

**REQUEST FOR PROPOSAL/QUALIFICATIONS RFP # 2008-003
OFFICE CONVERSION-PUBLIC WORKS DEPT.**

TO: All interested business firms, corporations, partnerships, or individuals dealing in the construction of the Office Conversion-Public Works Department, and licensed to do so.

The Town of Golden Beach solicits your Proposal for construction services.

Proposals must be submitted on the attached bid forms. Proposals must be received by 3:00 p.m. on May 9, 2008. Proposal/qualification packages can be picked-up at Town Hall at One Golden Beach Drive, Golden Beach, FL 33160, on Monday, May 5, 2008 at 10:00am.

MAIL OR DELIVER RESPONSES TO:

Town of Golden Beach
One Golden Beach Drive
Golden Beach, Florida 33160

Sealed envelopes should be plainly marked on the outside:

RFP # 2008-003 Office Conversion – Public Works Dept.

All bidders, their agents or representatives are invited to be present at the bid opening scheduled to begin at 3:30 p.m., on May 9, 2008 in the Town Council Chambers.

EVALUATION OF PROPOSALS: Award shall be made to the responsible bidder whose proposal is determined to be the most advantageous to the Town, taking into consideration the following evaluation factors: references; experience of the proposers business and employees of the business as it relates to the construction of the office conversion within the Public Works Dept, Town of Golden Beach

The Town reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which in its best judgment best serves the public interest under all circumstances. Late proposals will be returned to sender unopened.

**Town of Golden Beach
One Golden Beach Drive
Golden Beach, FL 33160
Phone 305-932-0744
Fax 305-933-3825
www.Goldenbeach.us**

INSTRUCTIONS FOR BIDDERS

RFP # 2008-003 Office Conversion-Public Works Department

Sealed proposals will be received by the Town of Golden Beach, Florida at Town of Golden Beach Town Hall until May 9, 2008 at 3:00 p.m. **Two (2)** copies of the proposal shall be submitted.

Proposal should be made on the bid proposal form provided herein. Proposals submitted on any other format shall be disqualified. Proposals shall be sealed and plainly marked on the outside of the envelope RFP # 2008-003 Office Conversion-Public Works Dept. "Fee". Additional submittals required to be submitted with the proposal are delineated in General Requirements. Proposals received after the specified time will not be considered and will be returned unopened.

Mail or deliver proposals to the following address:

**Town of Golden Beach
One Golden Beach Drive
Golden Beach, Florida 33160**

Sealed envelopes should be plainly marked on the outside:
(RFP # 2008-003 Office Conversion-Public Works Dept.)

Unsigned proposals will be considered incomplete and subject to rejection. Proposals having erasures/corrections must be initialed in ink by the proposer. By signing the proposal, the proposer agrees that the proposal is made without any misunderstanding, agreement, or connection with any other person, firm, or corporation making a proposal for the same purpose; and, that the proposal is in all respects fair and without collusion or fraud. It is agreed by the undersigned proposer that the signing and delivery of this proposal represents the proposer's acceptance of the terms and conditions of the foregoing specifications and provisions; and, if awarded the contract by the Town, will represent the agreement between the parties. Proposals will be publicly opened and read aloud in the Council Chambers Town of Golden Beach Town Hall, One Golden Beach Drive, Golden Beach, Florida 33160 at 3:30 p.m. On May 12, 2008 the selected vendor will be notified and the bid award will be made public by posting on the Town's website; www.goldenbeach.us.

Please check your prices before submission of bids, as no change in prices will be allowed after bid opening. Do not use pencil when inserting prices, use ink or typewriter only. Be sure all required bid sheets are signed.

Any questions relative to interpretation of specifications, request for proposal documents, or the bid process, shall be addressed in writing to the Town Manager, in ample time before the period set for the receipt and opening of proposals. No inquiries, if received within 3 days of date set for receipt of bids, will be given any consideration. Any interpretation made to prospective bidders will be expressed in the form of a written

addendum which, if issued will be conveyed to all prospective bidders no later than two days before the date set for receipt of proposals. Oral answers will not be authoritative. To ensure fair consideration for all proposers, the Town prohibits Communication to or with any department, division, official or employee during the submission process except the Town Manager or Designated Representative. Additionally, the Town prohibits communications initiated by the proposer to any town official or employee evaluating or considering the proposals prior to the time a bid decision has been made. Any communications between proposer and town will be initiated by the Town Manager or Designated Representative in order to obtain information or clarification needed to develop a proper accurate evaluation of the bid. Any communication initiated by a proposer, other than to the Town Manager or Designated Representative, will be grounds for immediate disqualification of the offending proposer. All items quoted must be in compliance with all specifications. The Town reserves the right to increase or decrease quantities in these specifications. Failure to comply with these specifications and instructions will result in disqualification of your proposal.

The Town reserves the right, at its sole and absolute discretion, to reject any or all proposals, or to accept that Proposal which, in its judgment, will, under all circumstances, best serve the public interest of the Town of Golden Beach. Cost of submittal of this proposal is considered an operational cost of the bidder and shall not be passed on to, or be borne by, the Town of Golden Beach, Florida.

TERMS AND CONDITIONS

RFP # 2008-003 Office Conversion-Public Works Dept.

The Town of Golden Beach solicits your Proposal for Office Conversion within the Public Works Dept. responsive to the terms and conditions.

This contract may be cancelled in whole or in part by the Town or the Contractor (s) upon giving at least thirty (30) days written notice prior to cancellation; except that nonperformance on the part of the Contractor (s) will be grounds for termination. Termination will take place within five (5) days of notification.

1. Attach proof of proper license and trade certifications.

2. The firm awarded this contract agrees to comply with all laws, codes, rules & regulations bearing on the conduct of work, including those of the Federal, State, County, and Town of Golden Beach.

3. The firm shall assume liability for damage or loss resulting from wrongful act(s) or negligence of its employees, agents, or sub-Consultant or its insurer shall reimburse the Town for any damage or loss within thirty (30) days after a claim is submitted.

4. The firm awarded this contract must be fully insured.
5. The firm will provide the name of any sub-contracting firms used; in addition, the firm will guarantee that each sub-contractor possess and maintains required insurance.
6. By submitting a proposal, the offerer certifies having fully read and understands this request for proposal and certifies full knowledge of the scope, nature, quantity and quality of work to be performed, and detailed requirements of the services to be provided and the conditions under which the services are to be performed.
7. Figures quoted shall remain firm for forty-five (45) days or until acceptance of the offerers quote and agreement signed.
8. Reserved Rights of the Town - The Town of Golden Beach reserves the right to accept or reject any or all proposals which they may deem to best serve the interest of the Town. The right is reserved to waive technicalities or informalities. Bidder warrants that prices, terms and conditions quoted on this proposal will be firm for acceptance for a period of forty-five (45) days firm date of bid opening.
9. Patent Indemnity - The successful bidder shall indemnify and save harmless the Town from and against all claims, suits, actions, damages or cause of action arising during the term of the resulting agreement for any personal injury, loss of life, or damage to property sustained by reason or as a result of the performance of the work for which the agreement was entered into, or its agent, sub-consultants, employees, invitees, and all other persons, and from and against any orders, judgments or decrees which may be entered thereto and from and against all costs, attorney's fees, expenses and liabilities incurred in or by masons of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the agreement shall be deemed to affect the rights, privileges and immunities of the Town as set forth in the Florida Statutes 768.28.
10. The Town is exempt from State Sales Tax and Federal Excise Tax. Do not include tax in bid; Tax Exemption Certificate will be furnished upon request.
11. The Town of Golden Beach requires that any and all changes to the original contract shall be in writing and approved in advance by the Town Manager, followed by a written modification signed by both parties and approved by the Town Mayor and/or the Town of Golden Beach Council (if required).

12. Public Records - Upon award recommendation or ten (10) days after opening, Proposals become public records and shall be subject to public disclosure consistent with Chapter 119, Florida State Statutes.

13. Payment will be accomplished by submission of invoice, in duplicate with itemization of all worked performed by location and mailed to:

Town of Golden Beach
One Golden Beach Drive
Golden Beach, Florida 33160

Once the Town representative has approved the invoices, payment will be made within thirty (30) days.

14. All labor, materials, supplies, and equipment shall comply with any and/or all applicable standards including OSHA and the safety and protection of the employees of the firm.

15. Obligations of the Town of Golden Beach - Upon award, the firm shall receive all instructions from the Town Manager or his/her designee (Town Representative).

16. Manner of Performance

The firm shall perform all its obligations and functions under this agreement in accordance with all terms, conditions, and specifications laid forth by the Town. The firm shall coordinate its activities with the Town representative as not to conflict with any operation or activities scheduled by the Town.

The firm shall keep current all licenses and permits whether Municipal, County, State, or Federal required for the performance of its obligations and functions hereunder and shall pay promptly when all fees become due. Copy of licenses should be submitted with the proposal.

The firm awarded this contract will provide an implementation schedule. This schedule must be submitted and approved by the Town representative in advance of commencing work.

Cost of submittal of this proposal is considered an operational cost of the proposer and shall not be passed on to or be borne by the Town.

Please make sure all forms and proposal sheets requiring signatures are completed, signed and returned in a sealed envelope marked on the outside **RFP # 2008-003 Office Conversion-Public Works Department "Fee"**

Failure to comply with these specifications and instructions will result in disqualification of your bid.

17. Evaluation of Proposals: Award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to the Town, taking into consideration the evaluation factors set forth below:

- a. References
- b. Experience of the proposers business and employees of the business as it relates to Office Conversion construction
- c. Total Price
- d. The sufficiency of financial resources and ability of business to perform this contract.
- e. The ability, capacity and skill of the proposer and personnel to be assigned to this project to perform the services required.
- f. Company History
- g. Location of Business
- h. Methodology
- i. Completeness of technical submittal, conformance to specifications and approach to project.
- j. Such other information as may be requested or secured.

18. Interpretation of Documents- If any person contemplating submitting a Proposal is in doubt as to the true meaning of any part of the Specifications or Procedural documents, or finds discrepancies in or omissions in the Specifications, he may submit to the Owner a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. The purchasing department will review the written request and decide if a addendum to the proposal needs to be issued. If an addendum is issued, it will be mailed or delivered to each person receiving a set of the proposal documents.

19. Conflict of Interest - The award hereunder is subject to Chapter 112, Florida Statutes. All proposers must disclose with their bid the name of any officer, director, or agent who is also an employee of the Town of Golden Beach. Further, all bidders must disclose the name of any Town of Golden Beach employee who owns, directly or indirectly, an interest in the proposers firm or any of its branches.

PROPOSAL SUBMISSION LIST

RFP # 2008-003 Office Conversion-Public Works Dept Fee

In addition to your proposal, the forms (pages) listed below are to be completed and submitted. Failure to do so will result in disqualification of your Proposal.

1. Request for Proposal (cover page)
2. Company Information
3. List of References/Experience
4. Proposer's Certification
5. Drug Free Workplace Certification

**Town of Golden Beach
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“Fee”

COMPANY INFORMATION

RFP # 2008-003 Office Conversion-Public Works Dept

IMPORTANT: This form must be returned with the Bid Proposal Form. **(Please Print or Type)**

Company Name: _____

Street Address: _____

Mailing Address: _____

City, State & Zip: _____

Phone No.: _____

Fax No.: _____

Type of Organization: _____

Federal ID or SS #: _____

Contact Person: _____

No. of Years in Business: _____

No. of Employees: _____

No. of Employees to be assigned or available for this contract: _____

No. of Clients your company is currently servicing: _____

Number of year's experience (combined) of employees to be assigned or available for this contract: _____

Company Name (please print) Authorized Signature

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“Fee”

PROPOSERS CERTIFICATION, RFP # 2008-003 Office Conversion-Public Works Department

I have carefully examined the Request for Proposal, Instructions for Bidders, Terms and Conditions, proposal forms and all other documents accompanying or made a part of this Request for Proposal. I hereby propose to furnish the commodity or services specified in the Request for Proposal at the prices or rates quoted in my proposal. I agree that my proposal will remain firm for a period of forty-five (45) days in order to allow the Town adequate time to evaluate the proposals. I certify that all information contained in this Request for Proposal is truthful to the best of my knowledge and believe I further certify I am duly authorized to submit this proposal on behalf of the vendor/Consultant as its act and deed and that the vendor/Consultant is ready, willing and able to perform if awarded this RFP. I further certify, under oath, that this bid/proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, firm or corporation submitting a bid/proposal for the same commodity or service; no officer, employee or agent of the Town of Golden Beach or of any other bidder/proposer interested in said bid/proposal; and that the undersigned executed this bidders/proposers certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of Business Sworn to and subscribed before me
By: this day of _____, 2008.

Signature

Name & Title, Typed or Printed Signature of Notary

Notary Public, State of _____

Mailing Address

Personally Known _____

City, State, Zip Code -or-

Produced Identification _____

Telephone Number

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“Fee”

DRUG FREE WORKPLACE CERTIFICATION
RFP # 2008-003 Office Conversion-Public Works Dept.

In order to have a drug-free workplace, 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/proposal 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/proposal, 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 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.

Company Name (please print) Authorized Signature

“FEE”

PROPOSAL BID FORM

RFP # 2008-003 Office Conversion-Public Works Dept.

Therefore, the undersigned, Hereinafter called the proposer, hereby certifies that he/she has familiarized himself/herself with the extent of the work, and having examined carefully the specifications herein, propose to furnish all the labor, materials and services, without exception, for the Office Conversion-Public Works Department.

Proposed cost, in figures and in words. \$ _____

In Figures

\$ _____

In Words

Time for completion, after Notice to Proceed _____ days

Company Name (please print) Authorized Signature

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TOWN OF GOLDEN BEACH
RFP 2008-003
Office Conversion-Public Works Dept.
Specifications

1. All concrete to be 3000 psi standard mix.
2. Concrete masonry units standard weight 8"x 8"x 16" with smooth struck joints (walls will not be stucco covered)
3. Window lintel – precast concrete unit.
4. New exterior window, large missile impact resistant meeting or exceeding Miami Dade NOA standards as manufactured by PGT, CGI or equal to match existing in style.
5. All interior dry wall, exposed c.m.u. walls, and exposed structure at ceiling paint to be Sherwin Williams, Benjamin Moore, flat latex base or equal. One color, to be selected by owner. Doors and trim to be satin finish.
6. Drywall partitions per plan 5/8" fire x rating with sound attenuation insulation.
7. Exterior door to be 1 3/4" metal meeting or exceeding Miami Dade NOA for Hurricane resistant with panic exit device and lockset.
8. Interior doors to be 1 3/4" solid core pre-hung, paint grade, with lockable hardware.
9. Electrical service from existing building panels utilizing spare space available, new breakers by G.C.
10. All duplex outlets and switches to be commercial grade.
11. HVAC Unit to be Mitsubishi model 1- MXZ3A30NA condenser, 1- MSZA09NA 9,000 BTU Evaporator and 1- MSZA24NA 24,000 BTU Evaporator.
12. Lighting fixtures, per plan, chain hung, 2' x 4' parabolic defused fluorescent fixtures.
13. Entry foyer to be VCT, office and meeting room to be 24oz. commercial, direct glue down, level loop carpet. Color selection by Owner. All base to be cove vinyl
14. General conditions to include supervision, demolition, debris removal, clean up, and temporary sanitary facilities. Statutory insurance coverage required for liability and workmen compensation.
15. Permit fee and utility service by owner.