



**INVITATION TO BID (ITB)**  
**BID # FY 2019-2020-006**  
**SCHOOL CROSSING GUARDS**

<b><u>BID DOCUMENT RELEASED</u></b>	<b><u>JULY 8, 2020</u></b>
<b><u>NON-MANDATORY PRE-BID CONFERENCE</u></b> You will be required to wear a facial covering, answer questions and have your temperature taken prior to entering the building.	<b><u>JULY 16, 2020 @ 11:00 A.M.</u></b>
<b><u>LAST DAY FOR QUESTIONS</u></b>	<b><u>JULY 21, 2020 BY NO LATER THAN 11:00 A.M.</u></b>
<b><u>DEADLINE FOR RECEIPT OF PROPOSALS</u></b> <i>Due to COVID19 and current emergency orders and declarations Hallandale Beach City Hall is <u>not</u> open to the public every day. <b>For drop off of responses to this Bid the City Clerk's Office will be open Mondays and Wednesdays 8 am to 3 pm only. See location below. Access to the building will require time for temperature taking, answering questions, and wearing of a face covering. All must plan to obtain access to the City Clerk's Office without being late. No late responses will be accepted.</b></i>	<b><u>AUGUST 5, 2020 NO LATER THAN 11:00 A.M.</u></b>
<b><u>RESPONSES MUST BE SUBMITTED TO THIS ADDRESS:</u></b> Sealed envelope must clearly provide your firm's company name, address, phone # and contact information and must be labeled with the Bid # and Name. Responses must be received by the City Clerk's Office.	<b><u>CITY OF HALLANDALE BEACH</u></b> <b><u>OFFICE OF THE CITY CLERK –</u></b> <b><u>2<sup>ND</sup> FLOOR SUITE 204</u></b> <b><u>400 SOUTH FEDERAL HIGHWAY</u></b> <b><u>HALLANDALE BEACH, FL 33009</u></b>
<b><u>LATE PROPOSALS WILL NOT BE ACCEPTED</u></b>	
<b><u>THE DATES SHOWN ABOVE ARE SUBJECT TO CHANGE VIA ADDENDUM</u></b>	

<b>TABLE OF CONTENTS</b>	<b>PAGE NO.</b>
<u><a href="#">COVER PAGE</a></u>	<b>1</b>
<u><a href="#">TABLE OF CONTENTS</a></u>	<b>2</b>
<u><a href="#">SCOPE OF WORK</a></u>	<b>3-5</b>
<u><a href="#">MINIMUM QUALIFICATION REQUIREMENTS</a></u>	<b>6-9</b>
<u><a href="#">BACKGROUND INFORMATION ON CITY OF HALLANDALE BEACH</a></u>	<b>10</b>
<u><a href="#">BID PRICE SHEET</a></u>	<b>11-12</b>
<u><a href="#">DEFINITIONS</a></u>	<b>12-13</b>
<u><a href="#">INSURANCE REQUIREMENTS</a></u>	<b>13</b>
<u><a href="#">CONTRACT TERMS</a></u>	<b>13</b>
<u><a href="#">CONTRACT TIME</a></u>	<b>14</b>
<u><a href="#">CONFLICT OF INTEREST</a></u>	<b>14</b>
<u><a href="#">INSTRUCTIONS FOR SUBMITTAL OF RESPONSES</a></u>	<b>14</b>
<u><a href="#">BID SUBMITTAL FORMAT</a></u>	<b>15</b>
<u><a href="#">SUBMITTAL DUE DATE</a></u>	<b>16</b>
<u><a href="#">NON-MANDATORY PRE-BID CONFERENCE</a></u>	<b>17</b>
<u><a href="#">LAST DAY FOR QUESTIONS AND CONTACT INFORMATION</a></u>	<b>17</b>
<u><a href="#">TENTATIVE SCHEDULE</a></u>	<b>18</b>
<u><a href="#">FORMS SECTION</a></u>	<b>19-31</b>
<u><a href="#">REFERENCE FORM</a></u>	<b>32-35</b>
<u><a href="#">AGREEMENT</a></u>	<b>36-54</b>
<u><a href="#">GENERAL TERMS AND CONDITIONS</a></u>	<b>55-67</b>
<b>ATTACHMENT A SCHOOL CROSSING GUARD LOCATIONS</b>	<b>68</b>

## **SCOPE OF WORK:**

### **PURPOSE**

It is the intent of the City of Hallandale Beach to establish a contract for the provision of School Crossing Guard Services as and when needed. The company awarded the contract shall be responsible for providing crossing guards at locations specified by the City and shall be completely responsible for the supervision of such personnel in accordance with contract specifications, terms and conditions, and shall exercise exclusive control over persons employed to fulfill these contract requirements.

### **REQUIREMENTS**

#### **Scheduling:**

It is estimated that six (6) school crossing guards (3.5 hours per guard) and or locations and one (1) supervisor (5.5 hours per guard) will be required for each school day. The Contractor shall be required to provide coverage at the identified school crossings, located within the City limits as provided in Attachment A. The Contractor shall be flexible and provide guards for the hours and locations needed on the instructions of appropriate City personnel.

Three and one half (3.5) hours coverage daily at each school will be scheduled as indicated on Attachment A. The City reserves the right to require more or less crossing guard services upon three (3) days written notice from authorized City personnel, specifying its needs.

#### **Training and Certification:**

The Contractor shall be responsible for the initial and all subsequent training of the guards at the expense of the Contractor. All school crossing guards shall be certified per Florida Statutes, Chapter 316, Section 316.75. The Contractor shall provide the City with proof of such certification/training upon request.

It shall be the responsibility of the Contractor to ensure that all guards receive proper training and certification prior to occupying their posts. The Contractor must be able to comply with Section 316.75, Florida Statutes, the "Ramon Tumquest School Crossing Guard Act", by having crossing guard trainers, certified by the Florida Department of Transportation, ensure that all persons employed as crossing guards receive proper training and certification as required by law.

**Daily Field Supervision:**

The Contractor shall provide experienced field supervisor(s) overseeing the operations at all times the guards are on duty. It will be the responsibility of the field supervisor(s) to ensure that all required crossings are properly staffed at all times.

The authorized City representative(s) shall be provided with an operational cell phone number for the daily field supervisor which will allow direct phone access to the field supervisor(s) during those times guards are required to be on duty.

**Background Check:**

The Contractor shall conduct a criminal background/history check on all school crossing guards to include sexual predator and sexual offender. Guards with a felony arrest history, misdemeanor arrest history involving moral turpitude, or being listed as a sexual predator or offender, shall not work within the City. The Contractor shall provide the City with the results of the background/history check upon request.

**Equipment and Uniforms:**

The Contractor shall provide each guard with all equipment and uniforms as deemed necessary and/or required by Florida Statutes. Such shall be at a minimum retro reflective vest, whistle, orange gloves, and/or retro reflective stop sign. In addition, all guards shall be required to maintain a neat and orderly appearance and refrain from the use of tobacco products while on post.

The experienced field supervisor(s) shall oversee the operation of the guards on duty at all times. The supervisory personnel shall, at a minimum, be certified school crossing guards. It will be the responsibility of the field supervisor(s) to ensure that all crossings are properly staffed whenever such staffing is required by the City.

The authorized City representative(s) shall be provided with an operational cell phone number which will allow direct phone access to the field supervisor(s) during those times guards are required to be on duty. Crossing Guards shall always be properly uniformed and equipped while on duty. All Crossing Guards shall present a professional appearance, neat, clean, well-groomed and be properly uniformed. The costs of providing any of the equipment or attire shall be the sole responsibility of Provider.

These guards shall be provided:

- a. Light Blue Button-up Style Uniform Shirt or Brightly Colored Polo Style Uniform Shirt. Provider's name will have to be marked / embroidered on the shirt for identification purposes.
- b. Dark Blue or Black Long Pants or Professional Shorts.

- c. Traffic Vest
- d. Glove
- e. Rain Jacket — Color must be bright to provide enhanced visibility in traffic.
- f. Baseball Cap
- g. Handheld Sign
- h. Metal Whistle

These school crossing guards are expected to:

- Stand on Curb Edge on the side of the street where students approach
- Wait for a small number of students if possible
- Wait for a gap in traffic
- Face closest oncoming traffic
- Alert oncoming traffic
- When safe, step off curb
- After traffic stops, walk to the center of the street/stand at the edge of the crosswalk nearest the center of the intersection
- Face opposite approaching traffic and alert opposite traffic
- Confirm that all traffic has stopped
- Instruct the students to cross
- Wait in the roadway until all students have crossed the street
- Walk back to the edge of the roadway
- Remain on the curb for the next group of students
- Stand on edge of road
- As students gather, push the “Walk” button
- Once the “Walk’ signal illuminates and it is safe to do so, utilize the same procedure as an un-signalized intersection to cross the students.
- Do not start to cross students during the “Flashing Don’t Walk”.
- For Divided Highway crossings guards must be aware of left & right turning vehicles

### **LOCATION OF WORK**

The location of work is indicated in Attachment A School Crossing Guard Locations.

## **BID DOCUMENTS**

This Bid is composed of the following items which all Bidders must review prior to submittal of Bidders response:

- Bid Document
- Attachment A School Crossing Guard Locations
- Any addenda released

**All proposals must be submitted in accordance with the Bid document which may be obtained online at [www.cohb.org/solicitations](http://www.cohb.org/solicitations) or at [www.demandstar.com](http://www.demandstar.com).**

## **MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

1. This Bid contains Minimum Qualification Requirements (MQRs) which the Bidder **must** meet in order for the Bidder to be considered responsive.
2. **Please read the MQRs to ensure Bidder meets these requirements prior to submitting a response to this Bid.**
3. **All Minimum Qualification Requirements (MQRs) must be submitted with Bidder's response.**
4. Please note that the information for the Projects/Contracts for MQR # 3 must be the same as the Projects/Contracts provided within the Reference Form.
5. Bidder(s) that do not comply with MQRs will be determined non-responsive and disqualified from the evaluation process and their Bids will not be evaluated.
6. Bidder(s) awarded the Contract will be required to maintain Minimum Qualification Requirements #1 and # 2 during the term of the Contract and any Contract renewals.

### **Minimum Qualification Requirement # 1: Years in Business- Sunbiz:**

- a. Bidder must be incorporated through Sunbiz with a status of "Active".
- b. Provide a copy of your Sunbiz with your Bid showing a date filed of **2010** or earlier.



**Minimum Qualification Requirement # 2: Proposing Firm License:**

- a. Proposing Firm must be licensed as a **Certified Trainer** licensed by State of Florida Department of Transportation (FDOT). Per Florida Statutes, Chapter 316, Section 316.75. This certification must be verified through FDOT by contacting Dana Crosby at 850-414-4023 or by email [dana.crosby@DOT.STATE.FL.US](mailto:dana.crosby@DOT.STATE.FL.US)
- b. Proposing Firm **must** provide a copy of the applicable license(s) for the Firm with Firm’s response.

**Minimum Qualification Requirement (MQR) # 3: Prime Contractor Previous Experience and Projects:**

- a. Please note the information for the Projects below **must** be the same as the Projects/Contracts requested within the [Reference Form](#).
- b. The Bidder must have been the Prime Contractor on the project and must have completed and performed three (3) projects of similar size, scope and complexity to the specifications within the last ten (10) years as referenced in this Bid.
- c. The experience must have been with municipal underground pipeline construction, and roadway construction and restoration.
- d. Bidders must provide proof of the completed three (3) Projects/Contracts within the last ten (10) years, 2010 to 2020, on the following chart(s):**

Name of Project # 1:	
Name of the entity where the project was performed:	
Name of the Prime Firm that was awarded the Contract:	
Updated contact name, address, phone number, and email for Project Manager where services for the project were provided to:	
Provide the Job Title of the Project Manager:	
Date when Project started:	Month:                      Year:
Date when Project was completed:	Month:                      Year:



Was your Firm the Prime Contractor awarded the Contract for the Project?	<input type="checkbox"/> Yes
List all of the sub-contractors that worked for the awarded Firm to provide all services required by the Contract:	
<p>a. Firm <b><u>must</u></b> have completed and provide proof of <b>three (3) Projects/Contracts of similar size, scope and complexity to the work and specifications as referenced in this Bid, within the last ten (10) years, 2010 to 2020, which Firm performed and was awarded as the <u>Prime Contractor.</u></b></p> <p>b. <u>Provide detail and explain in detail work completed which matches the work listed in this Bid for the Project.</u></p>	<input type="checkbox"/> Yes

Name of Project # 2:	
Name of the entity where the project was performed:	
Name of the Prime Firm that was awarded the Contract:	
Updated contact name, address, phone number, and email for Project Manager where services for the project were provided to:	
Provide the Job Title of the Project Manager:	
Date when Project started:	Month:                      Year:
Date when Project was completed:	Month:                      Year:
Was your Firm the Prime Contractor awarded the Contract for the Project?	<input type="checkbox"/> Yes
List all of the sub-contractors that worked for the awarded Firm to provide all services required by the Contract:	
a. Firm <b><u>must</u></b> have completed and provide proof of <b>three (3) Projects/Contracts of similar size, scope</b>	<input type="checkbox"/> Yes



<p><b>and complexity to the work and specifications as referenced in this Bid, within the last ten (10) years, 2010 to 2020, which Firm performed and was awarded as the <u>Prime Contractor</u>.</b></p> <p>b. <u>Provide detail and explain in detail work completed which matches the work listed in this Bid for the Project.</u></p>	
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Name of Project # 3:	
Name of the entity where the project was performed:	
Name of the Prime Firm that was awarded the Contract:	
Updated contact name, address, phone number, and email for Project Manager where services for the project were provided to:	
Provide the Job Title of the Project Manager:	
Date when Project started:	Month:                      Year:
Date when Project was completed:	Month:                      Year:
Was your Firm the Prime Contractor awarded the Contract for the Project?	<input type="checkbox"/> Yes
List all of the sub-contractors that worked for the awarded Firm to provide all services required by the Contract:	
<p>a. Firm <b><u>must</u></b> have completed and provide proof of <b>three (3) Projects/Contracts of similar size, scope and complexity to the work and specifications as referenced in this Bid, within the last ten (10) years, 2010 to 2020, which Firm performed and was awarded as the <u>Prime Contractor</u>.</b></p> <p>b. <u>Provide detail and explain in detail work completed which matches the work listed in this Bid for the Project.</u></p>	<input type="checkbox"/> Yes

## **BACKGROUND INFORMATION FOR THE CITY OF HALLANDALE BEACH:**

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 39,000 off –season with an increase in population to approximately 50,000 during season. The City’s fiscal year begins October 1 and ends September 30.

The City provides the following services to its residents:

- Police, Fire and Rescue;
- Construction and maintenance of streets, bridges, sidewalks, storm drainage, parks, community and recreational facilities;
- City planning, zoning, subdivision and building code regulation and enforcement;
- Supervised recreation programs;
- Redevelopment of commercial and residential neighborhoods; and
- Water, Sewer, Sanitation and municipal cemetery services.

The City of Hallandale Beach is a Commission-Manager form of government, consisting of five elected officials: a Mayor, a Vice-Mayor and three Commissioners who establish legislative policies; which are then carried out by the City Manager. The Commissioners and Mayor are elected at-large during municipal elections that are held the first Tuesday of November in even numbered years. Commission members select the Vice-Mayor from their own membership following each election.



**BID PRICE SHEET:**

- I. Bidder must use the Bid Price Sheet below to submit Bidders price for this Project.
- II. Bidder shall hold the unit Bid Prices firm throughout the Contract period.
- III. The City reserves the right to increase, decrease, and/or choose the items and quantities below for the Project to meet its available budget using the unit prices provided below.
- IV. Bidder must completely fill out each column below, i.e. unit price and total.
- V. Not applicable or "N/A" is not acceptable and will cause Bidder to be determined non-responsive. An authorized officer per the Bidders Sunbiz, must sign the Total Bid Price Sheet.
- VI. The award will be to the lowest responsive responsible Bidder for Total Bid Amount.
- VII. The all-inclusive prices shall include but not be limited to all labor, equipment, uniforms, benefits, travel, lodging, materials, printing, overhead and profit and any other Contractor expense, cost or charge in providing the Services.
- VIII. Estimated Annual Crossing Guard hours are based on the number of school days, the number of crossing guard locations, and the estimated number of hours worked per day.
- IX. Estimated Annual Supervisor hours are based on the number of school days, the number of supervisors, and the estimated number of hours worked per day.
- X. The City does not guarantee the number of hours for the contract.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL HOURS	PROPOSING FIRM FIXED HOURLY RATE	TOTAL (ESTIMATED ANNUAL HOURS X HOURLY RATE)
1	SCHOOL CROSSING GUARD	3780	\$	\$
2	FIELD SUPERVISOR	990	\$	\$
TOTAL BID FOR ITEMS 1 – 2: \$				



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 of Authorized Officer per Sunbiz Print Name

**DEFINITIONS**

**“Addenda or Addendum”** means additional directions, modifications and alternations to solicitation which is issued as separate document prior to the time of receipt of RFP/Bids or proposals

**“Award”** means the acceptance of a proposal, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the purchasing authority of the City Manager, except for emergency purchases.

**“Bidder”** means any individual, Firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.

**“Bid Prices”** 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.

**“City”** the City of Hallandale Beach (COHB) a municipal corporation of the State of Florida.

**“City Project Manager”** means the City representative duly authorized by the City Manager to provide direction to the Contractor/Consultant regarding services provided pursuant to this Bid and the Contract.

**“Contract” and “Contract Documents”** means the Agreement for this Bid to be entered between the City and the Successful Bidder.

**“Contractor”** the individual(s) or Firm(s) to whom the award is made and who executes the Contract Documents.

**“Contract Time”** means the original time between commencement and completion, including any milestone dates thereof, established, as may be amended by Change Order.

**“Notice to Proceed”** means the written notice given by the City to the Contractor /Consultant of the date and time for work to start.

**“Project Manager”** means the Contractor’s representative authorized to make and execute decisions on behalf of the Contractor.

**“Proposal/ Response”** means the proposal/ response/Bid or submission submitted by a Proposer.

**“Proposer”** means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

**“Proposal/Bid Documents”** the Request for Proposals, Instructions to Proposers, Technical specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Bids/Proposals).

## INSURANCE REQUIREMENTS

The awarded Bidder will be required to obtain and maintain the insurance requirements as set forth below in the City’s Form Agreement. Insurance requirements must be held for the life of the Contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the City Commission. The requirements for insurance are stated below, City’s Form Agreement, Article 5.

## CONTRACT TERMS

The term of the Agreement shall be concurrent with the construction of the Project.

Contract may be cancelled by the City within thirty (30) days with a written notice by the City of Hallandale Beach.

The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

The submittal responses shall be valid until City Commission awards a contract as a result of this Bid. City reserves the right, where it may serve the City of Hallandale Beach’s best interest, to request additional information or clarification from Bidder.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal 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 proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

## CONTRACT TIME

The Contract will be for a period of one (1) year with four (4) yearly renewals automatically renewed on a yearly basis.

## CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship on the Conflict of Interest Notification Requirement Questionnaire provided in the [Forms Section](#). Pursuant to the City of Hallandale Beach Standards of Ethics, any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

## INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Bidders are to submit responses on a Universal Serial Bus (USB) drive only. Provide one (1) USB drive with your submittal.

**The files on the USB drive must be in a searchable adobe format (.pdf file).** No other form of submission is acceptable, including hardcopy (paper), CDs, e-mail, etc. Bidders must make sure that the pdf files provided are searchable prior to submission. Do not place a password on the USB drive.

**The Bid Submittal Format section below, outlines the format to be followed to submit responses to this Bid.**

## BID SUBMITTAL FORMAT

Items 1-5 represent the format which Bidders must follow when submitting responses to the Bid.

### 1. Title Page

Provide the Bid # and title, the Bidder(s) name(s); name, address, telephone number and email of the contact person; and the date of the proposal. Only one (1) contact person is to be provided as the contact and will be contacted by the City. If the proposed submittal is made up of more than one (1) Bidder, provide only one (1) contact person for the entire response.

### 2. Bid Price Sheet

Ensure the Bid Price Sheet is completed and submitted.

### 3. Minimum Qualification Requirements (MQRs)

If Firm does not provide all the required MQR information, Firm's proposal will not be reviewed/evaluated, and Firm's submission will be disqualified.

### 4. Required Forms

- a. Proposal Submitted by Form
- b. Variance Form
- c. Legal Proceedings Form
- d. Public Entity Crime Form
- e. Domestic Partnership Certification form
- f. Conflict of Interest Notification Requirement Questionnaire
- g. Drug Free Workplace Form
- h. Anti-Kickback Affidavit
- i. Confidentiality Form
- j. Request to Withdraw Proposal Form
- k. Reference Form(s) - (Three (3) completed and signed by reference)
- l. `Addenda

## **SUBMITTAL DUE DATE**

**BID RESPONSES ARE DUE: AUGUST 5, 2020 NO LATER THAN 11:00 A.M.**

**BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW.**

*Due to COVID19 and current emergency orders and declarations Hallandale Beach City Hall is not open to the public every day. For drop off of responses to this Bid the City Clerk's Office will be open Mondays and Wednesdays 8 am to 3 pm only.*

All must plan for obtaining access to the City Clerk's Office without being late. No late responses will be accepted.

**RESPONSES OF SEALED ENVELOPES MUST BE LABELED AS FOLLOWS AND SUBMITTED TO:**

**BIDS 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  
OFFICE OF THE CITY CLERK  
**PLACE THE NAME OF YOUR FIRM HERE**  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR, SUITE 204  
HALLANDALE BEACH, FL 33009  
TITLED: BID # FY 2019-2020-006 SCHOOL CROSSING GUARDS

**LATE PROPOSALS WILL NOT BE ACCEPTED**

## NON-MANDATORY PRE-BID CONFERENCE

For this Bid the City is holding a Non-Mandatory Pre-Bid Conference. The Non-Mandatory Pre-Bid Conference is held to explain in detail the Bid documents, which make up the Bid for this Project. It is strongly encouraged that Firms interested in proposing to this Bid attend the Pre-Bid Conference. The Pre-Bid Conference presents the opportunity for Firms to clarify anything within the Bid and to ask questions directly to City Staff.

Non-Mandatory Pre-Bid Conference is being held **July 162020 at 11:00 am**, City Hall, City Commission Chambers, 400 S. Federal Highway, Hallandale Beach, FL 33009.

You will be required to wear a facial covering, answer questions and have your temperature taken prior to entering the building.

## LAST DAY FOR QUESTIONS AND CONTACT INFORMATION

Any questions are to be submitted via email to [alues@cohb.org](mailto:alues@cohb.org) no later than **July 21, 2020 no later than 11:00 a.m.**

Answers to questions received before the deadline will be released via addendum. Changes, if any, to the scope of the services or Bid procedures will be transmitted only via written addendum and available on the City's website at [www.cohb.org/solicitations](http://www.cohb.org/solicitations). The Procurement Department may be contacted at (954) 457-1333. All contact shall be for clarification purposes only.

### **Special Accommodations**

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the Office of the City Clerk at (954) 457-1340, at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

Americans with Disabilities Act (ADA). The City complies with the provisions of the Americans with Disabilities Act. If you are a disabled person requiring any accommodations or assistance, please notify the Office of the City Clerk at (954) 457-1340 of such need.

**BIDDERS 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 ADDENDA.**



**TENTATIVE SCHEDULE**

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

BID DOCUMENT RELEASED	<b>JULY 8, 2020</b>
NON-MANDATORY PRE-BID CONFERENCE You will be required to wear a facial covering, answer questions and have your temperature taken prior to entering the building. Only one (1) person from each firm will be allowed in the meeting.	<b>JULY 16, 2020</b> 11:00 A.M. COMMISSION CHAMBERS
LAST DAY OF QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY <b>JULY 21, 2020</b> BY NO LATER THAN 11:00 A.M.
<b><u>DEADLINE FOR RECEIPT OF RESPONSES</u></b> <i>Due to COVID19 and current emergency orders and declarations Hallandale Beach City Hall is <u>not</u> open every day.</i>  <b><i>For drop off of responses to this Bid the City Clerk's Office will be open Mondays and Wednesdays 8 am to 3 pm only. See location below. Access to the building will require time for temperature taking, answering questions and will require face covering. All must plan for obtaining access to the City Clerk's Office without being late. No late responses will be accepted.</i></b>	<b><u>AUGUST 5, 2020</u></b> <b><u>BY NO LATER THAN 11:00 A.M.</u></b>
<b><u>RESPONSES MUST BE SUBMITTED TO</u></b> <b><u>Bid responses mailed and dropped off to any other Department not received by the City Clerk's Office is deemed not received.</u></b>	<b><u>CITY OF HALLANDALE BEACH</u></b> <b><u>OFFICE OF THE CITY CLERK –</u></b> <b><u>2<sup>ND</sup> FLOOR SUITE 204</u></b> <b><u>400 SOUTH FEDERAL HIGHWAY</u></b> <b><u>HALLANDALE BEACH, FL 33009</u></b>
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – NOTICE TO PROCEED ESTIMATED	TO BE DETERMINED

## FORMS SECTION

Proposing Firm must complete and include all the following forms within the proposal submission on the USB drive.

- a. Proposal Submitted by Form
- b. Variance Form
- c. Legal Proceedings Form
- d. Public Entity Crime Form
- e. Domestic Partnership Certification form
- f. Conflict of Interest Notification Requirement Questionnaire
- g. Drug Free Workplace Form
- h. Anti-Kickback Affidavit
- i. Confidentiality Form
- j. Request to Withdraw Proposal Form
- k. Reference Form(s) - (Three (3) completed and signed by reference)
- l. Addenda



UNABLE TO SUBMIT A RESPONSE? We sincerely hope this is not the case. If Bidder cannot submit a Bid at this time, please provide the information requested in the space provided below and return form to [procurement\\_department@cohb.org](mailto:procurement_department@cohb.org).

\_\_\_\_\_ HAVE RECEIVED THE BID

(COMPANY NAME)

UNABLE TO RESPOND TO THE BID AT THIS TIME DUE TO THE FOLLOWING REASONS:


COMPLETE INFORMATION BELOW:

SIGNATURE:	
TITLE:	
STREET ADDRESS: (OR)	
CITY:	
STATE:	ZIP CODE:
TELEPHONE/AREA CODE: (    )	
EMAIL ADDRESS:	
<b>RETURN THIS UNABLE TO SUBMIT FORM ONLY TO EMAIL ABOVE:</b>	
CITY OF HALLANDALE BEACH	
PROCUREMENT DEPARTMENT	
400 SOUTH FEDERAL HIGHWAY, ROOM 242	
HALLANDALE BEACH, FL 33009	
TITLED: BID # FY 2019-2020-006	
SCHOOL CROSSING GUARDS	



**THIS BID SUBMITTED BY:**

COMPANY/FIRM:
ADDRESS:
CITY & STATE:
ZIP CODE:
TELEPHONE:
DATE OF BID:
FACSIMILE NUMBER:
E-MAIL ADDRESS:
FEDERAL ID NUMBER:
NAME & TITLE PRINTED:
SIGNED BY:

WE (I) the above signed hereby agree to furnish the item(s), service(s) and have read all attachments including specifications, terms and conditions and fully understand what is required.

The Invitation to Bid, Specifications, Bid Forms, and/or any other pertinent document form a part of this Bid and by reference made a part hereof. Signature indicates acceptance of all terms and conditions of the Bid.







**PUBLIC ENTITY CRIME FORM**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(2) (a),  
FLORIDA STATUTES,  
PUBLIC ENTITY CRIME INFORMATION**

“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, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”

By: \_\_\_\_\_

Title: \_\_\_\_\_

Signed and Sealed \_\_\_\_\_ day of \_\_\_\_\_, 2020

### Domestic Partnership Certification Form

**This form must be completed and submitted with Bidder's submittal.**

**Equal Benefits Requirements** As part of the competitive solicitation and procurement process a Contractor seeking a Contract shall certify that upon award of a Contract it will provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses. Failure to provide such certification shall result in a Contractor being deemed non-responsive.

**Domestic Partner Benefits Requirement means** a requirement for City Contractors to provide equal benefits for domestic partners. Contractors with five (5) or more employees contracting with City, in an amount valued over \$50,000, provide benefits to employees' spouses and the children of spouses.

The Firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of City of Hallandale Beach Ordinance 2013-03 Domestic Partnership Benefits Requirement, and certifies the following:

**Check only one box below:**

- 1. The Bidder certifies and represents that it will comply during the entire term of the Contract with the conditions of the Ordinance 2013-03, Section 23-3, Domestic Partner Benefits Requirement of the City of Hallandale Beach, or
- 2. The Bidder does not need to comply with the conditions of Ordinance 2013-03, Section 23-3, Domestic Partner Benefits Requirement of the City of Hallandale Beach, because of allowable exemption: **(Check only one box below):**
  - The Bidder's price for the contract term awarded is \$50,000 or less.
  - The Bidder's employs less than five (5) employees.
  - The Bidder's does not provide benefits to employees' spouses nor spouse's dependents.
  - The Bidder is a religious organization, association, society, or non-profit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association or society.
  - The Bidder is a government entity.
  - The contract is for the sale or lease of property.



- The covered contract is necessary to respond to an emergency.
- The provision of Ordinance 2013-03, Section 23-3 Definition, of the City of Hallandale Beach, would violate grant requirements, the laws, rules or regulations of federal or state law.

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

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_ BY \_\_\_\_\_

TO ME PERSONALLY KNOWN OR PRODUCED IDENTIFICATION:

\_\_\_\_\_  
(type of ID)

\_\_\_\_\_  
Signature of Notary Commission expires

\_\_\_\_\_  
Print Name of Notary Public



**CONFLICT OF INTEREST NOTIFICATION REQUIREMENT QUESTIONNAIRE**

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship below. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the Board of Directors prior to entering into a contract with the City.

---

**1. Name of Bidder**

---

**2. Describe each affiliation or business relationship with an employee, board member, elected official(s) or an immediate family member of any such person of the City of Hallandale Beach or Hallandale Beach Community Redevelopment Agency, if none so state.**

---

**3. Name of City of Hallandale Beach or Hallandale Beach Community Redevelopment Agency employee, board member, elected official(s) or immediate family member with whom filer/respondent/Firm has affiliation or business relationship, if none so state.**

---

**4. Describe any other affiliation or business relationship that might cause a conflict of interest, if none so state.**

---

**CONFLICT OF INTEREST NOTIFICATION REQUIREMENT QUESTIONNAIRE**

---

**5.**

\_\_\_\_\_  
Signature of person/Bidder

\_\_\_\_\_  
Date



**DRUG-FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087

Hereby certified that \_\_\_\_\_ does:  
(Name of Business)

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 1893 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 I implementation of this section.

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

DATE:			BIDDER'S SIGNATURE:
-------	--	--	---------------------



**ANTI-KICKBACK AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein Bid will be paid to any employees of the City of Hallandale Beach and its elected officials, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my Firm or by an officer of the corporation.

By: \_\_\_\_\_  
Signature of Authorized Officer per Sunbiz  
  
\_\_\_\_\_  
Print Name of Authorized Officer per Sunbiz  
  
\_\_\_\_\_  
Title of Authorized Officer per Sunbiz

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC

State of Florida at Large

My Commission Expires: \_\_\_\_\_



## CONFIDENTIALITY FORM

Sealed bids/proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from Chapter 119, Florida Statutes. The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, BID Number and Name - Confidential Material".

The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

Proposer should take special note of this as it relates to proprietary information that might be included in this solicitation.

I, \_\_\_\_\_,  
Name of authorized Officer per Sunbiz and/or legal documentation Title

of \_\_\_\_\_  
Name of Firm as it appears on Sunbiz and/or legal documentation hereby, attest that I have the authority to sign this notarized certification and certify that the Firm complies with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



**REQUEST TO WITHDRAW PROPOSAL FORM**

Requests to withdraw proposal will be considered if received by the City, via email to [alues@cohb.org](mailto:alues@cohb.org) before deadline for receipt of proposals.

This form must be provided back via email to [alues@cohb.org](mailto:alues@cohb.org) before deadline for receipt of proposals

I, \_\_\_\_\_,  
Name of authorized Officer per Sunbiz and/or legal documentation Title

of \_\_\_\_\_  
Name of Firm as it appears on Sunbiz and/or legal documentation request to withdraw Firm's proposal for **BID # FY 2019-2020-006 SCHOOL CROSSING GUARDS.**

\_\_\_\_\_  
Signature Title

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## REFERENCE FORM:

**Please note that the references provided below must be the same as the Projects/Contracts provided for response to MQR #3.**

References are required as a component of due diligence to determine the capability of the Bidder to be able to perform the required services.

Bidder must provide three (3) verifiable references supporting the experience presented in Minimum Qualification Requirement (MQR) # 3 for the Bidder as stated in the Bid:

- Bidder must have completed three (3) projects of similar size, scope and complexity to the specifications within the last ten (10) years as referenced in this Bid.
- Bidder must send to three (3) references the Reference Form and obtain back a completed and signed [Reference Form](#) for each of Bidder's required three (3) references.
- Bidder must include the required three (3) completed and signed Reference Forms within Bidder's proposal submission on the USB drive.

Do not provide more than three (3) references.



### REFERENCE FORM

Please note that the information for the Projects/Contracts in MQR # 3 must be the same as the Projects/Contracts provided within the Reference Form.

BID # FY 2019-2020-006 SCHOOL CROSSING GUARDS

PROPOSING FIRM'S NAME(S):

PROJECT NAME FOR THIS REFERENCE:

NAME OF FIRM THAT WAS AWARDED THE CONTRACT/AGREEMENT FOR THE PROJECT:

WAS THE FIRM THE PRIME CONTRACTOR FOR THE PROJECT:

YES       NO

Name of Reference:		Phone:	
Title of Reference:		E-mail Address:	
Company/Employer:			

Please answer the following questions regarding services provided by the Bidder named above.

<p>1. Provide detail information about the level of commitment of the Firm to your Project. Did the Firm devote the time, and personnel necessary to successfully perform the services and the entities needs as required by the contract?</p>



2. Provide detail information about the competence, accessibility, and responsiveness of the Firm's personnel supervising and performing the work weekly, monthly, quarterly, yearly.

--

3. Provide detail information about the Firm's response time as required by your Agreement. Where there ever any issues and why.

--

4. Provide detail information about the Firm's success at minimizing any issues.

--

5. Provide detail what type of service the Firm provided? How satisfied are you with the services?

--



<b>6. What was the contract yearly value?</b>

<b>7. Would you consider this Firm for this type of services in the future?</b>

**ADDITIONAL COMMENTS:**

--

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AGREEMENT**

Between

**CITY OF HALLANDALE BEACH, FLORIDA**

and

\_\_\_\_\_  
(TYPE NAME OF FIRM AS IT APPEARS IN SUNBIZ)

for

\_\_\_\_\_  
**BID # FY 2019-2020-006 SCHOOL CROSSING GUARDS**

**PLEASE NOTE:**

Bidder must provide and state any and all Variances to this BID, Specifications, the Terms and Conditions and City Form Agreement on this Variance Form.

After award of Contract through City Commission, via Resolution, the awarded Bidder's Variance Form will be reviewed by appropriate City Staff, the City Attorney and the Risk Manager. If the Variance(s) presented by Bidder are acceptable to the City, the Agreement will be routed to the awarded Bidder for execution by the authorized officer per Sunbiz.

**Variances requested to either the Bid, the Terms and Conditions, Specifications and the City Form Agreement may result in the City rescinding award of contract.**

The fully executed Agreement will be required to be returned to the City of Hallandale Beach Procurement Department, Andrea Lues, via email [alues@cohb.org](mailto:alues@cohb.org) within five (5) business days from receipt of the email from the Procurement Department. Failure to provide a duly executed agreement to the City within five (5) business days from receipt may result in loss of award.



This is an Agreement, made and entered into by and between: the CITY OF HALLANDALE BEACH (the "CITY"), a Florida municipal corporation,

AND

\_\_\_\_\_, a Florida corporation, hereinafter referred to as "CONTRACTOR."

NOW THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

**ARTICLE 1**

**TERM**

1. The term of this Agreement shall begin on the date it is fully executed by last signing party and shall end on \_\_\_\_\_; provided, however, if the term of this Agreement extends beyond a single fiscal year of CITY, the continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Florida law.
2. At the \_\_\_\_\_ (date) 201\_ City Commission Meeting the City Commission adopted Resolution # \_\_\_\_\_ awarded through BID # FY 2019-2020-006 SCHOOL CROSSING GUARDS. The Contract value and per such Resolution # \_\_\_\_ shall not exceed \$ \_\_\_\_\_.

**ARTICLE 2**

**SCOPE OF SERVICES TO BE PROVIDED TO THE CITY**

The work to be provided includes the scope of work in BID # FY 2019-2020-000 SCHOOL CROSSING GUARDS, and Proposal submitted by CONTRACTOR, which is hereby incorporated and made part of this Agreement by reference.

**ARTICLE 3**  
**INDEMNIFICATION**

To the fullest extent permitted by law, the CONTRACTOR agrees to indemnify and hold-harmless the City, its officers and employees from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney fees to the extent caused, in whole or in part, by the professional negligence, error or omission of the CONTRACTOR or persons employed or utilized by the CONTRACTOR in performance of the Agreement.

To the fullest extent permitted by law, the CONTRACTOR agrees to indemnify and hold-harmless the City, its officers and employees from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney fees to the extent caused, in whole or in part, by the recklessness or intentionally wrongful conduct, of the CONTRACTOR or persons employed or utilized by the CONTRACTOR in performance of the Agreement.

CONTRACTOR agrees to indemnify, save harmless and, at the City Attorney's option, defend or pay for an attorney selected by the City Attorney to defend CITY, their officers, agents, servants and employees against any and all claims, losses, liabilities and expenditures of any kind, including attorney's fees, court costs, and other expenses, caused by negligent act or omission of CONTRACTOR, any sub-contractors, their employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this Agreement including, without limitation, any and all claims, demands, or causes of action of any nature, whatsoever, resulting from injuries or damages sustained by any person or property. CONTRACTOR further agrees to indemnify and save harmless the CITY, their officers, agents and employees, for or on account of any injuries or damages received or sustained by any person or persons resulting from any construction defects, including latent defects. Neither the CONTRACTOR nor any of its sub-contractors will be liable under this section for damages arising out of intentional torts of CITY or their

officers, agents or employees. In the event that any action or proceeding is brought against CITY by reason of any such claim or demand, CONTRACTOR, upon written notice from CITY, shall defend such action or proceeding.

#### **ARTICLE 4** **PERSONNEL**

**4.1 Competence of Staff.** In the event that any of CONTRACTOR's employee is found to be unacceptable to the CITY, the CITY shall notify the CONTRACTOR in writing of such fact and the CONTRACTOR shall immediately remove said employee unless otherwise agreed and, if requested by the CITY, promptly provide a replacement acceptable to the CITY.

#### **ARTICLE 5** **INSURANCE REQUIREMENTS**

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations *assumed* by Contractor under any resulting contract.

**Commercial General Liability** Contractor agrees to maintain Commercial General Liability at a limit of liability not less than **\$1,000,000** Each Occurrence, **\$2,000,000** Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

**Business Automobile Liability** Contractor agrees to maintain Business Automobile Liability at a limit of liability not less than **\$1,000,000** Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

**Worker's Compensation Insurance & Employers Liability** Contractor agrees to maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440.

**Additional Insured** Contractor **agrees to** endorse City as an Additional Insured with a CG 2026 07 04 Additional Insured – Designated Person or Organization endorsement or CG 2010 19 01 Additional Insured - Owners, Lessees, or Contractors – Scheduled Person or Organization or CG

2010 07 04 Additional Insured - Owners, Lessees, or Contractors – Scheduled Person or organization in combination with CO 2037 07 04 Additional Insured - Owners. Lessees Contractors- Completed Operations, or similar endorsements, to the Commercial General Liability. The Additional Insured shall read "City of Hallandale Beach."

**Waiver of Subrogation** Contractor agrees by entering into this contract to a *Waiver* of Subrogation for each required policy herein. When required by the insurer or should a policy condition not permit Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor agrees to notify *the* insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Contractor enter into such an agreement on a pre-loss basis.

**Certificate(s) of Insurance** Contractor agrees to provide City a Certificate(s) of Insurance evidencing that all coverages, *limits* and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum thirty **(30)** day endeavor to notify due to cancellation or non-renewal coverage. The Certificate Holder address shall read:

City of Hallandale Beach  
Risk Manager  
400 South Federal Highway  
Halladale Beach, FL 33009

**Umbrella or Excess Liability.** Contractor may satisfy the minimum liability limits required above for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse City as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

**Right to Revise or Reject** City reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, City reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operating legally.



**ARTICLE 6**  
**COMPENSATION**

6.1 CITY agrees to pay CONTRACTOR, in the manner specified in Section 6.2, the total amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for work actually performed and completed pursuant to this Agreement, which amount shall be accepted by CONTRACTOR as full compensation for all such work. It is acknowledged and agreed by CONTRACTOR that this amount is the maximum payable and constitutes a limitation upon CITY's obligation to compensate CONTRACTOR for its services related to this Agreement. This maximum amount, however, does not constitute a limitation, of any sort, upon CONTRACTOR's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. No amount shall be paid to CONTRACTOR to reimburse its expenses.

6.2 **METHOD OF BILLING AND PAYMENT**

6.2.1 Payment shall be due within thirty (30) days of date stipulated on the invoice, provided, invoice is accepted for payment. Payment shall be made only for approved invoices. The CITY retains the right to delay or withhold payment for services which have not been accepted by the CITY.

6.3 Notwithstanding any provision of this Agreement to the contrary, CITY may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work which has not been remedied or resolved in a manner satisfactory to the City's Contract Administrator or failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by CITY.

6.4 Payment shall be made to CONTRACTOR at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ARTICLE 7

### TERMINATION

7.1 This Agreement may be terminated for cause by the aggrieved party if the party in breach has not corrected the breach within ten (10) days after written notice from the aggrieved party identifying the breach. All Articles in this contract are material and a breach of any Article shall be grounds for termination for cause. This Agreement may also be terminated for convenience by the CITY. Termination for convenience by the CITY shall be effective on the termination date stated in written notice provided by the CITY, which termination date shall be not less than thirty (30) days after the date of such written notice. This Agreement may also be terminated by the City Manager upon such notice as the City Manager deems appropriate under the circumstances in the event the City Manager determines that termination is necessary to protect the public health or safety. The parties agree that if the CITY erroneously, improperly or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

7.2 Notice of termination shall be provided in accordance with the "NOTICES" section of this Agreement except that notice of termination by the City Manager, which the City Manager deems necessary to protect the public health, safety, or welfare may be verbal notice that shall be promptly confirmed in writing in accordance with the "NOTICES" section of this Agreement.

7.3 In the event this Agreement is terminated for convenience, CONTRACTOR shall be paid for any services properly performed under the Agreement through the termination date specified in the written notice of termination. CONTRACTOR acknowledges and agrees that it has received good, valuable and sufficient consideration from CITY, the receipt and adequacy of which are, hereby acknowledged by CONTRACTOR, for CITY's right to terminate this Agreement for convenience, and that CONTRACTOR shall not be entitled to any consequential damage or loss of profits.

**ARTICLE 8**  
**MISCELLANEOUS**

**8.1 RIGHTS IN DOCUMENTS AND WORK**

Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of CITY; and, if a copyright is claimed, CONTRACTOR grants to CITY a non-exclusive license to use the copyrighted item(s) indefinitely, to prepare derivative works, and to make and distribute copies to the public. In the event of termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by CONTRACTOR, whether finished or unfinished, shall become the property of CITY and shall be delivered by CONTRACTOR to the City's Contract Administrator within seven (7) days of termination of this Agreement by either party. Any compensation due to CONTRACTOR shall be withheld until all documents are received as provided herein.

**8.2 AUDIT RIGHT AND RETENTION OF RECORDS**

CITY shall have the right to audit the books, records, and accounts of CONTRACTOR and its subcontractors that are related to this Project. CONTRACTOR and its subcontractors shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to the Project. All books, records, and accounts of CONTRACTOR and its subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, CONTRACTOR or its subcontractor, as applicable, shall make same available at no cost to CITY in written form.

CONTRACTOR and its subcontractors shall preserve and make available, at reasonable times for examination and audit by CITY, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida Public Records Act, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the

books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by CITY to be applicable to CONTRACTOR's and its subcontractors' records, CONTRACTOR and its subcontractors shall comply with all requirements thereof; however, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by CONTRACTOR or its subcontractors. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for CITY's disallowance and recovery of any payment upon such entry.

CONTRACTOR shall, by written contract, require its subcontractors to agree to the requirements and obligations of this Section.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY CLERK AT (954) 457-1340, BY EMAIL AT [CITYCLERKOFFICE@COHB.ORG](mailto:CITYCLERKOFFICE@COHB.ORG), OR AT 400 S. FEDERAL HWY, ATTN: CITY CLERK, HALLANDALE BEACH, FL 33009**

### 8.3 PUBLIC ENTITY CRIME ACT

CONTRACTOR represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, as may be amended from time to time, which essentially provides that a person or affiliate who is a CONTRACTOR, consultant, or other provider and 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 CITY, may not submit a bid on a contract with CITY for the construction or repair of a public building or public work, may not submit bids on leases of real property to CITY, may not be awarded or perform work as a CONTRACTOR, supplier, subcontractor, or consultant under a contract with CITY, and may not transact any business with CITY in excess of the threshold amount provided in Section 287.017, Florida Statutes, as may be amended from time to time, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section shall

result in termination of this Agreement and recovery of all monies paid by CITY pursuant to this Agreement, and may result in debarment from CITY's competitive procurement activities.

In addition to the foregoing, CONTRACTOR further represents that there has been no determination, based on an audit, that it committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether CONTRACTOR has been placed on the convicted vendor list.

#### 8.4 **INDEPENDENT CONTRACTOR**

CONTRACTOR is an independent CONTRACTOR under this Agreement. In providing services, neither CONTRACTOR nor its agents shall act as officers, employees, or agents of CITY. No partnership, joint venture, or other joint relationship is created hereby. CITY does not extend to CONTRACTOR or CONTRACTOR's agents any authority of any kind to bind CITY in any respect whatsoever.

#### 8.5 **THIRD PARTY BENEFICIARIES**

Neither CONTRACTOR nor CITY intends to directly or substantially benefit a third party by this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

#### 8.6 **NOTICES**

Whenever either party desires to give notice to the other, such notice must be in writing, sent by certified United States Mail, postage prepaid, return receipt requested, or sent by commercial express carrier with acknowledgement of delivery, or by hand delivery with a request for a written receipt of acknowledgment of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until



changed in writing in the manner provided in this section. For the present, the parties designate the following:

**City of Hallandale Beach**

City Manager  
400 South Federal Highway  
Hallandale Beach, FL 33009

**With Copy to:**

Name of Director  
Attn: Department Name  
Department Address  
Hallandale Beach, FL 33009

**And:**

City Attorney  
400 South Federal Highway  
Hallandale Beach, FL 33009

**Contractor:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8.7 ASSIGNMENT AND PERFORMANCE**

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other party. CITY may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or

encumbrance, by CONTRACTOR of this Agreement or any right or interest herein without CITY's written consent.

CONTRACTOR represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

CONTRACTOR shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of CONTRACTOR's performance and all interim and final product(s) provided to or on behalf of CITY shall be comparable to the best local and national standards.

#### 8.8 **CONFLICTS**

Neither CONTRACTOR nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with CONTRACTOR's loyal and conscientious exercise of judgment and care related to its performance under this Agreement.

In the event CONTRACTOR is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, CONTRACTOR agrees to require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as CONTRACTOR.

#### 8.9 **MATERIALITY AND WAIVER OF BREACH**

CITY and CONTRACTOR agree that each requirement, duty, and obligation set forth herein was bargained for at arms-length and is agreed to by the parties in exchange for quid pro quo, that each is substantial and important to the formation of this Agreement and that each is, therefore, a material term hereof.

CITY's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

#### 8.10 **COMPLIANCE WITH LAWS**

CONTRACTOR shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

#### 8.11 **SEVERANCE**

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless CITY or CONTRACTOR elects to terminate this Agreement. An election to terminate this Agreement based upon this provision shall be made within seven (7) days after the finding by the court becomes final.

#### 8.12 **JOINT PREPARATION**

Each party and its counsel have participated fully in the review and revision of this Agreement and acknowledge that the preparation of this Agreement has been their joint effort. The language agreed to expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any party.

#### 8.13 **PRIORITY OF PROVISIONS**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or

provision of Articles 1 through 8 of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 8 shall prevail and be given effect.

#### 8.14 **JURISDICTION, VENUE, WAIVER OF JURY TRIAL**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. All parties agree and accept that jurisdiction of any controversies or legal problems arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be exclusively in the state courts of the Seventeenth Judicial Circuit in Broward County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. BY ENTERING INTO THIS AGREEMENT, CONTRACTOR AND CITY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.

Nothing in this Agreement is intended to serve as a waiver of sovereign immunity, or of any other immunity, defense, or privilege enjoyed by the City pursuant to Section 768.28 Florida Statutes.

#### 8.15 **AMENDMENTS**

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the CITY and CONTRACTOR or others delegated authority to or otherwise authorized to execute same on their behalf.

#### 8.16 **PRIOR AGREEMENTS**

This document represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the parties agree that no deviation from the

terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

8.17 **PAYABLE INTEREST**

8.17.1. Payment of Interest. CITY shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof CONTRACTOR waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement.

8.17.2. Rate of Interest. In any instance where the prohibition or limitations of Section 8.17.1 are determined to be invalid or unenforceable, the annual rate of interest payable by CITY under this Agreement, whether as prejudgment interest or for any other purpose, shall be .025 percent simple interest (uncompounded).

8.18 **INCORPORATION BY REFERENCE**

The truth and accuracy of each "Whereas" clause set forth above is acknowledged by the parties. The attached Exhibits \_\_\_\_\_ are hereby incorporated into and made a part of this Agreement.

8.19 **REPRESENTATION OF AUTHORITY**

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

8.20 **MULTIPLE ORIGINALS**

Multiple copies of this Agreement may be executed by all parties, each of which, bearing original signatures, shall have the force and effect of an original document.

**ARTICLE 9**

**NONDISCRIMINATION, EQUAL OPPORTUNITY**

**AND AMERICANS WITH DISABILITIES ACT**

9.1 CONTRACTOR shall not unlawfully discriminate against any person in its operations and activities in its use or expenditure of funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by CITY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines and standards.

CONTRACTOR's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.

CONTRACTOR shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability. In addition, CONTRACTOR shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment

advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship, and accessibility).

CONTRACTOR shall take affirmative action to ensure that applicants are employed and employees are treated without regard to race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability during employment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff; termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

CONTRACTOR shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 16 ½) in performing any services pursuant to this Agreement.

#### 9.2 Domestic Partner Benefits Requirement

CONTRACTOR certifies, and has provided the Domestic Partnership Certification Form, that it would provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

CONTRACTOR shall comply with the applicable provisions of this section.

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the Contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
- (iii) The City may terminate the Contract if the Contractor fails to comply with this section.
- (iv) The City may retain all monies due or to become due until the Contractor complies with this section.



**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature: CITY OF HALLANDALE BEACH through its authorization to execute same by Commission action on \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_, signing by and through its City Manager, duly authorized to execute same, and \_\_\_\_\_, signing by and through its \_\_\_\_\_, (name of contractor) (title of authorized officer) duly authorized to execute same.

**CITY**

ATTEST: CITY OF HALLANDALE BEACH

\_\_\_\_\_  
CITY CLERK  
By \_\_\_\_\_  
Greg Chavarria, CITY MANAGER  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Approved as to legal sufficiency and form by  
CITY ATTORNEY

\_\_\_\_\_  
Jennifer Merino, CITY ATTORNEY

CONTRACTOR MUST EXECUTE THIS CONTRACT AS INDICATED BELOW. USE CORPORATION OR NONCORPORATION FORMAT, AS APPLICABLE.

If the Company President does not sign the Contract, there must be a Secretary's Certificate Form provided to the CITY of Hallandale Beach, Florida indicating designee signing, has the authority to sign.

(If incorporated sign below).



**CONTRACTOR**

ATTEST:

\_\_\_\_\_  
(Name of Corporation)

\_\_\_\_\_  
(Secretary)

By \_\_\_\_\_  
(Signature and Title)

(Corporate Seal)

\_\_\_\_\_  
(Type Name and Title Signed Above)

\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

(If not incorporated sign below).

**CONTRACTOR**

WITNESSES:

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(PRESIDENT OR VICE-PRESIDENT)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(TYPE NAME AND SIGNED ABOVE)

**NOTARY SEAL**

## **GENERAL TERMS AND CONDITIONS:**

### **I. SUBMISSION AND RECEIPT OF PROPOSALS**

1. Proposals to receive consideration must be received on or prior to the specified time and date of opening, as designated in the proposal.
2. Unless otherwise specified, Firms **MUST** use the proposal form(s) furnished by the City. Failure to do so may be cause for rejection of proposal. Removal of any part of the proposal forms may invalidate proposal.
3. Proposals having any erasure or corrections **MUST** be initialed by the Proposer in **INK**. Proposals shall be signed in INK; all forms shall be typewritten or printed with pen and ink.

### **II. GENERAL TERMS AND CONDITIONS**

These General Terms and Conditions apply to all responses made to the City of Hallandale Beach by all prospective Proposers. The City of Hallandale Beach reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, to enter into contract negotiations with the selected Proposer(s) or take any other actions that may be deemed to be in the best interest of the City of Hallandale Beach.

#### **1. CONE OF SILENCE:**

- (a) *Purpose.* A cone of silence shall be applicable to all requests for proposal (BID), invitations to bid (ITB), RFLI, or any other advertised solicitations for the provision of goods and services, professional services, and public works or improvements for amounts greater than fifty thousand (\$50,000) dollars, unless otherwise exempted in this section.
- (b) *Definition.* The term "cone of silence" means a prohibition on:
  - (1) Any communication regarding a particular RFP, RFQ, ITB, RFLI, or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist or consultant and the City's staff including, but not limited to, the City Manager and his/her staff;
  - (2) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and any member of the selection/evaluation committee therefor;

- (3) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and the mayor and commissioners and their respective staff.
- (c) *Exemptions.* Notwithstanding the foregoing, the cone of silence shall not apply to:
- (1) Communications between a potential proposer, offeror, respondent, bidder, consultant and City purchasing staff, prior to bid opening date or receipt of proposals, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;
  - (2) Duly noticed pre-bid/proposal conferences and site inspections;
  - (3) Duly noticed site visits to determine the competency of bidders/proposers regarding a particular solicitation during the time period between the opening of bids/receipt of proposals and the time the City Manager presents his/her written recommendation to the city commission;
  - (4) Emergency procurements;
  - (5) Communications with the City Attorney;
  - (6) Sole source procurements;
  - (7) Those purchases that are exempted from competitive requirements in accordance with Code of Ordinances, Section 23-8
  - (8) Bid waivers;
  - (9) Oral presentations before selection/evaluation committees and communications occurring during duly noticed meetings of selection/evaluation committees;
  - (10) Public presentations made to the city commission and communications occurring during any duly noticed public meeting;
  - (11) Communications in connection with the collection of industry comments or the performance of market research regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation by the purchasing staff;
  - (12) Contract negotiations that occur after an award; and
  - (13) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between the city manager and his/her staff, and the mayor and City Commission and their staff ,following the evaluation process, to discuss the documents released by the city as well as documents received from responders. The City Manager shall make available to the mayor and the city commission all documents reviewed by the evaluation committee for the top three ranked responders.
- (d) Procedure.
- (1) Imposition. A cone of silence shall be imposed upon each RFP, RFQ, RFLI, ITB or any other advertised solicitation when the solicitation is advertised. At the time of imposition of the cone of silence, the City Manager or

designee shall issue a notice thereof to the affected department, the City Clerk, Mayor and City Commission and shall include in any advertised solicitation a statement disclosing that the solicitation is subject to the cone of silence.

- (2) Termination; City Commission awarding authority. Except as otherwise provided herein, the cone of silence shall terminate at the date and time of the city commission meeting where the award will be made; provided, however, that if the City Commission defers the matter to a future date, the cone of silence shall be re-imposed until such time as the matter is brought back before the City Commission for further deliberation. In the event the city commission decides to reject all Bids, then the cone of silence shall be lifted.
  - (3) City Manager awarding authority. Except as otherwise provided herein, the cone of silence shall terminate at the time the originating department issues a written recommendation to the City Manager; provided, however, that if the City Manager refers the recommendation back for further review, the cone of silence shall be reinstated until such time as the City Manager issues a recommendation for award pending the Bid protest period.
- (e) Penalties. Violation of the cone of silence by a particular bidder or proposer shall render the award to said bidder or proposer voidable by the city commission. A violation of this section by a particular bidder, proposer, offeror, respondent, lobbyist or consultant shall subject said bidder, proposer, offeror, respondent, lobbyist or consultant to five hundred (\$500.00) dollar fine per violation and debarment.

## **2. SPECIAL ACCOMODATIONS**

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the Office of the City Clerk at (954) 457-1340, at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

## **3. CONFIDENTIAL MATERIAL**

The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, (*Name of RFP/BID*) - Confidential Material". The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public

disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening

**4. DOMESTIC PARTNER BENEFITS REQUIREMENT:**

A requirement for City of Hallandale Beach Contractors to provide equal benefits for domestic partners. Contractors with five (5) or more employees contracting with the City of Hallandale Beach, in an amount valued over \$50,000, must provide benefits to employees' spouses and the children of spouses. All Firms must complete and provide with their response the Domestic Partnership Certification Form.

**Equal Benefits Requirements**

As part of the competitive solicitation and procurement process a Contractor seeking a Contract shall certify that upon award of a Contract it will provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses. The certification shall be in writing and signed by an authorized officer of the Contractor. Failure to provide such certification shall result in a Contractor being deemed non-responsive.

**Contracts**

Every Contract, unless otherwise exempt as per the section below, shall contain language that obligates the Contractor to comply with the applicable provisions of this section. The Contract shall include provisions for the following:

- (v) The Contractor certifies and represents that it will comply with this section during entire term of the Contract.
- (vi) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
- (vii) The City may terminate the Contract if the Contractor fails to comply with this section.
- (viii) The City may retain all monies due or to become due until the Contractor complies with this section.

**Exception and waiver**

The provision of this section shall not apply where:

- a. The contractor provides benefits neither to employees' spouses nor spouse's dependents.
- b. The contractor is a religious organization, association, society or any non-profit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association or society.

- c. The contractor is a governmental entity.
- d. The contract is for the sale or lease of property.
- e. The covered contract is necessary to respond to an emergency.
- f. The provision of this section would violate grant requirements, the laws, rules or regulations of federal or state law.
- g. The city commission waives compliance of this section in the best interests of the city, including but not limited to, the following circumstances:
  - 1. Where only one (1) solicitation response is received.
  - 2. Where more than one (1) solicitation response is received, but the solicitation demonstrates that none of the proposed solicitations can comply with the requirements of this section.

**5. LOBBYIST REGISTRATION:**

Annual registration. Every lobbyist shall file a registration form with the City Clerk's Office. The registration form requires the Lobbyist to state under oath the lobbyist's name, business address, the name and business address of each party, person, principal, and/or client represented on city matters, any previous principal, and/or client represented who has, at the time of registration, any pending matters involving the City, and the general and specific areas of lobbyist interest in any City matter, if not previously disclosed. Registration is required annually, along with a payment of an annual registration fee of fifty (\$50.00) Dollars.

**6. SCRUTINIZED COMPANIES:**

The City, entering into a contract for goods or services of \$1 million or more, entered into or renewed on or after July 1, 2011, can terminate such contract at the option of the City if the Firm awarded the contract is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**7. PROPOSAL ACCEPTANCE PERIOD:**

Proposer warrants by virtue of submitting a proposal that costs, terms and conditions quoted in the Proposal will remain Firm for acceptance by City Commission until such time as the City Commission approves award of contract.

**8. PUBLIC RECORDS:**

Sealed bids, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids,

proposals, or final replies, whichever is earlier. In the event the City Commission elects to reject all bids and indicates its intent to reissue the solicitation of bids, the submitted proposals remain exempted from s. 119.07(1) and s. 24(a) Art. I of the State Constitution until the City gives notice of its intent to award the contract under the reissued solicitation.

If the bidder/proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. City's determination of whether an exemption applies shall be final, and bidder/proposer agrees to hold harmless and releases the City, and to defend, indemnify, by Counsel chosen by the City Attorney, the City and City's officers, employees, and agents against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.

#### **9. ADDENDA AND MODIFICATIONS:**

All addenda and other modifications to the documents or this BID made prior to the time and date of proposal opening shall be issued as separate documents identified as changes to the proposal Project document. The City shall make reasonable efforts to issue addenda within seven days prior to proposal opening.

If any addenda are issued, the City will attempt to notify known prospective Proposers. Addenda to this solicitation will be posted on the City's webpage <http://www.cohb.org/solicitations>.

Firms are solely responsible to check the website or contact the Procurement Department prior to the Proposal submittal deadline to ensure addenda has not been released. All Proposals shall be construed as though all addenda had been received and acknowledged and the submission of his/her Proposal shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her. It is the responsibility of each prospective Proposer to verify that he/she has received all addenda issued before depositing the Proposal with the City.

#### **10. PERFORMANCE:**

It is the intention of the City to obtain the products and services as specified herein from a source of supply that will give prompt and convenient service. The awarded Proposer must be able to perform as required under the Scope of Service. Any failure of Contractor to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the City. The City reserves the right to obtain these products and services from other sources, when necessary, should Contractor be unable to perform on a timely basis and such delay may cause harm to the using department or City residents.

**11. DELIVERY:**

Time is of the essence. City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made at the time specified on the proposal form.

**12. DEFAULT PROVISION:**

In case of default by the successful Firm the City may procure the products or services from other sources and hold the Firm responsible for any excess cost occasioned or incurred thereby.

**13. COPYRIGHTS AND/OR PATENT RIGHTS:**

Proposer warrants that there has been no violation of copyrights and/or patent rights in the manufacturing, producing or selling the goods, shipped or ordered, as a result of this proposal and the Proposer agrees to hold the City harmless from any and all liability, loss, or expense occasioned by any such violation.

Copyrighted material will be accepted as part of a technical proposal only if accompanied by a waiver that will allow the City to make paper and electronic copies necessary for the use of City staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

**14. TAXES:**

The City is exempt from any taxes imposed by the State of Florida and/or Federal Government. State Sales Tax Exemption Certificate No. 85-8015922477C-2; United States Treasury Department. Exemption Certificates provided on request.

**15. FAILURE TO SUBMIT PROPOSAL:**

If your Firm does not submit a proposal, PLEASE return the form, "**UNABLE TO SUBMIT A PROPOSAL**", stating thereon and request that your name be retained on the City mailing list, otherwise, your Firm's name will be removed from the City's bid mailing list.

**16. SIGNED PROPOSAL CONSIDERED AN OFFER:**

The signed Proposal shall be considered an offer on the part of the Proposer or Firm, which offer shall be deemed accepted upon approval by the City Commission of the City of Hallandale Beach, Florida and in case of default on the part of the successful Proposer or Firm, after such acceptance, the City may take such action as it deems appropriate, including legal action, for damages or specific performance.

**17. LIABILITY, INSURANCE, LICENSES AND PERMITS:**

Where Proposers are required to enter onto City of Hallandale Beach property to deliver materials or perform work or services, as a result of proposal award, the Proposer will assume full duty, obligation and expense of obtaining all necessary licenses, permits, inspections and insurance, as required. The Proposer shall be liable for any damage or loss to the City occasioned by negligence of the Proposer (or agent) or any person the Proposer has designated in the completion of a contract as a result of the proposal.

**18. RESERVATION FOR REJECTION AND AWARD:**

The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request re-submission of proposals. The City also reserves the right to award the contract on such material the City deems will best serve its interests.

The City also reserves the right to waive minor variations to specifications (interpretation of minor variations will be made by applicable City Procurement personnel). In addition, the City reserves the right to cancel any contract by giving thirty (30) days written notice. **The City reserves the right to negotiate the type and cost of specific types of services to be purchased. These negotiations may be held with one or more proposers, as is deemed in the best interest of the City.**

The City Manager shall have the authority to recommend to the city commission award of contracts. Contracts shall be awarded to the lowest responsive, responsible bidder, or as otherwise determined in the best interest of the city. The City Commission shall not be involved in the preparation, submittal and evaluation of bids, request for proposals and other purchases, including attendance at or participating in presentations to or deliberations by a selection committee or contact with persons, Firms, organizations and corporations submitting bids or proposals to the city. Following an evaluation of responses received for bids, request for proposals, and other purchases, the city manager shall have the authority to recommend to the city commission award of contracts.

**19. OMISSION OF INFORMATION:**

Any omissions of detailed specifications stated herein, that would render the materials/services not suitable for use as specified, will not relieve the Proposer from responsibility.

**20. INSPECTION OF FACILITIES / SITE VISIT:**

Review Bid's stipulations.

**21. PROPOSER'S COSTS:**

The City shall not be liable for any costs incurred by proposers in response to the BID.

**22. UNAUTHORIZED ALIENS**

The employment of unauthorized aliens by any contractor/Firm is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor/Firm knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

**23. NONDISCRIMINATION, EQUAL OPPORTUNITY AND AMERICANS WITH DISABILITIES ACT**

CONTRACTOR shall not discriminate against any person in its operations and activities in its use or expenditure of funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by CITY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines and standards.

CONTRACTOR's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.

CONTRACTOR shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability. In addition, CONTRACTOR shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions or employment, training (including apprenticeship, and accessibility).

CONTRACTOR shall take affirmative action to ensure that applicants are employed and employees are treated without regard to race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability during employment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff; termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

CONTRACTOR shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 16 ½) in performing any services pursuant to this Agreement.

**24. PROTEST PROCEDURES:**

Any party may present a written protest about the award of a contract as a result of an RFP, RFQ or Bid to the Director of Procurement. Emergency procurements, purchases for goods, supplies, equipment, and services, the estimated cost of which does not exceed fifty thousand (\$50,000.00) dollars, are not subject to protests.

(1) Time for Protest

The submission of a protest about the award of a contract, as a result of an RFP, RFQ or Bid, to the Director of Procurement must be made no later than ten (10) calendar days of approval of Notice of Award.

(2) Form and Content of Protest

The protest shall be filed in writing with the Director of Procurement and shall state the contested information about the RFP, RFQ or Bid.

The Procurement Director will provide a copy of the written protest to the City Attorney and/or City Attorney and other appropriate City staff.

(3) Protest Filing Fee

The written protest must be accompanied by a filing fee in the form of a money order or cashier's check payable to the City of Hallandale Beach in an amount equal to one (1%) percent of the contract value, which resulted from an RFP, RFQ or Bid, but no greater than five thousand (\$5,000.00) dollars. The filing fee shall guarantee the payment of all costs which may be adjudged against the protestor in any administrative or court proceeding. If a protest is upheld by the Director of Procurement, the filing fee shall be refunded to the protestor less any costs assessed under section 4. "Costs" below.

(4) Costs

All costs accrued from a protest shall be assumed by the protestor.

(5) Authority to resolve protests

The Procurement Director shall have the authority, subject to the approval of the City Manager Executive Director and the City Attorney, to settle and resolve any written protest within thirty (30) days after receipt of the written protest.

(6) Special Magistrate

In the event the protest is not resolved by the Procurement Director, a hearing shall be scheduled by the City before a special magistrate selected by the City, who

shall only determine whether procedural due process has been afforded, whether the essential requirements of law have been observed, and whether the Procurement Director's findings are arbitrary, capricious, or an abuse of discretion. Any hearing shall be limited to two (2) hours per side, unless the special magistrate rules otherwise. This requirement is a jurisdictional prerequisite to the institution of any civil action regarding the same subject matter.

**25. QUALIFICATIONS OF PROPOSER:**

Proposals shall be considered only from Firms normally engaged in performing the type of work specified within the BID Project Document. The Firm proposing must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the City. In determining a Proposer's responsibility and ability to perform the contract, the City has the right to investigate the financial condition, experience record, personnel, equipment, facilities, and organization of the Proposer. The City has the right to conduct further investigation of the Firm's responsibility. The unreasonable failure of Proposer or Firm to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for determination of non-responsibility with respect to such Proposer or Firm.

**26. TAX SAVINGS DIRECT PURCHASES (TSDP)**

The City of Hallandale Beach is recognized by the State of Florida as being exempt from state sales tax and use tax and is therefore, qualified for an exemption from Florida and all other state sales taxes on the purchase of tangible personal property if certain criteria are met. The City may realize savings of sales tax on selected material and equipment needed for use in public works contracts. Public works contracts are projects for public use or enjoyment, financed and owned by the City, in which private firms install tangible property that becomes part of a City facility. See Rule 12A-1.094 and Section 212.08(6) Florida Statutes.

The City will implement the TSDP for projects of \$1 million or above and apply it if applicable to this project.

**27. CONFLICT OF INTEREST**

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of

interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

**28. SAMPLE FORM CONTRACT:**

The City's Form Contract is attached as part of this solicitation. Submission of a response without identifying variances expressly acknowledges and formally evidences acceptance of all terms and conditions of the form Contract. Any and all variances must be submitted in writing by the Proposer.

**29. AWARD OF CONTRACT:**

The City exercises the right reserved herein to reject any or all bids. The Contract shall be awarded by the City to the responsive, responsible Bidder who has submitted either the lowest responsive bid or the lowest responsive bid on the base bid including such alternates as the City determines to be in its own best interests depending upon whichever is applicable to the particular bid.

**30. POLYSTYRENE (STYROFOAM) ADMINISTRATIVE POLICY:**

The City of Hallandale Beach Administrative Policy 2009.002, Expanded Polystyrene Administrative Policy was approved by the City Commission during the April 18, 2018 by City Commission. The Policy is to preserve and enhance the health and quality of the environment in Hallandale Beach by restricting the use of City funds by City employees, contractors and/or vendors to purchase expanded polystyrene (Styrofoam) products for use or sale on City property or City facilities. Under the policy, City funds may not be expended to purchase Styrofoam food services articles for use or sale in City facilities or on City property. This includes funds used by City employees or used to pay City Contractors or vendors. Styrofoam food service articles will no longer be permitted to be sold or used in City facilities or on City properties by contractors or vendors that are paid with City funds. Click to access [2009.002 Expanded Polystyrene \(Styrofoam\) Administrative Policy](#).

**31. FALSE CLAIMS ORDINANCE NO. 2018-22:**

The City of Hallandale Beach Code of Ordinances, Chapter 19, Article V, False Claims (Ordinance No. 2018-22) was approved by City Commission on August 15, 2018. The False Claims Ordinance purpose is to deter persons from knowingly causing or assisting in causing the City to pay false claims, and to provide remedies for obtaining damages and civil relief for the City if a false claim is sought or obtained from the City. Click link to access [False Claims Ordinance No. 2018-22](#).

### **32. SUSTAINABLE PRACTICE ADMINISTRATIVE POLICY:**

The City of Hallandale Beach Administrative Policy 2009.002, Sustainable Practice Policy was approved by the City Manager on October 9, 2019. The Policy is to set a standard of sustainable, environmentally preferable, and resilient practices, purchases, and procurement made to demonstrate the City's commitment to environmental stewardship. Under the policy the city's purchases and procurements must meet certain sustainability qualifications including: (1) copy paper, cardboard, business cards, and office supplies must contain a minimum of 20% recycled content, (2) cleaning and janitorial products must be Green Seal certified including 100% post-consumer recycled content paper products, (3) appliances and electronics must be EnergyStar or EPEAT certified, (4) lighting and light fixtures must be EnergyStar certified, (5) HVAC systems and equipment must be EnergyStar certified whenever possible, (6) indoor and outdoor water fixtures and irrigation must be WaterSense certified, (7) fleet vehicles must be electric or hybrid wherever appropriate and, (8) capital and/or infrastructure projects with a lifespan of 30 years or more shall be designed to withstand 34 inches of sea level rise by 2060, 81 inches of sea level rise if infrastructure's lifespan extends to 2100, and must be able to withstand corrosion caused by exposure to saltwater. Click to access [2009.004 Sustainable Practice Policy](#).



## ATTACHMENT A SCHOOL CROSSING GUARD LOCATIONS

	SCHOOL NAME	POST LOCATION
1	<b>Gulfstream Academy of Hallandale</b>	<b>West Hallandale Beach Blvd. and SW 8<sup>th</sup> Avenue</b>
2		<b>SW 3<sup>rd</sup> Street and SW 8<sup>th</sup> Avenue</b>
3		<b>SW 8<sup>th</sup> Street and SW 8<sup>th</sup> Avenue</b>
4		<b>SW 8<sup>th</sup> Street and SW 19<sup>th</sup> Avenue at school entrance</b>
5	<b>McNichol Middle School</b>	<b>West Pembroke Road and NW 10<sup>th</sup> Avenue</b>