



**QUOTATION REQUEST**

**QUOTE NO. Q(11)R-63**

Quotations are hereby solicited for the following City of Sunrise project:

**UTILITY BUILDING OFFICE RENOVATIONS (State of Florida General Contractor)**

The City of Sunrise is seeking a qualified State of Florida licensed General Contractor to renovate offices, as specified herein, in the Sunrise City Hall, located at 10770 West Oakland Park Boulevard, Sunrise, FL 33351.

Purchasing Agent: Robert Romanitch  
Phone: (954) 572-2203/2274  
Fax: (954) 572-2278

**Mandatory Pre-Quote Conference**

**Day/Date:** Tuesday, June 14, 2011  
**Time:** 10:00 a.m.  
**Location:** Utilities Administration Building  
1st Floor Conference Room  
777 Sawgrass Corporate Parkway  
Sunrise, FL 33325

**Quote Opening**

**Day/Date:** Wednesday, June 22, 2011  
**Time:** 3:00 p.m.  
**Location:** Purchasing Division  
1601 NW 136th Avenue  
Building "A", Suite 101  
Sunrise, FL 33323

**Qualification Requirement:** The successful bidder shall have a current and valid State of Florida General Contractor's license, shall have successfully completed a minimum of three (3) renovations of similar size and complexity in the last five (5) years, and shall provide references for at least three completed similar projects. The City shall be the sole and final judge in determining if the Contractor meets the Qualification Requirement.

Quotations must be received at the office of the Purchasing Division no later than **3:00 p.m. Wednesday June 22, 2011.** **Quotes may be faxed to (954) 572-2278,** Attention: Robert Romanitch, **hand delivered to the Purchasing Division, 1601 NW 136 th Avenue, Building "A", Suite 101, Sunrise, FL 33323,** or **mailed to CITY of Sunrise, Purchasing Division, 10770 W. Oakland Park Blvd, Sunrise, FL 33351, Attention: Robert Romanitch.** All quotes shall remain valid for ninety (90) days after submission.

**Only Pages 17, 18 and 19 must be returned, along with proof of insurance and copies of licenses.**

## Specifications

Scope of Work: The City of Sunrise is seeking a qualified General Contractor to furnish all labor, materials, equipment and services, as specified herein, and as required by code, to renovate offices in the Utilities Administration Building, located at 777 Sawgrass Corporate Parkway, Sunrise, FL 33325. The Scope includes, but is not limited to, light metal framing, gypsum board, millwork, builder's hardware, acoustical tile ceiling, painting and miscellaneous electrical work. All documents necessary needed for obtaining permits shall be the responsibility of the Contractor.

**Qualification Requirement: The successful bidder shall have a current and valid State of Florida General Contractor's license, shall have successfully completed a minimum of three (3) renovations of similar size and complexity in the last five (5) years, and shall provide references for at least three completed similar projects. The City shall be the sole and final judge in determining if the Contractor meets the Qualification Requirement.**

### Specifications:

1. See Drawing A-1, attached hereto and incorporated herein by reference.
2. This is a turn-key Grand Total Quote, and pricing shall include everything as specified herein.
3. The successful Respondent shall be a Florida licensed General Contractor.
4. All Respondents need to submit at least three (3) references for similar work in the last five (5) years. **References are to include: company name, address, valid phone number and name of a contact person, type of work done and dollar value of the work.**
5. The Contractor shall remove and legally dispose of all debris.
6. The Contractor shall furnish the City a one (1) year written warranty on all materials and labor.
7. The Contractor shall pay for and obtain all required permits. The Contractor will be reimbursed for all City permit fees **at cost** under the Allowance on the Quote Pricing Page.
8. A parking/staging area will be provided for the Contractor on site.
9. The Contractor shall comply with all Security Procedures, as specified herein.

## INSTRUCTIONS TO CONTRACTORS

### 1. INTRODUCTION

- 1.1 These Instructions to Contractors (hereinafter "the Instructions") are applicable to all Contractors and Quotes for a project to be constructed for The City of Sunrise, Florida (hereinafter "the City") and more specifically identified as follows: UTILITES BUILDING OFFICE RENOVATIONS (hereinafter "the Project"). Quote packages and specifications for the Project are available at the offices of the Purchasing Division, 1601 NW 136th Avenue, Building "A", Suite 101, Sunrise, Florida 33323.
- 1.2 These Instructions are mandatory. As a condition precedent for the consideration of any Quote, the Contractor and the Quote must strictly comply with all terms and conditions of the Instructions. The City expressly and unequivocally reserves the right to disqualify any Contractor, or reject any Quote, which does not strictly comply with said terms and conditions. The City furthermore expressly and unequivocally reserves the right to reject any and all Quotes and to waive any irregularities or informalities in the Quotes received and the right to accept any item or group of items specifically Quote unless qualified by the Contractor.
- 1.3 Each Contractor must be responsible and qualified by experience to provide and complete the Work as specified herein; each Contractor must also possess the ability, knowledge, skill, judgment, management, supervision, and physical and financial resources to construct the Project for the Contract Sum and within the Contract Time specified herein.
- 1.4 The submission of a Quote shall constitute an affirmative representation by the Contractor to the City of the following facts:
- (a) The Contractor is duly licensed by the State of Florida and all other applicable authorities as required for the construction of the Project;
  - (b) The Contractor is not in default of any of its contractual obligations on any other contracts or projects;
  - (c) The Contractor has become thoroughly familiar with all local conditions under which the Project is to be constructed and has correlated its observations with the requirements of the contract documents;
  - (d) The Contractor has read, carefully studied, and compared all of the contract documents, including, but not limited to, the specifications. Failure to do so shall be at the Contractor's risk.
  - (e) No representations or warranties have been made to the Contractor by the City or by any of its agents or representatives, and the City and its agents and representatives have made no verbal or other modifications to the contract documents except as may be reflected in written addenda issued prior to Quote.

**2. SUBMISSION OF THE QUOTE**

- 2.1 Quotations must be received at the office of the Purchasing Division no later than **3:00 p.m., Wednesday, June 22, 2011.** **Quotes may be faxed to (954) 572-2278,** Attention: Robert Romanitch, hand delivered to the Purchasing Division, 1601 NW 136th Avenue, Building "A", Suite 101, Sunrise, FL 33323, or mailed to CITY of Sunrise, Purchasing Division, 10770 W. Oakland Park Blvd, Sunrise, FL 33351, Attention: Robert Romanitch. All quotes shall remain valid for ninety (90) days after submission.

**3. WITHDRAWAL OF A QUOTE**

- 3.1 Any Quote may be withdrawn prior to the scheduled time for the opening of Quotes provided, however, that such withdrawal must be in writing and properly executed by a person having authority as set forth herein to execute the Quote or, in the alternative, such Quote may be withdrawn in person by a person having authority as set forth herein to execute the Quote. No Quote may be withdrawn after the time scheduled for opening of Quotes for a period of ninety (90) days.

**4. INFORMATION REGARDING QUOTE**

- 4.1 Contractors shall not contact any City Official or Employee prior to opening of Quotes, evaluation of Quotes and award of Quote other than the individual named on Page 1 of this document.

**5. ADDENDA AND MODIFICATIONS**

- 5.1 Any addenda, modification or interpretation of the Quote Documents will be made in writing, and issued by the City, prior to the time and date of Quote Opening. Such written addenda or modifications shall be part of the Quote Documents and shall be binding upon each Contractor. No oral or verbal addenda or modifications shall be allowed nor shall any Contractor rely upon any oral or verbal addenda or modifications in preparing or submitting its Quote. Contractors should direct inquiries in writing, either via U.S. Mail or Telefax, to the Purchasing Division, City of Sunrise, 10770 W. Oakland Park Boulevard, Sunrise, Florida, 33351, Telefax No. (954) 572-2278. **All inquiries must be received by the Purchasing Division no later than 12:00 p.m., Thursday, June 16, 2011.**

**6. INSPECTION**

- 6.1 The Contractor is required before submitting his/her proposal to familiarize himself/herself with the nature and extent of the work, equipment, materials and labor required.

The Contractor is also required to examine, carefully, the specification and to inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect the work to be performed under this contract.

**7. MANDATORY PRE-QUOTE CONFERENCE**

7.1 A Mandatory Pre-Quote conference will be held and all prime Contractors must attend. The time and place is listed on Page 1 of this Quotation Request. At the conference, the City's representatives will be available to discuss issues relative to this Invitation for Quote and the Quote documents. Any suggested modifications may be presented in writing or discussed at this conference and may be considered by said representatives as possible amendments to the Quote Documents.

7.2 **The Mandatory Pre-Quote Conference will be held at the Work Site and Contractors are responsible for taking all measurements and bringing any required sub-contractors to this Pre-Bid Conference. This meeting will be the ONLY opportunity for Contractors to examine the Work area and take measurements.**

**8. TIME OF COMPLETION**

8.1 On or after the award of the Contract, the City shall notify the Contractor of the date on which the Work shall commence "the Commencement Date". The Contractor shall receive no less than forty-eight (48) hours notice of the Commencement Date. The Contractor shall commence work on the Commencement Date, and the Work shall be carried on regularly and without interruption, and the **Contractor shall achieve Substantial Completion of the Work no later than Twenty Three (23) calendar days after the Commencement Date for Site Activities.** Site activities shall be required on the Commencement Date. The Contractor shall furthermore achieve Final Completion of the Work no later than **Seven (7) calendar days** after the date of Substantial Completion.

**9. QUOTE OPENING**

9.1 The Quote Opening will be open to the public on the date and time specified herein. Any Contractor is invited to attend the Quote Opening. All Quotes received after the date and time specified for the Quote Opening may be returned at the expense of the Contractor.

**10. PRICE CALCULATION ERRORS**

10.1 In the event that an inadvertent error in the extension of price totals occurs, the unit price shall prevail. When Quotes are awarded on the basis of lump sum, if there is a discrepancy between the written and numeric amount, the written amount prevails.

**11. QUOTE VALIDITY**

11.1 All Quotes shall remain valid for ninety (90) days after the time of Quote opening.

**12. AWARD OF CONTRACT**

12.1 If a contract is to be awarded, it will be awarded to the qualified responsible Contractor with the lowest responsive Total Quote Offer. **The City reserves the right to disqualify Contractors that do not quote as specified or are not deemed qualified for the work specified herein.** If a successful Contractor's contract is canceled or terminated for any reason, the City reserves the right to award the contract to the responsible Contractor with the next lowest responsive Total Quote Offer, or re-Quote the entire contract, whichever is in the best interest of the City.

13.2 The City reserves the right to reject any and all Quotes and waive any and all informalities, and the right to disregard all non-conforming or conditional Quotes or counter Quotes.

**14. APPROVAL**

14.1 A purchase order will be issued with the understanding that all items delivered, constructed and installed are required to meet the approval of the City. Material not acceptable shall be replaced or proper credit given at the City's option. All approvals are made with the presumption that commodities, workmanship and materials are in conformance with all aspects of the Quote specifications.

**15. TERMINATION FOR GOVERNMENTAL NON-APPROPRIATIONS**

15.1 The City is a bona fide governmental entity of the State of Florida with a fiscal year ending on September 30 of each calendar year. If the City does not appropriate sufficient funds to purchase the quantities required under this Contract for any of the City's fiscal years subsequent to the one in which the Contract is executed and entered into, then this Contract shall be terminated effective upon expiration of the fiscal year in which sufficient funds to continue satisfaction of City's obligation under this Contract were last appropriated by City, and the City shall not, in this sole event be obligated to make any further purchases beyond said fiscal year.

**16. TERMINATION FOR CAUSE**

16.1 This Agreement may be terminated by either party upon three (3) calendar days written notice to the other party, should such other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination. In the event the Contractor abandons this Agreement or causes it to be terminated by the CITY, the Contractor shall indemnify the CITY against any loss pertaining to this termination. In the event that the Contractor is terminated by the CITY for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under Section 17 and the provisions of Section 17 shall govern.

**17. TERMINATION FOR CONVENIENCE**

17.1 This Contract may be terminated by the City without cause upon thirty (30) day written notice to the Contractor. In the event of such a termination without cause, the Contractor shall be compensated for all work satisfactorily completed to date, together with reimbursable expenses incurred. In such event the Contractor shall promptly submit to the City its invoice for final payment and reimbursement under the terms of this Contract.

**18. CODE REQUIREMENTS**

18.1 The Contractor and their subcontractors on this project shall be familiar with the Florida Building Code and all applicable Federal, State, County, City 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.

**19. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT**

19.1 By the submission of its Quote, Contractor certifies that all material, equipment, etc. contained in its Quote meets all Occupational Safety and Health Act (OSHA) requirements. Contractor further certifies that if it is the successful Contractor, and any of the material, equipment, etc. delivered is subsequently found to be deficient of any OSHA requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with the aforementioned requirements shall be borne by the Contractor. Furthermore, in compliance with Chapter 422, Florida Statutes, any item delivered from a contract resulting from this Quote must be accompanied by a Material Safety Data Sheet (MSDS). The MSDS must include the following information:

- (a) The chemical name and common name of the toxic substance.
- (b) The hazards or other risks in the use of the toxic substances including:
  - (i) The potential for fire, explosion, corrosively and reactivity.
  - (ii) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance.
  - (iii) The primary routes of entry and symptoms of overexposure.
- (c) The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
- (d) The emergency procedure for spills, fire, disposal and first aid.
- (e) A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.

- (f) The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

## 20. INDEMNIFICATION

- 20.1 Contractor shall indemnify and hold harmless CITY, its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract. This indemnification shall survive the term of this Contract.

## 21. INSURANCE

- 21.1 Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under any resulting contract.
- 21.2 **Commercial General Liability** Contractor agrees to maintain Commercial General Liability at a limit of liability not less than **\$1,000,000** Each Occurrence **\$2,000,000** Annual Aggregate. Contractor agrees its coverage will not contain any restrictive endorsement(s) excluding or limiting Product/Completed Operations, Independent Contractors, Broad Form Property Damage, X-C-U Coverage, Contractual Liability or Cross Liability. The Contractor agrees any Self-Insured-Retention or deductible shall not exceed \$25,000 unless City is notified on the certificate of insurance.
- 21.3 **Worker's Compensation Insurance & Employers Liability:** Contractor agrees to maintain its own Worker's Compensation & Employers Liability Insurance. **(NOTE: Elective exemptions or coverage through an employee leasing arrangement will NOT satisfy this requirement).**
- 21.4 **Additional Insured** The Bidder agrees to endorse the City as an Additional Insured on the Commercial General Liability with the following, or similar endorsement providing equal or broader Additional Insured coverage, the CG 2026 07 04 Additional Insured – Designated Person or Organization endorsement; or the CG2010 10 01 Additional Insured – Owners, Lessees, or Contractors or CG2010 07 04 Owners, Lessees, or Contractors endorsement, including the additional endorsement of CG2037 10 01 Additional Insured – Owners, Lessees, or Contractors – Completed Operations shall be required to provide back coverage for the contractor's "your work" as defined in the policy and liability arising out of the products-completed operations hazard. The Additional Insured shall read "City of Sunrise."



- 21.5 **Waiver of Subrogation** Bidder agrees by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Bidder to enter into an pre-loss agreement to waive subrogation without an endorsement, then Bidder agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Bidder enter into such an agreement on a pre-loss basis
- 21.6 **Certificate(s) of Insurance** Bidder agrees to provide City a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available by Bidder's insurer. If the Bidder receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Bidder agrees to notify the City by fax within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder address and fax number are as follows:

The Certificate Holder address shall read:

City of Sunrise  
Attn: Purchasing Division  
10770 West Oakland Park Blvd  
Sunrise, FL 33351

- 21.7 **Right to Revise or Reject** City reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, City reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operating legally.

## 22. LICENSES

- 22.1 All Contractors are to submit with their Quotation Request a copy of all licenses required to construct the Project along with such other information as the City may require to verify that the Contractor is responsible and capable of completing the Project.

## 22. CONTRACTOR QUALIFICATIONS

- 22.1 The Contractor, including their subcontractors and material suppliers, performing or supplying this Work shall be reputable firms regularly engaged in this type of work with skilled workers and equipment capable of making a first-class installation in accordance with acceptable standards and practices.
- 22.2 A purchase order will only be issued to a Contractor qualified by experience and deemed acceptable to the City.

22.3 A list of all projects similar in size and scope completed during the last five years shall be submitted by the Contractor with this Invitation for Quote. The list shall include location of project, dates of contracts, names and addresses of owners, contact person and telephone number.

22.4 All Contractors, firms, subcontractors, etc. performing specialty work for the Project shall be licensed, registered and/or certified by applicable law or authority having jurisdiction over that portion of the work. Certified copies of such licenses, registrations and/or certifications shall be filed with the City prior to the Commencement of the Work.

**23. PAST PROBLEMS ON PRIOR CONTRACTS**

23.1 When the Contractor or a proposed subcontractor has previously worked for the City and has received complaints from the City or has been involved in disputes with the City about the work, the Contractor is required to submit with their Quote an explanation of what, if anything, the Contractor has done or will do to avoid similar problems in the future. This explanation must deal specifically with the problems involved on the prior contract and any organizational, operational or other changes which have been or will be implemented. If in the sole judgment of the City the Contractor has failed to provide an adequate plan to insure that the contractual dispute previously experienced by the City will not recur, the City reserves the right to reject the Quote submitted by that Contractor.

**24. MATERIALS, INSTALLATION AND PERFORMANCE**

24.1 The Contractor shall be responsible for the provision, installation and performance of all equipment, materials, services, etc. offered in their Quote. The Contractor is in no way relieved of the responsibility for the performance of all equipment furnished or of assuring the timely delivery of materials, equipment, etc. even though it is not of their own manufacture. Unless otherwise specified, material storage shall be on site and within the defined area of the Work and within the Contractor's area of responsibility.

**25. SAFETY AND PROTECTION OF PROPERTY**

25.1 The Contractor shall take all reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to, its employees on the Work and all other persons who may be affected thereby; the Work and materials and equipment to be incorporated therein; and all other property at the site or adjacent thereto including, but not limited to, trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction. The Contractor shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss, and shall give all notices required by same; this requirement includes, but is not limited to, the United States Occupational Safety and Health Act and the Florida Trench Safety Act, Fla. Stat. ' 553.60.

**26. AUTHORIZED MANUFACTURER'S INSTALLATIONS**

26.1 Installation of any manufacturer's proprietary systems, products or equipment, specified or approved for this project, shall be performed by duly authorized and approved manufacturer's representatives, dealers, applicators or installers if same is a condition of special, standard or implied manufacturer's warranty. Certification of said authorization shall be submitted to the City upon request.

**27. SUBCONTRACTING**

27.1 Each Contractor shall submit, on the form provided herein, a list of subcontractors to be used on the Project with their Quote. Within Thirty (30) days after receipt of such list the City shall state in writing any objections it may have to any proposed subcontractor.

27.2 The successful Contractor shall not enter into a subcontract with any proposed subcontractor with reference to whom the City has made timely objection. After submittal of the list of subcontractors, no variance in subcontractors will be allowed without prior written acceptance and authorization by the City.

27.3 The Prime Contractor shall not subcontract the Work or portions of the Work in excess of 75% of the Contract amount. Reciprocally, at least 25% of the Work shall be performed by the Prime Contractor's own on-payroll forces.

27.4 The Contractor shall have a competent superintendent, supervisor, or foreman on the job when any work is being performed. **Subcontractors shall NOT be used in these capacities.** No subcontract or sub-trade work shall be done without a project superintendent, supervisor or foreman AND a competent trades supervisor on the job.

27.4 No subcontractors, suppliers or superintendents shall be used after reasonable objection

**28. PERMITS AND FEES**

28.1 The Contractor shall procure and pay for all permits and licenses, charges and fees and give all notices necessary and incidental to the due and lawful prosecution of the Work. **City Permit Fees shall be paid by the Contractor and shall be reimbursed to the Contractor AT COST. The City shall use the Allowance on the Quote Pricing Page to reimburse the Contractor. Re-inspection fees, if required, shall be paid by the Contractor**

**29. TAXES**

29.1 The Contractor shall pay all applicable sales, consumer, use land other similar taxes required by law. The Contractor is responsible for reviewing the pertinent State Statutes involving the sales tax and complying with all requirements.

**30. PAYMENT**

30.1 With the City's consent, monthly partial payments up to the amount of Ninety percent (90%) of the value of the items and/or partial services received, installed and accepted may be made to the Contractor. Invoices submitted must show Purchase Order Number and shall be submitted in duplicate to the City of Sunrise, Capital Projects Division, 10770 West Oakland Park Blvd., Sunrise, Florida, 33351. Payment will be made within 30 days after authorized inspection and acceptance.

**31. CHANGES IN THE WORK**

31.1 Changes in the Work consist of additions, revisions, deletions or any combination thereof without invalidating this Contract, by Change Order or Field Directive. The awarded Quote price and/or specified completion time may only be changed by a properly executed Change Order. If the Contractor encounters unforeseen conditions, the Contractor shall inform the City and its authorized City representative(s) of the situation within Seventy-Two (72) consecutive hours and suggest solutions to resolve the situation. Further, the Contractor must give the City and its authorized representative(s) an opportunity to observe said unforeseen conditions prior to commencement of any changes. The Contractor shall quantify their response by informing the City and its authorized representative(s) of any additional costs and/or additional time required for the added or changed Work.

**32. STORAGE, REMOVAL AND DISPOSAL OF SOLID WASTE/CONSTRUCTION DEBRIS**

32.1 The Contractor must comply with Section 12-11 of the City Code, which reads as follows:

"All solid waste on construction sites shall be contained on site and shall be secured as provided in Section 12-5 (bagged, bundled or stored in a container) while awaiting removal and disposal.

Only containers ("dumpsters" or "roll offs") for solid waste may be used, borrowed, or rented which are obtained from, or are the property of a City-franchised solid waste hauler and the name of the owner shall be clearly indicated on such containers. Only solid waste haulers that possess a franchise from the City may remove and dispose of solid waste, construction debris or recyclables from within the City."

**33. TESTING**

33.1 The Contractor shall be responsible for all tests and testing required by this contract unless otherwise specified. All testing shall be done in the presence of a representative of the City. All equipment is to be setup, checked and demonstrated at no charge to the City. The Contractor shall provide for and make all final connections to required utilities. State or County licensed contractors, electricians and plumbers shall be required to perform the Work where final connections are to be made.

**34. COMMENCEMENT DATE**

- 34.1 The Commencement Date shall be determined once the Contractor has obtained any and all permits necessary to commence work. After receiving award of the Contract, the Contractor shall endeavor to secure all necessary permits. The Contractor shall spare no expense and spend all efforts in expeditiously pursuing the satisfaction of all necessary governmental entities' requests in obtaining information relevant to securing all permits required thereof.
- 34.2 The Contractor shall spare no expense in personnel and time in order to keep the appropriate and authorized City Department(s) and personnel informed, current and satisfied regarding all necessary documentation in the form of shop drawings, clarifications, calculations, technical data, product approvals, etc. The Contractor shall be responsible for the timely and successful inspection of the Work and shall endeavor in providing the appropriate and authorized City Department(s) and personnel with all the required documentation needed to successfully and timely continue the progress of the Work.
- 34.3 Under no circumstances will the City accept claims or be responsible for delays arising from failed, unsuccessful, untimely or late inspections or rejections of inspected Work due to the fault of the Contractor for not supplying all of the necessary documentation in the forms required or requested by the City.

**35. CITY'S RIGHT TO STOP WORK**

- 35.1 If the Contractor persistently fails or refuses to perform the Work in accordance with the contract documents, the City shall have the right, but not an obligation, to order the Contractor to stop the Work, or any described portion thereof, until the cause for stoppage has been corrected, no longer exists, or the City orders that the Work be resumed. In such event, the Contractor shall immediately obey such order. A stop work directive provided under this paragraph shall not entitle the Contractor to an extension of the completion date.

**36. CITY'S RIGHT TO PERFORM WORK**

- 36.1 If the Contractor's Work is stopped by the City, or if the Contractor persistently fails or refuses to perform the Work in accordance with the contract documents, and the Contractor fails within Three (3) working days of such stoppage, failure, or refusal, to provide adequate assurance to the City that the cause of such stoppage, failure, or refusal will be eliminated or corrected, then the City may, without prejudice to any other rights or remedies the City may have against the Contractor, proceed to carry out the subject Work. In such a situation, an appropriate Change Order shall be issued deducting from the contract price the cost of correcting the subject deficiencies, plus compensation for additional services and expenses necessitated thereby, if any. If the unpaid portion of the contract price is insufficient to cover the amount due the City, the Contractor shall pay the difference to the City.

**37. EMERGENCIES**

37.1 In emergencies affecting the safety or protection of persons or the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the City or the City's authorized representative, is obligated to immediately act to prevent threatened damage, injury, or loss. The Contractor shall give the City's authorized representative(s) written documentation within three (3) days from the inception of said emergency if the Contractor believes that any significant changes in the Work or variations from the contract documents have been caused thereby. If the City's authorized representative determines that a change in the contract documents is required because of action taken by the Contractor in response to such an emergency, a Change Order will be issued to document the consequences of such action.

**38. SUBSTANTIAL COMPLETION**

38.1 Substantial Completion shall mean that stage in the progression of the Work when the Work is sufficiently complete in accordance with this Contract that the City can enjoy beneficial use or occupancy of the Work and can utilize the Work for its intended purpose.

**39. PUNCH-LIST, CLOSE-OUT AND FINAL PAYMENT**

39.1 At the time of Substantial Completion, the Contractor shall develop a punch-list of those items needed to achieve Final Completion and submit said list to the City's authorized representative for review and approval. The Contractor shall complete and/or correct all items on the City approved punch-list and send a letter to the City's authorized representative certifying that said items have been completed and/or corrected.

39.2 All warranties, maintenance and operations manuals and all as-builts shall be sent to the City's authorized representative for review prior to the final site visit.

**40. WARRANTY/GUARANTEE**

40.1 **The Contractor shall furnish a one (1) year warranty on all materials and installation provided hereunder against defect in material and/or workmanship.** The warranty shall become effective on the Date of Final Completion and acceptance by the City or as otherwise required by law. Should any defect in materials or workmanship, excepting ordinary wear and tear, appear during the above stated warranty period, the Contractor, upon written notice from the City, shall immediately repair or replace same at no cost to the City. The Contractor will not be liable under the above warranty for any defects or damages resulting from unforeseeable causes beyond the control and without fault or negligence if the Contractor, such as misuse or neglect by the City, acts of God, fires, floods and hurricanes.

**41. WAIVER OF JURY TRIAL**

41.1 The City and Contractor hereby knowingly, irrevocably, voluntarily and intentionally waive any right either may have to a trial by jury in respect to any action, proceeding, lawsuit or counterclaim based upon the contract, arising out of, under, or in connection with the construction of the work, or any course of conduct, course of dealing, statements (whether verbal or written) or the actions or inactions of any party.

**42. SECURITY**

The awarded Contractor shall be required to complete the "CONTRACTOR PASS REQUEST FORM (See sample below), with photo identification of all personnel authorized to be at Utility sites. This form will be sent to the awarded vendor(s) with the notification of award letter(s).

Personnel additions and/or deletions shall be reported to the City's designated representative in the Utilities Department within twenty four (24) hours of the change in writing via fax to 954-846-7404 utilizing the security notification form that will be sent to the awarded vendor.

All personnel shall report to the Security Guard or Operator on duty at each site for check-in upon arrival at any Utility location. Photo identification of person, their purpose of visit, and name of contact person at Utilities, shall be required for entry.

Contractor shall ensure that only authorized vendor employees and/or authorized City personnel shall have access to Contractor/City vehicles, work site, equipment, work products, reports, electronic data and any/all other information pertaining to the City of Sunrise. Contractor shall not admit any unauthorized personnel onto any Utility work site.

Contractor will not release, discuss or share any information on Utility system, equipment and/or operations, to any non-City personnel. Upon leaving Utilities premises, all personnel shall be required to check out with the Security Guard or Operator on duty. The awarded Contractor shall be held responsible for complying with these procedures.

### CONTRACTOR PASS REQUEST

Vendor Name \_\_\_\_\_

Vendor Address \_\_\_\_\_

\_\_\_\_\_

Vendor Contact Name \_\_\_\_\_

Vendor Contact Phone Number \_\_\_\_\_

List of Contractor Employees Requiring Entry to Utility Facilities  
(Attach copy of Picture Identification for all persons listed)

Name	Work to be Performed



**CITY OF SUNRISE**  
**QUOTE PRICING PAGE**

ALL QUOTES SHALL REMAIN VALID FOR NINETY (90) DAYS AFTER QUOTE OPENING. AWARD WILL BE MADE TO THE RESPONDENT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE TOTAL QUOTE OFFER.

FURNISH ALL LABOR, MATERIALS AND EQUIPMENT FOR THE UTILITIES BUILDING OFFICE RENOVATIONS, AS SPECIFIED HEREIN.

**ITEM NO. 1: UTILITY BUILDING OFFICE RENOVATIONS, AS SPECIFIED HEREIN:**

**NUMERIC AMOUNT: \$** \_\_\_\_\_

**WRITTEN AMOUNT:** \_\_\_\_\_

**ITEM NO. 2: ALLOWANCE: \$1,500.00**  
(Allowance for Permitting, to be invoiced at cost)

**GRAND TOTAL QUOTE** \_\_\_\_\_ **Dollars (\$** \_\_\_\_\_ **)**

**Written Amount**

**(Consists of Items 1 and 2 above and established as the Grand Total Quote)**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CERTIFICATION**

**THIS DOCUMENT MUST BE SUBMITTED WITH THE QUOTE**

The following certifies that this Quotation Request is submitted without prior understanding, agreement, or connection with any corporation, firm or person submitting a Quotation Request for the same materials, services, and supplies and is in all respects fair and without collusion or fraud.

The Contractor certifies by his/her signature below that this response is current, accurate, complete and is presented to the City for the performance of this contract in accordance with all the requirements as stated in this Quotation Request, and that the person signing this Certification is authorized to bind the firm by their signature.

**Name (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**FEID No. or Social Security No.** \_\_\_\_\_

**SOCIAL SECURITY NUMBER COLLECTION DISCLOSURE STATEMENT**

Please be advised that pursuant to Section 119.071(5)(a)2.a., Florida Statutes the City of Sunrise (“City”) discloses that the City requests your social security number for the purpose of payroll eligibility verification, processing employment benefits, income reporting, tax reporting, background checks on employee applicants, advisory board applicants and other City program volunteers. Social security numbers are also used as a unique numeric identifier and may be used for search purposes.

CONTRACTOR REFERENCES:

List all pertinent government agencies and private firm(s) with whom you have done similar work within the past three (3) years:

(Make sure ALL information is current)

Agency/Firm Name: \_\_\_\_\_ Agency/Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Agency/Firm Name: \_\_\_\_\_ Agency/Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Agency/Firm Name: \_\_\_\_\_ Agency/Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Agency/Firm Name: \_\_\_\_\_ Agency/Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**RE-INSPECTION FEE SCHEDULE**

**A. ENGINEERING REINSPECTION FEES**

1.	Re-inspection Fees – Water, Sewer & Drainage Permits	
a.	Failure of Water Pressure Test (1st time)	\$250.00
	(2nd time or any time thereafter)	\$500.00
b.	Failure of Sewer or Drainage Lamping or TVing (1st time)	\$250.00
	(2nd time or any time thereafter)	\$500.00
c.	Tap or Tie in Not Ready for Inspection (1st time)	\$125.00
	(2nd time or any time thereafter)	\$250.00
d.	Failure of Final Inspection (1st time)	\$250.00
	(2nd time or any time thereafter)	\$500.00
e.	Re-inspection Fee – Site Prep Permit (each occurrence)	\$250.00
f.	Re-inspection Fee – Maintenance of Traffic Permit (each occurrence)	\$100.00
g.	Re-inspection Fees – for All Other Permits Not Listed Above (1st time or any time thereafter)	\$155.00
	(2nd time or any time thereafter)	\$315.00

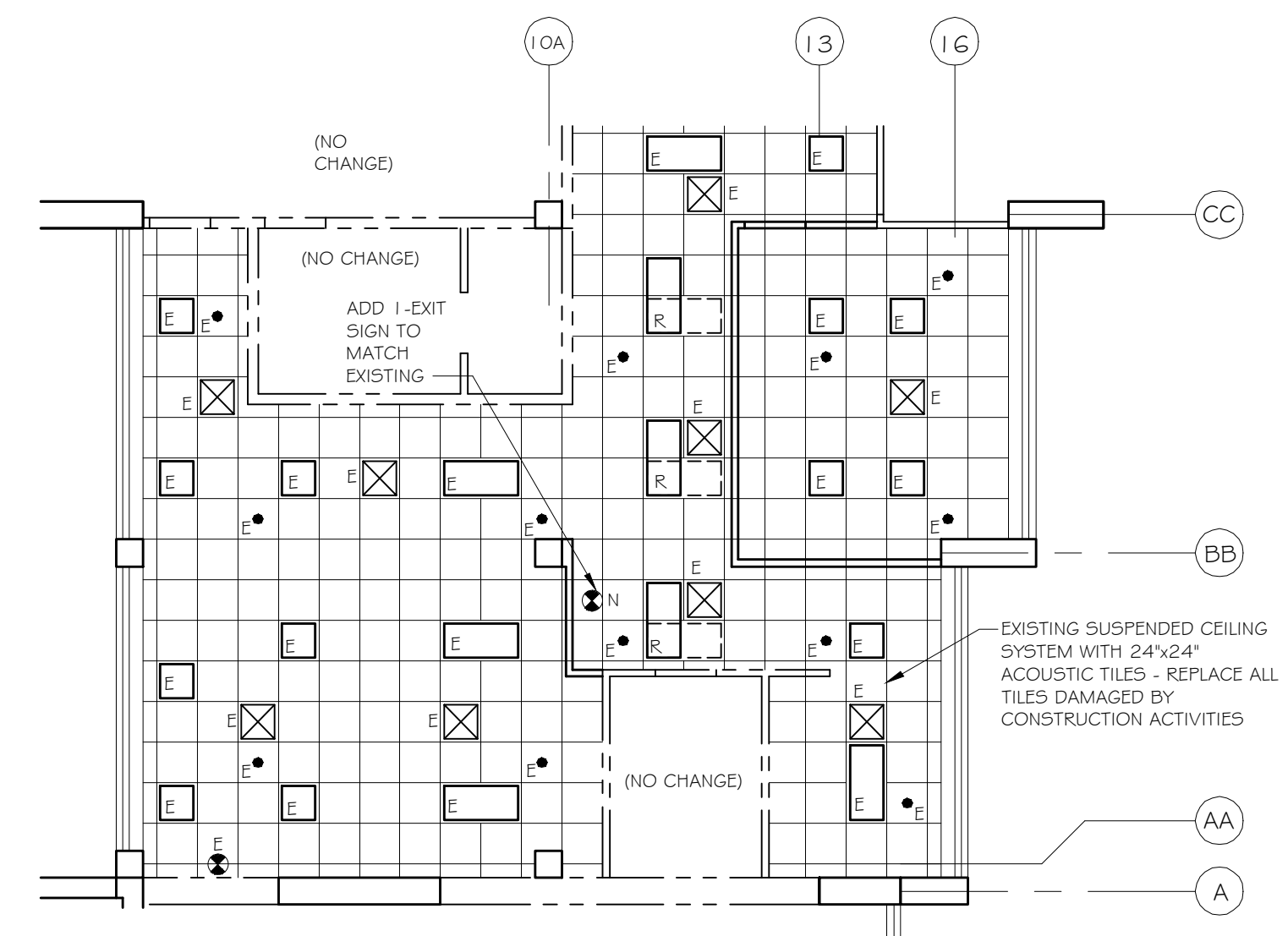
**B. LANDSCAPING & IRRIGATION REINSPECTION FEES**

a.	Re-inspection Fee – Landscaping Permits (1st time)	\$155.00
	(2nd time or any time thereafter)	\$315.00
b.	Re-inspection Fees – Irrigation Permits (1st time)	\$155.00
	(2nd time or any time thereafter)	\$315.00

**C. BUILDING PERMIT REINSPECTION FEES**

1.	Re-inspection (each occurrence)	
a.	Structural	\$ 48.00
b.	Electrical	\$ 51.00
c.	Plumbing	\$ 44.00
d.	Mechanical	\$ 43.00

CEILING LEGEND	
	DENOTES RECESSED PARABOLIC FLUORESCENT LIGHT FIXTURES (2'x4' OR 2'x2')
	DENOTES EXISTING LOCATION OF FLUORESCENT LIGHT FIXTURE TO BE RELOCATED
	DENOTES FIRE SPRINKLER HEAD
	DENOTES EXISTING LOCATION OF FIRE SPRINKLER HEAD TO BE RELOCATED
	DENOTES HVAC DIFFUSER
	EXIT LIGHT
	E LABEL DENOTES EXISTING TO REMAIN
	R LABEL DENOTES EXISTING TO BE RELOCATED
	N LABEL DENOTES NEW TO BE ADDED



**PARTIAL REFLECTED CEILING PLAN**

**DOOR SCHEDULE**

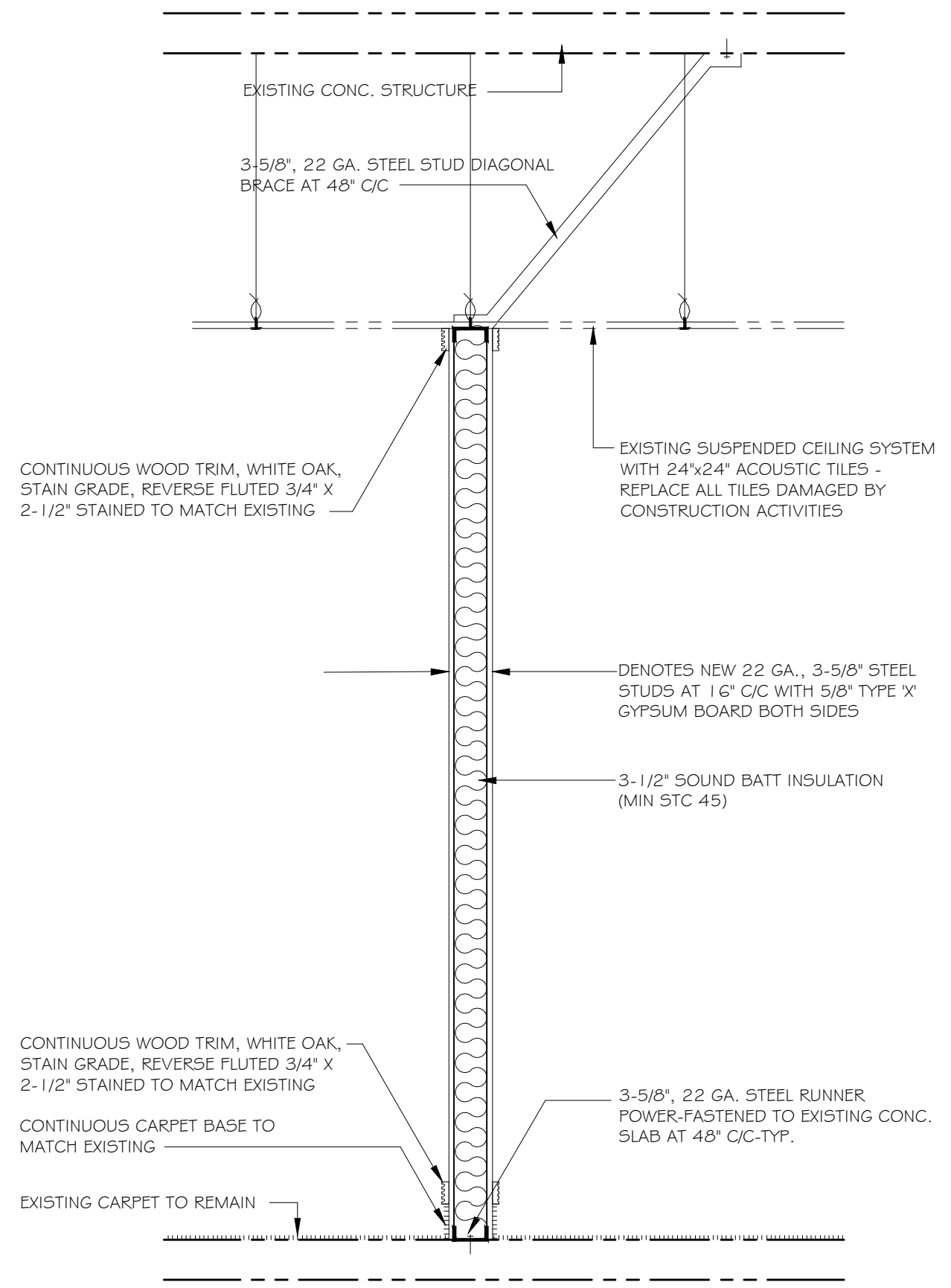
MARK	SIZE			TYPE	MATERIAL	FINISH	FRAME	REMARKS
	WIDTH	HEIGHT	THK.					
101	3'-0"	8'-0"	1-3/4"	FLUSH	S.C. WOOD	STAIN	HOLLOW METAL	SUPPLY & INSTALL A DOOR CLOSER TO MATCH EXISTING
102	3'-0"	8'-0"	1-3/4"	FLUSH	S.C. WOOD	STAIN	HOLLOW METAL	

- DOOR # HARDWARE NOTES:**
- ALL DOOR HARDWARE SHALL BE BY THE SAME MANUFACTURER AS USED THROUGHOUT THE EXISTING BUILDING.
  - DOOR HARDWARE SERIES, STYLE AND FINISH SHALL MATCH EXISTING.
  - CONTRACTOR SHALL PROVIDE HARDWARE SETS TO MATCH SIMILAR ROOM FUNCTION TYPE AS USED THROUGHOUT THE EXISTING BUILDING. CONTRACTOR SHALL COORDINATE ALL HARDWARE FUNCTION REQUIREMENTS WITH THE OWNER PRIOR TO ORDERING/ INSTALLATION. SUBMIT COMPLETE HARDWARE SCHEDULE WITH MANUFACTURER'S PRODUCT DATA FOR REVIEW PRIOR TO ORDERING.
  - ALL DOORS SHALL BE OF SAME QUALITY AND WOOD SPECIES AND SHALL BE STAINED AND FINISHED TO MATCH EXISTING.

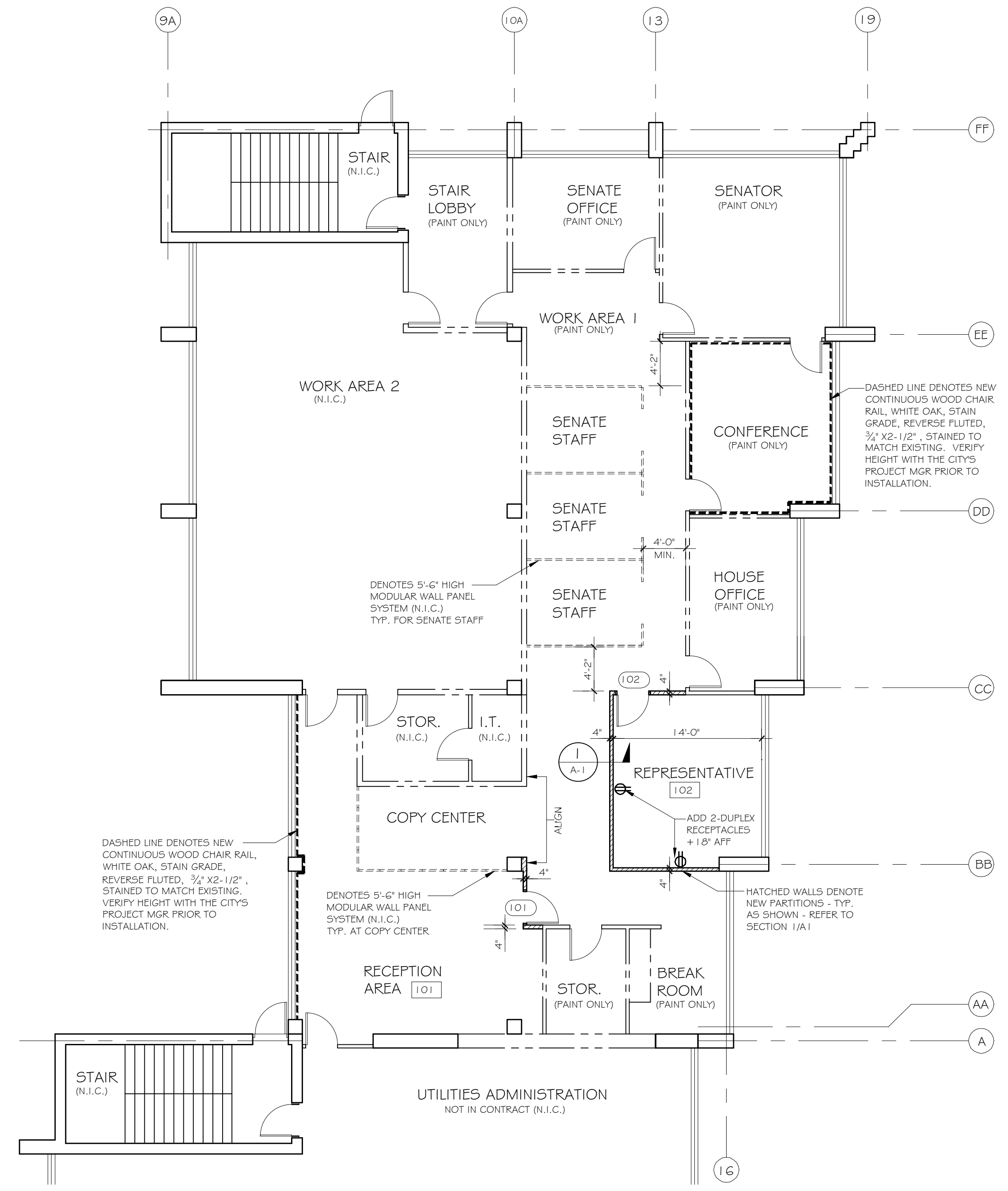
**FINISH SCHEDULE**

MARK	ROOM	FLOOR	BASE	WALLS	CEILING	REMARKS
101	RECEPTION AREA	EXISTING CARPET	4" CARPET W/ WOOD TRIM TO MATCH EXIST.	GWB-PAINT	REPLACE DAMAGED TILE AS NECESSARY	WOOD TRIM MOLD AT CEILING TO MATCH EXIST.
102	REPRESENTATIVE	EXISTING CARPET	4" CARPET W/ WOOD TRIM TO MATCH EXIST.	GWB-PAINT	REPLACE DAMAGED TILE AS NECESSARY	REPLACE DAMAGED WOOD TRIM MOLD AT CEILING TO MATCH EXIST.

- CEILING NOTES:**
- ACOUSTIC CEILING TILE AND/ OR SUSPENSION SYSTEM THAT IS DAMAGED BY CONSTRUCTION ACTIVITIES SHALL BE REPLACED AND SHALL MATCH EXISTING.
- PAINTING NOTES:**
- APPLY 1-PRIME COAT AND 2-FINISH COATS OF LATEX WALL PAINT TO ALL NEW GYPSUM BOARD SURFACES. BENJAMIN MOORE "SHEEPS WOOL" #857 FLAT.
  - ALL EXISTING WALLS WITHIN THE SUITE (INCLUDING SPACES LABELED "PAINT ONLY") SHALL BE RE-PAINTED WITH ONE COAT OF LATEX WALL PAINT, BENJAMIN MOORE "SHEEPS WOOL" #857 FLAT. ALL EXISTING WALLS SHALL BE PATCHED AND SANDED AS NECESSARY TO CONCEAL ALL EXISTING NAIL HOLES, DENTS, SCRATCHES/ GOUGES, ETC PRIOR TO RE-PAINTING. SPACES LABELED "NOT IN CONTRACT" OR "N.I.C." SHALL NOT RECEIVE ANY COSMETIC IMPROVEMENTS.
  - ALL NEW DOOR FRAMES SHALL BE PAINTED WITH BENJAMIN MOORE "TAWNEY PORT" #1281 SEMI-GLOSS.
  - WOOD STAIN COLOR AND FINISH SHALL MATCH EXISTING.
  - PAINT COLORS SHALL MATCH EXISTING. SUBMIT PAINT COLOR AND FINISH SAMPLES PRIOR TO ORDERING FOR VERIFICATION.
- GENERAL NOTES:**
- THE SCOPE OF WORK INCLUDES LIGHT GAUGE METAL FRAMING, GYPSUM BOARD, MILLWORK, BUILDER'S HARDWARE, ACOUSTICAL TILE CEILING, PAINTING AND MISCELLANEOUS ELECTRICAL WORK. ALL DOCUMENTS NECESSARY FOR OBTAINING A PERMIT FOR THE ELECTRICAL WORK SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
  - ALL CONSTRUCTION SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE REQUIREMENTS OF THE FLORIDA BUILDING CODE (FBC), CURRENT EDITION, AND ANY LOCAL, STATE & FEDERAL CODES HAVING JURISDICTION.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH, AND SHALL SECURE ALL MUNICIPAL REVIEW, CONSTRUCTION AND INSPECTION PERMITS NECESSARY FOR THE WORK.
  - THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND CONDITIONS OF EXISTING WORK PRIOR TO CONSTRUCTION.
  - CONTRACTOR IS TO PROVIDE GENERAL COORDINATION BETWEEN ALL TRADES, AND IS TO NOTIFY THE ARCHITECT OF ANY DISCREPANCIES IN THESE DOCUMENTS THAT AFFECT ANY OF THE WORK BEFORE SCHEDULING, ORDERING, FABRICATING OR PROCEEDING WITH THE WORK SO AS TO PREVENT ANY DELAYS IN THE PROGRESS OF THE WORK.
  - THE CONTRACTOR WILL BE RESPONSIBLE FOR ALL SUBCONTRACTORS, LABOR, MATERIAL SUPPLIERS, METHODS AND SCHEDULING OF WORK, SUPERVISION, ETC.
  - ALL INSTALLERS, WHETHER IT BE THE CONTRACTOR, OR AN ENTITY ENGAGED BY THE CONTRACTOR SHALL BE EXPERIENCED HAVING A MINIMUM OF (5) YEARS EXPERIENCE WITH PROJECTS SIMILAR IN SIZE TO THIS PROJECT & BEING FAMILIAR WITH THE PRECAUTIONS REQUIRED TO PERFORM THE WORK & WITH THE REQUIREMENTS OF THE AUTHORITY HAVING JURISDICTION.
  - SHOULD CONFLICT OCCUR IN THE CONTRACT DOCUMENTS, CONTRACTOR SHALL BE DEEMED TO HAVE ESTIMATED THE MORE EXPENSIVE WAY OF DOING WORK UNLESS, BEFORE SUBMISSION OF BIDS, CONTRACTOR SHALL HAVE ASKED FOR & OBTAINED A DECISION AS TO WHICH METHOD OR MATERIALS WILL BE REQUIRED.
  - THE CONTRACTOR SHALL REMOVE AND LEGALLY DISPOSE OF ALL DEBRIS.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DEFICIENCIES IN THE EQUIPMENT AND/OR MATERIAL, PERFORMANCE, WORKMANSHIP, AND ANY OTHER PORTION OF THE TOTAL WORK UNDER HIS CONTRACT FOR A PERIOD OF ONE (1) YEAR AFTER SUBSTANTIAL COMPLETION, REGARDLESS OF THE MANUFACTURER'S WARRANTY PERIOD, UNLESS FLORIDA STATUTES PROVIDES FOR A LONGER PERIOD OF RESPONSIBILITY.



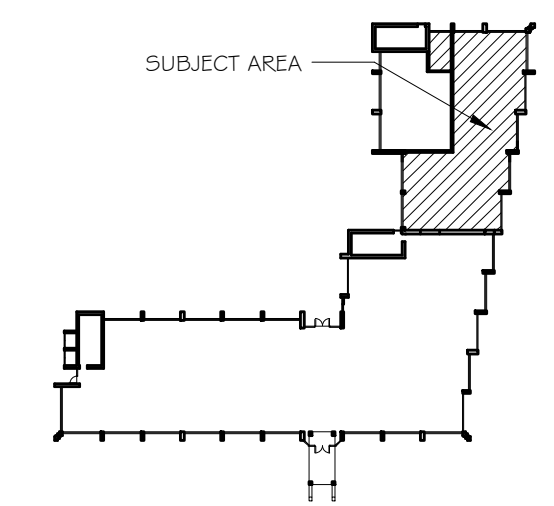
**1 TYP. PARTITION SECTION (EXIST. CLG)**  
SCALE: 3/4" = 1'-0"



**1ST FLOOR RENOVATION PLAN**

**WALL LEGEND**

	DENOTES NEW 22 GA., 3-3/8" STEEL STUDS AT 16" C/C WITH 5/8" TYPE 'X' GYPSUM BOARD BOTH SIDES. PARTITION SHALL LIP UP TO THE UNDERSIDE OF THE EXISTING CEILING AND BE DIAGONALLY BRACED AT 45° C/C TO THE EXISTING STRUCTURE. REFER TO SECTION 1/A-1.
	DENOTES EXISTING WALLS, DOORS AND FIXTURES TO REMAIN.
	DENOTES 5'-6" HIGH MODULAR WALL PANEL SYSTEM BY OTHERS (NOT IN CONTRACT)



**KEY PLAN**

UTILITIES ADMINISTRATION BUILDING  
INTERIOR RENOVATIONS  
777 SAWGRASS CORPORATE PARKWAY  
SUNRISE, FLORIDA 33325

PREPARED FOR:  
CITY OF SUNRISE  
UTILITIES DEPARTMENT

SHEET TITLE:  
**1ST FLOOR RENOVATION PLANS,  
SECTIONS & SCHEDULES**  
SCALE: 1/8" = 1'-0" UNLESS OTHERWISE NOTED

PREPARED BY:  
CITY OF SUNRISE  
ALAN GAVAZZI, ARCHITECT  
1601 NW 136TH AVENUE, BLDG A  
SUNRISE, FLORIDA 33326  
(954) 572-2490

DATE  
4/14/11

PROJECT NO.

SEAL

SHEET NO.  
**A-1**

FLA. REG. NO.  
AR0015454