

TOWN OF MEDLEY

# MMSF TRAINING ROOM KITCHEN RENOVATIONS

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Bid Form (Short version)

**Town of Medley**  
**Capital Projects and Economic Development Department**  
6/23/2021

Project No. 0341-1

ITB 2020-017



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**BID FORM  
(ITB 2020-017)**

**MMSF TRAINING ROOM KITCHEN RENOVATION  
CPED Project No. 0341-1**

Date: June 23, 2021

Honorable Roberto Martell  
Mayor  
Town of Medley  
7777 N.W. 72<sup>nd</sup> Avenue  
Medley, FL 33166

Mr. Martell,

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to execute a Purchase Order to be issued by Town to perform all Work as specified in the Proposal Documents for the price(s) and within the time indicated in this Bid, and in accordance with the terms and conditions of the Bid Documents.
2. Bidder accepts and hereby incorporates by reference in this Bid Form all the terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation those pertaining to the disposition of Bid Security.
3. Bidder has examined the site of the Project and has become fully informed concerning the local conditions, and nature and extent of Work. Bidder has examined the indemnification and liquidated damages provisions, if any, and the Bond and insurance requirements of the Bid, and accepts and agrees to abide by those terms and conditions without exception or limitation of any kind.
4. Bidder hereby declares that the only person or persons interested in this Bid, as principal or principals, is or are named herein and that no other person than herein mentioned has any interest in the Contract to which the work pertains; that this Bid is made without connection or arrangement with any other person, company, or parties making a bid and that the Bid is in all respects fair and made in good faith without collusion or fraud.
5. Bidder further represents that from personal knowledge and experience, or that he has made sufficient observations of the conditions of the Project or that to satisfy himself that such site is a correct and suitable one for this Work and he assumes full responsibility therefore, that he has examined the Proposal Documents and from his own experience or from professional advice that the Documents are sufficient for the work to be done.
6. Bidder proposes and agrees, if this Proposal is accepted, to contract with the Town, in the form of contract specified, to furnish all necessary materials, all necessary equipment, all necessary machinery, tools, apparatus, means of transportation, and labor necessary to complete the work specified in the Proposal Documents, and called for by the Drawings, General Notes and Technical Specifications and in the manner specified.

7. Bidder further proposes and agrees to comply in all respects with the time limits for commencement and completion of the work as stated in the Contract.

8. Bidder has given the Town written notice of all conflicts, errors or discrepancies that it has discovered in the Proposal Documents and the written resolution thereof by the Town or its representative is acceptable to Bidder.

9. Bidder further agrees to execute a Contract (Purchase Order) and furnish satisfactory Performance and Payment Bonds each in the amount of one-hundred percent of the Contract price, within ten (10) consecutive calendar days after written notice being given by the Town of the award of the Contract, and the undersigned agrees that in case of failure on his part to execute the said Contract and Performance and Payment Bonds within the ten (10) consecutive calendar days after the award of the Contract, the cashier's check or Bid Bond accompanying his bid and the money payable thereon shall be paid to the Town as liquidation of damages sustained by the Town; otherwise, the check accompanying the Bid shall be returned to the undersigned after the Contract is signed and the Performance and Payment Bonds are filed. (Note: should the tenth consecutive calendar day fall on a Saturday, Sunday or legal holiday observed by the Town or Bidder, then the final day to execute a contact and furnish satisfactory Performance and Payment Bonds shall be extended to the next immediately following business day).

10. The undersigned agrees to accept in full compensation therefore the total of the lump sum prices for the items named in the Bid Proposal, based on the quantities actually constructed as determined by the applicable measurement and payment portion of the Technical Specifications.

Bidder's Certificate of Competency No. \_\_\_\_\_

Bidders Occupational License No. \_\_\_\_\_

Acknowledgement is hereby made of the following Addenda (identified by number) received since issuance of the Invitation to Bid:

Addendum #	Date

Attached hereto is (check one) a:

\_\_\_\_\_ Cashier's check for the sum of \$ \_\_\_\_\_ U.S. Dollars or

\_\_\_\_\_ Bid Bond for the Sum of \$ \_\_\_\_\_ U.S. Dollars

Made payable to the Town of Medley, Florida.

Submitted by:

\_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
(Affix Seal)

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
(Title of Officer)

**PLEASE HAVE YOUR INSURANCE REPRESENTATIVE CAREFULLY REVIEW THE INSURANCE COVERAGE REQUIREMENTS CONTAINED IN THE INSTRUCTIONS TO BIDDERS PRIOR TO SUBMITTING YOUR BID TO ENSURE COMPLIANCE WITH ALL INSURANCE REQUIREMENTS.**

Communications concerning this Bid shall be addressed to:

Name:	
Title:	
Street Address:	
City, State & Zip:	
Email address:	

*The following documents are attached to and made as a condition to this Bid:*

- (a) Attachment 1: Proposal Documents
- (b) Attachment 2: Bid Proposal
- (c) Attachment 3: Notice to all Bidders
- (d) Attachment 4: List of Sub-Contractors
- (e) Attachment 5: General Information Required of Bidder
- (f) Attachment 6: Solicitation, Giving, and Acceptance of Gift Policy
- (g) Attachment 7: Drug-Free Workplace Program
- (h) Attachment 8: Bidder's Certification
- ~~(i) Attachment 9: Certified Resolution (corporation, partnerships)~~
- (j) Attachment 10: Certificate(s) of Insurance
- (k) Attachment 11: Non-Collusive Affidavit
- ~~(l) Attachment 12: Bidder's Foreign (Non-Florida) corporate statement References~~
- ~~(m) Attachment 13: Bidder's Qualification Statement~~
- (h) Attachment 14: Conformance with OSHA Standards
- (i) Attachment 14: Trench Safety Act Compliance
- ~~(j) Attachment 15: Construction Engineering and Inspection Services Company Notice~~
- ~~(k) Attachment 16: References~~
- ~~(l) Attachment 17: Bid Bond~~

**BID PROPOSAL  
(ITB 2020-017)**

**MMSF Training Room Kitchen Renovations  
CPED Project No. 0341-1**

INSERT BID PROPOSAL HERE

**NOTICE TO ALL BIDDERS**

THE TOWN OF MEDLEY RESERVES THE RIGHT TO WAIVE ANY INFORMALITY IN ANY BID, TO REJECT ANY AND ALL BIDS, AND TO DELETE ANY PART OF ANY OF ABOVE ITEMS.

**AMOUNTS SHALL BE SHOWN IN BOTH WORDS AND FIGURES. IN CASE OF DISCREPANCIES, THE AMOUNT SHOWN IN WORDS SHALL GOVERN FOR EACH BID ITEM.**

The Bidder further proposes and agrees to begin work with an adequate force and with sufficient equipment and facilities on the date stated in the written Notice issued and served upon him by the Owner and to complete the work included in this Proposal within the time stipulated in the Agreement, including delivery time for materials and equipment, installation, start-up and inspections.



**LIST OF SUB-CONTRACTORS**

Bidders are required to list with the Proposal, on this attached sheet all sub-contractors included for the prosecution of the work. Failure to complete the list may be cause for declaring the Proposal irregular.

The successful bidder shall employ the sub-contractors listed hereunder for the class of work indicated, which list shall not be modified in any way without the written consent of the Town of Medley.

The Bidder expressly agrees that:

1. If awarded a contract as a result of this Proposal, the major sub-contractors used in the prosecution of the work shall be those listed below.
2. The Bidder represents that the sub-contractors listed below are financially responsible and are qualified to do the work required.

CONTRACTOR \_\_\_\_\_

Name Under Which Subcontractor is Licensed	License No.	Address of Office, Mill, or Shop	Percent of Total Contract	Specific Description of Subcontract

**GENERAL INFORMATION REQUIRED OF BIDDER**

The Bidder shall furnish the following information. Failure to comply with this requirement will render the Bid Proposal informal and may cause its rejection. Additional sheets shall be attached as required.

(1) Contractor's name and address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2) Contractor's telephone: \_\_\_\_\_

(3) Primary E-mail Address: \_\_\_\_\_

(4) Contractor's license: Primary classification: \_\_\_\_\_

Dade County License No.: \_\_\_\_\_

Supplemental classifications held, if any: \_\_\_\_\_

(5) Number of years as a Contractor in construction work of type: \_\_\_\_\_

(6) Name of person who inspected site of proposed work for your firm:

\_\_\_\_\_

Date of inspection: \_\_\_\_\_

(7) Three projects of this type and complexity recently constructed by bidder:

<b>Contract Amount</b>	<b>Type of Project</b>	<b>Date Completed</b>	<b>Owner's Name &amp; Address</b>

NOTE: If requested by the Owner, the Bidder shall furnish a notarized financial statement, references, and other information, sufficiently comprehensive to permit an appraisal of his current financial condition.

**SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY**

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. -“No public officer, employee of an agency, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, or candidate would be influenced thereby.” “... the term ‘public officer’ includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.”

The Town of Medley policy prohibits all public officers, elected or appointed, all employees, and their families from accepting gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the Town does business. Only advertising office stationery or supplies of small value are exempt from this policy - e.g. calendars, note pads, pencils.

The State of Florida definition of “gifts” includes the following:

- Real property, or its use.
- Tangible or intangible personal property, or its use.
- A preferential rate or terms on a debt, loan, goods, or services.
- Forgiveness of indebtedness.
- Transportation, lodging, or parking.
- Membership dues.
- Entrance fees, admission fees, or tickets to events, performances, or facilities.
- Plants, flowers, or floral arrangements.
- Services provided by persons pursuant to a professional license or certificate.
- Other personal services for which a fee is normally charged by the person providing the services.
- Any other similar service or thing having an attributable value not already provided for in this section.

To this list, the Town of Medley has added food, meals, beverages, and candy.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this statute and policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Bidder Company

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Date

**DRUG-FREE WORKPLACE PROGRAM**

IDENTICAL BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Bidder Company

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Date

**BIDDER'S CERTIFICATION**

WHEN BIDDER IS AN INDIVIDUAL

In witness whereof, the Bidder has executed this Bid Form this \_\_\_ day of \_\_\_\_\_, 2021.

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

Signature of Individual/Title

\_\_\_\_\_

Witness: \_\_\_\_\_

**ACKNOWLEDGEMENT:**

STATE OF FLORIDA            }  
  } SS  
COUNTY OF MIAMI-DADE    }

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021,

by \_\_\_\_\_ whom is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Name of Notary Public:  
Print, Stamp, or type as Commissioned

**BIDDER'S CERTIFICATION**

WHEN BIDDER IS A CORPORATION, PARTNERSHIP OR FIRM

In witness whereof, the Bidder has executed this Bid Form this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Printed Name of Corporation, Partnership, Firm

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Witness

Business Address:

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

Town/State/Zip: \_\_\_\_\_

Business Phone No.: \_\_\_\_\_

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

**ACKNOWLEDGEMENT**

Signed, sealed and delivered in the presence of:

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

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

STATE OF FLORIDA            }

  } SS:

COUNTY OF MIAMI-DADE    }

The foregoing instrument was acknowledged before me this day \_\_\_\_ of \_\_\_\_\_, 2021 , by \_\_\_\_\_ of \_\_\_\_\_ who is personally known to one or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Name of Notary Public:

Print, Stamp, or type as Commissioned

**CERTIFICATE OF INSURANCE**

ATTACH A COPY OF YOUR CERTIFICATE OF INSURANCE

**ACKNOWLEDGMENT OF CONFORMANCE WITH OSHA STANDARDS**

TO THE TOWN OF MEDLEY:

We, \_\_\_\_\_, hereby acknowledge and agree that as Contractors for the construction of:

**MMSF Training Room Kitchen Renovations  
CPED Project No. 0341-1**

within the limits of the Town of Medley, Florida, that we have the sole responsibility for compliance with all requirements of the Federal Occupational Safety and Health Act of 1970, and all State and Local Safety and Health regulations, and agree to indemnify and hold harmless the Town of Medley, Florida, and its Consulting Engineers against any and all legal liability or loss the Town or its Consulting Engineers may incur due to \_\_\_\_\_ failure to comply with such act.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
Bidder Company

By:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
DATE



**TRENCH SAFETY ACT COMPLIANCE**

Bidder acknowledges that the Florida Trench Safety Act, Section 553.60 et. seq. which became effective October 1, 1990, shall be in effect during the period of construction of the project. The Bidder, by signing and submitting the bids, in writing, assuring that it will perform any trench excavation in accordance with applicable trench safety standards. The Bidder further identifies the following separate item of costs of compliance with the applicable trench safety standards as well as the methods of compliance:

Methods of Compliance

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(Fill in methods)

Total \$ \_\_\_\_\_

Bidder acknowledges that this cost is included in the applicable items of the Proposal and in the Grand Total Bid Price. Failure to complete the above will result in the bid being declared non-responsive.

The Bidder is, and the Town, EOR and CEI are not, responsible to review or assess Bidder's safety precautions, programs or costs, or the means, methods, techniques or technique adequacy, reasonableness of cost, sequences or procedures of any safety precaution, program or cost, including but not limited to, compliance with any and all requirements of Florida Statute Section 553.60 et. seq. cited as the "Trench Safety Act". Bidder is, and the Town, CEI and EOR are not, responsible to determine if any safety or safety related standards apply to the project, including but not limited to, the "Trench Safety Act".

\_\_\_\_\_  
Signature of Authorized Representative (Manual)

\_\_\_\_\_  
Name of Authorized Representative (Typed or Printed)

Sworn to and subscribed before me in the State and County first mentioned above on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public (affix seal)

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