and bonding requirements, if applicable, will be in accordance with the respective City's requirements.

Any reference in this document to a single City, will be understood as referring to all participating agencies referenced in this bid.

**Municipalities and other governmental agencies which are not members of the Southeast Florida Governmental Cooperative Purchasing Group are strictly prohibited from utilizing any contract or purchase order resulting from this bid award. However, other Co-Op members may participate in this contract for new usage, during the contract term, or on any contract extension term, if approved by the lead City. New Co-Op members may participate in any contract, on acceptance and approval by the lead City.**

City & Address	Contact	Phone
City of Miami Gardens 1515 NW 167 <sup>th</sup> Street #200 Miami Gardens, FL 33169	Pam Thompson	305-622-8031
City of Hallandale Beach	Bob Williams	954-457-2235
City of Tamarac	Keith Glatz	954-597-3567
City of Margate	Spencer Shambray	954-935-5341
City of Ft. Lauderdale	AnnDebra Diaz	954-828-5949

**SECURITY & SPORTS LIGHTING SYSTEMS MAINTENANCE**  
**ITB#11-12-032**  
**September 6, 2012**

**3.0 PERFORMANCE SPECIFICATIONS**

**3.1 PURPOSE:**

The purpose of this proposal is to establish an annual contract, with a licensed electrical contractor(s) to furnish all materials, labor, supervision, and transportation, permits, licenses, equipment and any incidentals necessary for maintenance and repairs of security and sports lighting systems and other general lighting as needed when needed for the City's Parks and Recreation Department and the Southeast Florida Governmental Purchasing Co-operative Group.

All preventive maintenance, repair and installation of security, parking lot and sport-type lighting, including related electrical wiring to assure proper compliance with the following standards:

- a) National Electrical Code (NEC)
- b) Underwriters' Laboratories, Inc. (UL) labeling
- c) PCI Design Handbook, 5th edition, PCI MNL – 120-99
- d) Manual for Quality Control for Plants and Production of Structural Precast Concrete Products, PCI MNL-116
- e) Guide for the Design of Prestressed Concrete Poles, PCI JR – 412.
- f) Illuminating Engineering Society of North America (IESNA) handbook, latest edition
- g) Photometric data of an independent, nationally recognized testing agencies will be accepted. Photometric data of testing laboratories of luminaire manufacturers may be accepted if certified and approved by the PPO Supervisor assigned
- h) Conformance with any other applicable local codes and standards

All repair work shall be permanent. Contractor may be required to repair, alter, remodel, add to, subtract from or improve any previous exterior luminaire work or installation.

**3.2 WORK ORDERS/PURCHASE ORDERS:**

- 3.2.1 All schedules and the necessary arrangements to implement the scope of work projects must be made with the review and approval of City Representative. Contractor's representative is required to attend a pre-job conference/site visit and provide a job estimate prior to any work order(s) or purchase order(s) being issued. All information specific to the project including completion schedules will be discussed at the pre-job conference. Job estimates must be complete and specific with measurements, quantities, time and materials.
- 3.2.2 All requested work must be completed within the timeframe agreed upon and for the amount of the job estimate. Each project must be started and completed within the dates set forth on the Notice to Proceed.
- 3.2.3 Electrical supplies MAY be purchased under this contract at the discretion of the City Representative on a cost-plus basis, solely at the option of the City Supervisor assigned. If electrical supplies are to be purchased under this contract, all supplies must be verified by the submission of an itemized list of supplies proposed for purchase from the identified source, each unit priced by cost, the total price and the

contractor's cost-plus mark-up. The City Representative assigned reserves the right to designate electrical supplies for use by the Contractor from materials held by the City with an itemized inventory. Any remaining electrical supplies supplied by City or purchased from the contractor that may remain after project completion, become the property of City. The City is under NO OBLIGATION to purchase materials under this contract if the electrical supplies can be purchased on other City contracts or in a more cost-efficient fashion.

3.2.4 'Parts runs' are not an hourly reimbursable expense under this solicitation.

### **3.3 EQUIPMENT SUPPLIED:**

**3.3.1** Equipment up to and including those items listed below are considered overhead items covered under the labor rate bid. Specialty trade items for which additional charges are appropriate must be approved on a case-by-case basis. Overhead Equipment Covered Under Labor Rate:

- All light trucks, personnel, and tool transport equipment;
- All hand tools (including power tools) customarily employed in the electrical trade;
- Bucket truck/Aerial Lift truck 59' or less working height;

**3.3.2** Equipment up to and including those items listed below are not considered overhead items and shall be listed on the Bid Form Tools and Equipment Not Covered Under Labor Rate:

- Bucket truck/Aerial Lift truck 60' or more working height;
- Trencher to 4' depth
- Crane truck

**3.3.2** Contractor must either own, lease or rent, in the name of the contractor, at least one 110' bucket truck. A copy of the registration proving ownership or copies of a current leasing or rental agreement, for a minimum period of one year must be included with the bid for review and approval. A letter of intent for a heavy equipment firm pending approval from an equipment leasing or rental firm is also acceptable. A list of equipment, confirming ownership, including size and capability, shall be included with the bid, or upon request. The equipment list must be complete, capable of executing every project for which the bidder submits item prices on the Bid Form.

**3.3.3** Service trucks must be capable of servicing a minimum of 20-50-amp exterior circuits. Contractor must also have the necessary materials and equipment to locate conduit and wires buried in the ground.

**3.3.4** Transportation costs for owned - leased or rented equipment not included in 3.3.1 related to specific projects will be reimbursed at the hourly rate for the specific equipment required when picked-up and returned to the contractor's owned-leased or rented location.

**3.3.5** Transportation costs for owned-leased or rented equipment between City locations will be reimbursed at the hourly rate when the Contractor's personnel are assigned to more than one work location per day.

### **3.4 EXTERIOR LUMINARIES:**

If required, submit shop drawings and product data and/or samples when requested by the City Supervisor assigned. The shop drawings must be of a sufficient size to show necessary detail for each luminaire type, and its components. Catalog cuts or scale drawings will not be acceptable.

Shop drawings may include but may not be limited to manufacturer's dimensioned scale drawings showing in complete detail the fabrication of all luminaires including finish, metal thickness, fabrication methods, support method, ballasts, socket type of shielding, reflectors, provisions for relamping, EPA for, and all other information to show compliance with NEC and UL.

Luminaire details may vary slightly from those shown on drawings provided the changes do not adversely affect size of installation, durability, performance or appearance of the luminaire. The City reserves the right to subject materials to photometric testing at an independent testing laboratory.

Shop drawings and supporting calculations that contain structural information shall be signed and sealed by a State of Florida-registered Professional Engineer.

When requested, contractor must submit for review and approval one representative sample of any luminaire or component required under the scope of a specific project. After review and approval, luminaire materials are to be shipped to the location indicated by the City Supervisor assigned. Samples are to be provided at no charge to City. Luminaire parts and components not specifically identified or indicated are to be manufactured of materials appropriate for their function, resistant to corrosion as well as thermal and mechanical stresses encountered in the normal application and functioning of the luminaries with particular emphasis on south Florida climatic conditions, wherever possible.

All cast parts, including die-cast members are to be of uniform quality, free from blow holes, pores, hard spots, shrinkage defects, cracks or other imperfections that affect strength and appearance, or are indicative of inferior metals or alloys. Exterior surfaces such as extruded metal parts which do not otherwise receive a finishing coating shall be machined, sanded or similarly treated. All finished castings shall be given a minimum of one coat of baked-on clear methacrylate lacquer unless a painted finish is specified.

Manufacturer shall have a minimum of 10 years of experience in the design and production of their products listed in these Specifications.

### **3.5 PARKING LOT LIGHTING:**

Minimum of 1 foot-candle with a maximum of 12:1, not to exceed 0.05W per square foot.

For high-pressure sodium luminaries, the LLF standard equals 0.90W

The City reserves the right of actual performance verification. Computer analysis shall be based upon a 10' grid.

Concrete poles must achieve a minimum 28-day compressive strength of 8,000 PSI. Cement shall conform to the latest requirements of Type III Portland Cement in accordance with ASTM-C150. Maximum size aggregate may be 3/4" (19mm) or 3/4 of the clear spacing between reinforcing steel and surface of pole. Any water reducers, retarders, or accelerating admixtures must conform to ASTM-C494.

Water shall be free from foreign materials in amounts harmful to concrete and embedded steel.

Steel reinforcement and fastener standards:

- a) Deformed steel reinforcement shall conform to requirements per ASTM-A615 for Grade 60 Rebar.
- b) Prestressed steel reinforcement shall conform to uncoated 7-wire, stress-relieved strand per ASTM-A416.
- c) Steel spiral reinforcement shall conform to the requirements per ASTM-A82 and shall not be less than 0.150" diameter.
- d) All structural steel hardware and anchor bolts must conform to ASTM-A36 with zinc alloy AC41A shall conform to ASTM-B240 possessing a hot-dipped galvanized finish per ASTM-A153.
- e) Anchor bolts' threaded end to be HDG for minimum of 12" nuts, with washers and spacers to be fabricated of HDG Steel.

Finishing standards:

- a) Luminaire finish should be applied in a manner that will assure a durable wear-resistant surfacing. Prior to finishing, hot clean surface by accepted chemical means and receive corrosion inhibiting (phosphating) treatment assuring positive paint adhesion.
- b) Exposed metal surfaces, except chromium-plated parts, shall be given an even coat of high-grade methacrylate lacquer, or transparent epoxy.
- c) Aluminum surfaces exposed to weather must receive a duranidic finish for corrosion resistance.
- d) Sheet steel luminaire housings, iron and steel parts, which have not received corrosion inhibiting (phosphating or bonderizing) treatment are to be utilized in exterior applications and made corrosion-resistant by zinc-, hot-dipped zinc galvanizing or cadmium-plating after completion of all forming, welding, or drilling operations.
- e) The minimum thickness of above protective coatings must be:
  - (1) Hot-dipped galvanized zinc coating - .0005".
  - (2) Cadmium-plating - .0001".
  - (3) Electroplate parts operated under temperatures injurious to hot-dipped galvanizing.

Painted reflectors must be completely formed before application of primer and enamel color coatings.

Reflectors and bodies for fluorescent lamp luminaires made of steel of the thickness specified, have a baked-on white synthetic enamel finish and given a suitable primer and white color coats properly applied.

If requested by the CITY Supervisor assigned, contractor must submit a sufficient quantity of flat steel panels having the identical primer and color coats applied in the same manner as proposed for the contract items, for subjection to any one or all of the tests listed herein by an CITY-approved independent testing laboratory. The panels must be of a suitable size and drilled as necessary for a particular test procedure. CITY will bear the cost of all required tests if they pass; the contractor will bear the cost of testing if they fail.

### **3.6 LAMPS:**

Provide lamps for luminaries when requested by the City Supervisor assigned. City reserves the right to provide the lamps from its own stock when it is cost effective to do so. Any remaining lamps not used in any project remain the property of City.

Lamps as specified for the individual luminaries or lighting equipment must be delivered and installed, leaving luminaries completely lamped and in normal operating condition.

Lamps produced by the manufacturers such as General Electric, Osram/Sylvania Lighting or Phillips should be used. Fluorescent lamps should be F32T8/RS/CW (2900 Lumens), energy savings unless specifically noted otherwise. The use of ecologically-friendly lamps must be stressed, wherever practicable.

All incandescent lamps must be IF (inside frost) and rated for nominal operation at 130V, extended service, unless specifically noted otherwise. 120V lamps are **NOT** acceptable.

### **3.7 REFLECTORS:**

Reflectors, reflecting cones and baffles should be fabricated from no. 12 aluminum reflector sheets, 0.57" (15- gauge) or heavier, free of any tooling marks, spinning lines and be free of any marks or indentations caused by riveting or other assembly techniques. Ensure that no rivets, springs or other hardware are visible after installation.

Reflectors and baffles must be of first quality, polished, buffed and anodized or Alzak finished, and have a color as selected by the City Supervisor assigned. Reflector and baffles must have modified elliptical contour and produce no apparent brightness from nadir to 40 degrees above nadir, nor the lamp image nor any part of the lamp visible from nadir to 40 degrees above nadir.

Aluminum reflectors, where required, are to be formed and finished as noted on drawings or as directed by the City Supervisor assigned. Reflectors should be free from blemishes, scratches or indentations which would distort their reflective function, finished by means of the Alzak or a similar process.

When requested, awardee shall supply samples of colored aluminum finished in black, brass, bronze, etc., for review by the City Supervisor assigned before fabrication.

### **3.8 LAMPHOLDERS:**

Lamp sockets must be rigidly and securely attached to the luminaire enclosure or husk.

Incandescent and metallic vapor lamp sockets must be fabricated of heavy-duty, heat-resistant porcelain. Plastic or metal sheet sockets cannot be used unless specifically requested by City.

Fluorescent lamp sockets operating with an open circuit voltage in excess of 300V must be of the safety type, and open the supply circuit when the lamp is removed from the sockets.

### **3.9 WIRING:**

Wiring between fluorescent lampholders, associated operating and starting equipment must be of similar or heavier gauge than the leads furnished with the approved types of ballasts and have equal or better insulating and heat-resisting characteristics.

Wire within housing must be entirely covered with flexible woven fiberglass sleeve. Protect wiring with tape or tubing at all points where abrasion may occur. Conceal wiring within luminaire construction except where the luminaire design or mounting dictates otherwise.

Connections of wires to lampholder terminals and other accessories must be made in a neat and workmanlike manner and be electrically and mechanically secured with no protruding loose strands. The number of wires extending to or from the terminals of a lampholder or other accessory shall not exceed the number that the accessory is designed to accommodate.

Wiring channels and wire ways must be free from projections, rough or sharp edges throughout. All points or edges over which conductors must pass and may be subject to injury or wear shall be rounded or bushed.

Insulated bushings are to be installed at points of entrance and exit of flexible wiring.

Junction boxes attached to luminaires must be approved for the number of conductors indicated on the drawings with supplementary junction boxes installed where required and comply with NEC.

For exterior lighting, provide a fuse and fuse holder in the primary side of each ungrounded conductor for all ballasts, at the hand hole of each exterior pole-mounted luminaire or junction box for each wall-mounted luminaire.

Ballasts shall be CWA for designated voltage. The approved manufacturers are Advance, Jefferson, General Electric, Sola or Universal.

All splices in ground boxes shall be sealed with approved sealing packs. The approved brand is 3M Scotch Lock 3570. All conduits entering ground boxes shall be sealed with an approved duct seal in an attempt to prevent the intrusion of water and other objects.

### **3.10 ILLUMINATION:**

Provide illumination computer printouts for all parking lots.

Provide a maintained minimum of 1 foot-candle with a maximum to minimum ratio of 12:1.

Illumination of façade should be accomplished with multiple controlled beam floodlights as shown on luminaire schedule. Floodlights must be contained in aluminum-fabricated housings mounted vertically on the face of each pole.

Luminaries must provide 5 foot-candles average with a maximum to minimum ratio of 4:1.

Provide computer printout of point-by-point vertical foot-candles with the shop drawings and prior to fabrication.

### **3.11 LIGHTING CONTACTORS:**

Lighting contactors shall be electrically operated, mechanically held with double break silver alloy contacts, fully-rated for tungsten, fluorescent or general use loads with interrupting capacity of 300% of rated current and NEMA I enclosure except

otherwise specified. Approved manufacturers are ASCO-920RC, Square-D Class 8903, General Electric CR160MB and Westinghouse A202.

### **3.12 PRESTRESSED CONCRETE POLES:**

The poles shall be fabricated in steel molds by the centrifugal spinning process or by static casting methods and have a smooth natural form finish, soft gray in color.

Poles shall be designed and constructed so that all wiring and grounding facilities are concealed within the pole. All hand holes, couplings, inserts for step bolts, thru-bolt holes and ground wire shall be cast into the pole during the manufacturing process.

Poles shall be round or square in cross-section and provide a continuous taper of a minimum 0.18 inches per foot of length to maximum of 0.25 inches per foot, providing a minimum of 1-1/2" of concrete coverage over the reinforcing steel.

All cable entry holes shall be in accordance with the location and sizes as required by the PPO Supervisor assigned, free from sharp edges for passages of electrical wiring. All hand hole frames shall be composed of a non-metallic, non-conductive injection molded material.

Poles, facade, base, anchorage and foundations shall be designed considering application of wind load and dead load. The moment at any point along the length of the pole is the sum of the moments resulting from dead loads and forces from wind loads. The wind force is equal to the wind pressure multiplied by the effective projected area of the objects involved and designed to Florida Building Code standards.

Submit computations of wind loading for approval demonstrating compliance with wind loading requirements.

Bases must be fabricated of cast-in-place or precast concrete. Provide precast concrete as manufactured by Brooks Products for Precast Corporation or by detail of Structural Engineer as shown on approved shop drawings. Contractor is responsible for providing concrete bases for all poles.

Provide 1 PVC conduit for a grounding conductor.

An aluminum nameplate cast into the wall of the pole approximately 4-5" above the ground line identifying the manufacturer, date of manufacture, length, weight, class, City, fabrication number and when required, a purchase order number.

### **3.13 INSTALLATION:**

Contractor must be aware that luminaire locations as indicated on the drawings are approximate. Contractor is responsible to verify future locations with any existing plans provided by the CITY Department or other reference data prior to installation. Contractor is also responsible to check for adequacy and non-interference with other equipment.

Manufactured poles shall be lifted and stored during manufacturing, stockpiling, transporting and erection operations only at the points shown on the shop drawings. Transportation, site handling, and erection shall be performed with acceptable equipment and methods, and by qualified personnel.

Size A3 aggregate gravel or rock must be used to backfill concrete direct burial poles.

Upon completion of the installation, the luminaires and lighting equipment must be in complete operating order, free from defects in condition and finish. At the time of final inspection, luminaires and equipment must be fully lamped, and be complete with required lenses of diffusers, reflectors, side panels, louvers or other components necessary for the proper functioning of the luminaires. Luminaires and equipment must be clean and free from dust, plaster or paint spots. Any reflectors, lenses, diffusers, side panels or other parts damaged prior to the final inspection must be replaced by the Contractor at no additional expense to CITY.

Housings installed directly in concrete should be fabricated of hot-dipped galvanized steel or cast aluminum. Where cast aluminum housings are used, provide two coats of asphaltum paint prior to installation.

Provide 1/8" thick x 2" diameter solid neoprene grommets at every mounting point for all luminaires surface-mounted to concrete structure to prevent direct contact of housing to concrete.

Adjust all directional luminaires to obtain the most uniform light distribution. Orient similar luminaires consistently. Coordinate luminaires with speakers, air grilles, pipes and ductwork.

Luminaire bottoms, edges and ends of rows must be even. Rows shall be straight, aligned and equally spaced in distinct areas. Clean all luminaires of debris and fingerprints and adjust trim to fit surface snugly. Provide all necessary hangers and mounting accessories for a complete installation.

Locate the fluorescent luminaires in the equipment rooms to provide the best illumination of the equipment already installed. Use chains or rods to support luminaries installed below ducts and pipes, as required. Install luminaires after pipes and ducts are installed.

After the installation of luminaires is completed, adjust luminaires after dark under the supervision of the CITY Supervisor assigned.

Upon completion of the luminaire projects, turn on lighting for a continuous 48-hour period in order to observe, replace any burned-out lamps, defective ballasts, fuses and related material.

### **3.14 GROUNDING:**

Install complete grounding system in accordance with NEC 250.

Measure ground grid resistance with earth test megger and install additional ground rods and conductors as required until resistance to ground does not exceed 5 ohms.

Ground bus shall be a minimum of 4 x 1/4" copper, mounted on insulating standoff, complete with lugs for connecting grounding cables.

Ground rods shall be copper clad steel, 3/4" in diameter x 10' long, minimum.

Supplement the grounded neutral of the secondary distribution system by an equipment grounding system. Arrange the equipment grounding system so that all non-current carrying items in close proximity with electrical circuits are maintained

continuously at ground potential and provided with a low impedance path for ground fault currents. The system must comply with the NEC 250, modified as indicated and/or specified.

The basic grounding system shall utilize the reinforcing bars in the footings of the building supplemented by ground rods and a connection to a cold water pipe where required to meet the test requirements specified.

Provide, in conduit, a green insulated copper ground conductor as required to the main metallic water service entrance and connect to the supply side of same by means of ground clamps with the conduit: bonded to the ground conductor at each end.

Low voltage system neutrals shall be grounded at the related transformers to the feeder ground and to the nearest cold water line all in accordance with NEC.

Ground conductors, connections and straps must be provided in accordance with NEC.

a) Equipment grounding conductors must be provided with green insulation, the same type as the associated phase conductors, but not exceeding 600V.

b) The related feeder grounding conductors are to be connected to the grounding bar with compression indent-type connectors or as specified.

A feeder serving several panel boards must be provided with a continuous grounding conductor which is connected to each related cabinet grounding bar.

Low voltage distribution systems must be provided with a separate green insulated equipment-grounding conductor for each three-phase or single-phase feeder. The required grounding conductor shall be installed in the common conduit with the related phase conductors. Where there are parallel feeders installed in more than one raceway, provide each raceway with a green insulated equipment ground conductor.

Single phase branch circuits required for lighting and receptacles shall consist of phase and neutral conductors installed in common metallic conduits. Provide flexible metallic conduit equipment connections utilized in conjunction with the branch circuits with approved grounding terminals at each end. Provide single phase branch circuits required for special equipment and all branch circuits installed in nonmetallic conduits with a separate grounding conductor.

Provide in panel boards and other electrical equipment the number and size of pressure connectors on all equipment grounding bars required for the termination of the equipment grounding conductors. In addition to the active circuits, provide pressure connectors for all spares and spaces.

Provide each electrical expansion fitting with a flexible copper ground securely bonded by approved grounding straps on each end of the fitting.

Provide ground conductor from equipment ground bus in motor control center through conduit and flexible metallic conduit to ground terminal in connection box mounted on motor. Where motor has separate starter and disconnect device, the ground conductor originates at the ground bar in the panel board or switchboard supplying these motors and be bonded to each starter and disconnect device enclosure.

Where electric devices such as electric heaters are installed in air ducts, provide a green insulated equipment ground conductor size based on the rating of the over

current device supplying the unit. Bond the conductor to each unit air duct, and to the ground in the panel board.

Conduit ground continuity, locknuts, bushings, joiners and similar conduit fittings shall be made sufficiently tight to assure a continuous and permanent metal-to-metal flow throughout each system. Where conduits terminate without mechanical connection to a metallic housing of electrical equipment, provide each conduit with a ground bushing and each bushing connected with a bar copper conductor to the ground bus in the electrical equipment.

Provide an unspliced main bonding jumper to connect the equipment grounding conductor and the service- equipment enclosure to the grounded conductor of the system within the service equipment or within the service conductor enclosure.

Communication grounding requirements are:

- a) Telephone: Provide 1 no. 6 from main ground bus to ground bus on telephone equipment board
- b) Fire alarm and detection: Provide 1 no. 8 to nearest ground bus
- c) Television distribution system: Provide 1 no. 8 to nearest ground bus
- d) Public address system: Provide 1 no. 8 to the nearest ground bus
- e) Computer networking: Provide 1 no. 6 to the nearest ground bus

Installation requirements:

- a) End-to-end luminaires shall be continuously bonded
- b) Grounding contacts of receptacles shall connect to a system-grounding conductor, NOT the system neutral, by a minimum no. 12 AWG stranded copper wire. The resistance between the contacts and solid earth ground must not exceed 3 ohms.
- c) Bond all metal parts. Make equipment and bus connections with suitable lugs or clamps. Cadweld all wire-to-ground rod joints. Cadweld all wire-to-wire joints no. 1/0 and over.
- d) Bond all conduits stubbing under switchboards, transformer and similar locations using bonding bushings.
- e) Provide a bond wire in all flexible metal conduits and connect to the boxes at each end in an approved manner
- f) Use PVC for sleeving grounding conductors, except that where sleeves are subject to extreme injury use rigid metal conduit bonded at both ends
- g) The TV antenna ground wire shall be connected to the main grounding system
- h) Paint buried joints with red glyptal
- i) Ground all transformer secondaries per NEC 250 unless shown otherwise on the drawings
- j) The resistance to ground must be tested and logged by the City in the presence of the City Supervisor assigned in order to assure less than 5 ohms resistance. Testing will be conducted per NEC and Institute of Electrical and Electronic Engineers (IEEE) 142 recommended practices after the complete system has been fully grounded.
- k) For exterior light poles and sport lighting, provide a ground rod inside the Quazite ground box near pole bases with no. 6 AWG copper wire from the pole to the top of the ground rod, per NEC 250.70, Methods of Grounding and Bonding Copper Connection to Electrodes.
- l) Provide an insulated green equipment grounding conductor, sized per NEC 250.122, Minimum Size Equipment Grounding Conductors for Grounding Raceway and Equipment, in each power and/or lighting raceway. City shall bond all associated metal parts of the pole lighting system to the equipment ground conductor.

### 3.15 PARK LOCATIONS – CITY OF MIAMI GARDENS

Facility	Address	Lighting Poles
A.J. King Park	4230 NW 178 <sup>th</sup> Street	Wooden Poles
Andover Park	NW 209 Street & NW 1 <sup>st</sup> Avenue	25' Concrete Poles
Bennett M. Lifter Park	20701 NW 22 <sup>nd</sup> Avenue	25' Concrete Poles
Betty T. Ferguson Park	3000 NW 199 <sup>th</sup> Street	Musco
Brentwood Park	19405 NW 32 <sup>nd</sup> Avenue	Musco
Brentwood Pool	18800 NW 28 <sup>th</sup> Place	25' Concrete Poles
Buccaneer Park	3100 NW 207 <sup>th</sup> Street	35' Concrete Poles
Bunche Park	15600 NW 23 <sup>rd</sup> Avenue Road	Wooden Poles
Cloverleaf Park	303 NW 191 <sup>st</sup> Street	25' Concrete Poles
Miami Carol City Park	18500 NW 32 <sup>nd</sup> Avenue	Musco
Myrtle Grove Park & Pool	3030 NW 179 <sup>th</sup> Street	Musco
North Dade Optimist Park	NW 194 <sup>th</sup> Street & NW 12 <sup>th</sup> Avenue	Musco
Norwood Park & Pool	19401 NW 14 <sup>th</sup> Avenue	Musco
Rolling Oaks Park	18701 NW 17 <sup>th</sup> Avenue	Musco
Scott Park	17710 NW 15 <sup>th</sup> Court	Wooden Poles
Vista Verde Park	21001 NW 39 <sup>th</sup> Avenue	25' Concrete Poles

### 3.16 PARK LOCATIONS – HALLANDALE BEACH

Facility	Address	Parking Lot Lights	Ballfield Lights	Outside Building Lights	Trail Lights
Cultural Community Center	410 SE 3 <sup>rd</sup> Street	yes	no	no	No
Beach Parks	A1A & Hallandale Beach Blvd.	yes	no	yes	yes
BF James Park (After Construction)	101 NW 9 Street	yes	no	yes	yes
Marina	101 Three Islands Blvd	yes	no	no	no

Foster Park	609 NW 6 Ave	no	no	yes	no
Golden Isles Park	424 Layne Blvd	no	no	no	yes
Golden Isles Tennis	500 Egret Drive	no	no	yes	no
Ingalls Park	735 SW 1 Street	yes	no	yes	yes
Scavo Park (After Construction)	900 Three Islands Blvd	no	no	yes	yes
Johnson Park	900 NW 8 Ave	no	yes	yes	no
Bluesten Park	501 SE 1 Ave	no	yes	yes	yes

### 3.17 PARK LOCATIONS – CITY OF MARGATE

Facility	Address	Parking Lot Lights	Ballfield Lights	Outside Building Lights	Trail Lights
Centennial Park	7800 Royal Palm Blvd.	no	yes	no	no
Coral Gate Park	5650 N.W. 29 Street	no	yes	no	no
Margate Middle School (Sports Fields Only)	500 N.W. 65 Avenue	no	yes	no	no
Margate Sports Complex	1695 Banks Road	no	yes	no	no
Oriole Park	7055 NW 1st Street	no	yes	no	no
Southeast Park	655 S.W. 50 Avenue	no	yes	no	no
Vinson Park	955 NW 66th Avenue	no	yes	no	no
Winfield Park	6400 Winfield Blvd	no	yes	no	no

### 3.18 PARK LOCATIONS – CITY OF TAMARAC

Facility	Address	Parking Lot Lights	Ballfield Lights	Outside Building Lights	Trail Lights	Accent Lighting
Caporella Aquatic and Wellness Complex	9300 NW 58 <sup>th</sup> Street	Yes	No	Yes	No	No
Tamarac Recreation Center & Multi-Purpose Center (2 buildings)	7501 N. University Dr	Yes	No	Yes	No	No
Tamarac Park	7501 N. University Dr	Yes	Yes - Musco	Yes	No	
<b>Tamarac Community Center</b> (HOME OF THE 2012 SEFLNIGP REVERSE TRADE SHOW – NOVEMBER 8, 2012!!!! Go TO <a href="http://WWW.NIGPSEFL.ORG">WWW.NIGPSEFL.ORG</a> TO SIGN-UP & FOR MORE DETAILS!!!!)	8601 W. Commercial Blvd.	Yes	No	Yes	No	Yes
Tephford Park	10003 Southgate Blvd.	No	No	No	No	Yes
Veterans Memorial Park and Gary B. Jones Park for Peoples & Pups	7825 Southgate Blvd.	No	No	No	No	Yes
Sunset Point Park	11000 McNab Rd	Yes	No	No	No	No
Caporella Park	5200 Prospect Rd.	Yes	No	No	No	No
Tamarac Sports Complex	9901 NW 77 <sup>th</sup> St.	Yes	Yes - Musco	Yes	Yes Hunter-Knepshild–Solar lighting	No
City Hall/BSO	7725 NW 88 <sup>th</sup> Ave	Yes	No	Yes	No	Yes
Public Services Complex	6001 – 6011 Nob Hill Road	Yes	No	Yes	No	No
IT/Utilities	10101 State Street	Yes	No	Yes	No	No
Fire Station 15	6000 Hiatus Rd.	Yes	No	Yes	No	No
Fire Station 41	7501 NW 88 <sup>th</sup> Ave.	Yes	No	Yes	No	No
Fire Station 78	4801 W. Commercial Blvd.	No	No	Yes	No	No
City-owned street lights throughout city						

### 3.19 PARK LOCATIONS – CITY OF FT. LAUDERDALE

<b>Park Name</b>	<b>Address</b>	<b>Lights</b>
Bass Park	2750 NW 19th St - 33311	Basketball Court Tennis Court
Bayview Park	4401 Bayview Dr - 33308	Basketball Court Tennis Court Athletic Fields
Benneson, Charles B Park	1400 SW 33rd Terr - 33312	Tennis Court
Bennett School	1755 NE 14th St - 33304	Basketball Court
Croissant Park	1800 SW 4th Ave - 33315	Athletic Fields
Dillard High School Park	2501 NW 11th St - 33312	Basketball Court Tennis Courts Running Track
Dotti Mancini Park	6400 NE 22nd Ave - 33308	Basketball Court
Floranada Park School	5100 NE 14th Way - 33334	Athletic Fields Basketball Court Volleyball Court
Florence Hardy Park	25 SW 9th St - 33315	Tennis Court Ballfield
Ft Lauderdale Beach Park	700 Seabreeze Blvd - 33316	Basketball Court
Ft Lauderdale High School	1600 NE 4th Ave 33305	Tennis Courts
George English Park	1101 Bayview Dr - 33304	Basketball Court Tennis Court Multipurpose Field
Holiday Park	800 N Federal Hwy - 33304	Athletic Fields Racquetball Courts Tennis Courts Basketball Courts Volleyball Courts Baseball Football
Hortt Park	1700 SW 14th Ct - 33312	Basketball Court
Joseph C. Carter Park	1450 W Sunrise Blvd - 33311	Athletic Fields Basketball Court Racquetball Court

		Tennis Court
Lauderdale Manors Park	1340 Chateau Park Dr - 33311	Basketball Court Tennis Court Racquetball Court
Lockhart Stadium	5300 NW 15th Ave - 33309	Football/Soccer Stadium
Mills Pond Park	2201 NW 9th Ave - 33311	Athletic Fields/Multipurpose
North Fork School	200 NW 18th Ave - 33311	Basketball Court
Osswald Park	2220 NW 21st Ave -	Softball Fields Multipurpose Field Golf Course Basketball Court Racquetball Court
Palm Aire Village Park	6401 NW 21st Ave - 33309	Multipurpose Field
Riverland Park	950 SW 27th Ave - 33312	Basketball Court Multipurpose Field
Riverside Park	555 SW 11th Ave - 33312	Basketball Court Tennis Court Volleyball Court
Shirley Small (Melrose) Park	1230 SW 34th Ave - 33312	Tennis Court Basketball Court
Snyder Park	3299 SW 4th Ave - 33315	Basketball Courts Volleyball Courts
Sunrise Middle School Park	1750 NE 14th St - 33304	Tennis Courts Softball Field
Sunset School	3775 SW 16th St - 33312	Athletic Fields Basketball Court
Walker School	1001 NW 4th St - 33311	Basketball Court Tennis Court
Warfield Park	1000 N Andrews Ave - 33304	Basketball Court Multipurpose Field

## **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 Price**
- YES\_\_\_ NO\_\_\_ 4. Bid signed by authorized representative**
- YES\_\_\_ NO\_\_\_ 5. Vendor Representative Contact information**
- YES\_\_\_ NO\_\_\_ 6. References with Phone & Fax Numbers, E-mail Address**
- YES\_\_\_ NO\_\_\_ 7. List of Similar Contracts**
- YES\_\_\_ NO\_\_\_ 8. Bid prepared in duplicate**
- YES\_\_\_ NO\_\_\_ 9. City Occupational License (if applicable)**
- YES\_\_\_ NO\_\_\_ 10. Electrical License**
- YES\_\_\_ NO\_\_\_ 11. Accept VISA Credit Card for payment**

**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 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.**

## BID SUBMITTAL

**Deliver Proposal to:**

**CITY OF MIAMI GARDENS  
CITY CLERK  
1515 N W 167<sup>th</sup> Street; Bldg. 5 Suite 200  
Miami Gardens, Florida 33169**

**BID #11-12-033  
Title: Parks Lighting  
Electrical Maintenance  
September 6, 2012**

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(Vendor)

agrees to supply labor, equipment, supplies required for the **PARK LIGHTING ELECTRICAL MAINTENANCE** as defined in this Bid in accordance with the requirements of the Specifications, Drawing and Bid Documents.

**Gentlemen:**

The undersigned Bidder has carefully examined the Specification requirements, Drawing, Bid/Contract Documents and is familiar with the nature and extent of the Work and any local conditions that may in any manner affect the Work to be done.

The undersigned agrees to provide the parks electrical lighting maintenance called for by the Specifications, Drawing and Bid Documents, in the manner prescribed therein and to the standards of quality and performance established by the City for the unit Bid price stated in the spaces herein provided.

The undersigned agrees the right of the City to hold all Bids and Bid guarantees for a period not to exceed ninety (90) days after the date of Bid opening stated in the Invitation to Bid.

The undersigned accepts the invoicing and payment policies.

Upon award of this Bid the City and Contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants, agreements and obligations contained in the Bid Documents.

The Contractor, by signing the Bid Submittal pages, acknowledges and agrees to abide by all the terms, conditions and specifications contained in this Bid Document. If this bid is accepted, the undersigned bidder agrees to enter into and execute the contract and accept the bid rates as full compensation for replacement of park lights performed under this contract.

All costs for materials, equipment, labor, fuel, maintenance, tolls, etc. required to provide the **PARKS LIGHTING ELECTRICAL MAINTENANCE** shall be included in this price.

**SERVICE REQUIREMENTS OF THE CONTRACT VENDOR:**

Vendor shall provide removal, replace poles and reposition & lights as specified herein. YES  NO

Vendor shall insure adequate personnel and equipment to provide specified levels of service. YES  NO

Vendor shall work with City of Miami Gardens personnel to insure satisfactory service. YES  NO

Vendor shall hold unit Bid prices firm throughout Contract period YES  NO

Hourly rates will be invoiced for time worked at job location not for travel time to and from Contractor's location.

Craft	Title	Est. Hours	Per Hour	Total
	Master Electrician/Supervisor/Foreman	150		
	Journeyman Electrician	2500		
	Apprentice/Helper	2500		
<b>TOTAL</b>				

**CONTRACTOR OWNED-LEASED OR RENTED EQUIPMENT WITH OPERATORS, per hour, for all of the following transportation to the sites, as required for projects and specifications:**

Equipment	Est. Hourly usage	Per Hour	Total
Aerial Lift Truck 65' w/operator	300		
Aerial Lift Truck 110' w/operator	650		
Aerial Lift Truck 135' w/operator	20		
30' 2-Man Platform Lift	50		
Auger w/pole setter 9' digging depth w/up to 24" diameter	50		
Auger w/pole setter 15' digging depth w/up to 60" diameter	50		
Trencher w/line layer	100		
Trencher w/ 5' digging depth & rock chain	100		
Crane Truck w/operator	200		
<b>TOTAL</b>			

**OVERTIME:** Master Electrician/Supervisor/Foreman \$ \_\_\_\_\_/hr

Journeyman Electrician \$ \_\_\_\_\_/hr

Apprentice/Helper \$ \_\_\_\_\_/hr

Weekend rates will apply all day on Saturdays and Sundays only

**WEEKEND:** Master Electrician/Supervisor/Foreman \$ \_\_\_\_\_/hr

Journeyman Electrician \$ \_\_\_\_\_/hr

Apprentice/Helper \$ \_\_\_\_\_/hr

**HOLIDAY:** Master Electrician/Supervisor/Foreman \$ \_\_\_\_\_/hr

Journeyman Electrician \$ \_\_\_\_\_/hr

Apprentice/Helper \$ \_\_\_\_\_/hr

Bidder must attach a list of holidays observed that qualify for holiday labor rates

**EMERGENCY CALL BACK:**

Master Electrician/Supervisor/Foreman \$ \_\_\_\_\_/hr

Journeyman Electrician \$ \_\_\_\_\_/hr

Apprentice/Helper \$ \_\_\_\_\_/hr

Bidder must state the minimum number of hours necessary for compensation for emergency call back purposes only (may not exceed 4 hours for any period on the clock, any day, any time) \_\_\_\_\_ hr(s)

Emergency Repairs response time Total # of hours to response \_\_\_\_\_ hrs.

Administrative cost, per hour, for the application and preparation of permitting documentation \$ \_\_\_\_\_/hr

Administrative cost, per hour, for the preparation of drawings, when requested \$ \_\_\_\_\_/hr

Contractor shall provide quality equipment, experienced operators, transport capabilities and all other appropriate items to ensure maximum performance of equipment. Payment of the rental due to equipment failure will be pro-rated to the timeframe when the equipment rented was used prior to failure, dependent upon the total equipment cost of item rented for the original timeframe requested.

**ADDITIONAL REQUIRED INFORMATION**

Bidder to state the HOURLY RATES for additional equipment available for projects available under this bid (including operators and transportation) above and beyond the requirements stated on Bid Form above. If you need to use additional sheets, please include the bid number and the name of your company on each sheet.

**EQUIPMENT**

**HOURLY RATE**

\_\_\_\_\_  
\$ \_\_\_\_\_/hr

\_\_\_\_\_  
\$ \_\_\_\_\_/hr

_____	\$ _____/hr

**ADDITIONAL INFORMATION SHEET**

Electrical supplies MAY be purchased under this contract on a strictly COST-PLUS arrangement only, under the terms indicated in General Bid Specification 22. Documentation of awardee's cost must be provided with written estimates if the PPO Department elects to have the awardee replace any type of electrical materials necessary to complete a scheduled work project in a timely manner. The cost-plus mark-up for these materials cannot exceed the percentage indicated. \_\_\_\_\_%

Installation of one 2" HDPE conduit underground/under foot pavement by directional bore method. \$ \_\_\_\_\_/LF

Installation of one 3" HDPE conduit underground/under foot pavement by directional bore method. \$ \_\_\_\_\_/LF

Installation of one 4" HDPE conduit underground/under foot pavement by directional bore method. \$ \_\_\_\_\_/LF

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_  
(Month) (Year)

**Bidder Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**INDIVIDUAL, FIRM OR PARTNERSHIP**

By: \_\_\_\_\_ / \_\_\_\_\_  
(Signature) (Print name)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Social Security Number (OR) Taxpayer Identification Number (TIN): \_\_\_\_\_

**CORPORATION**

By: \_\_\_\_\_ / \_\_\_\_\_  
(Signature) (Print name)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Taxpayer Identification Number (TIN/EIN): \_\_\_\_\_

State Under Which Corporation Was Chartered: \_\_\_\_\_

**Cont. Bid Submittal Form**

Corporate President: \_\_\_\_\_  
(Print Name)

Corporate Secretary: \_\_\_\_\_  
(Print Name)

Corporate Treasurer: \_\_\_\_\_  
(Print Name)

**CORPORATE SEAL**

Attest By: \_\_\_\_\_  
Secretary

Bidder acknowledges the receipt of Addenda No.'s: (please list the date received in the square below)

<input type="checkbox"/>									
1	2	3	4	5	6	7	8	9	10

**VENDOR SERVICE REPRESENTATIVE INFORMATION**

The following individuals are the designated contacts assigned to the City:

**REGULAR WORK HOURS:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

**AFTER WORK HOURS, WEEKEND & HOLIDAYS:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

## **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**

PROJECT: SECURITY & SPORT LIGHTING SYSTEMS MAINTENANCE

OWNER: CITY OF MIAMI GARDENS

CONSULTANT:

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INSTRUCTIONS

- A. All questions are to be answered in full, without exception. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The City of Miami Gardens shall be entitled to contact each and every person/company listed in response to this questionnaire. The proposer, by completing this questionnaire, expressly agrees that any information concerning the proposer in possession of said entities may be made available to the City.
- C. Only complete and accurate information shall be provided by the proposer. The proposer hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The proposer also acknowledges that the City is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a questions was provided by the proposer, knowing it was false, it shall constitute grounds for immediate disqualification, termination, or rescission by the City of any subsequent agreement between the City and the proposer.
- D. If there are any questions concerning the completion of this form, the proposer is encouraged to contact Pam Thompson, CPPO, Procurement Manager, facsimile: (305) 474-1285, e-mail: pthompson@miamigardens-fl.gov.

## QUESTIONNAIRE

Proposer's Name: \_\_\_\_\_

Principal Office Address: \_\_\_\_\_

Official Representative: \_\_\_\_\_

Individual

Partnership (Circle One)

Corporation

If a Corporation, answer this:

**When Incorporated:**

\_\_\_\_\_

In what State: \_\_\_\_\_

If Foreign Corporation:

**Date of Registration with**

Florida Secretary of State: \_\_\_\_\_

Name of Resident Agent: \_\_\_\_\_

Address of Resident Agent: \_\_\_\_\_

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President's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

Members of Board of Directors:

If a Partnership:

Date of Organization: \_\_\_\_\_

General or Limited Partnership\*: \_\_\_\_\_

Name and Address of Each Partner:

Name

Address

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\*Designate general partners in Limited Partnership

1. Number of years of relevant experience in operating similar business: \_\_\_\_\_

2. Have any similar agreements held by proposer for a similar project to the proposed project ever been canceled?

Yes ( )

No ( )

If yes, give details on a separate sheet.

3. Has the proposer or any principals of the applicant organization failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years?

If yes, please explain:

4. Has the proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership?

If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary.

5. Person or persons interested in the proposal and Questionnaire Form \_\_\_\_\_ (have) \_\_\_\_\_ (have not) been convicted by a Federal, State, County or Municipal Court of any violation of law, other than traffic violations. To include stockholders over ten percent (10%). (Strike out inappropriate words).

Explain any convictions on a separate sheet.

6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest:

- A. List all pending lawsuits:
  - B. List all completed lawsuits:
  - C. List all judgments from lawsuits in the last five years:
  - D. List any criminal violations and/or convictions of the proposer and/or any of its principals:
7. Conflicts of Interest. The following relationships are the only potential, actual or perceived conflicts of interest in connection with this proposal: (If none, so state).

The proposer understands that information contained in this Questionnaire will be relied upon by the City of Miami Gardens in awarding the proposed Agreement and such information is warranted by the proposer to be true. The undersigned proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the City Manager.

*The proposer further understands that the information contained in this questionnaire may be confirmed through a background investigation conducted by the Miami Gardens Police Department. By submitting this questionnaire, the proposer agrees to cooperate with this investigation, including but not necessarily limited to fingerprinting and providing information for credit check.*

I certify that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

**Dated** \_\_\_\_\_, 20\_\_

**INDIVIDUAL, FIRM OR PARTNERSHIP**

**By:** \_\_\_\_\_ / \_\_\_\_\_  
(Signature) (Print name)

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Social Security Number (OR) Taxpayer Identification Number (TIN):** \_\_\_\_\_

**CORPORATION**

**By:** \_\_\_\_\_ / \_\_\_\_\_  
(Signature) (Print name)

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Taxpayer Identification Number (TIN/EIN):** \_\_\_\_\_

**State Under Which Corporation Was Chartered:** \_\_\_\_\_

**Corporate President:** \_\_\_\_\_  
(Print Name)

**Corporate Secretary:** \_\_\_\_\_  
(Print Name)

**Corporate Treasurer:** \_\_\_\_\_  
(Print Name)

**CORPORATE SEAL**

**Attest By:** \_\_\_\_\_  
Secretary

*City of Miami Gardens*  
*Procurement Department*

The City of Miami Gardens is seeking to use this project as a means to provide employment opportunities to city residents that are currently unemployed.

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**BIDDERS AFFIDAVIT**

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**NOTE:** This Affidavit must be properly executed by the bidder.

Bid No. \_\_\_\_\_ Date: \_\_\_\_\_

Bid Title

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Company Name

---

Authorized Representative

---

Certifies they will in good faith attempt to hire a total of \_\_\_\_\_ unemployed residents of the City of Miami Gardens to complete the project as specified herein.

Good faith efforts include but are not limited to the following:

- Advertisement in general circulation media
  
- Contact local agencies specializing in job placements, e.g. Workforce One, South Florida Workforce, Job Corp etc.

Job Corp Contact Information:

Anthony Robinson, Program Director

Miami Job Corps

[Robinson.Anthony@jobcorps.org](mailto:Robinson.Anthony@jobcorps.org)

(305) 620-3104



*City of Miami Gardens*  
*Procurement Department*

Ordinance 2011-01-243, establishes a program enabling the City to collect relevant data to determine if Minority Business Enterprises that are eligible and qualified to perform services on behalf of the City, are being given the opportunity to provide these services.

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Federal ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is the principal owner(s) of the company any of the following?

\_\_\_\_\_ African American \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ Native American

Are Sub-Contracting opportunities available with this contract? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, insert the sub contractor's information in the chart below.

Company Name, Address, Phone & Email	Type of Ownership BM – African Am HM – Hispanic AM – Asian NM – Native Am.	Trade or Services to be performed

Is your company currently certified as a Minority Business Enterprise? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which entity issued the certification? \_\_\_\_\_

It is hereby certified that the following information is true and accurate account of contacts and responses for sub-contracting opportunities on this contract

Signed \_\_\_\_\_

Name/Title \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be submitted with the bid or Proposal**



**CITY OF MIAMI GARDENS  
PROCUREMENT DEPARTMENT  
1515 N W 167<sup>th</sup> STREET; BLDG. 5 SUITE 200  
MIAMI GARDENS, FLORIDA**

**ADDENDUM NO. 1**

**Date:** September 4, 2012

**To:** All Potential Bidders

**Subject:** ITB#11-12-033 SECURITY & SPORT LIGHTING SYSTEMS MAINTENANCE

**Opening Date:** September 13, 2012 @ 2:00 p.m.

This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein. Acknowledge receipt of the addendum in the space provided on the 'Bid Form'. Failure to do so may subject the Bidder to disqualification.

**Please note the Opening Date has been changed to Thursday, September 13, 2012.**

Please note receipt of Addendum No. 1 on the Bid Form.

All else remains unchanged

Pam Thompson, CPPO, FCPM, FCCN