



## NOTICE OF BID INVITATION

### **CITY OF WEST PARK BID NO.: 25-0207**

The City of West Park will receive sealed proposals until 3:00 P.M. local time **February 07, 2025** 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 48<sup>th</sup> Avenue Street Improvement from County Line Road to Pembroke Road**

The City of West Park has identified the need to construct a complete street improvement along the corridor of SW 48<sup>th</sup> Avenue, from County Line Road (to the South) to Pembroke Road (to the North). 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, widening, grading, drainage, traffic calming, bike lanes, landscaping and signing and pavement marking in accordance with contract plans prepared by Craven Thompson & Associates, Inc.

Bids will be opened publicly at or shortly after 3:05P.M. on **February 07, 2025** 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 **January 06, 2025**. 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 **January 21, 2025**. All interested contractors are invited to attend.

**SCHEDULE OF EVENTS**  
**City of West Park ITB# 25-0207**  
**SW 48<sup>th</sup> Avenue 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	January 06, 2025	12:00am
2	Mandatory Pre-Bid Meeting	January 21, 2025	10:00 am
3	Deadline to Submit Questions	January 24, 2025	3:00 pm
4	<b>Bid Opening / Deadline to Submit Proposals</b>	<b>February 07, 2025</b>	<b>3:00 pm</b>
5	Projected Bid Award / Cone of Silence Ends	April 02, 2025	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, Fl 33023 ATTN: Contract Administrator and online through the Broward County’s iContractsCentral application, at the following webpage: <https://www.broward.org/Purchasing/Pages/icontractscentral.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. (N/A)**

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 January 24, 2025. 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