



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

**INVITATION TO BID (ITB)  
BID # FY 2015-2016-005**

**GENERATOR ENGINE COMPLIANCE**

**EXHIBIT I SCOPE OF WORK**

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

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## INTRODUCTION / INFORMATION:

### PURPOSE AND PROJECT SCOPE

The scope of service is to provide the City of Hallandale Beach with pricing to upgrade two (2) existing Cummins back up power generators with diesel motors to meet Reciprocating Internal Combustion Engines/National Emissions Standards for Hazardous Air Pollutants compliance; here after known as RICE/NESHAP. The Contractor will be responsible to pay and to pull required permits, all necessary mechanical and electrical work to bring equipment into (RICE/NESHAP) compliance required by the Environmental Protection Agency (EPA). Completion of final project is to include furnishing and installation of all materials, testing, start up, training and all incidentals, as well as, removal of old equipment and disposal. Certification is required upon completion before final payment.

1. Municipal Complex (City Hall/Police Facility)

Location: 400 South Federal Highway, Hallandale Beach, FL 33009

Make/Model: Cummins Diesel Engine Model KTA-38

Serial Number: G950581656 unit

- Remove and dispose of existing generator silencer
- Provide and install new diesel oxidation catalyst silencer
- Fabricate new piping to existing exhaust exit
- Install new monitoring system
- Install closed crank case breather
- Install all hardware necessary to mount silencer and new piping
- Perform System start up
- Perform Emission compliance and reporting
- Contractor will be responsible to verify all serial and model number are accurate

2. Department of Public Works

Location: 630 N.W. 2<sup>nd</sup> Street, Hallandale Beach, FL 33009

Make/Model: Cummins Diesel Engine Model KTA-50-G9 engine Serial number 25312339

Serial Number: G060945078 unit

- Remove and dispose of existing generator silencer
- Provide and install new diesel oxidation catalyst silencer
- Install new monitoring system
- Install all hardware necessary to complete installation

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- Performs System start up
  - Performs Emission compliance and reporting
  - Contractor will be responsible to verify all serial and model number are accurate

The permit application and costs are the responsibility of the awarded Contractor.

Portable power supplies must be in place during existing alternate power supply shut down to be supplied by the Contractor.

The respondent shall include the furnishing of all labor, materials, equipment, tools, services, incidentals and transportation including all services, complete, tested and ready for operation, all in conformance to the requirements which are necessary for the proper layout and completion of the work, as specified herein in the Bid.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

All firms responding to this Bid, in order to be eligible to respond to this Bid, must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) must meet the MQRs stated below in order to be eligible for your firm's submittal. Firm(s) must provide a section with firm's response labeled "Minimum Qualification Requirements" addressing all items stated below by #.

Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation bidding process and not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm's response.

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

1. Years of Experience: Firm must provide with firm(s) response, in order for the response to be considered and not disqualified, evidence that firm(s) has completed three (3) projects of similar size and scope to this project/bid within the last five (5) years. The firm(s) must show the experience by completing the charts below.

Name of the Project # 1:	
Name of location of project or building or City:	
Cost of project:	
Year Project started:	
Year Project was completed:	
Manager name at the Project/location:	
Phone # for Manager at the location for where the project was done	
Email address for Manager where project was done/completed	

Name of the Project # 2:	
Name of location of project or building or City:	
Cost of project:	
Year Project started:	
Year Project was completed:	
Manager name at the Project/location:	
Phone # for Manager at the location for where the project was done	
Email address for Manager where project was done/completed	

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Name of the Project # 3:	
Name of location of project or building or City:	
Cost of project:	
Year Project started:	
Year Project was completed:	
Manager name at the Project/location:	
Phone # for Manager at the location for where the project was done	
Email address for Manager where project was done/completed	

2. Licenses: Firm must provide with submission copy(s) of applicable State of Florida licenses necessary for this project.
3. Copy of Firm's Sunbiz: Each firm proposed must be incorporated for five (5) years and must meet all the MQRs. Firm must provide with submittal a copy of the firm's Sunbiz. The website for Sunbiz is Sunbiz.org.

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

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

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

**ADDITIONAL BACKGROUND INFORMATION:**

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

**END OF SECTION**

**PRICING SHEET:**

**VENDOR MUST HOLD THE UNIT BID PRICES FIRM THROUGHOUT THE CONTRACT PERIOD. ALL PRICES MUST BE PROVIDED BELOW. PRICE SHEET BELOW WILL BE UTILIZED FOR AWARD OF CONTRACT. THERE WILL BE NO PRICE CHANGES FOR ALL TERMS OF THE CONTRACT.**

**Proposing vendor must completely fill out each column below, unit price and total price. Not applicable or NA is not acceptable and will cause your firm's response to be not accepted.**

PRICE SHEET					
ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	<b><u>Municipal Complex City Hall/Police Facility:</u></b> Location: Address 400 South Federal Highway, Hallandale Beach, FL <u>Make/Model:</u> Cummins Diesel Engine Model KTA-38 <u>General Serial Number:</u> G950581656 unit.	1	1	\$	\$
2	<b><u>Department of Public Works:</u></b> Location: Address 630 N.W. 2 <sup>nd</sup> Street, Hallandale Beach, FL 33009 <u>Make/Model:</u> Cummins Diesel Engine Model KTA-50-G9 engine serial number 25312339 <u>Generator Serial Number:</u> G060945078 unit.	1	1	\$	\$
<b>TOTAL ITEMS 1 AND 2</b>		\$			

**THE CITY RESERVES THE RIGHT NOT TO PERFORM WORK ON CERTAIN LINE ITEMS FOR THE PROJECT LISTED TO MEET ITS AVAILABLE BUDGET USING THE PRICES PROVIDED ABOVE.**

**THE CITY RESERVES THE RIGHT TO INCREASE OR DECREASE THE ITEM QUANTITIES FOR PROJECT TO MEET ITS AVAILABLE BUDGET USING THE UNIT PRICES PROVIDED ABOVE.**

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**COST PROPOSAL:**

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

**CONTRACT TERMS:**

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

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated on an annual basis, if applicable.

City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

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

## 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.

## INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place a password on the thumb drives. Provide three (3) thumb drives with your firm's submittal.

## REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this Bid must provide five (5) verifiable references with knowledge of your firm's contract performance with local government entities or private sector entities.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference. The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm's proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

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

## I. DEFINITIONS

- Definitions: Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:
- As Built: or record drawings are the official graphic representation of the construction project depicting the work as it was constructed.
- Bid Takeoff: The final estimate, tabulation, or worksheet prepared by the Contractor in anticipation of the bid submitted, and which shall reflect the final bid price.
- Bidder: Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.
- Bond: A bid, performance, or payment guarantee issued by and, on the form provided by the City (where applicable), written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety which holds a certificate of authority authorizing it to write surety bonds in Florida, with a rating by AM Best Company of "A" or better, "Class V".
- Change Order: A written document ordering a change in the Contract Price or Contract Time or a Material Change in the Work.
- CITY: City of Hallandale Beach, Florida, a Municipal Corporation which is a party hereto and for which this Contract is to be performed. In all respects hereunder, CITY'S performance is pursuant to CITY'S capacity as the CITY of a construction project. (In the event CITY exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, laws and ordinances shall be deemed to have occurred pursuant to City's regulatory authority as a governmental body and shall not be attributable in any manner to CITY as a party to this Contract.)

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- City Commission: The City Commission of the City of Hallandale Beach, Florida, its successors and assigns.
  - Claim: Any invoice, statement, request, demand, lawsuit, or action under contract or otherwise, for money, extension of contract time, property, or services made to any employee, officer, or agent of the CITY, or to any Contractor, grantee, or other recipient if any portion of the money, time extension, property, or services requested or demanded was or will be issued from, or was provided by the CITY.
  - Consultant: To be determined on a project basis.
  - Contract: The part or section of the Contract Documents addressing some of the rights and duties of the parties hereto, including but not limited to contract time and liquidated damages, and the General Conditions of the Contract.
  - Contract Administrator: The City Engineer or Designee expressly designated as Contract Administrator in writing by the Director of Public Works.
  - Contract Documents: The Bid Documents including drawings (plans) and specifications, the Notice for Bids, Addenda, if any, to the Bid Project Document, the Bid Tender Form, the record of the award by the City, the Performance Bond and Payment Bond, the Notice of Award, the Notice to Proceed, the Notice to Proceed with the Work, the Purchase Order, Change Orders, Field Orders, Supplemental Instructions, and any additional documents the submission of which is required by this Bid Documents and the Contract are the documents which are collectively referred to as the Contract Documents.
  - Contract Price: The original amount established in the bid submittal and award by the City, as may be amended by Change Order.
  - Contract Time: The original time between commencement and completion, including any milestone dates thereof, established in Article 2 of the Contract, as may be amended by Change Order.
  - Contractor: The person, firm, qualified joint venture, or corporation with whom the City of Hallandale Beach has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of Contractor shall be deemed to be a reference to Contractor.

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- Final Completion: The date certified by CITY ENGINEER that any documents and all required by the Contract Documents have been received by CITY ENGINEER; any other documents required to be provided by Contractor have been received by CITY ENGINEER; and to the best of CITY ENGINEER's knowledge, information and belief the Work defined herein has been fully completed in accordance with the terms and conditions of the Contract Documents.
  - Notice to Proceed: Written notice to Contractor authorizing the commencement of work as provided for by the Contract.
  - Plans and/or Drawings: The official graphic representations of this Project, which are a part of the Bid Documents.
  - Project: The construction project described in the Contract Documents, including the Work described therein.
  - Project Initiation Date: The date upon which the Contract Time commences.
  - Schedule of 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.
  - SubContractor: A person, firm, qualified joint venture, or corporation having a direct contract with CONTRACTOR including one who furnishes material systems, or assemblies worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.
  - Substantial Completion: The date certified by CITY ENGINEER when all the Work is sufficiently complete in accordance with the Contract Documents so the Project is available for beneficial occupancy by CITY.
  - Surety: The surety company or person which is bound by the performance bond and payment bond with and for Contractor who is primarily liable, and which surety company or person is responsible for Contractor's satisfactory performance of the work under the contract and for the payment of all debts pertaining thereto in accordance with Section 255.05, Florida Statutes.

- Work: The construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or a part of the Project.

**END OF SECTION**

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## **SUBMITTAL DUE DATE**

**RESPONSES ARE DUE: TUESDAY, FEBRUARY 9, 2016 NO LATER THAN 11:00AM.**

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

CITY OF HALLANDALE BEACH  
YOUR FIRM'S NAME  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: BID # FY 2015-2016-005  
GENERATOR ENGINE COMPLIANCE

### **MANDATORY PRE-BID CONFERENCE:**

Mandatory Pre-Bid Conference will be held **THURSDAY, JANUARY 21, 2016 at 11:00 AM**, at City Hall, Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009. In order for your Firm's response to be accepted a representative from your firm must have attended the Mandatory Pre-Proposal Conference and signed in for your firm.

The Pre-Bid Conference is held to explain in detail Exhibits I-III, which makes up the Bid for this project. It is strongly encouraged that firms interested in proposing and responding to this Bid send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting the scope of work will be explained. The Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

### **MANDATORY SITE INSPECTION:**

Immediately following the Pre-Bid Conference, a Mandatory Site Inspection of the locations will take place. **No questions will be answered during the site inspection. Any questions must be provided in writing to email below.**

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**LAST DAY FOR QUESTIONS:**

Any questions are to be submitted via email to [jwiggins@cohb.org](mailto:jwiggins@cohb.org) by no later than **WEDNESDAY, JANUARY 27, 2016 NO LATER THAN 11:00 A.M.**

**BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:**

The total available funding for this project is \$255,000.00.

**10% BID BOND:**

As per Procurement Code Section 23-12 (2) Security Bonds: Each proposer must provide with the submission a Proposal Guarantee/Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount of ten percent (10%) payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Commission provides a Resolution for award of contract. Per Procurement Code Section 23-3, if firm withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

**PERFORMANCE AND LABOR MATERIALS PAYMENT BOND:**

A Performance and Labor Materials Payment Bond in an amount equal to one Hundred (100%) percent of total Contract amount awarded must be submitted by the Awarded Contractor within fifteen (15) days after receipt of Notification of Award. The Notification of Award is the day Commission meeting is held to award the contract. The Procurement Department will notify the awarded firm of this date via a letter. A Performance and Labor Materials Payment Bond must be provided in an amount equal to 100% of the Contract price issued by a surety company licensed to do business in the State of Florida. (F.S. 255.05). On approval of any Contract change increasing the Contract price, Contractor shall ensure that the performance bond and payment bond are increased so that each reflects the total Contract price as increased.

**INSURANCE REQUIREMENTS:**

The awarded firm(s) will be required to obtain and maintain the following insurance requirements 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 Commission. See Exhibit II, Terms and Conditions, Forms and Agreement, Article 5 for information on the required insurance.

**TENTATIVE SCHEDULE:**

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

BID ADVERTISING DATE VIA CITY SITE AND DEMAND STAR	JANUARY 13, 2016
BID RELEASED	JANUARY 13, 2016
MANDATORY PRE-BID CONFERENCE	JANUARY 21, 2016 AT 11 AM
MANDATORY SITE INSPECTION	JANUARY 21, 2016 IMMEDIATELY AFTER PRE-BID CONFERENCE
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN JANUARY 27, 2016 BY NO LATER THAN 11 AM
DEADLINE FOR RECEIPT OF RESPONSES	<u>FEBRUARY 9, 2016</u> <u>BY NO LATER THAN 11 AM</u>
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

<b>LIST OF CITY ADMINISTRATORS</b>	
<b>1.</b>	<b>CITY MANAGER</b>
	Daniel Rosemond
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
<b>2.</b>	<b>DIRECTOR OF PUBLIC WORKS</b>
	Steven F. Parkinson, P.E., PWLF
	630 NW 2 <sup>nd</sup> Street
	Hallandale Beach, Florida 33009
	(954) 457-1623
<b>3.</b>	<b>ASSISTANT DIRECTOR PUBLIC WORKS/CITY ENGINEER</b>
	Mariana Pitiriciu, P.E., PMP
	630 NW 2 <sup>nd</sup> Street
	Hallandale Beach, Florida 33009
	(954) 457-3042
<b>4.</b>	<b>OPERATIONS MANAGER</b>
	Gary Gibson
	630 NW 2 <sup>nd</sup> Street
	Hallandale Beach, FL 33009
	(954)457-1618
<b>5.</b>	<b>PROCUREMENT DIRECTOR</b>
	Andrea Lues
	400 South Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1332
<b>6.</b>	<b>SENIOR PROCUREMENTSPECIALIST</b>
	Joann Wiggins
	400 South Federal Highway
	Hallandale Beach, FL 33009
	(954)457-1331
<b>7.</b>	<b>PROCUREMENT SPECIALIST</b>
	Tom Camaj
	400 South Federal Highway
	Hallandale Beach, FL 33009
	(954)457-1374

**QUESTIONS:**

For information pertaining to this Bid, contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.