

**SEALED PROPOSALS FOR
RFP NO. 2024-01**

**COMMERCIAL ROOF REPLACEMENT FOR
CITY OF PAHOKEE
PARKS & RECREATION
SPORTS COMPLEX**



CITY OF PAHOKEE COMMISSION

**KEITH W. BABB JR., MAYOR
CLARA MURVIN, VICE MAYOR
DERRICK BOLDIN, COMMISSIONER
SANQUETTA COWAN-WILLIAMS, COMMISSIONER
EVERETT McPHERSON, COMMISSIONER**

BIDS TO BE OPENED ON

**3:00pm, local time
Tuesday, 23rd July 2024**

MICHAEL E. JACKSON, INTERIM CITY MANAGER

CITY OF PAHOKEE * 207 BEGONIA DRIVE * PAHOKEE * FLORIDA * 33476

LEGAL NOTICE
REQUEST FOR PROPOSALS
RFP 2024-01
CITY OF PAHOKEE ROOF REPLACEMENT
PARKS & RECREATION SPORTS COMPLEX

The City of Pahokee, Florida, a Florida municipal corporation located in Palm Beach County, Florida, will be receiving sealed proposals for RFP #2024-01 for ROOF REPLACEMENT FOR PARKS & RECREATION SPORTS COMPLEX until **2:00pm, local time, Tuesday, 23rd July 2024**, at which time they will be stamped and logged in by the City Clerk or City Hall Administration. Proposals received after this time will be returned unopened.

A mandatory pre-bid meeting is scheduled for 10:00am, local time, Friday, 12th July 2024 at the Commission Chambers located at 360 East Main Street, Pahokee, Florida 33476. Failure to attend the mandatory pre-bid meeting shall result in rejection of the proposal.

The complete RFP including specifications, drawings, and proposal forms may be obtained by bona fide bidders from the Community & Economic Development Office at 207 Begonia Drive, Pahokee, Florida 33476, Monday through Friday, 9:00 a.m. to 3:00 p.m. or from the City of Pahokee's website at: www.cityofpahokee.com For more information contact at 561.924.2972 or via email: jadams@cityofpahokee.com.

Sealed envelopes should be marked "**RFP 2024-01 ROOF REPLACEMENT FOR PARKS & RECREATION SPORTS COMPLEX**". The City of Pahokee shall accept the Request for Proposals from the most responsive & responsible proposer that best meets the needs of the City, taking into consideration, also the capability to perform the contract on a timely basis, financial responsibility of the proposer, previous satisfactory performance and other such abilities of the proposer that the City, in its sole discretion, determines will enable the bidder to perform effectively and efficiently.

Bids will be **opened and read** aloud by the Bid Review Committee on **3:00pm, local time, Tuesday, 23rd July 2024**, local time and the winning bidder will be notified by **5:00pm local time, Monday, 22nd July 2024**.

The City of Pahokee shall not be liable for any costs incurred by any proposer in connection with its response to this ITB. The City reserves the right to reject any and all proposals, to waive any informality in any proposals, solicit and re-advertise for new Proposal submittals or to abandon the project in its entirety. No bidder may be withdrawn for a period of sixty (60) days after the scheduled closing date for the receipt of the proposal.

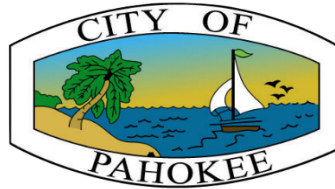
CITY OF PAHOKEE

PUBLISH: CITY OF PAHOKEE WEBSITE: Monday, 1st July 2024
DEMANDSTAR WEBSITE: Monday, 1st July 2024

THE PALM BEACH POST News:

Print: Wednesday, 3rd July 2024, Wednesday, 10th July 2024
Online: Wednesday, 3rd July 2024, Wednesday, 10th July 2024

City of Pahokee - Community & Economic Development Department



RFP 2024-01

REQUEST FOR PROPOSALS CALENDAR OF EVENTS

SCHEDULE	DUE DATE	METHOD
Bid Advertised	Monday, 1 st July 2024 Monday, 1 st July 2024 Wednesday, 3 rd July 2024, Wednesday, 10 th July 2024	Posted on DemandStar Posted on the City of Pahokee's website Posted in The Palm Beach Post
Mandatory Pre-Bid Meeting	10:00am, local time, Friday, 12 th July 2024	See Pre-Bid meeting clause
Deadline for questions	12noon, local time, Wednesday, 17 th July 2024	See deadline for questions clause
Anticipated Date for Responses to Questions	12noon, local time, Friday, 19 th July 2024	Questions must be emailed and responses will be replied to via email to all who attend the Mandatory Pre-Bid Meeting
Sealed Bids Due (Bids number must be clearly indicated on the envelope)	2:00pm, local time, Tuesday, 23 rd July 2024	Submit BEFORE the Due Date and Time to the following address: Department of Community & Economic Development City of Pahokee 207 Begonia Drive Pahokee, Florida 33476
Opening BID Meeting	3:00pm, local time, Tuesday, 23 rd July 2024	
Anticipated Date of Intended Award	5:00pm local time, Friday, 26 th July 2024	Award letter will be emailed and sent via US mail to the selected contractor

Remainder of the Page Intentionally Left Blank

The City of Pahokee is issuing a Request for Proposals (RFP) from qualified commercial roof replacement contractors to replace the roof of on the Parks and Recreation Sports Complex Administrative building (Bldg. A) located at 360 East Main Street, Pahokee, Florida 33476. To be considered for this contract, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposals. Proposals must be received at the address listed below until 2:00pm local time on Tuesday, 23rd July 2024:

City of Pahokee - City Hall

Department of Community & Economic Development

“RFP 2024-01 Commercial Flat Roof Replacement - Parks & Recreation Sports Complex Admin Bldg - A”

207 Begonia Drive

Pahokee, Florida 33476

SCOPE OF WORK

The City is seeking interested and qualified licensed contractors to submit a proposal to replace the existing flat roof on the Parks & Recreation Sports Complex Admin Bldg. - A located at 360 East Main Street, Pahokee, Florida 33476

Proposals must include all labor, materials, personnel, and equipment needed. Interested parties must demonstrate qualifications, experience and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner. Proposal must include copies of any and all state, county and city valid licenses and valid certificate of insurance.

INSTRUCTIONS

Proposal will be received until 2:00pm local time on Wednesday, 23rd July 2024 at the City of Pahokee - City Hall, Department of Community & Economic Development, 207 Begonia Drive, Pahokee, Florida 33476. All submittals shall be in a sealed, clearly marked envelope. Envelopes must indicate the name of the bidder and “RFP 2024-01 Commercial Flat Roof Replacement - Parks & Recreation Sports Complex Admin Bldg. - A”

Submittals shall consist of three (3) clearly marked originals and one (1) copy which shall be signed and submitted to the Office of Community & Economic Development no later than the time and date specified in this solicitation. Timely submissions of the response is the responsibility of the bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

Bids submitted may not be withdrawn or modified for 60 days following the date on which they are opened and recorded by the Department of Community & Economic Development.

Questions regarding this Request for Proposals shall be directed to Greg Williams, Director of Parks & Recreation, 207 Begonia Drive, Pahokee, Florida 33476; 561.924.2972 (phone) or via email: gwilliams@cityofpahokee.com

The City of Pahokee reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the City, to waive irregularities in any proposal, and to accept a proposal which best meets the needs of the City irrespective of the bid price.

GENERAL PROPOSAL REQUIREMENTS

The specifications outlined in this RFP will be made a part of any agreement entered into between the City and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their submittals on the details of this RFP, specifically the detailed information provided in any addenda that may be issued.

1. **Cover Page:** The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.
2. **Resumes, Qualifications and Experience:** This section contains an overview of the bidder's background, training, and experience. Provide at least three but not more than five similar projects that you have completed in the last five years.
3. **Services Provided:** This section contains the information requested as detailed in "Services Requested" section of this RFP.
4. **Pricing:** The proposal shall include a complete scope of services and all associated in the proposal are true and correct to the best of their knowledge.
5. **Certification:** The bidder will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge.
6. **Additional Attachments:** All other attachments, e.g. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like the City to consider and any value-added goods or services that City might be interested in.

This Request for Proposals is not an offer of contract. Receipt of proposal neither commits the City of Pahokee to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the City of Pahokee's right to negotiate in its best interest. The City reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The City reserves the right to reject any and all offers received. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the City.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility. No work performed by the selected contractor that is out of the scope as defined by the contractor's proposal will be reimbursed unless specifically authorized by the City in writing.

All proposals are subject to the Florida Statute Chapter 119. Once proposals are opened, the information contained therein becomes freely accessible to the public.

SERVICES REQUESTED

The City is seeking a qualified contract to replace the flat roof at the Parks & Recreation Sports Complex Admin Bldg. - A. The City will rely upon the contractor's expertise and experience to suggest the best roofing solution suited to the building. This Request for Proposals identifies the requirements that are considered to be the minimum by the City according to specifications of the City's BPZ Dept and/or EOR. Specific details described within this Request for Proposals notwithstanding, it will be the obligation of the selected contractor to adhere to accepted industry standard methods and practices in completing work and to complete a project that is consistent in terms of appearance and quality of materials and workmanship of other areas of the Parks & Recreation Sports Complex.

The proposed services must include, but need not be limited to, the following:

1. Complete turnkey project to remove and replace entire flat roof of the Parks & Recreation Sports Complex Admin Bldg. - A at located at 360 East Main Street, Pahokee, Florida 33476.
2. The general work to be performed in replacing the roof will be the following:
 - a. Any necessary safety measures installed;
 - b. Complete removal of the existing roof and flashing
 - c. All electrical disconnections for the careful work around any telemetry or equipment on the roof.
 - d. All electrical reconnections required for the proper installation of any telemetry or equipment on the roof
 - e. Installation of the roofing, flashing and other appurtenances, and
 - f. Removal and proper disposal of project debris and complete site restoration
3. Contractor shall protect and include all necessary electrical disconnections and reconnections for transmitters, appliances, and other equipment located on the roof.
4. Contractor's estimate must provide a total cost of the project, including draw amounts and dates.
5. Contractor's proposal must provide a detailed description of the work to be performed.
6. Contractor's proposal must provide a detailed description of the material(s) to be used.
7. Contractor's proposal must provide a detailed description of warranty coverage, including specific manufacturer and installer warranties.
8. On-site space requirements must be made known for the contractor and equipment parking.
9. **Contractor is responsible for securing all required permits and inspections.**
10. Contractor must work with on-site project coordinator on timelines for project start and end. This includes working with Parks & Recreation Staff and/or their designee for access inside the building when necessary.

TIME OF WORK AND COMPLETION.

The contractor shall have work substantially completed by August 30th, 2024 and all work completed by September 15th, 2024. Any electrical work activities requiring power disconnection must be completed within 24 hours. The contractor shall not discontinue work for more than five (5) consecutive calendar days without the prior written approval of the City Manager. The work to be completed pursuant to this Request for Proposals will be scheduled between the hours of 9:00am and 4:00pm, Monday through Saturday, unless the contractor obtains written permission from the City Manager or his/her designee.

MAINTENANCE OF PROJECT SITE.

The contractor shall not work, store or operate equipment outside designated work areas without the permission of the City Manager or his/her designee.

The Contractor's operations shall not interfere with city operations and/or emergency vehicles.

The contractor shall protect all abutting property from injury or loss and shall defend and save the City harmless from all such damages, injuries and loss occurring because of his/her work.

The contractor shall assume full responsibility from loss or damage to the work during the entire construction period resulting from conditions and from all other causes whatsoever not directly due to the acts or neglect of the City, including fire, vandalism and malicious mischief, and shall complete the work in accordance with this request for proposals within the time provided in this Request for Proposals.

The contractor shall furnish and maintain all passageways, barricades, guard fences, lights and danger signals, and shall provide watchmen and other facilities as required by local conditions, all at no additional cost to the City.

CONTRACTOR REQUIREMENTS.

The successful bidder will be required to agree to the below requirements, as well as prepare and provide the following:

1. The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the City will consider the selected business to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the contract.
2. The Contractor shall be responsible for operating the site in a manner so as to minimize the risks associated with its being a nuisance during times when construction activities have been suspended and the site is not occupied by the contractor or its employees or subcontractors.
3. The proposal must include a list of similar roofing projects completed, as well as the name and contact information for that business or individual to use as reference.
4. The Contractor must be able to meet the insurance requirements specified in Appendix A.

5. Contractor, subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the City for any reason.

SELECTION PROCESS.

The City will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, ability to meet the needs of the City. The City of Pahokee reserves the right to reject any or all the proposals, and waive informalities in the proposals or the proposal process. The City may interview selected bidder(s). The City further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of the City. The City reserves the right to consider other factor not named here in making its decision. This includes timeliness, cost, quality of materials used, and documented experience pertaining to similar roofing projects.

PRE-BID ACCESS TO ROOF.

Pre-bid access will occur after the pre-bid meeting only. Prospective bidders are encouraged to conduct a site visit prior to bid submittal. Access will be provided during regular business hours (9:00am to 1:00pm) the week of July 12 - 17, 2024. Contact Greg Williams, Director, Parks & Recreation, Parks & Recreation Sports Complex, 360 East Main Street, Pahokee, Florida 33476; 561.924.2972 (phone); or gwilliams@cityofpahokee.com (email) to arrange a date and time for inspection of roof.

FEES.

The proposal must include a “not-to-exceed” price to perform the list of requirements itemized. The proposal should also include the total hours estimated to complete the work. Please see attached bid form.

SUBCONTRACTORS.

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualification of said entities, and describe methods the contractor will employ manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by the City prior to initiation of a contract. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

E-VERIFY

In accordance with Florida Statutes§448.095, the Contractor, prior to commencement of services or payment by the City, will provide to the City proof of participation/enrollment in the E-Verify system of the Department of Homeland Security. Evidence of participation/enrollment will be a printout of the Company’s “Company Profile page from the E-Verify system. Failure to be continually enrolled and participating in the E-Verify program will be a breach of contract which will be grounds for

immediate termination of the contract by the City. The Consultant will not hire any employee who has not been vetted through E-Verify. The Contractor may not subcontract any work for the City to any subcontractor that has not provided an affidavit stating the subcontractor does not employ, contract with or subcontract with an unauthorized alien.

QUESTIONS.

Any interested party may submit, in writing via email to gwilliams@cityofpahocee.com, questions regarding this RFP and proposed services no later than 12noon local time, on Wednesday, 17th July 2024. All questions will be answered in writing, via email response to the sender, and posted as an addendum to the RFP.

BID FORM
RFP 2024-01
Commercial Roof Replacement
Parks & Recreation Sports Complex
Administrative Building - A

Contractor Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Office #: _____ Cell #: _____

Email Address: _____

Bid Amount (Lump Sum) _____ dollars
(\$ _____)

Alternates: Please Describe: _____

Exceptions - Please Describe: _____

_____ I have read the Request for Proposals dated 1 July 2024

Authorized Signature: _____ Date: _____

Title: _____

APPENDIX A
CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain such insurance as well protect him from claims as set forth below, which may arise out of or result from the contractor's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Contractor may be liable:

1. Claims under workmen's compensation, disability benefit and other similar employee benefits acts;
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of any offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any person; and
5. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the City shall be filed with the City prior to commencement of the work. The City of Pahokee must be named and included as an additional insured under the Contractor's general liability insurance. Proof that the City has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable to the City.

The Contractor's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less the One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000). The Contractor shall require his/her subcontractor's to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Contractor's and his/her subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage - completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

The above insurance is not, and shall not be construed as, a limitation upon Contractor's obligation to indemnify the City.

HOLD HARMLESS

The Contractor shall, to the fullest extent permitted by law, at all times indemnify and save harmless the City of Pahokee from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Contractor, any person employed by the Contractor, or anyone for whom the Contractor is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights obligations of indemnity which exist in law, or in equity, for the benefit of the City.

IN WITNESS WHEREOF, the CONTRACTOR has set its hand this _____day of _____, 2024.

SIGNATURE: _____

NAME: _____

TITLE: _____

VENDOR INFORMATION FOR THE CITY OF PAHOKEE

Please complete the following information for the City of Pahokee to track vendor applicant information for the City’s purchasing process and vendor registration for permitting.

Business Name: _____

Address: _____

Business Type (Sole Proprietorship, Corporation, LLC, etc) _____

Is your business Disadvantaged Business Enterprise (DBE)? **YES** _____ **NO** _____

Is your business a Minority and Women-Owned Business Enterprise (MWBE)?
YES _____ **NO** _____

Does your business have a small business status? **YES** _____ **NO** _____

Are you a registered vendor with the City of Pahokee? **YES** _____ **NO** _____

Any other business status, please provide information: _____

Provide the name of the Certifying Entity(ties): _____

Have your conducted business with the City before? **YES** _____ **NO** _____

If the answer to the above question is **NO**, please provide your Federal ID Number and attach a copy of W-9 form, FEIN #: _____

Are your registered with the State of Florida Department of Business and Professional Regulations?
YES _____ **NO** _____

How did you discover this Bid opportunity? _____

Completing the above information does not change your chances of being awarded a contract with the City of Pahokee. The information collected will NOT be sold.

Thank you.

