



Addendum No. 1

(Issued, June 2, 2025)

IFB2025-1, CROSSING GUARD SERVICES

This addendum becomes a part of the subject solicitation

A. QUESTION AND ANSWERS:

The following questions were received:

Question 1: Is there a current contract for this? If not what is the expected budget yearly?

Answer 1: Yes, the City currently accesses/piggybacks City of Miramar Contract No. IFB 19-014.

Question 2: Could the name of the current embroider be provided to the awarded contract?

Answer 2: The City does not dictate who the Awarded Bidder utilizes for embroidery services

Question 3: How many hours per day are the current Crossing Guard paid?

Answer 3: 2 hours and 3 hours for supervisors

Question 4: What is the current hourly rate for the Crossing Guards working for the City?

Answer 4: \$23.44

Question 5: How many hours per day does the current Supervisor of the Crossing Guard program receive daily?

Answer 5: 3 hours

Question 6: What is the currently hourly rate of pay for the Supervisor overseeing the Crossing Guard program?

Answer 6: \$23.44

Question 7: The Broward County Public School Calendar is based on 180 standard school days. Should vendors proposal included

181 total days to account for the annual training prior to the commencement of the school year?

Answer 7: Bidder's are required to provide an hourly rate for specific positions based on the estimated annual hours.

Question 8: What is the current billing rate for crossing guards? What is the current billing rate for supervisors?

Answer 8: The current billing rate for both crossing guards and supervisors is \$23.44.

Question 9: Will the City pay for the annual training?

Answer 9: No.

Question 10: Based on the coverage schedule provided in the Scope of Work; Cooper City HS has two (2) locations which changes the total from twenty (20) to twenty-one (21) total guards, right?

Answer 10: The City currently utilizes 21 crossing guards at 20 posts. There are two crossing guards at one post for Embassy Creek Elementary.

Acknowledgment of Addendum #1

Bidders hereby acknowledges that he/she has received and understands the information contained in this Addendum. Bidders further acknowledges that this page **MUST** be signed and returned with its Bid, along with any revised Bid Forms, if applicable.

Acknowledged by: _____
Print Name: _____

Company: _____
Date: _____



**CITY OF COOPER CITY
INVITATION FOR BID**

**CROSSING GUARD SERVICES
IFB2025-1**

For information, contact the Purchasing Division:
The Purchasing Division
954-434-4300 Ext. # 268
Purchasing@CooperCity.gov

RELEASE DATE: May 20, 2025
RESPONSE DEADLINE: June 11, 2025, 5:30 pm
Please refer to the project timeline in this document for all important deadlines.

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A - Section 1. General Terms And Conditions

1. GENERAL TERMS AND CONDITIONS

2. ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1. PURPOSE

The purpose of this solicitation is to establish a contract for crossing guard services throughout the City. The Successful Bidder will be expected to provide crossing guards at the locations specified by the City and at all times when students are traveling to and from school, and shall be completely responsible for the supervision of such personnel in accordance with the contract specifications, terms and conditions, and shall exercise exclusive control over such personnel employed by them to fulfill the requirements of the contract.

2.2. TERM OF CONTRACT

This Contract shall commence on the first calendar day of the month succeeding approval of the Contract by the City Commission, or designee, unless otherwise stipulated in the Purchase Order issued by the City. The Contract shall expire on the last day of the thirty-six (36) month term. The City reserves the right to exercise the option to renew the resultant agreement for three (3), additional, one (1) year terms, subject to the written consent and agreement of both parties.

The City reserves the right to extend this contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the Contractor in writing of the extension. This Contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the City and the Awarded Bidder upon approval by the City Commission or designee.

2.3. PRE-BID MEETING

Bidders are highly encouraged to attend the pre-bid meeting which will be held on Wednesday, May 28, 2025 at 10:00 am via Zoom (link information below). Attendance is not mandatory but is HIGHLY recommended. The pre-bid meeting is an opportunity for Bidders to receive an overview of the solicitation as well as provide an opportunity to ask questions about the Scope of Services. Cooper City will provide reasonable accommodations for disabled individuals requesting special assistance in order to attend or participate in this meeting; provided, however, that a request for such assistance is made to the City Clerk's Office at least 72 hours prior to the scheduled meeting. Please call 954-434-4300 x 291 or email TAllen@coopercity.gov.

Zoom Pre-Bid Meeting Info:

<https://coopercityfl-org.zoom.us/j/85492257522>

Phone one-tap:

+13052241968,,85492257522# US

+16469313860,,85492257522# US

Join via audio:

+1 305 224 1968 US

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

Invitation For Bid #IFB2025-1
Title: Crossing Guard Services

+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 689 278 1000 US

Webinar ID: 854 9225 7522

International numbers available: <https://coopercityfl-org.zoom.us/j/kcup9P6M4X>

2.4. BIDDER REQUIREMENTS

Bidder must meet or provide proof of the following requirements to be considered for award:

- A. Bidder shall be regularly engaged in the business of providing crossing guard services. Bidder shall provide at least three (3) references from customers to whom the Bidder or Bidder's Subcontractor has provided or is currently providing crossing guard services for as described throughout this solicitation. Bidder shall provide the following for each reference: customer's company name, address, name of contact person, title of contact person, telephone number, email address, description of services performed, number of locations serviced.
- B. Provide proof of Florida School Crossing Guard certification. Bidders shall submit a copy of their Florida Crossing Guard certification with their bid.
- C. Provide a profile of Bidder's firm; to include the following information:
 - a. local, national or international
 - b. local office address
 - c. age and size of firm
 - d. location of the office where the requested services will be performed out of/managed
 - e. total number of employees
 - f. number and nature of the staff assigned to this project on a full-time basis
- D. Provide a detailed description of the nature and status of any pending or completed litigation, claims made, contract disputes or defaults and liens arising in regard to your company's performance of any services arising within the last five years from the due date of this solicitation.

2.5. METHOD OF AWARD

Award of this contract will be made to the responsive, responsible Bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a Bidder fails to submit an offer on all items, its overall offer may be rejected. The City will award the total contract to a single Bidder.

2.6. INDEMNIFICATION

See Section 1.19 of General Terms and Conditions.

2.7. INSURANCE

As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, Contractor shall, at its sole expense, provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of Contractor. Contractor shall provide the City a certificate of insurance evidencing such coverage. Contractor's insurance coverage shall be primary insurance for all applicable policies, in respect to the City's interests for this Agreement. The limits of coverage under each policy maintained by Contractor shall not be interpreted as limiting Contractor's liability and obligations under this Agreement. All insurance policies shall be through insurers authorized or eligible to write policies in the State of Florida and possess an A.M. Best rating of A-, VII or better, subject to approval by the City's Risk Management office.

The coverages, limits, and/or endorsements required herein protect the interests of the City, and these coverages, limits, and/or endorsements shall in no way be relied upon by Contractor for assessing the extent or determining appropriate types and limits of coverage to protect Contractor against any loss exposures, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor under this Agreement.

The following insurance policies and coverages are required:

2.7.1. Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for contractual liability and independent contractors.

The City, a Florida municipality, its officials, employees, and volunteers are to be included as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, and volunteers.

2.7.2. Business Automobile Liability

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident.

If Contractor does not own vehicles, Contractor shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

2.7.3. Workers' Compensation and Employer's Liability

Coverage must be afforded per Chapter 440, Florida Statutes. Any person or entity performing work for or on behalf of the City must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute.

Contractor waives, and Contractor shall ensure that Contractor's insurance carrier waives, all subrogation rights against the City, its officials, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

Contractor must be in compliance with all applicable State and federal workers' compensation laws, including the U.S. Longshore and Harbor Workers' Compensation Act and the Jones Act, if applicable.

2.7.4. Specialized Coverage - Physical Abuse, Sexual Misconduct, and Sexual Molestation

Contractor shall provide evidence of coverage in an amount not less than \$1,000,000 per occurrence.

2.7.5. Insurance Certificate Requirements

- A. Contractor shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than ten (10) days prior to the start of work contemplated in this Agreement.
- B. Contractor shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
- C. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- D. In the event the Agreement term or any surviving obligation of Contractor following expiration or early termination of the Agreement goes beyond the expiration date of the insurance policy, Contractor shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- E. The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- F. The City shall be included as an Additional Insured on all liability policies, with the exception of Workers' Compensation.
- G. The City shall be granted a Waiver of Subrogation on Contractor's Workers' Compensation insurance policy.
- H. The title of the Agreement, Bid/Contract number, event dates, or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Cooper City – Risk Management Office
9090 SW 50th Place
Cooper City, FL 33328-4227

Contractor has the sole responsibility for all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the application of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for including the City as an Additional Insured shall be at Contractor's expense.

If Contractor's primary insurance policy/policies do not meet the minimum requirements as set forth in this Agreement, Contractor may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.

Contractor's insurance coverage shall be primary insurance in respect to the City's interests for this Agreement, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributory.

Any exclusion or provision in any insurance policy maintained by Contractor that excludes coverage required in this Agreement shall be deemed unacceptable and shall be considered breach of contract.

All required insurance policies must be maintained until the Agreement work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage may be considered breach of contract. In addition, Contractor must provide to

the City confirmation of coverage renewal via an updated certificate of insurance should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Contractor's insurance policies.

Contractor shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement to Contractor's insurance company or companies and the City's Risk Management office as soon as practical.

It is Contractor's responsibility to ensure that any and all of Contractor's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of Contractor. The City reserves the right to adjust insurance limits from time to time at its discretion with notice to Contractor.

2.8. PRICING

The pricing proposed by Awarded Bidder(s) shall remain fixed and firm for no less than twelve (12) months after the award of this contract. Pricing shall be inclusive of all costs, charges, equipment, uniforms, benefits, travel, lodging, materials, printing, overhead, delivery, and any fees involved in providing the specified products and services. Under no circumstances shall any price or any invoice be subject to deposit fees. The City will consider a price increase for each line item upon receipt of a written notice submitted by the Awarded Bidder(s) after the Contract's anniversary date. Any price increases shall remain fixed and firm for no less than twelve (12) months after establishment of the increased rate(s). The City reserves the right to require a decrease based on same PPI for each line item. The City will consider a price decrease to each line item by notifying the Awarded Bidder(s) in writing, no later than thirty (30) days prior to the contract's anniversary date. Price adjustments (increase/decrease) for each line item will be based on the following Bureau of Labor Statistics Producer Price Index (PPI) 12-month percent changes:

- *PCU561612561612 : PPI industry data for Security guards and patrol services, not seasonally adjusted*

Price increases shall not exceed three percent (3%). The Bureau of Labor Statistics PPI information can be found at <https://www.bls.gov/data/>.

All 12-month percent changes will be calculated using the formula in the table below:

Index Point Change	
Final Demand Price Index (Jan 2025)	175.824(P)
Less: Previous Index (Jan 2024)	(170.969)
Equals: Index Point Change	4.855
Index Percent Change	
Index Point Change	4.855
Divided: By The Previous Index (Jan 2024)	170.969
Equals:	0.0284
Multiplied by 100 (to obtain percent)	0.0284 X 100
<u>Index Percent Change</u>	<u>2.840%</u>

*** the table above is an example of how to calculate the 12-month percent change from January 2024 to January 2025 using the Bureau of Labor Statistics PPI series id: *PCU561612561612*.

2.9. METHOD OF PAYMENT

The Successful Bidder(s) shall submit fully documented invoices within 30 calendar days after the Services have been rendered. Invoices shall be emailed MONTHLY to AccountsPayable@CooperCity.gov. Each invoice shall identify the contract number, purchase order number, assignment, detail the contract price, itemize hours, payments made to date. Every effort will be made by the City to remit payment within 30 days of the invoice date, after satisfactory inspection and approval by the using department. All payments shall be governed by the Florida Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

If, at any time during the contract, the City shall not approve or accept the contractor's work product, and agreement cannot be reached between the City and the contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the contractor on a payment for the work completed and usable to the City. This negotiated payment shall be based on the overall task or project breakdown, relative to the projected number of hours for each task element, and the percentage of work completed.

2.10. NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A PURCHASE ORDER

The Successful Bidder(s) shall neither commence any Work nor enter any City premises, land or right of way for the purpose of working until a Purchase Order has been received from the City's Procurement Department; provided, however, that such notification shall be superseded by any emergency Work that may be specified herein.

2.11. ACCEPTANCE OF GOODS AND SERVICES BY THE CITY

The Services shall be performed by the Successful Bidder(s) consistent with the highest professional standards. Any Work not performed as required shall be corrected by the provider to the extent possible at no cost to the City. An authorized representative of the City will inspect the Services provided under this IFB to determine acceptance of Work and invoice approval.

2.12. ACCIDENT PREVENTION, BARRICADES, AND REGULATIONS

Precautions shall be exercised at all times for the protection of persons and property. The Successful Bidder(s) and all Subcontractors shall conform to all OSHA, state, county and City regulations while performing under the terms and conditions of the Contract. Any fines levied by any of the above mentioned authorities because of inadequacies to comply with these requirements shall be borne solely by the Successful Bidder(s) responsible for same. Barricades shall be provided by the Successful Bidder(s) when Work is performed in areas traversed by persons, automotive traffic, or when deemed necessary by the City. In such cases, the Successful Bidder(s) shall notify the City's project manager at least seven (7) days prior to barricading.

2.13. DEFICIENCIES IN WORK TO BE CORRECTED BY THE SUCCESSFUL BIDDER(S)

To the extent applicable, the Successful Bidder(s) shall promptly correct all deficiencies and/or defects in Work and/or any Work that fails to conform to the Statement of Work, whether or not fabricated, installed, or completed. All corrections shall be made within seven calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the Successful Bidder(s) by an authorized representative of the City. The Successful Bidder(s) shall bear all costs of correcting such rejected Work. If the Successful Bidder(s) fails to correct the Work within the period specified, the City shall find the Bidder(s) in default, obtain the Services of another party to correct the deficiencies, and charge the Successful Bidder(s) for these costs, either through a deduction from the final payment owed to the Successful Bidder(s) or through invoicing.

2.14. LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE SUCCESSFUL BIDDER(S)

Unless otherwise provided in the specifications, the Successful Bidder(s) shall furnish all labor, materials, and equipment necessary to satisfy the completion of the Services. When not specifically identified in the Specifications, such materials and equipment shall be of a suitable type and grade for to satisfy and achieve the purpose of this Solicitation. All materials, workmanship, and equipment shall be subject to the inspection and approval of the City.

2.15. PURCHASE OF OTHER GOODS AND/OR SERVICES

While the City has listed all major goods and/or services within this solicitation which are utilized by City departments in conjunction with their operations, there may be similar goods and/or services that must be purchased by the City during the term of this contract. Under these circumstances, a county representative may at the City sole discretion issue a request for pricing to obtain a

price quote for similar goods and/or services. Any additional goods and/or services added shall adhere to the terms and conditions of this solicitation, unless otherwise stipulated on the subsequent request for pricing.

3. SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1. SCOPE OF WORK

3.1.1. Purpose

The City is seeking a company to provide school crossing guard services when and where needed throughout the City. The Successful Bidder will be expected to provide crossing guards at the locations specified by the City and at all times when students are traveling to and from school, and shall be completely responsible for the supervision of such personnel in accordance with the contract specifications, terms and conditions, and shall exercise exclusive control over such personnel employed by them to fulfill the requirements of the contract.

3.1.2. Crossing Guard Posts and Schedule

The City currently utilizes crossing guards at 20 posts throughout the City. Crossing guard scheduling will be based on Broward County Public School Calendar and the table below. The City reserves the right to add additional posts as deemed necessary at any time throughout the contract. The current posts are as follows:

Griffin Elementary (2)	SW 116 Avenue / SW 50th Court (5060 SW 116 Ave)	7:00 am - 8:00 am	1:45 pm - 2:45 pm
	SW 118 Avenue / SW 50th Street	7:00 am - 8:00 am	1:50 pm - 2:35 pm
Embassy Creek Elementary (8)	SE Lake Blvd / Hiatus (2)	7:00 am - 8:00 am	1:50 pm - 2:35 pm
	SE Lake Blvd / Shopping Center	7:00 am - 8:00 am	1:50 pm - 2:35 pm
	SE Lake Blvd / Stonebridge Pkwy	7:00 am - 8:00 am	1:50 pm - 2:35 pm
	SE Lake Blvd / Embassy Court	7:00 am - 8:00 am	1:50 pm - 2:35 pm
	SE Lake Blvd / Embassy Drive	7:00 am - 8:00 am	1:50 pm - 2:35 pm
	SE Lake Blvd / 10900 Blk.	7:00 am - 8:00 am	1:50 pm - 2:35 pm
	London Street / Embassy Drive	7:00 am - 8:00 am	1:50 pm - 2:35 pm
Cooper City Elementary (6)	9100 Block - SW 50 Place	7:00 am - 8:00 am	1:50 pm - 2:35 pm
	SW 92 Ave / SW 50 Place	7:00 am - 8:00 am	1:50 pm - 2:35 pm
	Midblock- 5109 SW 92nd Ave.	7:00 am - 8:00 am	1:50 pm - 2:35 pm
	9200 Block - SW 51 Street (5129 SW 92nd Terr.)	7:00 am - 8:00 am	1:50 pm - 2:35 pm
	9100 Block - SW 51 Street	7:00 am - 8:00 am	1:50 pm - 2:35 pm

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	9000 Block - SW 51 Street (C.C.)	7:00 am - 8:00 am 1:50 pm - 2:35 pm
Pioneer Middle School (3)	SW 90 Ave / SW 53 Street	8:00 am - 9:00 am 3:00 pm - 4:00 pm
	SW 90 Ave / SW 54 Place	8:00 am - 9:00 am 3:00 pm - 4:00 pm
	SW 90 Avenue / Stirling Road	8:00 am - 9:00 am 3:00 pm - 4:00 pm
Cooper City High School (1)	9300 Block / Stirling Road	6:40 am - 7:40 am 2:40 pm - 3:10 pm
	9000 Block / Dudley Road	6:40 am - 7:40 am 2:40 pm - 3:10 pm

Cooper City Elementary School: 5080 SW 92nd Ave, Cooper City 3328

Embassy Creek Elementary School: 10905 SE Lake Blvd, Cooper City, FL 33026

Griffin Elementary School: 5050 SW 116th Ave, Cooper City, FL

Pioneer Middle School: 5350 SW 90th Ave, Cooper City, FL 33328

Cooper City High School: 99401 Stirling Rd, Cooper City, FL 33328

3.1.3. Scope of Services and Special Requirements

1) The Successful Bidder Shall

- A. Run a criminal background check on all employees or contract personnel employed for the assignment to the City. Eligible employees shall have no felony convictions.
- B. Mandate that all employees utilized for the City as school crossing guards report any criminal charges brought against them immediately as they may occur. The Successful Bidder, upon receipt of such information, will immediately notify the City.
- C. Provide persons who are neat, clean, well groomed and courteous and at least twenty-one (21) years of age. The Successful Bidder shall obtain approval from the City for all persons to be employed as crossing guards before such persons commence work in the City. If requested by the City, the Successful Bidder agrees to remove any employee and substitute with an acceptable person at any crossing post.
- D. Ensure that employees have completed all required training before being assigned work as crossing guards. The Successful Contractor shall provide the City with a list of names and evidence of training for all guards, back-up guards and field supervisors. Changes to the list are to be provided to the City as they occur.
- E. Ensure that adequate employees are available for the backup of any crossing guard in case of absenteeism. Each backup shall be fully trained and familiar with the specific crossing location.
- F. Obtain the school calendar from the Broward County Public Schools and provide crossing guards during all times that school is in session, at the applicable times of day when students are traveling to and from school.

2) Duties of the Crossing Guard

- A. Be knowledgeable of the requirements and post instructions to ensure strict compliance with the requirements.

- B. Maintain safe control of pedestrian traffic by utilizing the knowledge, skills and ability provided by Contractor through necessary trainings.
- C. Be present at assigned duty areas at required times. Crossing guards shall not leave assigned area unattended until properly relieved. Under no circumstances shall any assigned duty area be left unattended.
- D. Be alert to surrounding area of responsibility at all times.
- E. Complete any necessary reports for incidents and report to Supervisor immediately.
- F. Maintain a high level of professionalism at all times while on duty.
- G. Wear proper uniforms at all times while on duty including photo ID.

3) Duties of the Crossing Guard Supervisor:

- A. Be knowledgeable of the specification requirements and post instructions to ensure strict compliance with the requirements.
- B. Schedule relief for crossing guard personnel for necessary breaks or any other occurrences.
- C. Ensure that assigned areas are staffed and not left abandoned at all times.
- D. Make at least one physical check of crossing guards per week and provide the City designated representative with a weekly inspection report. Problems and issues shall be handled in the following manner:
 - Any identified problems or issues shall be corrected within 24 hours.
 - Corrective measures shall be taken the next day and site supervisor shall provide an expected time of resolution.
 - If a problem or issue cannot be corrected within 24 hours, the site supervisor shall contact the City designated representative by telephone. The site supervisor shall follow up in writing explaining the nature of the problem and why it cannot be corrected within 24 hours.

3.1.4. Training

It shall be the responsibility of the Successful Bidder to ensure that all persons employed as crossing guards receive and successfully complete proper training as required by the State of Florida. Formal training of all school crossing guards assigned to the City shall be conducted as per the standards and guidelines established by the State of Florida Department of Transportation, in accordance with Section 316.75, Florida Statutes, known as the "Ramon Turnquest School Crossing Guard Act".

The Successful Bidder shall provide at least one (1) training/re-training session per year, which shall be attended by all of the Contractor's employees assigned to work on the City contract. Any additional training, such as training of new employees throughout the year, will be the sole responsibility of the Successful Bidder.

3.1.5. Equipment and Uniform

The Successful Bidder is responsible for supplying all equipment necessary for the school crossing guards to perform their assigned duties. This equipment should include but not be limited to the following equipment for a guard:

- A. Fluorescent and retro-reflective safety vest
- B. Fluorescent orange glove
- C. Handheld "Stop" signs
- D. Metal Whistle

The Successful Bidder shall also provide each crossing guard with the following uniform articles:

- A. White short or long sleeve shirts with sewn on Crossing Guard patch above left chest pocket, embroidered name above right chest pocket;
- B. Dark navy blue six-pocket shorts or pants;
- C. Black baseball-type cap printed with City seal;
- D. Yellow or hi-visibility yellow Raincoat.
- E. Photo identification showing the Successful Bidder's name and the employee's name.

Any required replacement of aged, lost or damaged equipment and clothing shall be the responsibility of the Successful Bidder.

3.1.6. Special Events

This contract allows the Successful Bidder to provide pedestrian traffic guards for City special events on an as needed basis. The City will provide the Successful Bidder with specific dates of these events when known to the City and will give the Successful Bidder fourteen (14) days advance notice of the City's requirements.

3.1.7. Fees & Costs

Bidders shall quote an all-inclusive fee for the Work described in this solicitation document. The all-inclusive fee shall include but not be limited to all labor, equipment, uniforms, benefits, travel, lodging, materials, printing, overhead and profit and any other contractor expense for this Project, unless described as a separate cost in this section.

3.1.8. Management & Personnel

Manager(s) shall attend scheduled monthly meetings with City designated staff for purposes of discussing performance, schedules, punch list and any other issues that may affect the satisfactory performance of the terms of the Contract.

Manager(s) shall perform weekly inspection of all areas with the City designee. From the weekly inspection, a punch list of all defects will be prepared by the City designee and presented to the manager for corrective actions to be taken within the stipulated time frame.

4. SUBMITTAL REQUIREMENTS

4.1. SUBMITTAL FORM

1. Bidder's legal name of firm, entity or organization and Federal Employer Identification Number (FEIN).*

Maximum response length: 200 characters

*Response required

2. Please provide the address to your firm's principal place of business, If different than the address in your firm's vendor profile.

Maximum response length: 100 characters

3. Please provide the name, phone number and email address for the your firm's primary contact for this solicitation. *

Maximum response length: 200 characters

*Response required

4. Bidder's organization structure:*

- ☐ C-Corporation
- ☐ S-Corporation
- ☐ Limited Liability Corporation (LLC)
- ☐ Partnership
- ☐ Proprietorship
- ☐ Joint Venture
- ☐ Other (explain):

*Response required

5. List names of Bidder's subcontractors and/or subconsultants for this project.*

*Response required

6. Pursuant to Sec. 2.4(A), provide proof of being engaged in the business of providing crossing guard services by providing at least three (3) references from customers to whom the Bidder or Bidder's Subcontractor has provided or is currently providing crossing guard services for as described throughout this solicitation. Submit references below. *

Please download the below document(s), complete, and upload.

- [References Document.pdf](#)

*Response required

7. Pursuant to Sec. 2.4(B), provide proof of Florida School Crossing Guard certification. Submit a copy of Florida Crossing Guard certification in this section. *

*Response required

8. Pursuant to Sec. 2.4(C)(a), Bidder is *

- ☐ Local
- ☐ National
- ☐ International

*Response required

9. Pursuant to Sec. 2.4(C)(b), provide your firm's local address*

*Response required

10. Pursuant to Sec. 2.4(C)(c), provide the age and size of your firm*

*Response required

11. Pursuant to Sec. 2.4(C)(d), provide the address of the office where the requested services will be performed out of/managed:*

*Response required

12. Pursuant to Sec. 2.4(C)(e), how many employees does your company employ?*

Maximum response length: 100 characters

*Response required

13. Pursuant to Sec. 2.4(C)(f), please provide the number and nature of the staff your firm will assigned to this contract?*

*Response required

14. Pursuant to Sec. 2.4(D), provide a detailed description of the nature and status of any pending or completed litigation, claims made, contract disputes or defaults and liens arising in regard to your company's performance of any services arising within the last five years from the due date of this solicitation. If not applicable, please enter N/A.*

*Response required

15. **BID CERTIFICATION FORM**

I hereby declare that I have carefully examined this Invitation for Bid (IFB), and any other documents made a part of this ITB.

I hereby propose to furnish the services specified in this ITB. Furthermore, I accept and agree to the terms and conditions of this solicitation. I agree that my bid will remain firm for a period of 180 days in order to allow the City adequate time to evaluate bids.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the firm.

☐ Please confirm

16. **Drug Free Workplace Confirmation***

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, (print or type name of firm)

- A. Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- B. Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- C. Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- D. Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than THREE (3) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- E. Imposes a sanction on, or requires 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.
- F. Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to confirm this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

☐ Please confirm

*Response required

17. **E-Verify Form Pursuant to Section 448.095, Florida Statutes***

- A. Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to

provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, a vendor or consultant.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

"E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

- B. Effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:
1. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
 2. All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Cooper City. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Cooper City; and
 3. Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.
- C. Contract Termination
1. If the City has a good faith belief that a person or entity with which it is contracting has knowingly violated s.448.09 (1) Fla. Stat., the contract shall be terminated.
 2. If the City has a good faith belief that a subcontractor knowingly violated s. 448.095 (2), but the Contractor otherwise complied with s. 448.095 (2) Fla. Stat., shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
 3. A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.
 4. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination.
 5. If the contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

By clicking "Please confirm" below, the vendor acknowledges the information above.

☐ Please confirm

*Response required

18. Employee Background Verification Affidavit*

By clicking "Please confirm" below, the vendor attests that all personnel used in the performance of this work have had a criminal background check with a passing grade and have been drug tested with a passing grade and are legally documented to work in the United States.

☐ Please confirm

*Response required

19. Scrutinized Companies Affidavit

By clicking "Please confirm" below, the vendor certifies that they do not:

- A. Participate in a boycott of Israel; and
- B. Is not on the Scrutinized Companies that Boycott Israel List; and
- C. Is not on the Scrutinized Companies with Activities in Sudan List; and
- D. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
- E. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Contractor of the City's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and 2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

☐ Please confirm

20. Americans with Disabilities Act (ADA) Disability Nondiscrimination Statement*

Please download the below documents, complete, and upload.

- [ADA Nondiscrimination State...](#)

*Response required

21. Business Entity Affidavit*

Please download the below documents, complete, and upload.

Invitation For Bid #IFB2025-1
Title: Crossing Guard Services

- [BUSINESS ENTITY AFFIDAVIT.pdf](#)

*Response required

22. Domestic Partnership Affidavit*

Please download the below documents, complete, and upload.

- [Domestic Partnership Affida...](#)

*Response required

23. Foreign (Non-Florida) Corporation Form*

Please download the below documents, complete, and upload.

- [Foreign \(Non-Florida\) Corpo...](#)

*Response required

24. Non-Conflict of Interest Statement*

Please download the below documents, complete, and upload.

- [Non-Conflict of Interest.pdf](#)

*Response required

25. Ownership Disclosure Affidavit*

Please download the below documents, complete, and upload.

- [OWNERSHIP DISCLOSURE AFFIDA...](#)

*Response required

26. Public Entity Crimes*

Please download the below documents, complete, and upload.

- [Public Entity Crimes.pdf](#)

*Response required

27. W-9 Form - Request for Taxpayer Identification Number and Certification*

Please download the below documents, complete, and upload.

- [W-9.pdf](#)

*Response required

28. Workers Compensation Insurance or Exemption*

Please download the below documents, complete, and upload.

- [Workers Comp Request for Pr...](#)

*Response required

29. The undersigned hereby certifies that this Bid is submitted in response to this Solicitation and that Bidder agrees to the terms and conditions listed within.*

☐ Please confirm

Invitation For Bid #IFB2025-1
Title: Crossing Guard Services

*Response required

4.2. PRICE SHEET

Line Item	Description	Estimated Annual Hours	Unit of Measure	Fixed Hourly Rate	Total
1	Crossing Guard	8,400	Hours		
2	Crossing Guard Supervisor	630	Hours		
TOTAL					