

# **INVITATION FOR BIDS**

## **SCHOOLS CROSSING GUARD SERVICES**

**IFB # 25-014**



**The City of Miramar City Commission:**

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Commissioner Maxwell B. Chambers  
Commissioner Avril K. Cherasard  
Commissioner Yvette Colbourne  
Commissioner Carson Edwards**

**Dr. Roy L. Virgin, City Manager  
City of Miramar  
2300 Civic Center Place  
Miramar, FL 33025**

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# INSTRUCTIONS FOR SUBMITTING A BID IN RESPONSE TO A FORMAL INVITATION FOR BIDS

BIDS MUST BE SUBMITTED USING ONE OF THE FOLLOWING OPTIONS:

**OPTION 1:** Submit electronically via DemandStar e-bidding module at [www.demandstar.com](http://www.demandstar.com)

Please note the following instructions when submitting bids via DemandStar:

1. All bids must be submitted on 8 ½-inch by 11-inch paper, neatly typed with one-inch margins and single-line spacing.

**OR**

**OPTION 2:** Delivered in person or mailed to the City.

Bidders must submit one (1) unbound one-sided original bid, neatly typed on one side only with normal margins and spacing, by the due date and time specified in the solicitation. A USB must also be submitted with an electronic version of the complete bid.

Each bid mailed or delivered in person to the City of Miramar (hereinafter the “City”) must be submitted in a sealed envelope or container and must have the following information clearly marked on the face of the envelope or container

- a) Bidder's name, return address and telephone number
- b) Solicitation number
- c) The Solicitation Due Date and Time
- d) Title of the Solicitation

Failure to include this information may result in your bid being deemed “non-responsive” if the City determines that the bid resulted in prejudice to other bidders. The bidder shall have no grounds to protest should such bid that have failed to include the information described above be opened in error.

Bids must be mailed or delivered in person to the attention of the City Clerk’s Office as shown below:

**OFFICE OF THE CITY CLERK  
CITY OF MIRAMAR  
2300 CIVIC CENTER PLACE  
MIRAMAR, FL 33025**

Bids submitted at the same time for different solicitations shall be placed in separate envelopes, and each envelope shall contain the information previously stated. Failure to

comply with this requirement shall result in any such incorrectly packaged Proposals not being considered.

**PLEASE NOTE THAT ONLY BIDS RECEIVED ON OR BEFORE THE DUE DATE AND TIME OF APRIL 16, 2025 AT 2:00 P.M. EST WILL BE ACCEPTED.**

**SUBMITTING A BID IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE BIDDER. THE CITY IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, OR CAUSED BY ANY OTHER OCCURRENCE. ANY BID RECEIVED AFTER THE DUE DATE AND TIME STATED IN THE SOLICITATION TIMETABLE IN THIS INVITATION FOR BIDS WILL NOT BE OPENED AND WILL NOT BE CONSIDERED.**

**THE BID MUST BE SIGNED BY AN AUTHORIZED OFFICER OF THE BIDDER WHO IS LEGALLY AUTHORIZED TO ENTER INTO A CONTRACTUAL RELATIONSHIP IN THE NAME OF THE BIDDER. THE SUBMITTAL OF A BID BY A BIDDER WILL BE CONSIDERED BY THE CITY AS CONSTITUTING AN OFFER BY THE BIDDER TO PERFORM THE REQUIRED SERVICES AND/OR PROVIDE THE REQUIRED GOODS AT THE PRICE STATED BY THE BIDDER.**

# SECTION 1 GENERAL TERMS AND CONDITIONS

## 1-1 DEFINITIONS

1. The term "Bid" shall refer to any offer(s) submitted in response to this Invitation for Bids.
2. The term "Bidder(s)" shall refer to anyone submitting a Bid in response to this Invitation for Bids.
3. The terms "CBE" or "SBE Firm" is defined as a Small Business Enterprise ("SBE") or a County Business Enterprise ("CBE"), which has a Broward County Business Tax Receipt, is located and doing business in Broward County, and certified by the Broward County Office of Economic Development and Small Business Development.
4. The term "Chief Procurement Officer" shall refer to the manager of the City's Procurement Department.
5. The term "City" shall refer to the City of Miramar, Florida, or its City Commission, as applicable.
6. The term "Contract" shall refer to the Contract that may result from this Invitation for Bids.
7. The term "Due Date and Time" shall refer to the due date and time listed in the Solicitation Timetable in Section 2 of this Solicitation.
8. The term "Goods" shall refer to all materials and commodities that will be required to be provided by the Successful Bidder(s) in accordance with the Scope of Work and the Terms and Conditions of this Solicitation.
9. The terms "Invitation for Bids", "IFB" or "Solicitation" shall mean this Invitation for Bids, including all Exhibits and Attachments approved by the City, and amendments or change orders issued by the Procurement Department.
10. The term "Procurement Department" shall refer to the Procurement Department of the City of Miramar.
11. The terms "Subcontractor" and "Subconsultant" shall refer to any person, firm, entity, or organization, other than the employees of the Successful Bidder(s), who contract with the Successful Bidder(s) to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Bidder(s).
12. The term "Successful Bidder(s)" shall refer to the Bidder(s) receiving an award as a result of this Invitation for Bids.
13. The terms "Work", "Services", "Associated Services", "Program", "Project", or "Engagement" shall refer to all matters and things that will be required to be done by the Successful Bidder(s) in accordance with the Scope of Work and the Terms and Conditions of this Solicitation.

## 1-2 AVAILABILITY OF INVITATION FOR BIDS

Copies of this Solicitation package may be obtained from Demandstar at [www.demandstar.com](http://www.demandstar.com). Bidder(s) are **not** required to register with Demandstar to receive a copy of any City Solicitation. Registration with Demandstar.com is optional, at the sole discretion of the Bidder(s). Bidders choosing to register with Demandstar may do so online at [www.demandstar.com](http://www.demandstar.com). **Note: if you are already registered with Demandstar to receive solicitations from Broward County, you do NOT need to register again.**

Bidders who obtain copies of this Solicitation from sources other than the City's Procurement Department or Demandstar risk the potential of failing to receive amendments since their names will not be included on the list of firms participating in the Solicitation process. Such Bidders are solely responsible for such risks.

To request the Solicitation package from the City's Procurement Department, your request should include the following information: the solicitation number and title; the name of the potential Bidder, as well as the name, email address and telephone number of the potential Bidder's authorized contact person.

## 1-3 CONE OF SILENCE

Bidders are notified that this Solicitation is subject to a "**Cone of Silence**" Pursuant to Sections 2-421 and 2-422 of the City Code of Ordinances ("Code"), "Cone of Silence" is defined to mean a prohibition on any communication regarding this solicitation between a potential contractor, service provider, bidder, proposer, offeror, lobbyist, or consultant and the City's personnel, including but not limited to the City Manager, member of the City's professional staff, or any member of the selection committee.

The Cone of Silence shall be imposed upon each request for proposal, request for qualifications, request for letters of interest or invitation for bids at the time of short listing by the selection team for responses to the particular solicitation, and for procurements, such as a bid, where a short listing is not created, in which case the cone of silence shall be imposed at the bid opening or at the time responses are received.

This Cone of Silence does not apply to oral communications at pre-proposal conferences; oral presentations before evaluation committees; contract negotiations; public presentations made to the City Commission during any duly noticed public meeting; or communications in writing at any time with any City employee, official, or member of the City Commission regarding matters not concerning this solicitation.

The Cone of Silence shall terminate at the time the City Manager or his or her designee makes a recommendation to the City Commission at a duly scheduled meeting of the City Commission; provided, however, that if the City Commission refers the City Manager's recommendation back to the City Manager or staff for further review, the Cone of Silence shall be re-imposed until such time as the City Manager makes a subsequent recommendation.

## 1-4 CONTENTS OF SOLICITATION

### 1. General Conditions.

a) It is the sole responsibility of the Bidder(s) to become thoroughly familiar with the Solicitation requirements and all terms and conditions affecting the performance of this Solicitation. Pleas of ignorance by the Bidder(s) of conditions that exist, or that may exist, will not be accepted as a basis for varying the requirements of the City or the compensation to be paid to the Successful Bidder.

b) The Bidder(s) is advised that this Solicitation is subject to all legal requirements and all other applicable City and County Ordinances and/or state and federal statutes, rules or regulations.

### 2. Additional Information/Addenda.

1) Requests for additional information, explanation, clarification or interpretation must be made in writing to the Procurement Department via e-mail to the contact person(s) listed in this solicitation. The request shall contain the requester's name, address, and telephone number.

2) The Procurement Department will issue a response to any inquiry it deems necessary, via an addendum, issued prior to the solicitation due date and time. Bidder(s) shall not rely on any representation, statement or explanation other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this Solicitation and any addendum issued, the last addendum issued will prevail.

3) It is the Bidder(s) responsibility to ensure receipt of all addenda and substitute Bid Forms. It is the Bidder(s) further responsibility to verify with the Procurement Department, prior to submitting a Bid, that all addenda have been received. The Bidder(s) shall submit the Bid form entitled "**ADDENDA ACKNOWLEDGMENT FORM**" with their Bids.

### 3. Conflicts in this Solicitation.

Where there appears to be a conflict between the General Terms and Conditions, the Special Conditions, the Scope of Services, the Sample Contract, or any amendment issued, the order of precedence shall be: the last amendment issued; the Scope of Services; the Special Conditions; the General Terms and Conditions, and then the Sample Contract.

Where there appears to be a conflict with the due date and time listed anywhere in this solicitation, it is the sole responsibility of the potential bidder(s) to verify the due date and time.

## 1-5 PREPARATION AND SUBMISSION OF A BID

### a. Preparation

- i) The Bid Forms shall be used when submitting a Bid. Use of any other forms shall result in the Bidder(s) Bid being deemed "Non-Responsive."
- ii) The Bid will either be typed or completed legibly in ink. The Bidder(s) authorized agent will sign the Bid Forms in ink, and all corrections made by the Bidder(s) shall be initialed in ink by the authorized agent. The use of pencil or erasable ink or failure to comply with any of the foregoing may result in the rejection of the Bid.
- iii) Upon request, the City will provide a tax exemption certificate, if applicable.
- iv) Any special tax requirements will be specified either in the Special Conditions or in the Scope of Services.
- vi) A telegraphic or facsimile Bid shall not be considered.
- vii) The apparent silence of the Scope of Services or the omission from the Scope of Services of a detailed description concerning Services requested shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the Scope shall be made upon the basis of this Solicitation.
- viii) Vendor Registration is not required.

The City utilizes DemandStar for their vendor registration and vendor database system. Registration with DemandStar is **not** required to submit a Bid.

### b. Criminal Conviction Disclosure.

Any individual who has been convicted of a felony during the past ten (10) years and any corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a Contract with or receiving funding from the City. Forms are available from the Procurement Department.

### c. Sworn Statement on Public Entity Crimes.

Pursuant to Paragraph 2(a) of Section §287.133, Florida Statutes, "[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, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of 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 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

d. Preference for CBE or SBE Firms and Local Bidders.

i) Except where federal, state or county Law mandates to the contrary, or as otherwise provided herein, the City, pursuant to its purchasing authority, shall grant a preference in the amount of five percent of any Bid or five points of any Bid score to a CBE or SBE Firm. Such preference shall apply to Bids or Proposals for commodities, Services and construction.

ii) Except where federal, state or county Law mandates to the contrary, or as otherwise provided herein, the City, pursuant to its purchasing authority, shall grant a preference in the amount of five percent of any Bid or five points of any Bid score to a Local Business. Such preference shall apply to Bids or Proposals for commodities, Services and construction.

iii) A vendor located outside the City of Miramar City limits is considered equivalent to a Miramar vendor and accorded the same preference if it employs a minimum of 10 full-time equivalent ("FTE") Miramar residents, or its employed Miramar residents constitute 20 percent FTE of the company's local workforce (Broward and Miami-Dade Counties), whichever is larger. Such preference shall apply to Bids or Proposals for commodities, Services and construction.

e) Application of Preferences.

In the application of any price preference granted by the Miramar Procurement Code or Policies, the preference is applied by granting the specified percent price reduction to the price of the Bidder allowed the preference. Preferences shall be additive and computed as a whole on the Bid.

f) Drug-free Workplace Preference

All public Bids are subject to the City of Miramar "Preference to Businesses with Drug-free Workplace Program" Ordinance No. 91-32, which grants a preference to a business with a drug-free workplace program whenever two or more Bids are equal with respect to price, quality, and Services. The drug-free workplace vendor shall have the burden of demonstrating that its program complies with Section §287.087, Florida Statutes, and any other applicable state Law. An announcement of this program may be included with the Bid submittals. All Bidders shall submit the duly signed and notarized Bid Form entitled "**DRUG FREE WORKPLACE AFFIDAVIT.**"

g) Anti-Kickback Affidavit

All Bidder(s) shall submit the duly signed and notarized form entitled “**ANTI-KICKBACK AFFIDAVIT**”.

h) Non-Collusion Affidavit

All Bidder(s) shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Bidder(s), firm, or person to submit a collusive or sham Bid in connection with the Work for which their Bid has been submitted; or to refrain from offering in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the Bid or of any other Bidder(s), or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder(s), or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder(s), or any person interested in the proposed work. All Bidder(s) shall submit the duly signed form entitled “**NON-COLLUSION DECLARATION**”.

i) Non-Discrimination Affidavit.

All Proposers shall affirm that their organization shall not discriminate against any person in its operations, activities, or delivery of Services. Proposers shall also affirmatively comply with all applicable provisions of federal, state, and local equal employment Laws and shall not engage in or commit any discriminatory practice against any person on the grounds of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis, or any other factor which cannot be lawfully used as a basis for Service delivery. All Proposers shall submit the duly signed and notarized form entitled “**NON-DISCRIMINATION AFFIDAVIT.**”

j) Living Wage Affidavit

All Bidder(s) shall submit the duly signed and notarized form entitled “**LIVING WAGE COMPLIANCE AFFIDAVIT**”

k) Business/Vendor Profile Survey.

All Bidder(s) shall provide the City with the information requested in the Business/Vendor Profile Survey prior to being recommended for award of any Contract resulting from this Solicitation.

l) Request for Taxpayer Identification Number and Certification.

All Bidder(s) shall provide the City with their Taxpayer Identification Number prior to being recommended for award of any Contract resulting from this Solicitation.

m) Antitrust Laws.

By submission of a signed Bid, the Successful Bidder(s) acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

n) Conflicts of Interest.

The award of the Contract is subject to the provisions of Chapter 112, Florida Statutes. Bidder(s) shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of the City at the time of the Bid, or at the time of occurrence of the Conflict of Interest thereafter.

o) Collection of Fees, and Taxes.

By acceptance of a Contract, the Successful Bidder(s) acknowledges compliance with the requirement that all delinquent and currently due fees and taxes have been paid. The City may require verification and satisfaction of all delinquencies and currently due fees and taxes prior to recommending a Bidder(s) for the award of any Contract.

## **1-6 MODIFICATION OR WITHDRAWAL OF A BID**

a) Modification of a Bid.

Any modification of a Bid by the Bidder(s) shall be submitted to the Office of the City Clerk prior to the Solicitation Due Date and Time. The Bidder(s) shall submit the new Bid and a letter, on company letterhead, signed by an authorized agent of the Bidder(s) stating that the new submittal supersedes the previously submitted Bid. The sealed envelope shall contain the same information as required for submitting the original Bid. In addition, the envelope shall be marked with a statement that this Bid replaces the previously submitted Bid. No modifications of a Bid shall be accepted after the Solicitation Due Date and Time.

b) Withdrawal of a Bid.

A Bid may be withdrawn only by written communication delivered to the Office of the City Clerk prior to the Solicitation Due Date and Time. A Bid may also be withdrawn after 180 calendar days after the Solicitation Due Date and Time, provided that it is withdrawn prior to the recommendation for award, by submitting a letter to the Office of the City Clerk at the address identified in this Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder(s).

## **1-7 LATE BIDS, LATE MODIFICATIONS, AND LATE WITHDRAWALS**

Bids received after the Solicitation Due Date and Time shall not be accepted, opened, or considered. Modifications of Bids received after the Solicitation Due Date and Time shall also not be accepted or considered. Withdrawals of Bids received after the Solicitation Due Date and Time or prior to the expiration of 180 calendar days after the Solicitation Due Date and Time shall not be accepted or considered.

## **1-8 SOLICITATION POSTPONEMENT OR CANCELLATION**

The City may, in its sole and absolute discretion, reject any and all, or parts of any and all Bids, re-advertise this Solicitation, postpone or cancel, at any time, this Solicitation process, or waive any irregularities in this Solicitation or in the Bids received as a result of this Solicitation.

## **1-9 COST OF BIDS**

All expenses involved with the preparation and submission of Bids to the City, or any work performed in connection therewith, shall be borne by the Bidder(s). No payment shall be made for any responses received, or for any other effort required of or made by the Bidder(s) prior to commencement of Work as defined by a contract duly approved by the City Commission.

## **1-10 RECEIPT OF ADDENDA AND SUBSTITUTE BID FORMS**

It is the Bidder's responsibility to ensure receipt of all addenda and substitute Bid Forms. It is the Bidder's further responsibility to verify with the Procurement Division, prior to submitting a Bid, that all addenda have been received.

All inquiries regarding this Bid must be written and should be **emailed** to the Procurement contact for this solicitation.

## **1-11 EXCEPTIONS TO THE SOLICITATION**

Bidder(s) may take exception to any of the terms of this Solicitation unless the Solicitation specifically states where exceptions may not be taken. All exceptions taken must be specified in the Bidder(s) cover letter, and shall be referenced by utilizing the corresponding Section, paragraph, and page number in this Solicitation.

Where exceptions are taken, the City, in its sole discretion, shall determine whether to consider the exception and/or the acceptability of the proposed exceptions. The City, after completing the evaluation of the exception, may accept the Bid with the exception, reject the entire Bid due to the exception taken, or deem the Bid Non-Responsive. **BIDDER(S) TAKING EXCEPTIONS ARE SOLELY RESPONSIBLE FOR THIS RISK.**

The City is under no obligation to accept or consider any exceptions or accept any Bid with an exception. Bidder(s) are reminded that they may submit one Bid without exceptions and an alternate Bid with exceptions.

## 1-12 PROPRIETARY/CONFIDENTIAL INFORMATION

Bidder(s) are notified that all information submitted as part of or in support of Bids will be available for public inspection after opening of the Bids, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Records Law". Any person wishing to view the Bids in person must make an appointment by calling the Procurement Department at (954) 602-3053.

All Bids submitted in response to this Solicitation become the property of the City. Unless the information submitted is proprietary, copywritten, trademarked, or patented, the City reserves the right to utilize any or all information, ideas, conceptions, or portions of any Bid, in its best interest. Acceptance or rejection of any Bid shall not nullify the City's rights hereunder.

## 1-13 EVALUATION OF BIDS

### a) Rejection of Bid.

1) The City may reject any Bidder's(s') Bid and award to the next lowest responsive, responsible Bidder(s);

or

The City may reject and re-advertise for all or any part of this Solicitation, whenever it is deemed in the best interest of the City. The City shall be the sole judge of what is in its "best interest."

2) The City may reject any Bid if the Bidder(s) does not accept, or attempts to modify the terms and conditions of this Solicitation.

### b) Elimination from Consideration.

No Contract shall be awarded to any person or firm that is in default to the City as a result of any debt, taxes, or any other obligation whatsoever.

### c) Waiver of Informalities.

The City reserves the right to waive any informalities or irregularities in this Solicitation.

### d) Demonstration of Competency.

1) A Bid will only be considered from a firm that is regularly engaged in the business of providing the Goods and/or Services required by this Solicitation. The Bidder(s) must be able to demonstrate a good record of performance and have sufficient financial resources, equipment and organization to ensure that they can satisfactorily provide the Goods and/or Services if awarded the Contract as a result of this Solicitation.

2) The City may conduct a pre-award inspection of the Bidder's(s)' site or hold a pre-award qualification hearing to determine if the Bidder(s) possesses the requirement(s) as outlined in the above paragraph, and is capable of performing the requirements of this Solicitation. The City may consider any evidence available regarding the financial, technical or other qualifications and abilities of the Bidder(s), including past performance (experience) with the City or any other governmental entity in making the award of any Contract.

3) The City may require the Bidder(s) to show evidence that it has been designated as an authorized representative of a manufacturer, supplier and/or distributor if required by this Solicitation.

4) The City reserves the right to audit all records pertaining to and resulting from any award as a result of this Solicitation, financial or otherwise.

## 1-14 NEGOTIATIONS

Not applicable to this Solicitation.

## 1-15 AWARD OF A CONTRACT(S)

a) Contract(s).

This Solicitation contains a sample contract. After award, a **similar** contract, inclusive of all attachments and any modifications **that the City, in its sole discretion, may make**, will constitute the entire contract between the parties. No rights shall inure to the benefit of any Bidder pursuant to this Solicitation until the contract has been executed by both parties.

b) Additional Information.

The award of a contract(s) may be preconditioned on the subsequent submission of other documents as specified in the Special Conditions or Scope of Services. The Successful Bidder(s) shall be deemed "Non-Responsive" if such documents are not submitted in a timely manner and in the form required by the City. Where the Successful Bidder(s) is deemed "Non-Responsive" as a result of such failure to provide the required documents, the City may award any Contract to the next lowest, responsive, responsible Bidder whose bid is in the best interest of the City.

c) Independent Contractor(s).

The Successful Bidder shall be a contractor operating independently from the City. All employees and contractor(s) to the Successful Bidder(s) shall be considered to be, at all times, the sole employees or contractor(s) of the Successful Bidder(s) under its sole discretion and not an employee, contractor(s), or agent of the City. Nor shall employees and contractor(s) to the Successful Bidder(s) enjoy any privity of contract with the City. Neither the Successful Bidder(s) nor any of its employees shall receive any City benefits available to employees of the City. The Successful Bidder(s) shall supply competent and physically capable employees and contractor(s). The City may

require the Successful Bidder(s) to remove any employee or contractor(s) it deems careless, incompetent, insubordinate, or otherwise objectionable and whose continued performance of the Services is not in the best interest of the City. Failure of the Successful Bidder to comply with the City's request will be sufficient cause for the Successful Bidder to be declared in breach of the Contract.

d) Contract Extension.

The City reserves the right to automatically extend any Contract(s) for up to 180 calendar days beyond the stated Contract(s) term, for operational purposes, under the same terms and conditions of said Contract(s). The City shall notify the Successful Bidder(s) in writing of such extensions. Additional extensions beyond the first 180-day extension may occur, if, approved by the City's Commission with the mutual agreement of the City and the Successful Bidder(s).

e) Limited Contract Extension.

Any specific Work assignment which commences prior to the termination date of any Contract(s) and which will extend beyond the termination date shall, unless terminated by mutual written agreement of both parties, continue until completion at the same prices, terms and conditions as set forth in the Contract(s).

f) Non-Exclusive Contract(s).

Although the purpose of this Solicitation is to secure a Contract(s) that can satisfy the total needs of the City, it is agreed and understood that any Contract(s) does not constitute the exclusive rights of the Successful Bidder(s) to receive all orders that may be generated by the City in connection with the types of products and/or Services requested, unless otherwise stated herein.

g) Voluntary Reduction in Price

The City may accept a voluntary reduction from a low Bidder after Bid opening, if such reduction is not conditioned on, nor results in, the modification or deletion of any condition contained in the Invitation for Bids and is determined to be in the best interests of the City. A voluntary reduction may not be used to ascertain the lowest responsive Bid.

## **1-16 RIGHT OF APPEAL**

After a notice of intent to award a Contract is posted, any actual or prospective Bidder who is aggrieved in connection with the pending award of the Contract or any element of the process leading to the award of the Contract may protest to the Chief Procurement Officer. A protest must be filed within five business days after posting or any right to protest is forfeited. The protest must be in writing, must identify the name and address of the protester, and must include a factual summary of and the basis for the protest. Filing shall be considered complete when the protest and accompanying fee is received by the Chief Procurement Officer.

A nonrefundable filing fee from the protester is required to compensate the City for the expenses of administering the protest. The fee shall be in the form of cash or a cashier's check, and in accordance with the schedule provided below:

<b>Contract Award</b>	<b>Amount Filing Fee</b>
\$10,000-\$50,000	\$500.00
\$50,001-\$250,000	\$1,000.00
\$250,001 and greater	1% of the pending award or \$5,000.00, whichever is greater

### **1-17 BIDDER(S) AND RESULTING SUCCESSFUL BIDDER(S) OBLIGATIONS**

- a) Rules, Regulations, Licensing, and Other Requirements.

The Bidder(s) shall comply with all laws and regulations applicable to the Goods and/or Services contained in this Solicitation. The Bidder(s) is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the Goods and/or Services offered.

- a) Conditions of Packaging and Packaging Materials.

*If applicable*, and unless otherwise specified in the Special Conditions or Scope of Services, all containers shall be suitable for shipment and/or storage and recyclable to the greatest extent possible.

### **1-18 REQUIRED LISTING OF SUBCONTRACTORS AND SUPPLIERS**

All Contracts with the City for purchase of supplies, materials, or Services, including professional Services which involve the expenditure of \$25,000 or more, shall require that the Bidder(s) submits with its Bid a listing of all first-tier Subcontractors or Subconsultants who will perform any part of the Contract Work and all suppliers who will supply materials for the Contract Work direct to the Successful Bidder(s). In addition, the Successful Bidder(s) shall not change or substitute Subcontractors, Subconsultants, or suppliers from those listed in the Bid except upon written approval of the City.

All Bidder(s) shall submit the completed Bid form entitled “**BIDDER(S) DISCLOSURE OF SUBCONTRACTORS, SUBCONSULTANTS, AND SUPPLIERS**” with their Bid. **FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL RENDER THE BID NON-RESPONSIVE.**

### **1-19 COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS**

The Successful Bidder(s) understands that agreements between private entities and local governments are subject to certain laws and regulations, including laws pertaining to public records, conflict of interest, record keeping, etc. The Successful Bidder(s) agrees to comply with and observe all applicable laws, codes and ordinances as they may be amended from time to time.

## **1-20 OTHER AGENCIES (PIGGYBACK CLAUSE)**

The successful Bidder(s) from this IFB may permit any other municipality or government agency to contract with the Bidder under the same prices, terms, and conditions of the Agreement entered into with the City. Any other agency that chooses to piggyback the terms and conditions of this contract shall do so independently and shall be responsible for its own purchases.

## **1-21 ACCEPTANCE OF CREDIT CARDS**

The City of Miramar has implemented a Purchasing Card (P-Card) Program. Vendors must have the capability to accept credit cards for payments or must be willing to take the necessary steps to have the capability to accept credit cards prior to the implementation of this agreement as the City may opt to use the P-Card (SunTrust Mastercard) as its method of payment.

While acceptance of credit cards for payments may be mandatory, this shall not be the City's exclusive method of payment. Contractors shall not charge a surcharge, convenience fee or any other fees associated with the acceptance of payment by the City's P-Card.

## **1-22 VENDOR REGISTRATION**

Vendors who are interested in registering their business with the City of Miramar may do so by visiting the following link: <https://www.miramarfl.gov/189/Vendor-Registration>.

## **1-23 PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL OR IDEOLOGICAL INTERESTS**

In accordance with F.S. 287.05701, the City of Miramar does not request documentation of or consider a Proposer's social, political, or ideological interests when determining if the Proposer is a responsible Proposer. Furthermore, the City of Miramar does not give preference to a Proposer based on the Proposer's social, political or ideological interests.

**END OF SECTION**

## SECTION 2 SPECIFIC TERMS AND CONDITIONS

### 2-1 PURPOSE

The purpose of this Solicitation is to select a Provider to perform Schools Crossing Guard Services according to the Scope of Services set forth herein. The City requests bids from experienced, fully qualified, certified and licensed companies, hereinafter referred to as the "Bidder" to provide the Services described herein.

### 2-2 SOLICITATION TIMETABLE

The anticipated schedule for this Solicitation and the award of any resulting Contract shall be as follows:

<u>Milestone</u>	<u>Timeframe</u>
IFB Issuance.....	Monday, March 24, 2025
Pre-Bid Conference.....	N/A
Deadline for Clarification Questions .....	Wednesday, April 2, 2025
<b>Bids Due to City</b> .....	<b>Wednesday, April 16, 2025 at 2:00 PM EST</b>
Award of IFB .....	TBA

### 2-3 TERM OF CONTRACT

The Contract resulting from this Solicitation shall be for a period of three years, with the option to renew for two additional one-year periods.

In addition to any renewal, the City Manager or his/her designee is authorized to extend, for operational purposes only, for a maximum of 180 days, any Contract entered into by the City pursuant to City Commission approval. Any further extensions of such Contract require the approval of the City Commission.

### 2-4 METHOD OF AWARD

The award of any Contract resulting from this Solicitation will be made to the lowest responsive, responsible Bidder that meets the minimum qualifications and whose Bid will be most advantageous to the City.

### 2-5 METHOD OF PAYMENT

The Successful Bidder(s) shall submit fully documented invoices within 30 calendar days after the Services have been rendered. These invoices shall be submitted to The City of Miramar, ATTN: Accounts Payable, 2300 Civic Center Place, Miramar, Florida 33025. All documentation shall reference the appropriate Contract number, the type of Service(s) provided, and the dates or period that the Service(s) were provided in the prior 30 days.

### 2-6 PRE-BID CONFERENCE

A Pre-Bid Conference will NOT be held for this Solicitation.

## **2-7 INSURANCE**

See insurance requirements in Sample Agreement.

## **2-8 ACCEPTANCE OF GOODS AND SERVICES BY THE CITY**

The Services shall be performed by the Successful Bidder(s) consistent with the highest professional standards. Any Work not performed as required shall be corrected by the provider to the extent possible at no cost to the City.

An authorized representative of the City will inspect the Services provided under this IFB to determine acceptance of Work, appropriate invoicing and warranty conditions.

**END OF SECTION**

## SECTION 3

### SCOPE OF SERVICES AND SPECIAL REQUIREMENTS

#### 3-1 PURPOSE AND INTENT OF IFB

The City is seeking a company to provide Schools Crossing Guard Services when and where needed throughout the City. The Successful Bidder will be expected to provide crossing guards at the locations specified by the City and at all times when students are traveling to and from school, shall be completely responsible for the supervision of such personnel in accordance with the contract scope, terms and conditions, and shall exercise exclusive control over such personnel employed by them to fulfill the requirements of the contract.

#### 3-2 CURRENT POSTS

The City currently utilizes crossing guards at 63 posts throughout the City. The City reserves the right to add additional posts as deemed necessary at any time throughout the contract. The current posts are as follows:

	<b>SCHOOL</b>	<b>POST LOCATION</b>
1	MIRAMAR ELEMENTARY	SW 68 AVE @ SW 26 ST
2		SW 68 AVE @ SW 26 ST (LIGHT)
3		SW 69 AVE @ SW 26 ST
4		SW 68 AVE @ SW 25 ST
5	PERRY ELEMENTARY	SW 68 AVE @ SW 33 ST
6		SW 68 AVE @ SW 34 ST
7		6800 BLOCK OF 34 ST (FRONT OF SCHOOL)
8		SW 69 WAY @ CIVIC CENTER
9		SW 69 AVE @ MIRAMAR PARKWAY
10		SW 69 AVE @ MIRAMAR PARKWAY
11		SW 68 AVE @ MIRAMAR PARKWAY
12		SW 68 AVE @ MIRAMAR PARKWAY
13	FAIRWAY ELEMENTARY	MIRAMAR PARKWAY @ TARPON DR
14		FAIRWAY BOULEVARD @ NASSAU DR
15	SEA CASTLE ELEMENTARY	9600 MIRAMAR BOULEVARD (FRONT OF SCHOOL)
16		9600 MIRAMAR BOULEVARD (FRONT OF SCHOOL)
17		FAIRMONT AVE @ BELLAIRE DR
18		FAIRMONT AVE @ MIRAMAR PARKWAY
19		FAIRMONT AVE @ MIRAMAR PARKWAY
20		FAIRMONT AVE @ MIRAMAR BOULEVARD
21		MIRAMAR BOULEVARD @ DOUGLAS ROAD
22		MIRAMAR BOULEVARD @ PALM AVE
23		MIRAMAR BOULEVARD @ PALM AVE
24	RENAISSANCE MIDDLE	MIRAMAR PARKWAY @ PALM AVE
25		MIRAMAR PARKWAY @ PALM AVE
26		MIRAMAR BOULEVARD @ PALM AVE

27		MIRAMAR BOULEVARD @ PALM AVE
28		MIRAMAR BOULEVARD @ PALM AVE
29		MIRAMAR BOULEVARD @ HIATUS RD
30		MIRAMAR BOULEVARD @ HIATUS RD
31		MIRAMAR BOULEVARD (Front of School)
32	SUNSHINE ELEMENTARY	MIRAMAR BOULEVARD @ ISLAND DR
33		LASALLE BOULEVARD @ ISLAND DR
34		MADEIRA STREET @ JAMAICA DR
35		MONTEGO DRIVE @ MADEIRA ST
36		LASALLE BOULEVARD @ NASSAU DR
37		LASALLE BOULEVARD @ MONTEGO DR
38		LASALLE BOULEVARD @ JAMAICA DR
39	COCONUT PALMS ELEMENTARY	MONARCH LAKES BLVD @ 136 AVE
40		MONARCH LAKES BLVD @ 136 AVE
41	SILVER LAKES ELEMENTARY	SW 178 AVE @ 30 ST
42		SW 176 TERR @ 30 ST
43		SW 30 ST @ 17400 BLOCK
44		SW 173 AVE @ 23 ST
45	SUNSET LAKES ELEMENTARY	MIRAMAR PKWY @ 184 AVE (NS)
46		SW 186 AVE @ 2500 BLOCK (REAR OF SCHOOL)
47		SW 184 AVE & 25 ST
48	SILVER SHORES ELEMENTARY	DYKES RD @ PEMBROKE RD
49		DYKES RD @ PEMBROKE RD
50	CORAL COVE ELEMENTARY	SW 148 AVE @ 52 DR
51		BASS CREEK RD @ SW 148 AVE
52		BASS CREEK RD @ SW 149 TERR
53	DOLPHIN BAY ELEMENTARY	MIRAMAR PARKWAY @ DYKES ROAD
54		MIRAMAR PARKWAY @ DYKES ROAD
55		BASS CREEK @ DYKES ROAD
56		MIRAMAR PARKWAY @ SW 164 AVE
57		MIRAMAR PARKWAY @ SW 164 AVE
58	GLADES MIDDLE SCHOOL	MIRAMAR PKWY @ SW 172 AVE
59		MIRAMAR PKWY @ SW 172 AVE
60		BASS CREEK @ SW 165 AVE
61		BASS CREEK @ SW 165 AVE
62		DYKES @ BASS CREEK RD
63		DYKES @ BASS CREEK RD

### **3-3 SCOPE OF SERVICES AND SPECIAL REQUIREMENTS**

#### **1) THE SUCESSFUL BIDDER SHALL:**

- a. Run a criminal background check on all employees or contract personnel employed for the assignment to the City. Eligible employees shall have no felony convictions.
- b. Mandate that all employees utilized for the City as school crossing guards report any criminal charges brought against them immediately as they may occur. The Successful Bidder, upon receipt of such information, will immediately notify the City.
- c. Assign persons who are neat, clean, well groomed and courteous and at least twenty-one (21) years of age. The Successful Bidder shall obtain approval from the City for all persons to be employed as crossing guards before such persons commence work in the City. If requested by the City, the Successful Bidder agrees to remove any employee and substitute with an acceptable person at any crossing post.
- d. Ensure that employees have completed all required training before being assigned work as crossing guards. The Successful Contractor shall provide the City with a list of names and evidence of training for all guards, back-up guards and field supervisors. Changes to the list are to be provided to the City as they occur.
- e. Ensure that adequate employees are available for the backup of any crossing guard in case of absenteeism. Each backup shall be fully trained and familiar with the specific crossing location.
- f. Obtain the school calendar from the Broward County Public Schools and provide crossing guards during all times that school is in session, at the applicable times of day when students are traveling to and from school.

#### **2) DUTIES OF THE CROSSING GUARD:**

- a. Be knowledgeable of the requirements and post instructions to ensure strict compliance with the requirements.
- b. Maintain safe control of pedestrian traffic by utilizing the knowledge, skills and ability provided by Contractor through necessary trainings.
- c. Be present at assigned duty areas at required times. Crossing guards shall not leave assigned area unattended until properly relieved. Under no circumstances shall any assigned duty area be left unattended.
- d. Be alert to surrounding area of responsibility at all times.
- e. Complete any necessary reports for incidents and report to Supervisor immediately.
- f. Maintain a high level of professionalism at all times while on duty.
- g. Wear proper uniforms at all times while on duty including photo ID.

#### **3) DUTIES OF THE CROSSING GUARD SUPERVISOR:**

- a. Be knowledgeable of the specification requirements and post instructions to ensure strict compliance with the requirements.
- b. Schedule relief for crossing guard personnel for necessary breaks or any other occurrences.
- c. Ensure that assigned areas are staffed and not left abandoned at all times.

- d. Make at least one physical check of crossing guards per week and provide the City designated representative with a weekly inspection report. Problems and issues shall be handled in the following manner:
- Any identified problems or issues shall be corrected within 24 hours.
  - Corrective measures shall be taken the next day and site supervisor shall provide an expected time of resolution.
  - If a problem or issue cannot be corrected within 24 hours, the site supervisor shall contact the City designated representative by telephone. The site supervisor shall follow up in writing explaining the nature of the problem and why it cannot be corrected within 24 hours.

### **3-4 TRAINING**

It shall be the responsibility of the Successful Bidder to ensure that all persons employed as crossing guards receive and successfully complete proper training as required by the State of Florida. Formal training of all school crossing guards assigned to the City shall be conducted as per the standards and guidelines established by the State of Florida Department of Transportation, in accordance with Section 316.75, Florida Statutes, known as the "Ramon Turnquest School Crossing Guard Act".

The Successful Bidder shall provide at least one (1) training/re-training session per year, which shall be attended by all of the Contractor's employees assigned to work on the City contract. Any additional training, such as training of new employees throughout the year, will be the sole responsibility of the Successful Bidder.

### **3-5 EQUIPMENT AND UNIFORM**

The Successful Bidder is responsible for supplying all equipment necessary for the Crossing Guards to perform their assigned duties. This equipment should include but not be limited to the following:

- a) Fluorescent and retro-reflective safety vest
- b) Fluorescent orange glove
- c) Handheld "Stop" signs
- d) Metal Whistle

The Successful Bidder shall also provide each Crossing Guard with the following uniform articles:

- a) White short or long sleeve shirts with sewn on Crossing Guard patch above left chest pocket, embroidered name above right chest pocket and City shoulder patch on each shoulder;
- b) Dark navy blue six-pocket shorts or pants;

- c) Black baseball-type cap printed with City seal;
- d) Yellow or hi-visibility yellow Raincoat.
- e) Photo identification showing the Successful Bidder's name and the employee's name.

The City will provide the Successful Bidder with the necessary "Miramar" sleeve patches. Any required replacement of aged, lost or damaged equipment and clothing shall be the responsibility of the Successful Bidder.

### **3-6 SPECIAL EVENTS**

This contract allows the Successful Bidder to provide pedestrian traffic guards for City special events on an as needed basis. The City will provide the Successful Bidder with specific dates of these events when known to the City and will give the Successful Bidder fourteen (14) days advance notice of the City's requirements.

### **3-7 FEES & COSTS**

1. Bidders shall quote an all-inclusive fee for the Work described in this solicitation document. The all-inclusive fee shall include but not be limited to all labor, equipment, uniforms, benefits, travel, lodging, materials, printing, overhead and profit and any other contractor expense for this Project, unless described as a separate cost in this section.

### **3-8 MANAGEMENT & PERSONNEL**

In the Bid, attach a sheet that shall include the following information:

1. Profile of the Firm – State whether your firm is local, national, or international. Additionally, state the following:
  - a. Age and size of the Firm and local office.
  - b. Location of the office where the Work for these Services is to be performed or managed.
  - c. Number and nature of the staff to be assigned to this Project on a full-time basis (resumes are preferred).
2. Provide a detailed description of the nature and status of any pending or completed litigation, claims made, contract disputes or defaults and liens arising in regard to your company's performance of any services arising within the last five years from the due date of this Bid.

Manager(s) shall attend scheduled monthly meetings with City designated staff for purposes of discussing performance, schedules, punch list and any other issues that may affect the satisfactory performance of the terms of the Contract.

Manger(s) shall perform weekly inspection of all areas with the City designee. From the weekly inspection, a punch list of all defects will be prepared by the City designee and presented to the manager for corrective actions to be taken within the stipulated time frame.

### **3-9 QUALIFICATIONS OF THE SUCCESSFUL BIDDER(S):**

The Successful Bidder(s) shall **submit proof of the following qualifications with its Bid:**

3. Must be operating as the same business entity for a minimum of five years and have been providing school crossing guard services actively and continuously for a minimum of three years.
4. Be licensed to do business in the State of Florida for the services specified herein.
5. Provide at least five client references for which the firm has provided similar services along with contact information for each reference. References for government agencies are preferred (See Reference Questionnaire in Section 7)
6. **Submit evidence of the firm's resources to provide the Services contemplated in this Solicitation.**

### **3-10 LOCAL PARTICIPATION PLAN**

The City desires to maximize the use of Miramar residents in the delivery of these Services. **The City requires a minimum of 10% of the workforce for this contract to be Miramar residents. To achieve this goal, the City is requesting that Bidders include in their bid an Assurance Statement on company letterhead, signed by an authorized representative, acknowledging the percentage requirements established for this contract, and agreeing to provide a good faith effort to solicit Miramar residents to achieve the local participation plan.**

### **3-11 LIVING WAGE REQUIREMENT**

The Successful Bidder(s) shall be required to pay each of its covered employees a living wage for all hours worked under the terms and condition of the agreement and, if health care benefits are provided, shall submit an affidavit of compliance. Per the 2025 Broward County Living Wage Roster, a living wage with health care benefits shall be no less than fifteen dollars and eighty-seven cents (\$15.87) per hour. If the Successful Bidder does not provide employee health care benefits to a covered employee, Successful Bidder shall pay a living wage of no less than nineteen dollars and seventy-three cents (\$19.73) per hour. Furthermore, the Successful Bidder agrees to produce, upon request of the City, all documents and payroll records demonstrating compliance with the abovementioned living wage requirements. A covered employee, as used herein, is defined as an employee who performs school crossing guard services either on a full-time or part-time basis for the City of Miramar while the Agreement remains in effect between the Parties.

All Bidder(s) shall submit the duly signed and notarized form entitled "**LIVING WAGE COMPLIANCE AFFIDAVIT**"

### **3-12 SILENCE OF SCOPE**

The apparent silence of the foregoing Scope of Services as to any detail or omission from it as a detailed description concerning any specifics shall be regarded as meaning that only the best commercial practices are to prevail and that only equipment and workmanship of first quality are to be used. All interpretations of these Specifications shall be made upon the basis of this statement.

**END OF SECTION**

**SECTION 4**

**FORMS AND AFFIDAVITS**

# BID COVER SHEET – IFB No. 25-014

**BIDDER'S NAME** (Name of firm, entity, or organization):

**FEDERAL EMPLOYER IDENTIFICATION NUMBER:**

**NAME AND TITLE OF BIDDER'S CONTACT PERSON:**

Name:

Title:

**MAILING ADDRESS:**

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**TELEPHONE:**

( \_\_\_\_\_ ) \_\_\_\_\_

**FAX:**

( \_\_\_\_\_ ) \_\_\_\_\_

**BIDDER'S ORGANIZATION STRUCTURE:**

\_\_\_\_\_ Corporation    \_\_\_\_\_ Partnership    \_\_\_\_\_ Proprietorship    \_\_\_\_\_ Joint Venture    \_\_\_\_\_ Other (explain):

**IF CORPORATION:**

Date Incorporated/Organized: \_\_\_\_\_

State of Incorporation/Organization: \_\_\_\_\_

States registered in as foreign Corporation: \_\_\_\_\_

**BIDDER'S SERVICES OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS SOLICITATION REQUESTS FOR:**

**LIST NAMES OF BIDDER'S SUBCONTRACTORS AND/OR SUBCONSULTANTS FOR THIS PROJECT:**

**BIDDER'S AUTHORIZED SIGNATURE:**

The undersigned hereby certifies that this Bid is submitted in response to this Solicitation.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

# BID PRICE SHEET

## COST OR PRICING DATA FOR PRICE BID

Bidders shall submit (attached to this form) Cost or Pricing Data of sufficient detail to allow the evaluators to determine the reasonableness of the Price Bid, reflecting Cost Realism, including all Information other than Cost and Pricing Data and explaining how the lump sum figure was derived.

a) Cost or Pricing Data shall mean all facts that as of the date of submission of the Bid, prudent buyers and sellers would reasonably expect to affect price negotiations significantly. Cost or Pricing Data are data that are factual, not judgmental, and are verifiable. While they do not indicate the accuracy of the Bidder's judgment about estimated future costs or projections, they do include the data forming the basis for that judgment. Cost or Pricing Data are more than historical accounting data, they are all the facts that can be reasonably expected to contribute to the soundness of estimates of future costs and to the validity of determinations of costs already incurred. They also include such factors as: vendor quotations; nonrecurring costs; information on changes in production or purchasing volume; data supporting projections of business prospects and objective and related operations cost; unit-cost trends such as those associated with labor efficiency; make-or-buy decisions; estimated resources to attain business goals; and information on management decisions that could have a significant bearing on costs.

b) Cost Realism shall mean that the costs in a Proposer's Bid are realistic for the Work to be performed, reflect a clear understanding of the requirements, and are consistent with the various elements of the Proposer's Technical Bid.

c) Information other than Cost and Pricing Data shall mean any type of information that is non-numeric that is necessary to determine price reasonableness or Cost Realism.

d) Price, as used in this Solicitation, shall mean cost plus any applicable fee or profit.

## BID PRICE SHEET (CONTINUED)

Bidders shall quote a firm, fixed, all-inclusive annual fee, for services described in Section 3. The all-inclusive fee shall include but not be limited to all labor, equipment, uniforms, benefits, travel, lodging, materials, printing, overhead and profit and any other Contractor expense, cost or charge in providing the Services. Estimated Annual Crossing Guard hours are based on the number of school days, the number of crossing guard locations, and the estimated number of hours worked per day. Estimated Annual Supervisor hours are based on the number of school days, the number of supervisors, and the estimated number of hours worked per day. The City does not guarantee the number of hours for the contract.

### Year 1 Rates for 2025-2026

	Estimated Annual Hours	Firm/Fixed Rate per Hour	TOTAL (Estimated Annual Hours X Rate)
Crossing Guard	22,680		
Crossing Guard Supervisor	5,400		
<b>TOTAL</b>			

### Years 2 & 3 Rates (2026-2027 & 2027-2028)

	Estimated Annual Hours	Firm/Fixed Rate per Hour	TOTAL (Estimated Annual Hours X Rate)
Crossing Guard	22,680		
Crossing Guard Supervisor	5,400		
<b>TOTAL</b>			

**TOTAL BID AMOUNT (Years 1 – 3):**    \$ \_\_\_\_\_

\_\_\_\_\_

**In Figures**

## BID PRICE SHEET (CONTINUED)

TAXPAYER IDENTIFICATION NUMBER (TIN): \_\_\_\_\_

BIDDER'S NAME: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Printed Name and Title)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
SHALL DEEM YOUR BID NON-RESPONSIVE**

# BIDDER INFORMATION FORM

All information supplied in connection with this form is subject to review and verification. Any and all determinations concerning this information will be used to determine eligibility for participation in the award. Inaccurate or incomplete answers may result in your Bid being deemed "Non-Responsive."

- (1) How many years has your organization been in business under your present business name? \_\_\_\_\_ years
- (2) State of Florida occupational license type and number: \_\_\_\_\_
- (3) County (state county) occupational license type and number: \_\_\_\_\_
- (4) City of Miramar occupational license type and number: \_\_\_\_\_

(A CITY OF MIRAMAR OCCUPATIONAL LICENSE IS NOT NECESSARY UNLESS THE BUSINESS IS LOCATED WITHIN THE CITY OF MIRAMAR)

## **BIDDER(S) MUST INCLUDE A COPY OF EACH LICENSE LISTED WITH BID**

- (5) Describe experience providing school crossing guard Services for similar organizations. Include the number of years performing each type of work to demonstrate that the Bidder meets the minimum qualifications set forth in section 2-9:

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- (6) Have you ever had a contract terminated (either as a prime Successful Bidder or sub-Successful Bidder) for failure to comply, breach, or default?

\_\_\_\_\_ yes \_\_\_\_\_ no

**(IF YES, PLEASE ENCLOSE A DETAILED EXPLANATION ON SEPARATE SHEET)**

## REFERENCE QUESTIONNAIRE

Reference For (Bidder's Name): \_\_\_\_\_

Agency Giving Reference: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address of Agency Giving Reference: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a reference for the above-named firm by indicating below the level of satisfaction (Satisfactory or Unsatisfactory) with services provided to your agency.

	QUESTION	Satisfactory	Unsatisfactory
1	What was your experience with the firm's ability to provide School Crossing Guard Services?		
2	Was the firm's staff readily accessible and responsive?		
3	How would you rate the firm's performance with implementation and training?		
4	Overall, what would you rate the firm's performance?		
5	Would your agency use this firm to provide services again? (Circle One)	<b>YES/ Satisfactory</b>	<b>NO/ Unsatisfactory</b>

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Print Name**

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

\_\_\_\_\_  
**Signature**

**FAILURE TO COMPLETE AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

## **BIDDER'S DISCLOSURE OF SUBCONTRACTORS, SUBCONSULTANTS, AND SUPPLIERS**

Please list all Subcontractors, Subconsultants and Suppliers to be used in connection with performance of the Contract (use additional pages if necessary):

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

\_\_\_\_\_

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

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

**FAILURE TO COMPLETE AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

## **DRUG-FREE WORKPLACE AFFIDAVIT**

### **FLORIDA STATE STATUTE 287.087**

Identical Tie Bids: Preference shall be given to business 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:

- a) 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.
  
- b) 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.
  - 1) Give each employee engaged in providing the commodities or contractual Services that are under Bid a copy of the statement specified in subsection (1).
  
  - 2) 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 days after such conviction.
  
  - 3) 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.
  
  - 4) Make a good faith effort to continue to maintain a drug-free workplace through the implementation of this section.

# DRUG-FREE WORKPLACE AFFIDAVIT (CONTINUED)

## FLORIDA STATE STATUTE 287.087

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

---

Vendor's Signature

---

Print Name

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

**SECTION 10  
ANTI-KICKBACK AFFIDAVIT**

STATE OF FLORIDA        )  
  ) ss:  
COUNTY OF BROWARD    )

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein Bid will be paid to any employees of the City of Miramar, its elected officials, and \_\_\_\_\_ or its design consultants as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: \_\_\_\_\_

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

Sworn and subscribed before this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

My commission expires:

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**





# NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of Services under any agreement it enters into with the City of Miramar. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.

By: \_\_\_\_\_

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

Sworn and subscribed before this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

My commission expires:

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

**ADDENDA ACKNOWLEDGEMENT FORM**

Addendum #

Date Received

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BIDDER:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name and Title)

**END OF DOCUMENT**

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

# LIVING WAGE COMPLIANCE AFFIDAVIT

The completed and signed form must be returned with the Vendor's submittal. **Vendor may be deemed non-responsive for failure to submit this form.**

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

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

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

By signing below, I hereby certify that the covered employees listed below (please check one):

A.  Receive a minimum pay of \$ \_\_\_ per hour and are provided health benefits valued at \$ \_\_\_ per hour

B.  Receive a minimum pay of \$ \_\_\_ per hour and are not provided health benefits.

Provide names of hourly employees providing covered services and their job classifications for the above referenced contract.

Name	Job Class	A or B	Name	Job Class	A or B
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

(Attach additional sheets in the format above, if needed)

I, \_\_\_\_\_ of \_\_\_\_\_, hereby attest that  
 (Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct, and (3) the Vendor certifies that it shall:

- a) Pay all employees working on this contract/project, who are covered by the Living Wage Requirement set forth in the Solicitation, in accordance with wage rates and provisions of the Living Wage Requirement in the Solicitation;
- b) Upon request of the City, provide all documents and payroll records demonstrating compliance with the living wage requirements; and
- c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principle officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

# LIVING WAGE COMPLIANCE AFFIDAVIT (CONTINUED)

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Sign name of Notary Public)

My commission expires: \_\_\_\_\_ (SEAL)

Personally Known  or Produced Identification

Type of Identification Produced \_\_\_\_\_

## BUSINESS/VENDOR PROFILE SURVEY

Name of Business: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_

Contact Person (Regarding This Form): \_\_\_\_\_

### Type of Business (check the appropriate type):

- CONSTRUCTION SERVICES** - Firms involved in the process of building, altering, repairing, improving or demolishing any structure, building or real property.
- ARCHITECTURE AND ENGINEERING (A&E) SERVICES** - Firms involved in architectural design, engineering services, inspections and environmental consulting (materials and soil testing) and surveying.
- PROFESSIONAL SERVICES** - Includes those services that require special licensing, educational degrees, and unusually highly specialized expertise.
- BUSINESS SERVICES** - Involves any services that are labor intensive and not a construction related or professional service.
- COMMODITIES** - Includes all tangible personal property services, including equipment, leases of equipment, printing, food, building materials, office supplies.
- A CBE or SBE firm: a Small Business Enterprise (SBE) or a County Business Enterprise (CBE), has a Broward County Business Tax Receipt, is located in, and doing Business in Broward County, and certified by the Broward County Office of Economic Development and Small Business Development.

**Business is claiming the CBE/SBE Preference; YES \_\_\_\_\_ NO \_\_\_\_\_**

**Please attach the Broward County Office of Economic Development and Small Business Development certification to this form.**

**Business is claiming local Business Preference YES \_\_\_\_\_ NO \_\_\_\_\_  
(Choose below as applicable)**

- Businesses Employing Miramar Residents** - Business is located outside of the City of Miramar City limits and employs a minimum of 10 full time equivalent ("FTE") Miramar residents, or Miramar residents constitute 20 % of the FTE of the company's local workforce (in Broward and Miami-Dade Counties), whichever is larger.

**Business Employing Miramar Residents Affidavit MUST be submitted with RFP Response.**

- Business with a location within Miramar, is in compliance with all City licensing requirements and is current on all City taxes.

**Attach a copy of a current Miramar Business Tax Receipt to this form.**

**FAILURE TO COMPLETE AND RETURN THIS FORM  
MAY DEEM YOUR PROPOSAL "NON-RESPONSIVE"**

# BUSINESS EMPLOYING MIRAMAR RESIDENTS AFFIDAVIT

The completed and signed form must be returned with the Vendor's submittal **ONLY** if the Vendor is claiming the Business Employing Miramar Residents preference.

Vendor: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Solicitation No. and Title: \_\_\_\_\_

By signing below, I hereby certify that Vendor has \_\_\_\_\_ total employees in local workforce (Miami Dade and Broward Counties), of which \_\_\_\_\_ are full time equivalent Miramar residents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_ day of \_\_\_\_, 20\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Sign name of Notary Public)

My commission expires: \_\_\_\_\_ (SEAL)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**FAILURE TO COMPLETE THIS FORM MAY DEEM YOUR BID NON-RESPONSIVE**  
END OF DOCUMENT



**SAMPLE AGREEMENT**

**BETWEEN**

**THE CITY OF MIRAMAR**

**AND**

---

**FOR**

**SCHOOL CROSSING GUARD SERVICES**

This Agreement (or "Contract") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Miramar, Florida, a Florida municipal corporation, hereinafter referred to as "City",

**AND**

\_\_\_\_\_, a \_\_\_\_\_ corporation with its principal business address located at \_\_\_\_\_, hereinafter referred to as "Contractor".

**WHEREAS**, on \_\_\_\_\_, 2025 the City issued Invitation for Bid No. 25-014 ("IFB") for SCHOOL CROSSING GUARD SERVICES; and

**WHEREAS**, the Contractor was determined to be the lowest responsive, responsible Bidder and whose Bid was most advantageous to the City for Service; and

**WHEREAS**, on \_\_\_\_\_, 2025, the City Commission approved the award of the IFB to Contractor and authorized the execution of the appropriate Agreement between the City and the Contractor for provision of services, for an initial term of three years with the option to renew for two additional one-year terms.

**NOW, THEREFORE**, in consideration of the mutual terms and conditions, promises, and covenants hereinafter set forth, City and Contractor agree as follows:

**ARTICLE 1**  
**SCOPE OF SERVICES**

Contractor agrees to provide the following Services to the City (the "Services") during the Term of this Agreement:

This Agreement is subject to and Contractor shall provide Services in accordance with the Scope of Services, terms, conditions and requirements of City of Miramar Invitation for Bids No. 19-014 ("IFB"), the Contractor's Bid, as accepted by the City, and any

subsequently negotiated changes to same, which documents or agreements are incorporated by reference herein. In the case of any conflict between the provisions of this Contract, the Bid and the Bid Response, the conflict shall be resolved in the following order of priority: terms of this Contract; terms of the Bid; terms of the Bid Response.

Contractor represents and warrants to the City that: (i) it possesses all qualifications, licenses and expertise required for the performance of the Services; (ii) it is not delinquent in the payment of any sums due the City; (iii) all personnel assigned to perform the Services are and shall be, at all times during the term hereof, fully qualified and trained to perform the tasks assigned to each; and (iv) the Services will be performed in the manner described in Attachment "A".

### **Estimates/Quotations:**

All requests for related Services estimates/quotations not covered under this Agreement shall be submitted in writing prior to any Work being undertaken or approved. The estimate must include a detailed list of the Work to be completed, listed item by item, and location where Work is to be performed. Estimates/quotations are to be submitted electronically, if desired, to the City to secure purchase order approval prior to the Work being performed, and such Work shall not exceed 15% of the annual Contract for Services.

### **Purchase Orders:**

1. The Contractor shall not perform or begin any Work without prior written authorization from the City, as well as an approved purchase order authorizing Services.
2. Failure of the Contractor to adhere to the City's purchasing protocol – working without having an official City purchase order for the Work, shall constitute a default and authorization for payment shall be denied.

## **ARTICLE 2** **COMPENSATION**

The Contractor shall submit periodic invoices for the Goods and Services provided to the City of Miramar, ATTN: Accounts Payable, 2300 Civic Center Place, Miramar, FL 33025. The date of the invoice shall not exceed 30 calendar days from the date of acceptance of the Goods and Services by the City. Under no circumstance shall an invoice be submitted to the City in advance of the delivery and acceptance of the commodities and/or Services, unless otherwise agreed to. All invoices shall reference the appropriate Contract number, the address where the commodities were delivered or the Services performed, and the corresponding acceptance slip that was signed by an authorized representative of the City when the Goods and/or Services were delivered and accepted. Payment by the City shall be made within 30 days after receipt of Contractor's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail to allow a proper audit of expenditures should the City require one to be performed.

**ARTICLE 3**  
**TERM OF AGREEMENT**

The term of this Agreement shall commence upon the date this Contract is executed by both parties and shall be for a term of three years, with the City having the option to renew the Agreement, on an annual basis, for up to two additional one-year renewal terms, unless terminated earlier pursuant to Article 4 of this Agreement. The Chief Procurement Officer may authorize up to a 90-day extension of this Contract in accordance with its terms and conditions, and the City Manager or designee is authorized to extend this Agreement, for operational purposes only, for an additional 90 days, for a maximum of 180 days.

**ARTICLE 4**  
**TERMINATION OF AGREEMENT**

City may terminate this Agreement for convenience by giving the Contractor 30 calendar days written notice. City may terminate this Agreement for cause by giving the Contractor five calendar days written notice upon the failure of Contractor to cure any default after being provided with notice of that default and a demand for cure within ten (10) calendar days. The termination of this Agreement shall not relieve either party of any liability that accrued prior to such termination and any such accrued liability shall survive the termination of this Agreement

**ARTICLE 5**  
**INDEPENDENT CONTRACTOR**

Contractor is an independent contractor under this Agreement. Services provided by Contractor shall be by employees of Contractor and subject to supervision by Contractor, and not as officers, employees or agents of City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, travel, per diem policy, and purchasing policies under the Agreement shall be the sole responsibility of Contractor. Contractor shall have no rights under the City's worker's compensation, employment, insurance benefits or similar laws or benefits.

**ARTICLE 6**  
**INDEMNIFICATION / HOLD HARMLESS CLAUSE**

Contractor shall indemnify, defend and hold harmless City, its officials, agents, employees, and volunteers from and against any and all liability, suits, actions, damages, costs, losses and expenses, including attorneys' fees, demands and claims for personal injury, bodily injury, sickness, diseases or death or damage or destruction of tangible property or loss of use resulting therefrom, arising out of any errors, omissions, misconduct or negligent acts of Contractor, its respective officials, agents, employees or subcontractors in the Contractor's performance of Services pursuant to this Agreement.

**ARTICLE 7**  
**NON-APPROPRIATION OF FUNDS**

In the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable in any fiscal year for payments due under this Agreement, then the City, upon written notice to Contractor of such occurrence, shall have the unqualified right to terminate this Agreement without any penalty or expense to the City.

**ARTICLE 8**  
**INSURANCE**

8.1 **INSURANCE** - For programs that are active in nature, which shall be determined in the sole and exclusive discretion of the City, Contractor shall maintain commercial general, automobile (where applicable), workers' compensation and professional liability insurance in an amount acceptable to the City's Risk Manager.

8.2 **Minimum Limits of Insurance** - Contractors shall maintain the following minimum limits of insurance (unless higher limits are required by law or statute):

1. Commercial General Liability: \$1,000,000 Combined Single Limit per occurrence, property damage and medical expense \$10,000, personal injury and advertising injury liability \$1,000,000; products and completed operations policy aggregate \$2,000,000 and general aggregate \$2,000,000.
2. Employer's Liability: \$1,000,000 per accident for bodily injury by accident or disease.
3. Workers' Compensation: Statutory.

8.3 **Required Insurance Endorsements** - The City requires the following insurance endorsements:

1. ADDITIONAL INSURED - The City must be included as an additional insured by policy endorsement under Commercial General Liability policy for liability arising from Services provided by or on behalf of the Contractor.
2. WAIVERS OF SUBROGATION - Contractor agrees to waive all rights of subrogation by policy endorsement against the City for loss, damage, claims, suits or demands, regardless of how caused:
  - a. To property, equipment, vehicles, laptops, cell phones, etc., owned, leased or used by the Contractor or the Contractor's employees, agents or Subcontractors; and
  - b. To the extent such loss, damage, claims, suits or demands are covered, or should be covered, by the required or any other insurance (except professional liability to which this requirement does not apply) maintained by the Contractor.

This waiver shall apply to all first-party property, equipment, vehicle and worker's compensation claims, and all third-party liability claims, including deductibles or retentions which may be applicable thereto. If necessary, the Contractor agrees to endorse the required insurance policies to acknowledge the required waivers of subrogation in favor of the City. Contractor further agrees to hold harmless and indemnify the City for any loss or expense incurred as a result of Contractor's failure to obtain such waivers of subrogation from Contractor's insurers.

This Agreement shall not be deemed approved until the Contractor has obtained all insurance required under this section and has supplied the City with evidence of such coverage in the form of a Certificate of Insurance with additional insured and waiver of subrogation endorsements for policies as stated in the required insurance endorsement section above. The City shall be named as additional insured in all of Contractor's liability insurance policies. The City shall approve such Certificates prior to the performance of any Services pursuant to this Agreement.

8.4 ALL INSURANCE COMPANIES PROVIDED SHALL: Be rated at least A VII per Best's Key Rating Guide and be licensed to do business in Florida. The Contractor's liability insurance shall be primary to any liability insurance policies that may be carried by the City. The Contractor shall be responsible for all deductibles and self-insured retentions on their liability insurance policies.

8.5 All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be cancelled, materially changed or renewal refused until at least 30 calendar days' written notice has been given to the City by certified mail.

## **ARTICLE 9** **MISCELLANEOUS**

9.1 Contractor shall, without additional expense to the City, be responsible for paying any taxes, obtaining any necessary licenses and for complying with all applicable federal, state, county, and municipal laws, ordinances and regulations in connection with the performance of the Services specified herein.

9.2 Precautions shall be exercised at all times for the protection of persons and property. The Contractor and all Subcontractors shall conform to all OSHA, federal, state, county, and City regulations while performing under the terms and conditions of this Agreement. Any fines levied by the above-mentioned authorities because of failure to comply with these requirements shall be borne solely by the Contractor responsible for the same.

9.3 At all times during the term of this Agreement, Contractor shall pay each of its covered employees a living wage for all hours worked for the City of Miramar and, if health care benefits are provided, shall submit an affidavit of compliance. Per the 2025 Broward County Living Wage Roster, a living wage with health than fifteen dollars and eighty-seven cents (\$15.87) per hour. If the Provider does not offer a covered employee health care benefits, Provider shall pay a living wage of no less than nineteen dollars and seventy-three cents (\$19.73) per hour, which shall be adjusted on January 1, 202x to \_\_\_\_\_ Dollars and

\_\_\_\_\_ Cents (\$xx.xx) per hour for the remainder of the Agreement. Furthermore, Provider agrees to produce, upon request of the City, all documents and payroll records demonstrating compliance with the abovementioned living wage requirements. A covered employee, as used herein, is defined as an employee who performs school crossing guard services either on a full-time or part-time basis for the City of Miramar while the Agreement remains in effect between the Parties.

#### **ARTICLE 10** **AUDIT AND INSPECTION RIGHTS**

10.1 The City may, at reasonable times, and for a period of up to three years following the date of final performance of Services by Contractor under this Agreement, audit, or cause to be audited, those books and records of Contractor which are related to Contractor's performance under this Agreement. Contractor agrees to maintain all such books and records at its principal place of business for a period of three years after final payment is made under this Agreement.

10.2 The City may, at reasonable times during the term hereof, perform such inspections as the City deems reasonably necessary to determine whether the Services required to be provided by Contractor under this Agreement conform to the terms of this Agreement. Contractor shall make available to the City all reasonable assistance to facilitate the performance of inspections by the City's representatives.

#### **ARTICLE 11** **AMENDMENTS AND ASSIGNMENT**

11.1 This Agreement constitutes the entire agreement between Contractor and City and all negotiations and oral understandings between the parties are merged herein. The terms and conditions set forth in this Agreement supersede any and all previous agreements, promises, negotiations or representations. Any other agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force and effect.

11.2 No modification, amendment or alteration of the terms and conditions contained herein shall be effective unless contained in a written document executed with the same formality as this Agreement.

11.3 Contractor shall not transfer or assign the performance of Services set forth in the Agreement without the prior written consent of the City, which may be withheld or conditioned in the City's sole discretion.

#### **ARTICLE 12** **GOVERNING LAW AND VENUE**

This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Venue for any action arising out of or relating to this Agreement shall be in Broward County, Florida.

**ARTICLE 13**  
**NOTICES**

Whenever either party desires to give notice to the other, it must be given by written notice, sent by certified United States mail, return receipt requested, addressed to the party for whom it is intended, at the place last specified in writing as the place for giving of notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

**FOR CONTRACTOR:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR CITY:**

\_\_\_\_\_  
City Manager  
City of Miramar  
2300 Civic Center Place  
Miramar, Florida 33025  
Telephone: (954) 602-3117

With A Copy to:

Burnadette Norris-Weeks, Esq.  
City Attorney  
Austin Pamies Norris Weeks Powell, PLLC  
401 North Avenue of the Arts  
Fort Lauderdale, FL 33311  
Telephone: (954) 768-9770  
Facsimile: (954) 768-9790

**ARTICLE 14**  
**NON-DISCRIMINATION**

Contractor represents and warrants to the City that Contractor does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Contractor's performance under this Agreement on account of race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor that cannot be lawfully used as a basis for delivery of Services. Contractor further covenants that no otherwise qualified individual shall, solely by reason of his/her sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis, be excluded from participation in, be denied Services, or be subject to discrimination under any provision of this Agreement.

**ARTICLE 15**  
**PUBLIC RECORDS**

A. Public Records: CONTRACTOR shall comply with The Florida Public Records Act as follows:

1. Keep and maintain public records that ordinarily and necessarily would be required by CITY in order to perform the service.
2. Upon request by CITY's records custodian, provide CITY with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement.
4. Upon completion of this Agreement or in the event of termination of this Agreement by either party, any and all public records relating to this Agreement in the possession of CONTRACTOR shall be delivered by CONTRACTOR to CITY, at no cost to CITY, within seven days. All records stored electronically by CONTRACTOR shall be delivered to CITY in a format that is compatible with CITY's information technology systems. Once the public records have been delivered to CITY upon completion or termination of this Agreement, CONTRACTOR shall destroy any and all duplicate public records that are exempt or confidential and exempt from public record disclosure requirements.
5. CONTRACTOR'S failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Agreement by the CITY.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 954-602-3011, OR BY MAIL: City Of Miramar – City Clerk's Office, 2300 Civic Center Place, Miramar, FL 33025.**

B. Ownership of Documents: Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of CITY. Any compensation due to CONTRACTOR shall be withheld until all documents are received as provided herein.

**ARTICLE 16**  
**SCRUTINIZED COMPANY**

- A. Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- B. If this Agreement is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor , its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
- C. The Contractor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.
- D. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

**ARTICLE 17**  
**E-VERIFY**

In accordance with Florida Statutes §448.095, the Service Provider, prior to commencement of services or payment by the City, will provide to the City proof of participation/enrollment in the E-Verify system of the Department of Homeland Security. Evidence of participation/enrollment will be a printout of the Company's "Company Profile" page from the E-Verify system. Failure to be continually enrolled and participating in the E-Verify program will be a breach of contract which will be grounds for immediate termination of the contract by the City. The Service Provider will not hire any employee who has not been vetted through E-Verify. The Service Provider may not subcontract any work for the City to any subcontractor that has not provided an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien.

**ARTICLE 18**  
**HEADINGS, CONFLICT OF PROVISIONS,**  
**WAIVER OR BREACH OF PROVISIONS**

Headings are for convenience of reference only and shall not be considered in any interpretation of this Agreement. In the event of conflict between the terms of this Agreement and any terms or conditions contained in any attached documents, the terms in this Agreement shall prevail. No waiver or breach of any provision of this Agreement shall

constitute a waiver of any subsequent breach of the same or any other provision, and no waiver shall be effective unless made in writing.

**ARTICLE 19**  
**SEVERABILITY**

If any provision of this Agreement or the application thereof to any person or situation shall to any extent be held invalid or unenforceable, the remainder of this Agreement and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect and be enforced to the fullest extent permitted by law.

**ARTICLE 20**  
**SURVIVAL**

All representations and other relevant provisions herein shall survive and continue in full force and effect upon termination of this Agreement.

**ARTICLE 21**  
**ENTIRE AGREEMENT**

This Agreement represents the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations or agreements, whether written or oral.

**ARTICLE 22**  
**JOINT PREPARATION**

The parties acknowledge that they have sought and received whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein, and that the preparation of this Agreement has been a joint effort of the parties, the language has been agreed to by the parties to express their mutual intent, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature: City, signing by and through its City Manager, attested to and duly authorized to execute same by the City Commission of the City of Miramar, and by the Contractor, by and through its \_\_\_\_\_, attested to and duly authorized to execute same.

**CITY**

ATTEST:

CITY OF MIRAMAR

\_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Dr Roy L. Virgin, City Manager

This \_\_\_ day of \_\_\_\_\_, 2025.

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE USE OF AND  
RELIANCE BY THE CITY OF MIRAMAR  
ONLY:

\_\_\_\_\_  
Austin Pamies Norris Weeks Powell, PLLC  
City Attorney

**CONTRACTOR**

WITNESSES:

\_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_