



**INVITATION TO BID (ITB)
BID # FY 2016-2017-008**

**TRANE BRAND AIR HANDLER UNIT REPLACEMENT
AT CITY HALL MUNICIPAL COMPLEX
400 SOUTH FEDERAL HIGHWAY
HALLANDALE BEACH, FL 33009**

EXHIBIT I - SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
DEPARTMENT OF PUBLIC WORKS
AND PROCUREMENT DEPARTMENT**

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SCOPE OF WORK:

PURPOSE:

The City of Hallandale Beach is seeking sealed bids from licensed contractor(s) to remove, dispose, and replace existing commercial Trane Brand air handler unit model # GPD506V. The new commercial unit must be Trane Brand and must be equivalent in specification to the existing Trane Brand air handler unit model # GPD506V. The work will be performed at the City of Hallandale Beach Municipal Complex, located at 400 South Federal Hwy, Hallandale Beach, FL 33009.

Scope of Work:

The Contractor shall remove the existing Trane Brand air handler unit and dispose of the unit and all materials in a manner consistent with all local, state, and federal regulations, and to the satisfaction of the Project Manager. No materials shall be disposed of at the job site. The Contractor will install a new commercial Trane Brand air handling unit that is equivalent in specification to the existing Trane Brand air handler unit. The Contractor shall furnish all labor, materials, equipment, tools, incidentals and transportation, which are necessary for the start and completion of project, as specified here in the Bid.

The following items will be required from the Contractor performing the scope of work:

1. The Contractor must provide temporary cooling, portable Air Conditioning units capable of cooling areas effected by air handler replacement during normal business hours from 7:30 AM to 5:30 PM. for any areas affected during the performance of the scope of work. In case work can be done on a long weekend, and will not affect business hours, portable units will not be necessary.
2. The Contractor must notify Project Manager prior to start up; to be available for inspection of new installation for proper installation and drainage.
3. The Contractor must provide drawings and manuals for newly installed unit.
4. The Contractor must properly label all equipment, systems, controls and access panels.
5. All equipment shall be installed and maintained to the manufactures specifications and/or industry standards. This is to include the capability to communicate with Trane computer system that drives the A/C unit and all Variable Air Volume (VAV).
6. All equipment shall be installed in a manner that will allow easy access to hatches, lubrication points and other inbuilt maintenance provisions to ensure proper maintenance to the equipment is carried out.

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7. Contractor shall be responsible for complying with regulations, approvals, and permitting requirements
8. Contractor will ensure that all debris generated by the project are removed from the project area, as needed, to allow continued use not less than daily, or as often as Project Manager deems necessary to maintain safe working conditions. All construction debris, dust or any other materials generated during the job shall be removed from the work area before completion. Upon completion of entire project the site should be returned to the condition that existed prior to work being done.

Warranty

The Contractor must include in their Bid the manufacturer's standard warranty for the unit being proposed for one (1) year.

The Contractor must also provide any additional manufacturer warranties or extended warranties that are available at the time of the initial purchase of the unit. A separate Bid Price Sheet for the purchase of an additional warranty is provided on page 11 of Bid Price Sheet #2.

Maintenance

The Contractor shall provide maintenance and repair services for one (1) year; or life of warranty, whichever is longer. Maintenance and repairs include but not limited to testing and balancing, system repairs and routine maintenance on an as needed basis. The City's existing A/C contractor is Hill York; the awarded contractor will be required to perform maintenance and/or repairs to the new Air Handler Unit (AHU) while the unit is under warranty.

Contractor must provide the maintenance costs for routine and annual maintenance during warranty period for new A/C unit in Bid Price Sheet #3. Contractor shall provide any itemized breakdown of labor and material costs based on budget provided in Bid Price Sheet #3.

Schedule

It is the goal of the City to minimize the impact to daily operations and would prefer that the scope of work be performed over a long weekend. The Contractor must provide a detailed project schedule for delivery, removal and installation that will achieve this goal.

Pre-Construction Meeting

The Contractor will be required to attend a pre-construction meeting with the Project Manager to coordinate work schedules for this project.

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Minimum Qualification Requirements – MQRs:

This Bid contains Minimum Qualification Requirements (MQRs) which the proposing firm **must** meet in order for the firm's response to be considered and to be evaluated.

Please read the MQRs to ensure your firm meets these requirements and thus is able to provide a response to this Bid. Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation/bidding process and not be considered. The MQRs should be easily found and clearly addressed within your firm's response. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals.

Mandatory Pre-Bid Conference and Site Visit:

For this Bid the City is holding a mandatory pre-bid conference and site visit. The Pre-Bid Conference is held to explain in detail Exhibits I-III, which makes up the Bid for this project. Firms interested in proposing and responding to this Bid **must** send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting, the scope of work will be explained.

The Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

Site Visit immediately following the Mandatory Pre-Bid Conference:

Immediately following the Mandatory Pre-Bid Conference, the Mandatory Site Visit will take place. The meeting place for the site visit will be the City of Hallandale Beach Municipal Complex located at 400 South Federal Highway, Hallandale Beach Florida, 33009. If your firm has a question during the Mandatory Site Visit the question(s) must be emailed to CSmith@cohb.org.

No questions will be addressed nor answered during the site visit. All questions will be answered via addendum.

Permits

Pursuant to Florida Statute Section 218.80, the City hereby discloses that the following licenses, permit and fees and their costs are issued by the City for construction. The licenses, permits and fees applicable to this project are within the link found below and must be obtained and/or paid by the awarded Contractor. The successful Contractor is responsible to identify and obtain all applicable licenses, permit and pay all such related fees. The costs of all licenses, permits and their respective fees applicable to this project are to be secured and paid for by the Contractor.

<http://www.cohb.org/DocumentCenter/View/14463>

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ADDITIONAL BACKGROUND INFORMATION:

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1st and ends September 30th.

MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this Bid, in order to be eligible to respond to this Bid must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this Bid.

Proposing firm must meet the (MQRs) stated below in order to be eligible for firm's submittal.

Firm must provide a section with your firm's response labeled "Minimum Qualification Requirements" addressing all items stated below by #.

Your firm's non-compliance to the outline below will hinder the ability to find the responses of the MQRs to the Bid and could cost your firm to be determined non-responsive and disqualified from the process and not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm's response.

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

Minimum Qualification Requirement # 1: Firm's Years of Experience:

Firm must have completed five (5) projects of similar size and scope as to the requested services in this Bid, that have been completed within the past ten (10) years; 2007 -2017.

Make sure your firm's response to the MQR # 1 addresses similar projects related to the scope of work as stated in this Bid that your firm has done. The City will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this Bid.

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Your firm must provide this information in the following tables.

Name of the Project # 1	
Date when Project started	
Date when Project was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

Name of the Project # 2	
Date when Project started	
Date when Project was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

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Name of the Project #3	
Date when Project started	
Date when Project was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

Name of the Project # 4	
Date when Project started	
Date when Project was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

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Name of the Project # 5	
Date when Project started	
Date when Project was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this Bid.	

Minimum Qualification Requirement # 2: Years’ in Business provision of Sunbiz.

Firm must have been incorporated through Sunbiz showing a date filed or incorporation of 2007 or earlier. Firm must provide a copy of their firm’s Sunbiz with their response showing a date filed of year of incorporation of 2007 or earlier.

Minimum Qualification Requirement # 3: Licenses

Proposing firm must be licensed as a Certified General and/or Air Conditioner (AC) Contractor in the State of Florida. Firm must provide copies of all applicable licenses with their response.

All firm(s) named and providing work under your firm’s submission must also submit all forms requested in Exhibit II.

All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal.

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

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BID PRICE SHEET #1:

Proposing Contractor must completely fill out the Bid Price Sheet. Not applicable or N/A is not acceptable and will cause your firm’s response to be not accepted and disqualified. Proposing Contractor must hold the unit bid prices firm throughout the contract period.

Bid Price Sheet #1 will be utilized for award of contract.

ITEM NO.	DESCRIPTION	BID UNIT	TOTAL COST
1	Removal and Disposal	LS	\$
2	Cost of New Unit Make: Model: Serial #: Attach specifications of the proposed unit after the price sheet.	LS	\$
3	Delivery Cost	LS	\$
4	Installation, Labor and Materials	LS	\$
TOTAL BID AMOUNT			\$

I, _____,
 Name of authorized Officer per Sunbiz Title

of _____
 Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

 Signature

 Print Name

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BID PRICE SHEET #2:

Proposing Contractor must completely fill out the Bid Price Sheet. Proposing Contractor must hold the unit bid prices firm throughout the contract period.

Describe any additional warranties and what is included in the warranty. Provide warranty documentation with your submission.

Bid Price Sheets #2 and #3 will “NOT” be utilized for award of contract.

WARRANTY OPTIONS – PRICE SHEET #2		
ITEM NO.	DESCRIPTION	TOTAL COST
1		\$
2		\$
3		\$
4		\$

I, _____,
 Name of authorized Officer per Sunbiz Title

of _____
 Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

 Signature

 Print Name

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BID PRICE SHEET #3:

Proposing Contractor must hold the maintenance and repair services bid prices firm throughout the one (1) year, or life of warranty, whichever is longer.

Bid Price Sheets #2 and #3 will “NOT” be utilized for award of contract.

MAINTENANCE AND REPAIR – PRICE SHEET #3			
ITEM NO.	DESCRIPTION	Regular Rate per Hour	Weekend Rate per Hour
1	Journeyman	\$	\$
2	Helper	\$	\$

I, _____,
 Name of authorized Officer per Sunbiz Title

of _____
 Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

 Signature

 Print Name

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CONTRACT TERMS

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this Bid.

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated on an annual basis. City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any bid and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all bids, with or without cause, to waive technical errors and informalities or to accept the bid which in its judgment, best serves the City of Hallandale Beach.

CONTRACT TIME

The City Project Manager will coordinate the contract start time through the Agreement.

A Notice to Proceed will be issued for project. Final Completion of the work must be completed within sixty (60) calendar days from the date specified in the Notice to Proceed.

The City of Hallandale Beach reserves the right to waive technicalities or irregularities in bids at its discretion or to reject any or all bids.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search function, your firm must ensure your .pdf files are enabled with this function. **Firms must make sure that the thumb drive is tested for this function before submission. Do not place a password on the thumb drive. Provide one (1) thumb drive with your firm's submittal.**

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CONFLICT OF INTEREST

If any person from a proposing firm(s) is or has been an employee, board member, elected official(s) or an immediate family member of any such individual at the City of Hallandale Beach, please indicate the relationship in the form provided in Section II, Form's Section. Any potential conflict of interest must be disclosed and if requested, a conflict of interest opinion or waiver may be requested from the City Commission prior to entering into a contract with the City of Hallandale Beach.

REFERENCES:

References will be required as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. Your firm must send the Reference Check Form provided on Page 25-29 of Exhibit II to the number of references requested and submit with your firm's response.

Each firm responding to this Bid must provide five (5) verifiable references for project of similar scope as outlined in this Bid. Your firm must send and obtain a completed Reference Check Form as found on page 25-29 of Exhibit II for each of your firm's five (5) references. Your firm must include the completed five (5) Reference Check Forms within your firm's thumb drive.

Do not provide more or less than five (5) references.

The City will send the references provided a request for verification via email within no later than two (2) business days from receipt of bids. If verification of references is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid.

Please make sure that the references listed in your firm's bid are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with the firm's bid.

Each firm must also list the following information for each of the references provided.

1. Name of firm-company for which work was provided.
2. Name of Reference (Project Manager) charged with managing said project.
3. Type of project. Year project started and was completed.
4. Dollar amount of project, including change orders.
5. Phone # for Reference (Project Manager).
6. Updated email address for Project Manager.

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DEFINITIONS

Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:

- **Bid Price:** A listing of elements, systems, items, Acceptance Testing and Training, or other subdivisions of the work, establishing a value for each, the total, of which equals the contract sum. The Schedule of Bid Prices establishes the cash flow for the Project.
- **Bidder:** Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.
- **Change Order:** A written document ordering a change in the Contract Price or Contract Time or a Material Change in the Work.
- **CITY:** City of Hallandale Beach, Florida, a Municipal Corporation which is a party hereto and for which this Contract is to be performed.
- **City Commission:** The City Commission of the City of Hallandale Beach, Florida, its successors and assigns.
- **Claim:** Any invoice, statement, request, demand, lawsuit, or action under contract or otherwise, for money, extension of contract time, property, or services made to any employee, officer, or agent of the CITY, or to any Contractor, grantee, or other recipient if any portion of the money, time extension, property, or services requested or demanded was or will be issued from, or was provided by the CITY.
- **Contract:** The part or section of the Contract Documents addressing some of the rights and duties of the parties hereto, including but not limited to contract time and liquidated damages, and the General Conditions of the Contract.
- **Contract Manager:** The City's Project Manager expressly designated as Project Manager by the Director of Public Works.
- **Contract Documents:** The Bid Documents including drawings (plans) and specifications, the Notice for Bids, Addenda, if any, to the Bid Project Document, the Bid Tender Form, the record of the award by the City, the Performance Bond and Payment Bond, the Notice of Award, the Notice to Proceed, the Notice to Proceed with the Work, the Purchase Order, Change Orders, Field Orders, Supplemental Instructions, and any additional documents the submission of which is required by this Bid Documents and the Contract are the documents which are collectively referred to as the Contract Documents.

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- Contract Price: The original amount established in the bid submittal and award by the City.
- Contract Time: The original time between commencement and completion, including any milestone dates thereof, established in Article 2 of the Contract, as may be amended by Change Order.
- Contractor: The person, firm, qualified joint venture, or corporation with whom the City of Hallandale Beach has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of Contractor shall be deemed to be a reference to Contractor.
- Final Completion: The date certified by PROJECT MANAGER that any documents and all required by the Contract Documents have been received by PROJECT MANAGER; any other documents required to be provided by Contractor have been received by PROJECT MANAGER; and to the best of PROJECT MANAGER'S knowledge, information and belief the Work defined herein has been fully completed in accordance with the terms and conditions of the Contract Documents.
- Notice to Proceed: Written notice to Contractor authorizing the commencement of work as provided for by the Contract.
- Plans and/or Drawings: The official graphic representations of this Project, which are a part of the Bid Documents.
- Project: The project described in the Bid, including the Work described therein.
- Project Initiation Date: The date upon which the Contract Time commences.
- Provide: to furnish and install, complete and ready for the intended use.
- Subcontractor: A person, firm, qualified joint venture, or corporation having a direct contract with CONTRACTOR including one who furnishes material systems, or assemblies worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.
- Work: The construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or a part of the Project

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SUBMITTAL DUE DATE:

RESPONSES ARE DUE: JULY 21, 2017 BY NO LATER THAN 11:00 A.M.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
Your Firms Name Here
CITY CLERK’S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: BID # FY 2016-2017-008
TRANE BRAND AIR HANDLER UNIT REPLACEMENT AT CITY HALL MUNICIPAL COMPLEX
400 SOUTH FEDERAL HIGHWAY, HALLANDALE BEACH, FL 33009.

LATE PROPOSALS WILL NOT BE ACCEPTED

MANDATORY PRE-BID CONFERENCE:

If your firm is going to provide a response to this Bid your firm must send a representative of your firm to this Mandatory Pre-Bid Conference. A representative from your firm must attend this pre-bid conference and sign in on behalf of your firm. This meeting is held to explain in detail Exhibits I-III and all Exhibits which makes up the Bid for this project. Firms interested in proposing and responding to this Bid must send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting the scope of work will be explained. The Mandatory Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

Mandatory Pre-Bid Conference is being held **June 28, 2017 at 11:00 AM.** City Hall, City Commission Chambers at 400 S. Federal Highway, Hallandale Beach, FL 33009.

This meeting will be recorded and available as a public record if requested.

MANDATORY SITE VISIT:

The Mandatory Site Visit will be held on **June 28, 2017**, immediately following the Mandatory Pre-Bid Conference. **No questions will be answered during the site inspection. Any questions must be provided in writing to csmith@cohb.org and answered via addendum.**

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LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to csmith@cohb.org no later than **June 30, 2017 BY NO LATER THAN 11:00 AM.** Answers to questions received before the deadline will be released via addendum.

TENTATIVE SCHEDULE

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

BID DOCUMENT RELEASED	JUNE 21, 2017
MANDATORY PRE-BID CONFERENCE AND SITE INSPECTION	JUNE 28, 2017 AT 11:00 AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN JUNE 30 , 2017 BY NO LATER THAN 11:00 AM
BID DEADLINE FOR RECEIPT OF PROPOSALS	<u>JULY 21, 2017</u> BY NO LATER THAN 11:00 AM
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

QUESTIONS REGARDING BID

For information pertaining to this Bid, contact Carolyn Allen-Smith at the Procurement Department, (954) 457-1333 or csmith@cohb.org . Such contact shall be for clarification purposes only. Changes, if any, to the scope of services or proposal procedures will be transmitted only by written Addendum.

FIRMS ARE RESPONSIBLE TO CHECK THE CITY’S WEBSITE PRIOR TO SUBMITTING A RESPONSE TO ENSURE THAT THE BIDDER HAS A COMPLETE BID PACKAGE, INCLUDING ANY ADDENDUM.

City’s website: www.cohb.org/solicitations.

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LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS

1.	CITY MANAGER
	Roger M. Carlton, City Manager
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
	PROJECT MANAGER(S)
2.	Gary Gibson, Operations Manager
	630 NW 2 Street
	Hallandale Beach, Florida 33009
	(954) 457-1618
3.	
	Steven Parkinson, Assistant City Manager
	630 NW 2 Street
	Hallandale Beach, Florida 33009
	(954) 457-1611
4.	PROCUREMENT DIRECTOR
	Andrea Lues
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1332
	CONTRACTS COORDINATOR
5.	Tom Camaj
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1374
	PROCUREMENT SPECIALIST
6.	Joann Wiggins
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1331
	PROCUREMENT SPECIALIST
7.	Carolyn Allen-Smith
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-3073