



**CITY OF WEST PARK**  
**NOTICE OF BID INVITATION - ITB NO. 24-0531**

The City of West Park will receive sealed proposals until 3:00 P.M. local time May 31, 2024 at the City Clerk's office, City of West Park City Hall, 1965 South State Road 7, West Park, Florida 33023, for the following project:

**SW 21<sup>st</sup> Street Complete Street Improvement**  
**from SR 7 to SW 40<sup>th</sup> Avenue**

The City of West Park has identified the need to construct a complete street improvement along the corridor of SW 21<sup>st</sup> Street, from State Road 7 (to the West) to SW 40<sup>th</sup> Avenue (to the East). The project requires the Contractor to provide full construction services. The Contractor shall be responsible for furnishing all labor, materials, supplies, and equipment to construct the complete street project. Project elements include clearing/grubbing, concrete sidewalks, sodding, pavement milling and resurfacing, grading, drainage, signing and pavement marking in accordance with contract plans prepared by R.J. Behar & Company, Inc.

Bids will be opened publicly at or shortly after **3:05P.M. on May 31, 2024** at the City of West Park City Hall, City Commission Chambers, located at 1965 South State Road 7, West Park, Florida 33023.

Bid documents may be obtained on or after May 2, 2024. Bid documents are available for electronic download from Demandstar at <http://www.demandstar.com> and from the City's website: [www.cityofwestpark.org](http://www.cityofwestpark.org).

The bid will be awarded to the lowest responsible responsive bidder. If, however, the City Manager deems it to be in the best interest of the City of West Park, the City Manager reserves the right to reject any and all bids, to waive any informalities or minor defects in any bids, and to increase or decrease the quantities shown in the Bid Form. Bids, which contain irregularities of any kind, may be rejected as informal. All bidders must be authorized to transact business by the State of Florida and must be enrolled in the E-Verify system to confirm the eligibility of all new employees.

A mandatory pre-bid conference will be held at City of West Park City Hall, City Commission Chamber, 1965 South State Road 7, West Park, Florida 33023, at 10:00 am local time on May 16, 2024. All interested contractors are invited to attend.

**SCHEDULE OF EVENTS**  
**City of West Park ITB# 24-0531**  
**SW 21<sup>st</sup> Street Complete Street Improvement**

<b>No.</b>	<b>Event</b>	<b>Date*(est)</b>	<b>Time*(est)</b>
1	Bid Advertisement / Distribution of Solicitation & Cone of Silence	May 2, 2024	12:00am
2	Non-Mandatory Pre-Bid Meeting	May 16, 2024	10:00 am
3	Deadline to Submit Questions	May 20, 2024	3:00 pm
<b>4</b>	<b>Bid Opening / Deadline to Submit Proposals</b>	<b>May 31, 2024</b>	<b>3:00 pm</b>
5	Projected Bid Award / Cone of Silence Ends	June 26, 2024	7:00 pm

*\*All schedules and dates shown are approximate estimates only and are contingent upon approval by Broward County.*

**This solicitation includes County Business Enterprise Opportunities with participation goals. Broward County’s Board of County Commissioners established the following goals on all eligible Transportation Surtax projects for small businesses. Refer to the special instructions listed below and the Office of Economic and Small Business Development website for additional information.**

**Proposed Solicitation Language for Municipal Surtax Projects**

**Goal Participation:** This solicitation includes the following Broward County certified County Business Enterprises (CBE) goal: **40% CBE Goal.**

Vendors/firms must follow the instructions included in the **Office of Economic and Small Business Development Requirements** section and submit all required forms and information as instructed.

A. On September 25, 2018 (Item No. 69), the Board of County Commissioners of Broward County, Florida, (County Commission) adopted a thirty percent minimum (30%) County Business Enterprise Program (CBE) participation goal for projects funded with proceeds from the transportation surtax. The project that is the subject of this solicitation will be funded with proceeds from the transportation surtax. Therefore, the Broward County Business Opportunity Act of 2012, Section 1-81, Broward County Code of Ordinances, as amended (the “Business Opportunity Act” or “CBE Program”), is applicable to this solicitation and the contract that will result from this solicitation. All vendors/firms responding to this solicitation are required to utilize CBE firms to perform the assigned participation goal for this contract.

B. The Broward County Office of Economic and Small Business Development (OESBD) has established the CBE participation goal for this project based upon the proposed scope of services/work for the project. Potential alternate/additional scopes of services/work, optional services and allowances were not considered by OESBD when the CBE participation goal for this project was established. If the Municipality subsequently chooses to authorize any alternate/additional scopes of services/work, optional services and/or allowances, that are

determined by OESBD and the Contract Administrator to be funded with proceeds from the transportation surtax, OESBD may apply the established CBE participation goal to the alternate/additional services/work, optional services, and/or allowances. In such an instance, the Municipality will issue a written notice to the successful vendor/firm that the CBE participation goal will also apply to the alternate/additional services/work and/or allowances. The selected vendor/firm shall submit all required forms pertaining to its compliance with the CBE participation goal, as applicable. Failure by vendor/firm to submit the required forms regarding CBE participation may result in the rejection of vendor's/firm's solicitation submittal.

C. CBE Program Requirements: Compliance with CBE participation goal requirements is a matter of responsibility (or the Municipality's equivalent); vendors/firms should submit all required forms and information with its solicitation submittal. If the required forms and information are not provided with the vendor's/firm's solicitation submittal, then vendor/firm must supply the required forms and information no later than three (3) business days after receipt of a request from OESBD. Vendor/firm may be deemed non-responsible (or the Municipality's equivalent) for failure to fully comply with CBE Program Requirements within these stated timeframes.

1. Vendor/firm should include in its solicitation submittal a Letter Of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier for each CBE firm the Vendor intends to use to achieve the assigned CBE participation goal. The form is available at the following link: <http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf>
2. If vendor/firm is unable to attain the CBE participation goal, vendor/firm should include in its solicitation submittal an Application for Evaluation of Good Faith Efforts and all required supporting information. The form is available at the following link: <http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf>

D. OESBD maintains an online directory of CBE firms. The online directory is available for use by vendors/firms at <https://webapps4.broward.org/smallbusiness/sbdirectory.aspx>.

E. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the website at: <http://www.broward.org/EconDev/SmallBusiness/>.

F. If awarded the contract, vendor/firm agrees to and shall comply with all applicable requirements of the Business Opportunity Act and the CBE Program in the award and administration of the contract including, but not limited to, the following:

1. Vendor/firm may not discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.
2. All entities that seek to conduct business with the Municipality, including vendor/firm or any Prime Contractors, Subcontractors, and Bidders, shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.
3. If vendor/firm fails to meet or make Good Faith Efforts (as defined in the Business

Opportunity Act) to meet the CBE participation commitment (the “Commitment”), then Vendor shall pay the Municipality liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.

4. Vendor/firm shall comply with all applicable requirements of the Business Opportunity Act in the award of the contract. Failure by vendor/firm to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the Municipality to terminate the contract or to exercise any other remedy provided under the contract or other applicable laws, with all such remedies being cumulative.
5. Vendor/firm shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the Municipality, for all completed subcontracted work and supplies. If vendor/firm withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from the Municipality.
6. Vendor/firm understands that the Municipality and County will monitor vendor’s/firm’s compliance with the CBE Program requirements. Vendor/firm must provide the Municipality with a Monthly Utilization Report (MUR) by the 10<sup>th</sup> of each month to confirm its compliance with the Commitment agreed to in the contract; MURs can be submitted to the Municipality at City of West Park 1965 S SR7 West Park, FL33023 ATTN: Contract Administrator and online through the Broward County’s iContractsCentral application, at the following webpage: <https://www.broward.org/Purchasing/Pages/contractscentral.aspx>. Timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition precedent to the Municipality’s payment of vendor/firm under the contract.

**G. Workforce Investment Program.** The Broward Workforce Investment Program, Section 19.211, Broward County Administrative Code (“Workforce Investment Program”) is applicable to this solicitation. Vendor/firm affirms it is aware of the requirements of the Workforce Investment Program. If awarded the contract, vendor/firm agrees to use good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal as set forth the Workforce Investment Program, including by:

(a) publicly advertising exclusively with CareerSource Broward for at least five (5) business days any vacancies that are the direct result of the agreement that results from this solicitation (whether those vacancies are with the vendor/firm or its subcontractors) and using good faith efforts to interview any qualified candidates referred under the Workforce Investment Program, and (b) using good faith efforts to hire Qualifying New Hires, as defined by the Workforce Investment Program, for at least fifty percent (50%) of the vacancies that are the direct result of the agreement that results from this solicitation. Until at least one year after the conclusion of the agreement, vendor/firm will be required to maintain and make available to the Municipality and the County upon request all records documenting vendor/firm’s compliance with the requirements of the Workforce Investment Program, and shall submit the required Workforce Investment Reports to the Municipality and the County’s Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of the agreement. Failure to demonstrate good faith efforts to meet

the First Source Referral Goal and the Qualifying New Hires Goal shall constitute a material breach of the agreement.

For further information, interested parties may e-mail or mail questions to the attention of the City Clerk at [agrant@cityofwestpark.org](mailto:agrant@cityofwestpark.org) until May 20, 2024. Request for any information or questions must be in writing.

Please be advised that the City of West Park comply with the Broward County's Cone of Silence ordinance.

City Clerk  
City of West Park, FL