



TOWN OF MEDLEY, FLORIDA
7777 N.W. 72nd Avenue, Medley, Florida 33166
Tel: 305-887-9541, Fax: 305-882-1491
www.townofmedley.com

BIDDER ACKNOWLEDGMENT OF REQUEST FOR PROPOSAL AND GENERAL CONDITIONS

SUBMIT BID TO: TOWN CLERK
TOWN OF MEDLEY, FLORIDA
7777 N.W. 72nd AVENUE
MEDLEY, FLORIDA 33166

THE FOLLOWING INSTRUCTIONS TO BIDDERS ARE STANDARD FOR ALL BIDS FOR COMMODITIES AND SERVICES ISSUED BY THE TOWN OF MEDLEY. THE TOWN MAY DELETE, SUPERSEDE OR MODIFY ANY STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN SPECIAL INSTRUCTIONS TO BIDDERS OR IN THE BID SHEETS. ANY AND ALL SPECIAL CONDITIONS THAT MAY VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE. BIDDER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS INVITATION FOR BID SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

BIDDER ACKNOWLEDGMENT MUST BE SIGNED AND RETURNED WITH YOUR BID

SEALED BIDS: This form must be executed and submitted with all Bid sheets in a sealed envelope. The face of the envelope shall contain the above address, the date and time of Bid opening and Bid number. Bids not submitted on attached Bid Form may be rejected. All Bids are subjected to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

BID TITLE: MMSF TRAINING ROOM KITCHEN RENOVATIONS
BID No. (ITB): 2020-017

BIDS WILL BE OPENED 3:00 P.M. (EST), July 22, 2021, and may not be withdrawn during the 30 calendar days following such date and time.

CORRECT LEGALNAME OF BIDDER

(SIGNATURE OF BIDDER'S AUTHORIZED AGENT)

TITLE: _____

TYPED/PRINTED NAME OF
AUTHORIZED AGENT: _____

ADDRESS: _____

PHONE NO.: _____

FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER OF BIDDER: _____

I certify that this Bid acknowledgement is made without prior understanding, Agreement or connection with any corporation, firm or person submitting a Bid for the same commodities/services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Bid and certify that I am authorized to sign this Bid for the Bidder. By signature on this form, Bidder acknowledges and accepts without limitation, pages 1 through 15 inclusive of the Request for Proposal as well as any special instructions if applicable.

DATE: _____



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INVITATION TO BID

ALL INTERESTED PARTIES:

Notice is hereby given that the Town of Medley, Florida, hereinafter referred to as the Town, will receive sealed Bids at the Town Clerk's office at the Medley Municipal Services Facility, 7777 N.W. 72nd Avenue, Medley, Florida 33166, for:

CONSTRUCTION OF:

MMSF Training Room Kitchen Renovations

The Contractor must furnish all supervision, labor, materials, tools, equipment, and perform all operations required to construct the Lakeside Park Community Center Renovations in accordance with the Contract Documents and as described in the Construction Plans.

Work includes, but is not limited to, improvements to the Community Center Building, including ADA compliance, and hardening the exterior windows and doors, including all labor, supervision, material, tools, and equipment.

Contractor shall be responsible for complying with the requirements of all regulatory agencies and applicable laws; coordination with all impacted utility owners; and complying with the requirements of Miami-Dade County and the Town of Medley.

Sealed Bids must be received, and time stamped by the Town Clerk, either by mail or hand delivery, no later than 3:00 p.m. local time on July 22, 2021. A public opening will take place at or before 3:15 p.m. at the Council Chambers at the Medley Municipal Services Facility, 7777 N.W. 72nd Avenue, Medley, Florida 33166 on the same date. Any Bids received after 3:00 p.m. local time on said date will not be accepted under any circumstances and will be returned to the Bidder unopened. The stated time and date is solely and strictly the responsibility of the Bidder. The Town is not responsible for delays caused by mail, courier service, including United States Mail, or any other occurrence. Any uncertainty regarding the time a Bid is received will be resolved against the Bidder.

Bidders may inspect the applicable Bid requirements, drawings, specifications, and other contract documents at the office of the Town Clerk at the Medley Municipal Services Facility, 7777 N.W. 72nd Avenue, Medley, Florida 33166.

Copies of the ITP, Registered Plan Holder Information form and all other solicitation related documents will **only** be made available on Town of Medley under “Open Bid Invitation” at www.townofmedley.com from June 23, 2021. All related questions regarding the ITB should be addressed to bidinfo@townofmedley.com not later than July 14, 2021 at 5 pm. All interested plan holders MUST be registered on Vendor Registry at www.vendorregistry.com prior to submittal of any RFIs.

The Successful Bidder will also be required to furnish Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the Contract amount.

The Town reserves the right to reject any or all Bids, to re-advertise for Bids or take such other actions as the Town Council may deem to be in the best interests of the Town.

The Town of Medley is an Equal Opportunity Employer and encourages the participation of Disadvantaged Business Enterprises (DBE) and Minority Business Enterprises (MBE).

Pursuant to subsection (t) “Cone of Silence” of Section 2-11.1 “Conflict of Interest and Code of Ethics Ordinance” of Miami Dade County, public notice is hereby given that a “Cone of Silence” is imposed concerning this solicitation. The “Cone of Silence” prohibits communications concerning ITB’s, RFQ’s or Bids, until such time as the Town Engineer on behalf of the selection committee makes a written recommendation to the Town Council concerning the solicitation.

Failure to comply with the “Cone of Silence” may result in the rejection of a Response. For additional information concerning the “Cone of Silence please refer to Section 2-11.1 of Miami Dade County Code.

This Notice of Bid Invitation dated at Medley, Florida this 23rd of June 2021.

Victoria Martinez, Town Clerk