

SPECIAL INSTRUCTIONS FOR VENDORS
(CONSTRUCTION PROJECT)

A. Scope of Work

The Work set forth within this solicitation document includes the furnishing of all labor, materials, equipment, services and incidentals for the construction of:

The Residential Sound Insulation Program Group 3800N2 which involves sound insulation and acoustical improvements of 53 residential units.

The overall objective of Work is to achieve noise reduction in the included parcels affected by aircraft operations. This includes the installation of new acoustical windows, doors, associated hardware, weather-stripping and caulking. Some units may include the installation or replacement of ventilation systems, related electrical work, selective demolition and removal of existing items, patching and finishing of disturbed areas, asbestos and lead survey and abatement, installation of insulation in the attic and other related work.

This project site consists of occupied residential homes. The bidder MUST contact the County's Program Manager to make arrangements to visit the project sites. This clause supersedes Section 2.2 of the Standard Instruction for Vendors (Construction).

Project Manual & Specifications, Design and Detail drawings, Asbestos and Lead Based Paint Reports, and Elevation Certificates are included in Group 3800N2 Volumes 1 thru 6.

B. Inspecting and Obtaining Contract Documents:

Additionally, the Contract Documents are available electronically for download through BidSync (free of charge).

Note to vendors: If choosing "Download Bid Packet", the packet will NOT automatically include the following attachments:

Specifications, Group3800N2, Volumes 1 thru 6, OPN2116828C1, Residential Sound Insulation Program.

To download these documents, select download next to the individual file. To select these documents, select them from the list and choose "Generate Zip File".

C. Office of Economic and Small Business Development (OESBD) Requirements:

This solicitation has the following Disadvantaged Business Enterprise (DBE) Participation Goals: 18% DBE Goals. Vendors must follow the instructions included in the **Office of Economic and Small Business Development Requirements: DBE Goal Participation** and submit all required forms and information as instructed.

D. Federal Transit Administration Requirements:

Not applicable to this solicitation.

E. License Requirements:

Vendor should submit proof of licensing with its submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

In order to be considered a responsible and responsive Vendor for the scope of work set forth in these Contract Documents, a Vendor shall possess one of the following licenses (including any specified State registration, if applicable) at the time of bid submittal. Any certificate of competency that meets or exceeds those specified or can legally perform the scope of work specified will be considered responsible and responsive to the bid.

STATE: CERTIFIED GENERAL CONTRACTOR
OR
CERTIFIED BUILDER CONTRACTOR
OR
CERTIFIED RESIDENTIAL CONTRACTOR

COUNTY: GENERAL BUILDING CONTRACTOR---CLASS "A"
(Must be registered with the State)
OR
GENERAL BUILDING CONTRACTOR CLASS "B"
(Must be registered with the State)
OR
RESIDENTIAL BUILDING CONTRACTOR CLASS "C"
(Must be registered with the State)

Any work performed not within the scope of the above contract must be performed by a licensed subcontractor.

Special Exception from the above requirements for a Non-Florida Domiciled Contractor bids for construction, improvement, remodeling, or repair of County buildings only (if applicable): If Vendor is a Non-Florida Domiciled Contractor, Vendor may, in lieu of complying with requirements set forth above, submit evidence to County, within three business days of request, of having applied for a Limited Non-Renewable Registration from the Department of Business and Professional Regulation as provided for in Section 489.117(3) F.S. A copy of the application form stamped date received by the Construction Industry Licensing Board will constitute sufficient evidence under this paragraph. Vendor must provide COUNTY with proof of having obtained the Non-Renewable Registration prior to award of the Project.

F. Permits:

A pass thru for permits (only) in the total amount of \$275,520. will be added to the awarded amount; bidder does not need to include this amount in bid amount. The following shall apply to payment of permits on a pass thru:

- a. The permit amount is an estimate only; payment is not guaranteed and is only paid based on actual costs incurred by the Vendor for the permits.
- b. No markup or additional fees are allowed on payment of pass thru for permits. This includes, but is not limited to, overhead, profit, notary fees, "runner's and fees", etc. Payment for permit fees does not include licenses, permit expediting services, re-inspection fees, and expired permit fees.
- c. Proof of permit fee(s) shall be submitted with Vendor's invoice for payment.

Proof of certification should be returned with the Vendor's submittal and is subject to verification by the County. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes or if certification is not verifiable.

G. Bidder Qualifications:

Bids shall be considered only from firms which have completed or are in the process of completing, a minimum of two (2) Residential Sound Insulation projects or possess a minimum of three (3) years' experience as a prime contractor in renovation of multiple occupied residential structures similar in material, design, scale and scope to this Project, with a record of successful in-service performance. Bidder must be familiar with special requirements indicated. Bidder must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to County.

H. Security:

All persons providing services or working at any privately owned property pursuant to this contract shall be required to undergo fingerprinting and criminal background screening prior to the provision of such work or services. (See attachment labeled Criminal Background Screening Affidavit.) Prime Contractor and all Sub-Contractors are monetarily responsible for their compliance with the terms and conditions of this requirement.

I. Public Bid Disclosure Act:

In compliance with the Public Bid Disclosure Act, Section 218.80, Florida Statutes, each permit, license and/or fee which the Contractor will have to pay the County by virtue of this work/project (before or during construction) is set forth below and includes the dollar amount or the percentage method or unit method to be paid of all permits, licenses and/or fees which includes but is not limited to all licensing fees, permit fees, impact fees, inspection fees and certificates of occupancy (CO). The using agency will be responsible for paying for any and all permits, licenses, and fees, imposed on the Work by agencies of the Broward County Commission. This does not alleviate the Vendor from obtaining the permits.

The using agency will be responsible for paying for any and all permits, licenses, and fees, imposed on the Work by agencies of the Broward County Commission. This does not alleviate the

Vendor from obtaining the permits. Licenses, permits and fees which may be required by The State of Florida, State Agencies or by other local governmental entities are not included in the above list.

J. **Davis-Bacon Act:**

The Davis-Bacon Act is applicable to this solicitation. The Construction Contract Document includes the applicable Davis-Bacon Wage Rate Table (United States Department of Labor Wage Determination Table) for this Project listed in the Special Provisions No. 2 – Davis Bacon Wage Rates; the prevailing wage rates listed apply to the resulting contract from this solicitation.

K. **Contract:**

The **Contract**, including Summary of Terms and Conditions (Section No.2), General Conditions (Section No. 3) and Special Provisions (Section No. 4) are applicable to this Project.

L. **Bid Bond:** A Vendor must submit with its response a bid bond in the form of the County's approved Bid Bond Form, including all substantive terms set forth therein, which shall be executed by a surety company meeting the Qualification of Surety, Article 5 of the Contract. Failure to submit a bid bond by the solicitation due date and time, and in accordance with instructions will deem Vendor non-responsive. A copy of the County-approved [Bid Bond Form](#) may be found at: www.broward.org/Purchasing/Pages/StandardTerms.aspx, under the section "Standard Guaranty and Bond Forms".

a. **Bid Guaranty:** In lieu of a bid bond, the following will be acceptable: cash, money order, certified check, cashier's check, an original [Bid Guaranty – Unconditional Letter of Credit](#), treasurer's check or bank draft of any national or state bank (United States). A personal check or a company check of a Vendor is not a valid bid guaranty.

1. The bid guaranty shall be in an amount equal to five percent (5%) of the total price offered, payable to the Board of County Commissioners and conditioned upon the successful Vendor providing the Performance and Payment Guaranty, evidence of insurance, or any other requirements set forth within the solicitation, within 15 calendar days after notification of award of the contract.

2. Guaranty of the successful Vendor shall be forfeited to the Board of County Commissioners not as a penalty, but as liquidated damages for the cost and expense incurred should said Vendor fail to provide the required Performance and Payment Guaranty or Certificate of Insurance or fail to comply with any other requirements set forth in the solicitation. Upon request, bid guaranties of unsuccessful vendors will be returned after award of contract or expiration of bid validity.

3. Vendors must either submit an electronic bid bond through BidSync or submit an original bid guaranty to the Purchasing Division, by solicitation due date and time, or Vendor may be deemed non-responsive.

i. To submit an electronic bid bond, Vendor must submit through BidSync, using [Surety 2000](#). Vendors, bonding agents, and surety companies must register with Surety 2000 to use the service; contact [Surety 2000](#) to find out information regarding their service (www.surety2000.com or 800-660-3263).

1) The Vendor must provide their bonding agent with Broward County's

vendor identification number for Surety 2000 (P06145037) and its "Supplier identifier" number. The Vendor's individual Supplier identifier number is available on the Details tab in BidSync (Bid Bond: See bid bond information).

- 2) The bonding agent can then provide a Bid Bond Number for the Vendor to import into BidSync.
 - 3) For detailed instructions on submitting an electronic bid bond, visit Vendor Registration page at www.broward.org/Purchasing/Pages/Registration.aspx and select "How to Submit an electronic bid bond?"
 - 4) Broward County reminds Vendors to allow enough time to secure a bid bond and submit electronically in case there are any errors or issues. If there are errors during the import process, check all identification numbers. Contact Surety 2000 for additional assistance.
 - 5) An original bid bond will not be required when the bid bond is submitted electronically through Surety 2000.
- ii. To submit an original bid guaranty, in lieu of submitting an electronic bid bond through BidSync, Vendor must submit an original bid guaranty in a sealed envelope, with the solicitation number, solicitation title, date and the time of bid opening, and address listed on the envelope. A copy of the bid guaranty should also be uploaded into Bid Sync; this does not replace the requirement to have an original bid guaranty. Vendors must submit the original bid guaranty, by the solicitation due date and time, to:

Broward County Purchasing Division
115 South Andrews Avenue, Room 212
Fort Lauderdale, FL 33301