

GENERAL INFORMATION TO BIDDERS
BID NO ITB 2019-03.

MARINA VILLAGE KIOSK CONSTRUCTION PROJECT The Riviera Beach Community Redevelopment Agency is seeking a qualified licensed/certified contractor to complete the construction and placement of a 14ft high and 196 sf wood frame kiosk at the beach located within the Riviera Beach Marina Village. Upon completion of the construction of the kiosk, the structure will be used to store beach accessible handicapped chairs.

The CRA reserves the right to reject any and/or all bids and waive technicalities and/or any irregularities therein. The CRA further reserves the right to award a contract to that bidder whose proposal best serves the interests of the CRA in the sole discretion of the CRA.

INSTRUCTIONS TO BIDDERS

1. Defined Terms

Terms used in these Instructions to Bidders which are defined in the Riviera Beach Community Redevelopment Agency, hereinafter referred to as the "CRA," Florida Standard General Conditions of the Construction Contract have the meanings assigned to them in the General Conditions. The term "Bidder" means one who submits a Bid directly to the CRA, as distinct from A sub-bidder, who submits a bid to a Bidder. The term "Successful Bidder" means the lowest, Most qualified, responsible and responsive Bidder to whom CRA (on basis of CRA's evaluation As hereinafter provided) makes an award that is most advantageous to the CRA. The CRA's Evaluation of the bid shall take into consideration the cost (total, unit price, or combination of both), CRA's prior experience with bidder, demonstrated expertise of bidder, references of bidder, qualifications of bidder and ability of bidder to complete the project in a timely manner. The term "Bidding Documents" includes the advertisement for bids, Instructions to Bidders, the Bid Form, and the proposed contract documents (including all Addenda issued prior to receipt of Bids). "Addenda" means all written or graphic instruments issued by the CRA prior to the execution of the Contract that modifies or interprets the Bidding Documents by additions, deletion, clarifications or corrections. "Bid" means a complete and properly signed proposal to do the Work for the sum stipulated therein, submitting in accordance with the Bidding Documents. "Responsible Bidder" means a bidder having the required qualifications to perform the work set forth in the Advertisement for Bids; the Bidder's responsibility is determined by the CRA's good faith evaluation of whether, in the CRA's opinion, the Bidder possesses the judgment, skill, experience and financial resources necessary to perform the Contract. "Non-Responsible Bidder" means a bidder who, as judged by the CRA, lacks those attributes of a Responsible Bidder necessary to perform the Contract. "Responsive Bid" means a bid in which the Bidder describes the Work in the same way as it is described in the advertisement for Bids; the Bidder's responsiveness is determined by the CRA's evaluation of the Bid's conformance in all material respects to the Advertisement for Bids.

2. Copies of Bidding Documents

- a. Complete sets of the Bidding Documents in the number and for the sum, if any, stated in the Advertisement for Bids may be obtained from the CRA.
- b. Complete sets of Bidding Documents shall be used in preparing Bids; neither CRA nor CONSULTANT assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents
- c. CRA and CONSULTANT in making copies of Bidding Documents available on the above terms do so only for the purpose of obtaining bids on the Work and do not confer a license or grant for any other use.

3. Qualifications of Bidders

To demonstrate qualifications to perform the Work, each Bidder must provide written evidence, such as financial data, previous experience; present commitments and other such data as may be called for in the Instructions to Bidders. Each Bid must contain evidence of Bidder's qualifications to do business in the state where the Project is located. The CRA reserves the right to make such investigations as it may deem necessary to establish the competency and financial ability of any Bidder to perform the Work and if, after investigation, the evidence of his competency or financial ability is not satisfactory, the CRA reserves the right to reject his bid.

4. Examination of Bid Documents and Site

- a. In submitting a Bid, the Bidder represents that it has examined the location of the proposed Work, by thorough examination of the Bid Documents, requirements of the Work and the accuracy of the estimate of the quantities of the Work to be done; and shall not at any time after the submission of a bid dispute or complain of such estimate nor the nature or amount of work to be done. The Bidder further represents and warrants that it has visited the site, become familiar with local conditions under which the Work must be performed and has correlated its personal observations with the requirements of the Contract Documents.
- b. Bidder shall be familiar with and fully comply with all federal, state and local laws, ordinances, rules and regulations that in any way affect the cost, progress or performance of the Work. Failure to familiarize himself with applicable laws, ordinances, rules and regulations will in no way relieve bidder from the responsibility included in the applicable laws. Bidder is solely responsible for compliance with all federal, state and local laws, ordinances, rules, regulations and applicable building codes.
- c. Information and data reflected in this Bid Documents with respect to Underground Utilities at or contiguous to the site is based upon information and data furnished to the CRA and the CONSULTANT by the owners of such Underground Utilities or others, and the CRA does not assume responsibility for the accuracy or completeness thereof.

5. Interpretations and Addenda

- a. All questions about the meaning or intent of the Contract Documents are to be directed to CONSULTANT. Interpretations or clarifications considered necessary by CONSULTANT in response to such questions will be issued by addenda mailed or delivered to all parties recorded by CONSULTANT as having received the Bidding Documents. Questions received less than ten (10) days prior to the date for opening of Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- b. Addenda may also be issued to modify the Bidding Documents as deemed advisable by CRA or CONSULTANT, prior to the close of the Solicitation period, which changes, adds, or clarifies the terms, provisions, or requirements of the Solicitation. The Bidder should not rely on any representation, statement, or explanation, whether written or verbal, other than those made in the Solicitation document or in the addenda issued. Where there appears to be a conflict between the Solicitation and any addenda, the last addendum issued shall prevail. It is the vendor's responsibility to ensure receipt of all addenda, and any accompanying documentation. The vendor is required to submit with its Bid or Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.
- c. The Bidder shall carefully study and compare the Bidding Documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, and shall at once report to the CRA and CONSULTANT errors, inconsistencies for ambiguities discovered.

GENERAL CONDITIONS:

- A. Contractor shall be presented with a negotiated payment schedule which will be detailed in the awarded contract. The payment schedule will involve an initial payment at the beginning of the contract, several milestone completion payments during the commencement of the project and a final lump payment at the completion of the project. Completion shall mean the acceptance or final approval by the designated contact person for the project.
- B. Final Completion payments will not be made for partial work (see Invoicing Section for payment explanation).
- C. All contracted services are to be performed in a professional manner, at a 100% level by qualified personnel.
- D. Prices submitted in regards to this bid shall include, but not be limited to all necessary manpower, equipment, permits, cranes, materials, specialized building materials, manufacturer's representation (if needed), temporary storage facilities and all other work as specified in the plans and specifications (attached).

SITE CONDITIONS:

- A. Site access will be limited to required company vehicles, delivery vehicles and hired vehicles only.
- B. Any damage caused to the existing buildings or equipment by work performed under this contract shall be repaired to the owner's satisfaction at the contractor's expense.
- C. Contractor to provide all necessary pedestrian and traffic control devices at all times during the performance of the contract.
- D. Contractor is responsible for the handling and storing of all materials delivered to the site.

SPECIAL REQUIREMENTS:

- A. The contractor must be licensed to work in the State of Florida and Palm Beach County. Submit documentation of this with bid.
- B. Insurance is required as listed in this bid package. Provide copy of insurance with bid.
- C. The contractor shall direct its personnel in the execution of the work.

WARRANTY:

Warranty work shall be corrected by the contractor at no additional cost to the RBCRA. Warranty period shall begin on the date the project is completed as evidenced by the building permit signed as "final inspection". The date of the successful passing of the final inspection shall signify the completion date of the project. Warranty items shall include, but not be limited to defective workmanship, parts, or equipment for the time periods listed below:

- 1. Workmanship warranty shall be five (5) years.
- 2. Standard Manufacturer's warranty on parts and materials.

All warranty work is to be completed in a timely manner following the response times listed in this document. Reasonable shipping times for parts and equipment will be considered.

AWARD CRITERIA

The award shall be to the responsive and responsible lowest bidder meeting the written specifications and the minimum qualifications of experience, competency, and price.

The respondent shall, at a minimum provide the following:

- **Name and location of previous commercial construction projects exceeding 5,000 sq. on or in close proximity of the beach and a budget of \$100,000.00 or more.**
 - Project owner's representative name, address, phone number and email address
 - Project user agency's representative name, address and phone number
 - Date project was completed or is anticipated to be completed
 - Size of project
 - Cost of project
 - Project Manager and other key professionals involved on listed project and who of that staff that will be assigned to this project

FURTHER INFORMATION

Service work schedules shall be coordinated with Project Manager before any work is started. Bidders requiring additional information as to the technical provisions or desiring to view the site shall contact the Purchasing Department.

No change(s) and no interpretation(s) shall be considered binding unless provided to all bidders in writing by the Director of the Purchasing.

Project work schedules shall be coordinated with the CRA Project Manager (Andre Lewis) before any work is started. Bidders requiring additional information as to the technical provisions or desiring to view the site shall contact the Purchasing Department.

GENERAL TERMS AND CONDITION

The purpose of this Invitation to Bid is to obtain firm pricing for the purchasing of material, installation, labor and other cost associated with the building and placement of the kiosk at the Marina Village beach area for the Riviera Beach Community Redevelopment Agency as specifically outlined in this package.

Descriptions of services to be performed are detailed in the pages that follow.

This Invitation to Bid, General Terms and Conditions, Instructions and Information for Bidders and Technical Specifications, Addenda and/or any other pertinent document, form a part of this proposal and by reference are made a part thereof. It is the sole responsibility of the Bidder to ensure that his or her bid reaches the CRA, on or before the closing date and time. The CRA shall in no way be responsible for delays caused by any other occurrence. Offers by mail, hand delivery, or facsimile shall be acceptable. Offers by electronic mail will not be accepted. The CRA shall in no way be responsible for any expenses incurred by a firm in the preparation of and submission of bids. All parties shall provide a straight forward, delineation of capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

The Bid must be executed and submitted in a sealed envelope. The face of the envelope shall contain Bidder's name, return address, date and time of Bid opening, and Bid number and title. Bids not submitted on the approved forms and omitting this information shall be rejected. By submitting a Bid, the Bidder agrees to all terms and conditions specified herein. **NO EXCEPTIONS TO THE TERMS AND CONDITIONS WILL BE ALLOWED.** Each bid should follow the format explained in this document and the schedule proposed and customized to ensure the safety and protection of property.

Submittal of a bid in response to this Invitation to Bid constitutes an offer by the Bidder. Bids that do not comply with these requirements may be rejected at the option of the Riviera Beach Community Redevelopment Agency (CRA) herein referred to as "CRA".

Interested parties may acquire a copy of the Invitation to Bid by visiting the CRA's website www.rbcra.com and the City of Riviera Beach website at www.rivierabch.com or obtaining a copy from the CRA Office at the address listed above.

The CRA shall not be responsible for oral interpretation given by any CRA issuance. A written addendum is the only official method whereby interpretation, clarification, or additional information can be given. **If any addenda are issued to this Invitation to Bid, the CRA will attempt to notify all known bidders; however, it shall be the responsibility of each bidder prior to submitting their Bid to**

determine the issuance of addenda. Addenda will generally be available in the CRA's office if published and on the RBCRA's website www.rbcra.com. All addenda must be submitted with the official CRA form attached.

SUBCONTRACTING

After award and prior to start of work the CONTRACTOR shall submit a listing of all subcontractors, if any, and the portion of the contract they will perform. If subcontractors are stated, this does not relieve the CONTRACTOR from the prime responsibility of full and complete satisfactory and acceptable performance under any awarded contract. No job can be subcontracted without prior approval from the RBCRA Project Manager.

LOCAL BUSINESS PARTICIPATION

A local business, for the purposes of the application of a local vendor preference, means a bidder or proposer which has a permanent, physical place of business within the City limits, and a valid business tax receipt applicable to the required goods, services, or construction items being procured. Post office boxes or locations at a postal service center are not verifiable and shall not be used for the purpose of establishing said physical address. If the business is a joint venture/partnership, it is sufficient for qualification as a local business if at least one party of the joint venture/partnership meets the test set forth in this Section. The bidder/proposer shall have the burden of demonstrating that it meets this definition.

In the event the lowest responsive, responsible bidder or the highest ranked responsive, responsible proposer in the procurement of goods, services or construction is a non-local business, then all bids and/or proposals from responsive, **responsible local businesses to the same solicitation shall be adjusted by five percent, (5%) solely for the purpose of determining bid/contract award. The bid price of local bidders will be adjusted downward by five percent (5%) only for purposes of evaluating and ranking of bidders, not to exceed \$25,000.** In no event, shall the application of this adjustment to a responsive quote or bid change the actual bid amount. Further, in no event will it cause the City to pay more than \$25,000 above the amount bid by the non-local vendor which would have been recommended for award if the local vendor preference had not been applied.

If no Riviera Beach Company bids on a contract or responds to a proposal, preference will be given to non-local businesses which submit bids/proposals that utilize local Riviera Beach businesses for at least 25% of the contract award amount.

CODE REQUIREMENTS

The CONTRACTOR and his subcontractors on this project must be familiar with all applicable Federal, State, and Local Laws, Regulations or Codes and be governed accordingly as they will apply to this project and the actions or operations of those engaged in the work or concerning materials used. CONTRACTOR shall ask for and receive any required inspections.

CONDUCT OF EMPLOYEES

All employees of the CONTRACTOR shall conduct themselves in a courteous and professional manner at all times. Abusive language or gestures shall not be tolerated and could be cause for removal from contract. Caution shall be exercised to assure that their operations do not cause any safety hazards to the general public. Whenever questions, complaints, etc., are directed to an employee of the CONTRACTOR by the public, they are to acknowledge, record, and pass on to the CRA's Contact Person if unable to reply.

SUPERVISION AND INSPECTIONS

The CONTRACTOR shall have a competent and designated person in charge and outside for each crew at all times. The CRA shall inspect work at its discretion. If work is not performed to specifications outlined in this contract, the CONTRACTOR will have 72 hours to correct the deficiency, weather permitting. If deficiency is not corrected, liquidated damages will be accessed.

The CRA reserves the right to withhold payments for any work which is not considered to be within the scope of the specifications of the contract. Continued failure to meet terms of the contract will result in the termination of contract.

INVOICING

Contractor shall be presented with a negotiated payment schedule which will be detailed in the awarded contract. The payment schedule will involve an initial payment at the beginning of the contract, several milestone completion payments during the commencement of the project and a final lump payment at the conclusion of the project.

CONE OF SILENCE

Once published, no entity filing a response to this BID shall through their principal, attorneys, or agents, contact members of the CRA Commission for the purposes of discussing any aspect of this BID or for any possible decision on the BID; neither shall any such party approach third parties for the purposes of having those third parties have those types of discussions with the members of the CRA Commission. **Any action in violation of this provision shall be cause for disqualification of BID.**

NON-COLLUSION STATEMENT

By signing this offer, the vendor certifies that this offer is made independently and free from collusion. Vendor shall disclose below, to their best knowledge, any CRA or City of Riviera Beach officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Fla. Stat. (1989), who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any CRA of Riviera Beach officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he/she directly or indirectly owns more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

PUBLIC SAFETY AND CONVENIENCE

The Contractor shall at all times conduct his work as to insure the least possible obstruction to normal pedestrian and vehicular traffic including access to all public and private properties and inconvenience to the general public and the residents in the vicinity of the work and to insure the protection of persons and property.

Except as may be approved by the City's permitting department, the following rules apply. No more than one-half of the road or street shall be closed and traffic shall be controlled to provide minimum hindrance and inconvenience. No road or street shall be closed to the public. There shall be no obstruction of the travel lanes between the hours of 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. Fire hydrants on or adjacent to the work shall be kept accessible to fire-fighting equipment at all times.

EQUIPMENT AND PERSONNEL

Any and all defective equipment shall be promptly removed from the site. Personnel employed directly, or indirectly, by the Contractor who is incompetent, inept or unfit to perform the work shall be promptly removed from work covered under the contract. Failure of the Contractor to remove defective equipment or personnel who are incompetent, inept or unfit may result in the termination of the contract.

CONTRACT

The CRA shall issue a purchase order incorporating this Invitation to Bid and the Bid documents submitted by the bidder with whom to contract. Such purchase order together with the CRA standard contract for construction services shall constitute the contract.

The contractor shall not assign, transfer or subcontract this contract either in whole, or in part, without prior written approval of the Executive Director of the CRA or CRA Designee.

Contractor shall not transfer or subcontract any work either in whole or in part, without prior written approval of the Executive Director of the CRA or CRA Designee.

The contract will be subject to immediate cancellation if services do not comply with the specifications or the terms and conditions as stated herein.

Contractor shall possess and keep in force all licenses, business permits and other permits required to perform the services of this Agreement.

Note: Contractors are required to obtain and maintain active service for the following equipment: **fax machine, pager, or cellular phone** (see equipment requirements).

CONTRACT PERIOD

The contractor shall complete all work necessary for substantial completion if ready for its intended use within (90) calendar days from the issuance of the building permit with final completion and resolution of all punch list items within thirty (30) calendar days following substantial completion.

CONTRACT AMOUNT

Prices quoted in the bid will be considered firm for each type work to be performed.

DEDUCTION FOR NOT COMPLETING ON TIME

If the contract work is not fully completed, the contractor shall pay the CRA, not as a penalty, but as liquidated damages, a sum equal to Five Hundred Dollars (\$500) for each day between scheduled substantial completion and the actual substantial completion, as well as Two Hundred Fifty Dollars (\$250) for each day elapsing in excess of the thirty (30) days between substantial and final completion.

SUBSTANTIAL COMPLETION

Substantial completion means in this application that the project is ready for its intended use.

FINAL COMPLETION

Final completion means that the project is complete.

PROTECTION OF PROPERTY

The Contractor shall at all-time guard against damage or loss to the property of the CRA, and the City of Riviera Beach or other owners and shall be held responsible for replacing or repairing any such loss or damage. The CRA may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the Contractor or his agents.

The responsibility for all harm or damage to person or property arising out of, or on account of, work done under this Contract shall rest upon the Contractor and the Contractor shall save the CRA harmless from all claims made on account of such damage.

UNANTICIPATED FIELD CONDITIONS, CHANGE ORDERS AND CLAIMS FOR DELAY

Any field conditions that are materially different than those provide in the bid document which may have implications for potential delays or require additional equipment and other related costs must be reported within twenty-four (24) hours of discovery to the Executive Director or his designee. Any related delay claims or change orders must be approved by the Executive Director or his designee prior to the execution of work.

INSPECTION/ACCEPTANCE OF WORK

Acceptance of work performed will be made by the CRA once the CRA personnel has inspected the work and determined that the job was completed consistent with the work request and to the satisfaction of this document and fully complies with the specifications herein.

PAYMENT

Final payment will be made by the CRA after commodities/services have been received, accepted and properly invoiced as indicated in the contract and/or order. Invoices must state the purchase order number. Invoices shall be itemized consistent with the work request and shall show property location/address, work request number, date completed and charges. Payment for services shall be made only for work performed and requested of the Contractor and accepted by the CRA.

PAYMENT TO SUBCONTRACTORS, SUPPLIERS AND SUB-SUBCONTRACTOR

Pursuant to the provision of F.S. 218-.735(6) , as may be amended, when a prime contractor receives payment from the CRA for labor, services or materials furnished by subcontractors or suppliers hired by the prime contractor, the prime contractor shall remit payment due to those subcontractors and suppliers within ten (10) days after the prime contractor's receipt of payment.

When a subcontractor receives payment from a prime contractor or labor, services or materials furnished by sub-contractor and suppliers hired by the subcontractor, the subcontractor shall remit payment due to those sub-subcontractors within seven (7) days after subcontractor's receipt of payment from the prime contractor.

BID SECURITY AND PERFORMANCE BONDS

Bid security shall be required for all competitive sealed bidding for construction contracts when the price is estimated by the Executive Director of the CRA to exceed \$50,000. Bid security shall be a bond provided by a surety company authorized to do business in the State, or the equivalent in case, or otherwise supplied in a form satisfactory to the CRA. Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when then circumstances warrant in the opinion of the Executive Director of the CRA.

INDEMNIFICATION

CONTRACTOR shall indemnify and save harmless and defend the CRA, its agents, servants, officers and employees from and against any and all claims, liabilities, losses, damages, and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, omission or intentional wrongful misconduct of CONTRACTOR and persons employed or utilized by CONTRACTOR in the performance of this Agreement.

The CONTRACTOR further agrees to indemnify, save harmless and defend the CRA, its agents, servants, officers and employees from and against any claim, demand or cause of action of whatsoever kind or nature arising out of any conduct or misconduct of the CONTRACTOR not included in the paragraph above and for which the CRA, its agents, servants, officers, or employees are alleged to be liable. Nothing contained in this provision shall be construed or interpreted as consent by the CRA to be sued, nor as a waiver of sovereign immunity beyond the waiver provided in Section 768.28, Florida Statutes.

The indemnification provided above shall obligate the CONTRACTOR to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at CRA's option, any and all claims of liability and all suits and actions of every name and description covered in this document which may be brought against the CRA whether performed by CONTRACTOR, or persons employed or utilized by CONTRACTOR.

PROJECT DESCRIPTION/BACKGROUND

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PROJECT DESCRIPTION/BACKGROUND:

The Riviera Beach Community Redevelopment Agency is seeking a qualified licensed/certified contractor to complete the construction and placement of a 14ft high and 196 sf wood frame kiosk at the beach located at the Riviera Beach Marina Village 190 East 13th Street Riviera Beach FL 33404. The location for placement is on north east corner of the property as seen in Exhibit "A". Bid specifications and drawings can be seen on Exhibit "B".

The project specifications include the following;

Design Parameters

- Type of Construction- Pressure treated wood frame.
- Wind Load- Able to withstand 170mph gust and category 2
- Building Height- 14ft
- Roofing Material- Metal 12psf and pitch of 3/12 ; 5/12
- Fasteners- to be S. STL or H dipped GALV
- Floors- Exterior grade, non-slip
- Inside Interior Walls- Painted exposed framing
- Ceiling- Exposed open trusses

1. The successful bidder (hereinafter referred to as the Contractor) shall furnish, at their expense, all labor, supervisors, equipment, machinery, tools, materials, hauling equipment, and other services necessary for the installation of the water and other necessary work to complete this Broadway & Blue Heron Block Redevelopment Project.
2. The Contractor shall be responsible for ensuring that all construction and/or installation debris is hauled off site and properly disposed of per applicable laws and guidelines.
3. The Contractor shall provide a schedule for the required work and coordinate all required work with other occupancy and/or construction occurring on or in this area by others.
4. Safeguard of all equipment, tools, materials, etc., at the work site shall be the Contractor's responsibility.
5. The Contractor shall be responsible for the protection of all personnel against hazards and/or injuries due to their construction operations at the work site.
6. Contractor shall be responsible for the disconnection of all utility services required to perform installation work and said disconnection work shall be included in the Contractor's cost if applicable.

7. The Contractor shall have an English-speaking supervisor/representative on the work site at all times, who shall be thoroughly knowledgeable of all plans, specifications, and other contract documents and has the authority to act in the contractor's behalf.
8. The Contractor is responsible, as a part of the cost, for any and all special activities required for asbestos abatement (if applicable).
9. The Contractor shall be responsible for the appearance of all working personnel assigned to the projects (clean and appropriately dressed) at all times, and their compliance with City Policies and Rules prohibiting smoking and consumption of alcohol and illegal drugs while on City and CRA projects.

BID OPENING DATE:

Sealed bids must be clearly marked “**ITB 2019-03 “MARINA VILLAGE KIOSK CONSTRUCTION PROJECT”** and will be received until **4:00 P. M., August 27, 2019** at the office of The Riviera Beach Community Redevelopment Agency 2001 Broadway Suite 300, Riviera Beach, Florida 33404. No bids will be accepted after the time and date specified. The bidder is required to examine carefully the Scope of Work and be thoroughly informed regarding any and all conditions and requirements that may in any manner affect the work to be performed under this bid, or affect the equipment, materials and labor required. Failure to do so will not be a basis for subsequent change orders.

INQUIRIES/QUESTIONS DEADLINE:

All inquiries shall be in written format and addressed to the Riviera Beach Community Redevelopment Agency:

2001 Broadway Suite 300
Riviera Beach, FL 33404
Fax: (561) 881-8043
Email: alewis@rivierabch.com

The last day to submit questions concerning this ITB shall be **August 16, 2019** Questions received after this time will not be answered.

MANDATORY PRE BID MEETING

A mandatory Pre Bid Meeting will be held on **August 8, 2019**, at the Marina Event Center located at 190 E 13th Street Riviera Beach, FL 33404, at 10:00 am.

PROCUREMENT SCHEDULE

The RBCRA will use the following time line for the ITB. Dates are subject to change if necessary.

Event	Date
DATE ITB ISSUED	JULY 26, 2019
MANDATORY SITE VISIT	AUGUST 8, 2019
DUE DATE FOR BIDDER QUESTIONS	AUGUST 16,2019
ITB DUE DATE	AUGUST 27,2019

SPECIAL CONDITIONS

The contractor shall be responsible to ensure frequent pick-up of all refuse, rubbish, scrap materials, and debris that result from their operations so that work site presents a neat and orderly appearance at all times. All rubbish, scrap, etc., shall be transported from the premises. NO rubbish shall be deposited as fill on the work site. At completion of work, the contractor shall remove all work materials, tools, construction equipment, machinery, and surplus materials from the work site and shall leave project in ready to use condition.

The contractor shall provide a schedule for the required work and coordinate all required work with other occupancy and/or construction occurring on or in this area by others.

Safeguard of all equipment, tools, materials, etc., at the work site shall be the contractor's responsibility.

The contractor shall be responsible for the protection of all personnel against hazards and/or injuries due to their construction operations at the work site.

Contractor shall correct any and all damage caused by their operations to the CRA's satisfaction at no additional cost to the RBCRA.

The contractor shall have an English-speaking supervisor/representative on the work site at all times, who shall be thoroughly knowledgeable of all plans, specifications, and other contract documents and has the authority to act on the contractor's behalf.

The contractor shall be responsible for the appearance of all working personnel assigned to the projects (clean and appropriately dressed) at all times, and their compliance with City Policies and Rules prohibiting smoking and consumption of alcohol and illegal drugs while on City and or CRA projects.

The contract time for this solicitation shall be for **90 days** from issuance of the Notice to Proceed. As the project is anticipated to be constructed in phases, specific time constrains and durations shall be outlined in individual work orders, Purchase Order, or Notice to Proceed.

RESPONSIBILITIES OF THE CONTRACTOR

The responsibilities of the Contractor include, but shall not be limited to, the following:

The Contractor shall provide all labor management, supervision, materials, components and equipment.

The Contractor shall be responsible for securing all required permits including Application and Payment for City of Riviera Beach building permit. Cost of permit to be paid by contractor and should be reflected in overhead.

The Contractor shall be solely responsible for the safety of Contractor's employees and others relative to Contractor's work, work procedures, material, equipment, transportation, signage and related activities and equipment.

The Contractor shall provide competent workers and competent supervision.

The Contractor shall be responsible on a daily basis to maintain a clean work site, to remove debris, and to dispose of it properly at the Contractor's expense.

The Contractor shall take precautions necessary to protect person or property against injury or damage and be responsible for any such damage, or injury that occurs as a result of their fault or negligence.

Reporting Dangerous Conditions/Situations: The Contractor shall report any encounter with dangerous conditions or unusual situations shall be reported to the Public Works Director at 561-845-4080 and RBCRA Project Manager at 561-844-3408.

Damages by CONTRACTOR: Any damage to buildings fences, structures, automobiles, windows, etc., as a result of the extraction/transport/disposal shall be repaired/replaced within two (2) weeks of date of damage by the Contractor, at no cost to the CRA. All incidents of damage by the Contractor and any discoveries of damage shall be reported to the CRA Contact Person immediately upon discovery.

Contractor shall provide a written work plan and timeline for the proposed job (Critical Path). The RBCRA may either (a) accept the work plan, timeline, or (b) elect to not have Contractor proceed with the project, or (c) the RBCRA may provide a revised work plan and timeline for the Contractor to evaluate. Contractor shall not proceed with any work until it obtains written authorization to proceed from the RBCRA.

If a project requires special equipment such as a lift or hoist, roll-off dumpster, Contractor shall include the price for the use of such equipment and related labor in its base bid.

If operations performed during the day are deemed by the Public Works Director or CRA Executive Director to be disruptive then operations shall cease and continue after 5:00 pm.

Contractor shall supervise all work performed under this Agreement. However, the City and the CRA may inspect all work to determine that the quality is acceptable to the City and CRA.

INSURANCES

Professional liability/ Errors and Omissions Commercial general liability (Products/completed operations Contractual, insurance broad form property, Independent contractor, personal injury) Excess liability Automobile (owned, non-owned, & hired) Worker's Compensation	\$1,000,000 per occurrence \$1, 000,000 annual aggregate \$1, 000,000 per occurrence \$1,000,000 annual aggregate \$1, 000,000 \$ 1,000,000 single limits
---	---

The commercial general liability and excess liability policies will name the CRA as an additional insured, and proof of such coverage shall be furnished to the CRA by way of an endorsement to same or a certificate of insurance no later than ten (10) days prior to the provision of services under the awarded contract and upon renewal of each policy each year the awarded contract remains in effect and for a period of one (1) year after the termination of the contract. All such insurance must be with an insurance carrier approved and authorized to do business in the state of Florida, and who must have a rating of no less than "excellent" by A.M. BEST, or as mutually agreed upon by the CRA and the successful Proposer. All such insurance policies may not be modified or terminated without the express written authorization of the CRA. The insurance requirements set forth herein may be modified by the CRA in its sole discretion in competitive negotiations. Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any resulting. **Evidence of ability to obtain appropriate insurance coverage shall be provided in each proposing firm's or individual's proposal.**

For information regarding technical and contractual matters of this Invitation to bid, please contact: **Andre' Lewis- Project Manager 561-844-3408.**

BID PROTEST MINIMUM REQUIREMENTS, COST AND FILING FEES

- a. Written Protest. The written protest submitted to the Executive Director of the CRA must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00 or 2% of the value of the Bid/Proposal, whichever is greater up to a maximum of \$2,500.
- b. Appeal to the CRA Board of Commissioners. The written request for an appeal to the CRA Commission must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00, or 2%, whichever is greater, up to a maximum of \$2,500.
- c. Refund of Filing Fees. All costs resulting from a protest shall be borne by the Protestor. If a protest is upheld by either the Purchasing Director or CRA Executive Director, as applicable, the filing fee shall be refunded to the Protestor less costs incurred by the CRA. If the protest is denied the filing fee shall be forfeited to the CRA in lieu of payment of costs incurred by the CRA.

PUBLIC RECORDS

The Independent Contractor shall comply with Florida's Public Records Act, and specifically section 119.0701, Florida Statutes, by agreeing to:

- a. Keep and maintain all public records that ordinarily and necessarily would be required by the CRA to keep and maintain in order to perform the services under this Agreement.
- b. Provide the public with access to said public records on the same terms and conditions that the CRA would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d. Meet all requirements for retaining said public records and transfer, at no cost, to the CRA all said public records in possession of the Contractor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. All records stored electronically must be provided to the CRA in a format that is compatible with the information technology systems of the CRA.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
ITB NO. 2019-03
MARINA VILLAGE KIOSK CONSTRUCTION PROJECT
SCOPE OF SERVICE ACKNOWLEDGMENT**

Name of Firm: _____

Principal Contact: _____

Address: _____

Telephone: _____

Email: _____

Website: _____

Price Quote : _____ (including automobile)

The CRA Requires The Contractor To Provide The Following. Please provide initials after each section as affirmation of compliance.

WORK HISTORY

Qualified bidders should provide visual examples of completed (*commercial construction projects that are on or in close proximity of the beach and or marina*) work along with professional references to affirm this fact.

Initials _____

PERMITTING

The CONTRACTOR shall procure and pay for all permits and licenses, charges and fees and give all notices necessary and incidental to the lawful prosecution of the work. The cost of all permits, fees, etc. shall be included in price bid except where noted in the specifications and requirements. The City of Riviera Beach Building Permit may be estimated at 3% of the construction cost. Permit fees shall be paid as a direct reimbursable expense and shall have no markup from the contractor. All cost associated should be captured in final tally.

Initials _____

WARRANTY

The successful bidder shall furnish factory warranty on all equipment furnished hereunder against defect in materials and /or warranty shall become effective on the date of delivery and acceptance by the CRA. Should any defects in materials or workmanship, except ordinary wear and tear appear during the above stated warranty period, the successful bidder shall repair or replace same at no cost to the CRA. **Warranties shall be indicated on the bid sheet or enclosed herewith.**

REQUIRED FORMS

IN ADDITION TO THE INVITATION TO BID COVER PAGE, THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR BID.

- 1) QUESTIONNAIRE**
- 2) BIDDER'S CERTIFICATION**
- 3) LICENSES & CERTIFICATIONS**
- 4) COMPANY BROCHURE & QUALIFICATION**
- 5) INSURANCE CERTIFICATION**
- 6) ADDENDUM PAGE**
- 7) REFERENCES**
- 8) DRUG FREE WORKPLACE**
- 9) PUBLIC ENTITY CRIMES STATEMENT**
- 10) SCHEDULE 1 – PARTICIPATION FOR SMALL BUSINESS ENTERPRISES**
- 11) SCHEDULE 2 – LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS SUB-CONTRACTORS**
- 12) SCHEDULE 3- LOCAL BUSINESS PARTICIPATION**
- 13) SCHEDULE 4- LETTER OF INTENT TO PERFORM AS A LOCAL BUSINESS**
- 14) BID COST PROPOSAL SHEET**
- 15) BID BOND**

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR BID IN ACCORDANCE WITH THE INSTRUCTION SHEET ON THE PRECEDING PAGE. FAILURE TO DO SO MAY RESULT IN YOUR BID NOT BEING CONSIDERED FOR AWARD.

IT IS THE BIDDER'S RESPONSIBILITY TO CONTACT THE PURCHASING DEPARTMENT PRIOR TO SUBMITTING A BID TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ANY AND ALL SUCH ADDENDA AND RETURN EXECUTED ADDENDA WITH THIS BID.

QUESTIONNAIRE

The undersigned guarantees the truth and accuracy of all statements and answers herein contained.

How many years has your organization been in business in the State of Florida as a Contractor?	
What is the last project of this nature that you have completed?	
Have you ever failed to complete work awarded to you: If so where and why?	
The CRA requires submittal of at least three (3) references (preferably municipal) from the Contractor (References must include name, job title and telephone number of contact person(s)). Name three (3) entities for which you have performed work and to which you refer?	
Have you personally inspected the proposed project site and have a proposed plan for its execution?	
Will you subcontract any part of this work? If so, give details.	
Briefly describe your firm's financial status and provide evidence of your company's financial stability and of its probability of remaining viable throughout the term of the contract.	
Has the Contractor or any of its parents or subsidiaries ever had a Bankruptcy Petition filed in its name, voluntary or involuntary? (If yes, specify date, circumstances and resolution)	

<p>Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution)</p>	
<p>Please provide a list of all lawsuits against the company relating to a contract entered into by the company where the company was found by a court of competent jurisdiction to be at fault.</p>	
<p>List all construction contract arbitration related demands filed by, or against the Contractor in the past ten (10) years, and identify the nature of claim, the amount in dispute, the parties and the ultimate resolution of the proceeding.</p>	

State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the President and Secretary. If a partnership, state the names of all partners. If a trade name, state the names of the business under the trade name. It is absolutely necessary that this information be furnished).

Correct Name of Bidder

- a) The business is a (Sole Proprietorship) (Partnership) (Corporation)
- b) The address of principal place of business is _____
- c) The names of the corporate officers or partners, or individuals doing business under a trade name, are as follows:

Signature of Bidder

By: _____

Print Name: _____

Business Address: _____

Incorporated under the laws of the State of _____.

BIDDER'S CERTIFICATION

I have carefully examined the Invitation to Bid, Instructions to Bidders, General and/or Special Conditions, Specifications, Bid Proposal and any other documents accompanying or made a part of this invitation.

I hereby propose to furnish the goods or services specified in the Invitation to Bid at the prices or rates quoted in my bid. I agree that my bid will remain firm for a period of up to ninety (90) days in order to allow the CRA adequate time to evaluate the bids. Furthermore, I agree to abide by all conditions of the bid.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the bid.

I further certify that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the CRA or of any other bidder interested in said bid; and that the undersigned executed this Bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

E-MAIL ADDRESS

BY:

SIGNATURE

Sworn to and subscribed before me this _____ day of _____,
20__.

PRINTED NAME AND TITLE

SIGNATURE OF NOTARY

MAILING ADDRESS

MY COMMISSION EXPIRES: _____

CITY, STATE, ZIP CODE

PERSONALLY KNOWN _____

TELEPHONE NUMBER

OR PRODUCED

IDENTIFICATION _____

FAX NUMBER

TYPE: _____

ADDENDUM PAGE

The undersigned acknowledges receipt of the following addenda to the Invitation to Bid (indicate number and date of each):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FAILURE TO SUBMIT ACKNOWLEDGEMENT OF ANY ADDENDUM THAT AFFECTS THE BID PRICES IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE BID.

COMPANY

SIGNATURE

TITLE

REFERENCES

Proposer shall submit as a part of the proposal package four (4) business references with the name of the business, address, contact person, and telephone number.

Contractors should submit a copy of their professional license.

Name: _____

Name: _____

Address: _____

Address: _____

Tel. No.: _____

Tel. No.: _____

Fax No _____

Fax No.: _____

Email: _____

Email: _____

Contact: _____

Contact: _____

Name: _____

Name: _____

Address: _____

Address: _____

Tel. No.: _____

Tel. No.: _____

Fax No _____

Fax No.: _____

Email: _____

Email: _____

Contact: _____

Contact: _____

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

THIS CERTIFICATION is submitted by _____ the
(INDIVIDUAL'S NAME)

_____ Of _____
(TITLE/POSITION WITH COMPANY/VENDOR) (NAME OF COMPANY/VENDOR)

who does hereby certify that said Company/Vendor has implemented a drug free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

SIGNATURE

DATE

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes (1995), you are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 [F.S.] for CATEGORY TWO [\$10,000.00] for a period of 36 months from the date of being placed on the convicted vendor list.

Acknowledged by:

Firm Name

Signature

Name & Title (Print or Type)

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____

As Principal, hereinafter called the Principal, and _____

A corporation duly organized under the laws of the State of Florida as Surety, hereinafter called the Surety, are held and firmly bound unto the CRA, 2001 Broadway Suite 300, Riviera Beach, FL 33404

As obligee, hereinafter called the obligee, in the sum of _____

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has submitted a bid for

_____ (project)

NOW, THEREFORE, if the Oblige shall accept the bid of the principal and the Principal shall enter into a Contract with Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ **day of** _____, **2019.**

Witnesses:

Principal (seal)

By: _____
(Title)

For: _____
(Surety) (Seal)

By: _____

SCHEDULE 1
 PARTICIPATION FOR M/WBE CONTRACTORS/ BIDDERS

BID TITLE _____

BID NUMBER _____

NAME OF PRIME BIDDER _____

BID OPENING DATE _____

CONTACT PERSON _____ TELEPHONE NUMBER _____

EMAIL: _____

NAME, ADDRESS & TELEPHONE NUMBER OF MINORITY CONTRACTOR	TYPE & DESCRIPTION OF WORK TO BE PERFORMED	BLACK	HISPANIC	OTHER	WOMEN
TOTAL					

TOTAL PARTICIPATION: _____ % BID
 PRICE _____

SIGNATURE _____ TITLE _____

SCHEDULE 2

BID NUMBER _____

LIASON _____

LETTER OF INTENT TO PERFORM AS A MINORITY/SUBCONTRACTOR

TO: _____ the undersigned intends to perform work in connection with the above bid as (check one):

An individual _____ a corporation _____ a partnership _____ a joint venture.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

Type of Service to be provided:

At the following price: _____ or Percentage _____

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

Item: _____ Project Commencement Date: _____

Project Completion Date: _____

_____ % of the dollar value of the subcontract will be sublet and/or awarded to non-minority contractors and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the Riviera Beach CRA.

(FIRM/NAME OF MINORITY CONTRACTOR)

SCHEDULE 3
PARTICIPATION FOR SBE CONTRACTORS/ BIDDERS

BID TITLE _____ BID NUMBER _____

NAME OF PRIME BIDDER _____ BID OPENING DATE: _____

CONTACT PERSON _____ TELEPHONE NUMBER: _____ DEPARTMENT: _____

NAME, ADDRESS & TELEPHONE NUMBER OF MINORITY CONTRACTOR	TYPE & DESCRIPTION OF WORK TO BE PERFORMED	CERTIFICATION

TO BE COMPLETED BY PRIME PROPOSER

BID PRICE: _____ OR _____ TOTAL PARTICIPATION _____ %

DATE: _____

(FIRM/NAME OF CONTRACTOR)

BY: _____
SIGNATURE OF CONTRACTOR

LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS ENTERPRISE

TO:

The Undersigned intends to perform work in connection with the above Bid as (check one):

_____an individual _____ a corporation _____ a partnership_____ a joint venture

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

Type of Service to be provided _____

At the Following price: \$ _____

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

Items _____ Projected Commencement Date: _____ Projected Completion _____

_____ % of the dollar value of the subcontractor will sublet and/or awarded to non-minority contractors and/or Non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon the execution of a contract with the Riviera Beach CRA.

NAME OF SMALL BUSINESS ENTERPRISE CONTRACTOR

PARTICIPATION LOCAL BUSINESS AS CONTRACTOR AT LEAST 25%

BID TITLE _____ BID NUMBER _____

NAME OF PRIME BIDDER _____ BID OPENING DATE: _____

CONTACT PERSON _____ TELEPHONE NUMBER: _____ DEPARTMENT: _____

NAME, ADDRESS & TELEPHONE NUMBER OF MINORITY CONTRACTOR	TYPE & DESCRIPTION OF WORK TO BE PERFORMED	% TO BE PERFORMED BY LOCAL BUSINESS	ESTIMATED DOLLAR VALUE

TOTAL: _____

TO BE COMPLETED BY PRIME PROPOSER

BID PRICE: _____ OR _____ TOTAL PARTICIPATION _____

(FIRM/NAME OF CONTRACTOR)

DATE: _____

BY: _____

SIGNATURE OF CONTRACTOR

LETTER OF INTENT TO PERFORM AS A MINORITY/ SMALL BUSINESS ENTERPRISE

TO:

The Undersigned intends to perform work in connection with the above Bid as (check one):

_____ an individual _____ a corporation _____ a partnership _____ a joint venture

_____The undersigned is certified as an M/WBE.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

Type of Service to be provided _____

At the Following price: \$ _____

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

Items _____ Projected Commencement Date: _____ Projected Completion _____

_____ % of the dollar value of the subcontractor will sublet and/or awarded to non-minority contractors and/or Non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon the execution of a contract with the Riviera Beach CRA.

NAME OF SMALL BUSINESS ENTERPRISE CONTRACTOR

**MARINA VILLAGE
KIOSK CONSTRUCTION PROJECT
BID COST SHEET**

Complete this documents by indicating the bided cost for each item and the total

MATERIAL COST\ PER SQ FT	TOTAL MATERIAL COST	DAYS TO COMPLETE JOB	LABOR COST PER SQ FT	TOTAL LABOR COST	TOTAL CONSTRUCTION COST

EXHIBIT A
Proposed Area

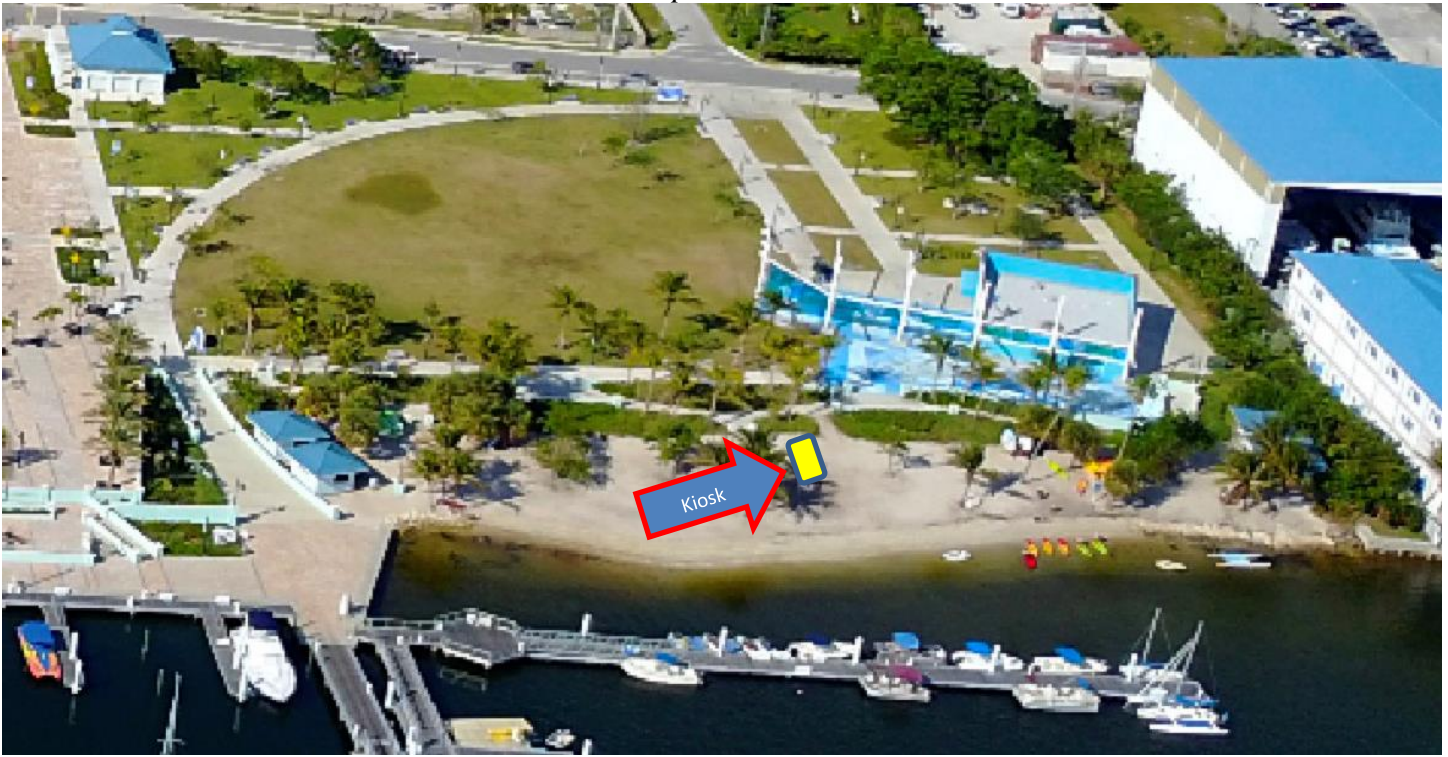
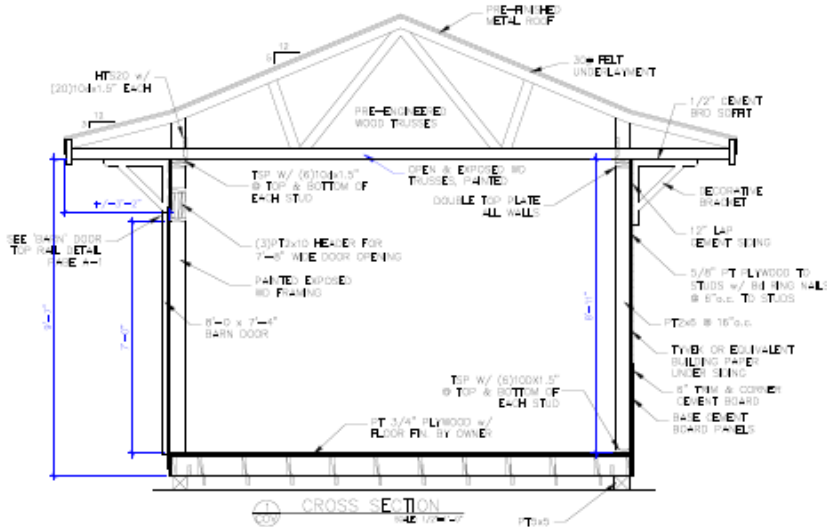
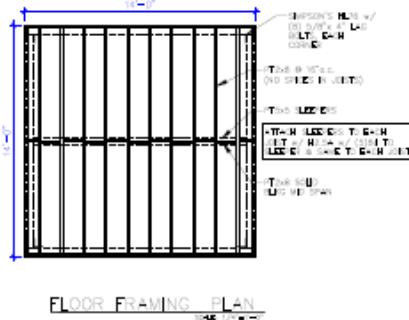
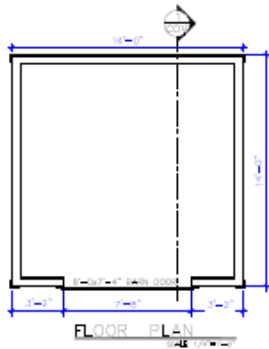
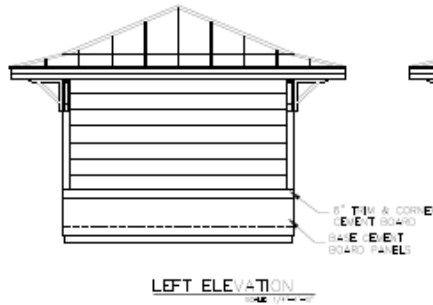
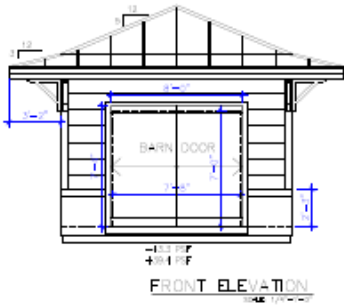


EXHIBIT B Development Plans Example



ADVANCED ARCHITECTURE & PLANNING LLC
1000 N. UNIVERSITY AVENUE, SUITE 100
ANN ARBOR, MI 48106
TEL: 734.769.1234
WWW.AAPLLC.COM

**KIOSK STORAGE BUILDING
PORTABLE FOR TEMPORARY USE**

DATE	08/28/10
BY	J. L. HARRIS
CHKD	J. L. HARRIS
APP'D	J. L. HARRIS

CLIENT:
MARINA VILLAGE 1275
EAST BLUE HERON BLVD.
RIVERA BEACH, FL 33404



DRAWING INDEX:
COV: NOTES & PLANS
A1: NOTES & DETAILS

COV