

**TOWN OF PEMBROKE PARK
INVITATION TO BID
MISCELLANEOUS ELECTRICAL SERVICES (TERM CONTRACT)
ITB NO. 19-01**

Notice is hereby given that the Commission of the Town of Pembroke Park, Broward County, Florida, is advertising for sealed Bids which will be received by the Deputy Town Clerk of the Town of Pembroke Park, Broward County, Florida, until 3:00 P.M. on Thursday, April 25, 2019, at which time they will be publicly opened and the names of the individuals or entities submitting Bids will be read aloud, by the Deputy Town Clerk or designee. Any Bids received after the time specified will not be accepted.

The Bid package shall be for the selection of a minimum of two (2) firms to constitute a pool of pre-qualified licensed electrical contractors to provide:

**MISCELLANEOUS ELECTRICAL SERVICES
ITB NO. 19-01**

A comprehensive project description, scope of services to be provided, terms and conditions, qualifications requirements, and other information relative to the project may be downloaded from the Town of Pembroke Park website at <http://www.townofpembrokepark.com/departments/bid-openings/>, or from DemandStar at <http://www.demandstar.com>.

A Mandatory Pre-Bid Conference will be held at 10:00 A.M. on Wednesday, April 10, 2019, at the Town Hall Council Chambers, 3150 SW 52nd Avenue, Pembroke Park, Florida. Bidders must attend the Mandatory Pre-Bid Conference to be eligible for contract.

If in the opinion of the Bidder, inconsistencies appear to exist in the proposed scope of work or elsewhere in the Invitation to Bid, it is the Bidder's responsibility to seek clarification from the Town. Additionally, it is incumbent upon all Bidders to conduct a personal

investigation as to requirements of the Town. All questions concerning the Invitation to Bid shall be submitted by electronic mail to the Public Services Director Todd Larson at: TLarson@townofpembrokepark.com until Thursday, April 18, 2019 before 5:00 P.M.

Questions concerning the Invitation to Bid shall be submitted only by electronic mail to the email address stated above. Responses to those questions considered material to the solicitation will be made available as formal addenda on DemandStar.com and on the Town's website. No questions shall be answered orally.

Respondents shall submit One (1) original complete package, Five (5) duplicate copies of said package, and one electronic copy of said package (CD or USB drive) in a sealed envelope to the Town of Pembroke Park Deputy Town Clerk. All packages shall be clearly marked: **ITB 19-01 MISCELLANEOUS ELECTRICAL SERVICES** on the outside of the envelope, along with the Bidder's name, Bidder's address, date, and hour set for the bid opening.

Bids must be received by 3:00 P.M. on Thursday, April 25 30, 2019 at the Town of Pembroke Park, 3150 SW 52 Avenue, Pembroke Park, FL 33023. Late submissions shall not be accepted.

The Town reserves the right to change the submission deadline, to issue amendments to the Invitation to Bid, or to cancel or reissue the Invitation to Bid without any penalty. The Town reserves the right to reject any and all Bids, and to waive minor irregularities. Further, the Town is not liable for any costs incurred by the Bidders including, but not limited to, the costs incurred by the Bidders for the presentation of their Bids and the attendance at any presentation. The Town will not be responsible for any errors or omissions in information provided, nor for the failure of the Bidders to determine the full extent of the effort necessary to provide the requested services.

NOTE: ALL PROSPECTIVE BIDDERS/RESPONDENTS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE TOWN OF PEMBROKE PARK STAFF OR OFFICIALS OTHER THAN THE SPECIFIED CONTACT PERSON. Minority owned, women owned, and small business enterprises are encouraged to respond to this solicitation.

ANY INDIVIDUAL WHO BELIEVES THEY HAVE A DISABILITY WHICH REQUIRES A REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN SUBMISSION OF A BID SHOULD CONTACT THE TOWN CLERK AT (954) 966-4600 AT LEAST FORTY EIGHT (48) HOURS PRIOR TO THE DATE SET FOR SUBMISSION OF BIDS.

TOWN OF PEMBROKE PARK, a Florida
municipal corporation

By: /s/ Natasha Joseph
NATASHA JOSEPH
Deputy Town Clerk/Administrative Director