

**TOWN OF PEMBROKE PARK  
INVITATION TO BID  
ITB NO. 19-03**

Notice is hereby given that the Commission of the Town of Pembroke Park, Florida, is advertising for sealed bids which will be received by the Deputy Town Clerk of the Town of Pembroke Park, Florida, until 3:00 P.M. on Thursday, June 27, 2019, at which time they will be publicly opened and read aloud by the Deputy Town Clerk or designee. Any bids received after the time specified will not be accepted. The bids shall be for the following project:

**PEMBROKE PARK PRESERVE IMPROVEMENTS (PHASE VI) TOT LOT PLAYGROUND**

**44<sup>th</sup> Year Community Development Block Grant Program Funding**

The bid shall provide for provision of all material, labor, and supervision required for the installation of a playground system, dome solar shade structure, safety surface, fencing and access walkway. All materials and work shall be in accordance with the project specifications and bid documents which 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>, along with a comprehensive project description, scope of services to be provided, terms and conditions, qualifications requirements, and other information relative to the project.

Bidders must confine their bids to the project in its entirety. Partial bids will not be accepted. Each bidder must submit with its bid evidence that the bidder is licensed to perform the work and services or qualified by examination to be so licensed.

Contractors currently in default on a construction contract or currently in litigation with the Town of Pembroke Park or another municipality may not submit a bid proposal for this project. Contractors submitting a bid under any of the aforementioned circumstances will be rejected as being non-responsive.

Bidders may not withdraw their bid for a period of 90 days after the date set for opening of the bids.

A mandatory pre-bid conference will be held at 10:00 A.M. on Wednesday, June 12, 2019, at the Town Commission Chambers, Pembroke Park Town Hall, 3150 SW 52<sup>nd</sup> Avenue, Pembroke Park, Florida.

If in the opinion of the bidder, inconsistencies appear to exist in the proposed scope of work or elsewhere in the bid documents, 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 must be submitted by electronic mail to Public Services Director Todd Larson at: [TLarson@townofpembrokepark.com](mailto:TLarson@townofpembrokepark.com) until Thursday, June 20, 2019, before 5:00 P.M. 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 will be answered orally.

Each bid shall be accompanied by a bid security in the form of an original surety company bid bond for the bidder, issued by a surety authorized to transact business in Florida, or certified check, drawn upon any state or national bank in Florida, payable to Town of Pembroke Park, in the amount of not less than 5% of the amount of the total bid.

If a bid bond is submitted on a form other than provided aforesaid, such submission may result in the bid being declared non-responsive and may be rejected.

Any bid received without a valid bid security will be rejected. Faxed or emailed bid bonds will not be accepted.

Bidders must submit one (1) original complete package, five (5) duplicate complete packages, and one (1) electronic copy of the complete bid package (CD or USB drive) in a sealed envelope to the Town of Pembroke Park Deputy Town Clerk. All packages shall be clearly marked on the outside of the envelope:

**ITB 19-03 44<sup>th</sup> CDBG YEAR PEMBROKE PARK PRESERVE IMPROVEMENTS (PHASE V) TOT LOT  
PLAYGROUND**

The bidder's name and address, date and hour set for the bid opening shall also be included on the outside of the envelope.

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 preparation of their bids, 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 and expense necessary to provide the requested materials and services.

**Community Development Block Grant (CDBG) Funds**

This is a federally funded project under the 44<sup>th</sup> year Community Development Block Grant (CDBG) funding by the Department of Housing and Urban Development (HUD). All HUD Federal rules and regulations pertaining to this project are applicable.

Federal Davis-Bacon Wage Rates for work classifications are specified and must be complied with. Fringe benefits must be added to the prevailing hourly rates where applicable.

Bidders must comply with Section 3 of the Housing and Urban Development Act of 1968 which requires that economic opportunities to the greatest extent feasible be given to low and very low income persons and to businesses that provide economic opportunities for these persons. The Town encourages local contractors companies who reside and/or do business within the Town of Pembroke Park to participate in the bidding process.

NOTE: ALL PROSPECTIVE BIDDERS/RESPONDENTS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE TOWN OF PEMBROKE PARK STAFF OR TOWN OFFICIALS OTHER THAN BY ELECTRONIC MAIL TO 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