

# EXHIBIT J

## BID DOCUMENTS

TOWN OF LAKE PARK

535 Park Avenue Lake  
Park, FL 33403



### PROJECT:

West Ilex Park

Improvements – PHASE 2

Corner of W. Ilex Drive and 8<sup>th</sup> Street

Lake Park, FL 33403

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Invitation to Bid: #102-2024

EXHIBIT J  
Required Bid Forms

# BID SUBMITTAL SIGNATURE PAGE

West Ilex Park Improvements – Phase 2  
Bid No. 102-2024

Instructions: This form constitutes item 'b' of Part I. Include this form, along with all other forms identified below in your response to this ITB.

Required documents attached?	(checklist)
<b>PART 1</b>	
- Bid Submittal Page (signed)	_____
- Acknowledgement of Addenda	_____
- Schedule of Bid Items	_____
- Conflict of Interest Disclosure Form	_____
- Notification of Public Entity Crimes Law	_____
- Drug-Free Workplace	_____
- Truth-in-Negotiation Certificate	_____
- List of References	_____
- List of Subcontractors, if applicable	_____
- Non-Collusion Affidavit – <i>Federal Form</i>	_____
- Anti-Kickback Affidavit – <i>Federal Form</i>	_____
- Certification of Eligibility of General Contractor - <i>Federal Form</i>	_____
- Certification of Non-Segregated Facilities – <i>Federal Form</i>	_____
- Workforce Projection Heavy Wage Decision– <i>Federal Form</i>	_____
<b>PART 2</b>	
- Certificate of Insurance (per specification)	_____
- Copies of all licenses, certifications, business tax receipts	_____
- Bid bond (per Section 1), if applicable	_____
- Clarifications / Exceptions	_____

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NAME OF FIRM: \_\_\_\_\_

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

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Statement by Bidder: "I HAVE REVIEWED ALL PLANS, MANUALS, SPECIFICATIONS, AND ALL OTHER INFORMATION CONTAINED WITHIN THIS SOLICITATION, AND UNDERSTAND ALL REQUIREMENTS"

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

NAME & TITLE (TYPED or PRINTED): \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA**

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**INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES**

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**PART I:**

List below the dates of issue for each addendum received in connection with this Solicitation:

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

Addendum #9, Dated \_\_\_\_\_

Addendum #10, Dated \_\_\_\_\_

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**PART II:**

\_\_\_\_\_ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

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Firm Name: \_\_\_\_\_

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

Name and title (Print or Type): \_\_\_\_\_

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

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**SCHEDULE OF BID ITEMS**  
**WEST ILEX PARK IMPROVEMENTS – PHASE 2**

**ITB # 102-2023**

**BID AMOUNT EXTENDED COSTS**

<b>1</b>	INDEMIFICATION	1	L.S.	\$ <b><u>100.00</u></b>
<b>2</b>	GENERAL CONDITIONS: Project Management, including Oversight of Play Equipment Installation Mobilization, Documents for Permitting, MOT, Temporary Protections, Product Submittals, Licenses & Insurances, Warranties, Close-out Documents, etc.	1	L.S.	\$ _____
<b>3</b>	PERFORMANCE AND PAYMENT BONDS (if required) (only applicable if proposed BASE BID price exceeds \$100,000.00)	1	L.S.	\$ _____
<b>4</b>	MISCELLANEOUS WORK ITEMS – Including Clear & Grub / Irrigation Repair / Concrete Work	1	L.S.	\$ _____
<b>5</b>	NEW FENCING AND GATES – Remove existing fencing and gates and replace with new	1	L.S.	\$ _____
<b>6</b>	SITE AMENITIES Furnish and Install new benches, and picnic table	1	L.S.	\$ _____
<b>7</b>	ELECTRIC WORK New electric work as per plans, including furnish / install of new lighting Bollard lights and post lights.	1	L.S.	\$ _____
<b>8</b>	PROJECT CONTINGENCY (Allowance amount to be used at the discretion of the owner Any unused allowance shall be returned to the owner)	1	Allowance	\$ <b><u>15,000.00</u></b>
<b>9</b>	BUILDING PERMIT (Town of Lake Park) (Allowance amount to be used at the discretion of the owner Any unused allowance shall be returned to the owner)	1	Allowance	\$ <b><u>2,500.00</u></b>

**BASE BID ITEMS 1 THRU 9** \$ \_\_\_\_\_  
*Numeric Amount*

**Written Amount** \$ \_\_\_\_\_  
*Written Amount*

The number of days within which, or the date by which, the Work is to be completed (the Contract Time) is currently set at 75 calendar days to substantial completion, plus 15 days to final completion from the date of contract time commences (90 days' total contract time).

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_  
*Signature of Firm Representative*

Name of Firm: \_\_\_\_\_

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

Date: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Firm Telephone No.: \_\_\_\_\_

# CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose within their Proposal: the name of any officer, director, or agent who is also an employee of the Town of Lake Park.

Furthermore, all Proposers must disclose the name of any Town employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Proposer's firm or any of its branches.

The purpose of this disclosure form is to give the Town the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal consideration may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any Town duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

\_\_\_\_\_ To the best of my knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for the Proposal.

\_\_\_\_\_ The undersigned firm, by attachment to this form, submits information that may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Proposal.

Acknowledged by:

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and title (Print or Type)

\_\_\_\_\_  
Date

## NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-vendor, 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 Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

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Firm Name

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Signature

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Name and Title (Print or Type)

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Date

# DRUG-FREE WORKPLACE

\_\_\_\_\_ is a drug-free workplace and has a  
(Company Name)  
Substance abuse policy in accordance with and pursuant to Section 440.102, Florida Statutes.

Acknowledged by:

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and title (Print or Type)

\_\_\_\_\_  
Date

## TRUTH – IN – NEGOTIATION CERTIFICATE

The undersigned warrants (i) that it has not employed or retained any company or person, other than bona fide employees working solely for the undersigned, to solicit or secure the Agreements and (ii) that it has not paid or agreed to pay any person, company, corporation, individual or firm other than its bona fide employees working solely for the undersigned or agreed to pay any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Agreement.

The undersigned certifies that the wage rates and other factual unit costs used to determine the compensation provided for in the Agreement are accurate, complete, and current as of the date of the Agreement.

This document must be executed by a Corporate Officer.

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

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

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



## LIST OF REFERENCES

Following are references from agencies/companies/individuals in which your company has provided similar services within the last 5 years:

### **REFERENCE #1**

Company/Agency Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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### **REFERENCE #2**

Company/Agency Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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### **REFERENCE #3**

Company/Agency Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## LIST OF SUBCONTRACTORS AND PRIME VENDORS

The following are the subcontractors and prime vendors anticipated to be used if your company is awarded the Contract. Please note that all changes to this list must first be approved in writing by the TOWN OF LAKE PARK, Project Manager.

**NAME OF COMPANY**

**ADDRESS OF COMPANY**

**PHONE/CONTACT**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

# NON-COLLUSION AFFIDAVIT

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

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

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who after being by me first duly sworn, deposes and says of his/her personal knowledge that:

a. He/She is \_\_\_\_\_ of \_\_\_\_\_, the Proposer that has submitted a Proposal to perform work for the following:

RFQ No.: \_\_\_\_\_ Title: \_\_\_\_\_

b. He/She is fully informed respecting the preparation and contents of the attached Request for Qualifications, and of all pertinent circumstances respecting such Solicitation.

Such Proposal is genuine and is not a collusive or sham Proposal.

c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Solicitation and contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed contract.

d. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
Signature

Subscribed and sworn to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by

\_\_\_\_\_, who is personally known to me or who has produced

\_\_\_\_\_, as identification.

SEAL

Notary Signature \_\_\_\_\_

Notary Name: \_\_\_\_\_

Notary Public (State): \_\_\_\_\_

My Commission No.: \_\_\_\_\_

Expires on: \_\_\_\_\_

# ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_  
\_\_\_\_\_, who, after being by me first duly sworn, deposes and says:

(1) I am \_\_\_\_\_ of \_\_\_\_\_, the offeror that has submitted a proposal to perform work for the following project:

Contract # \_\_\_\_\_ Project name: \_\_\_\_\_

(2) I, the undersigned, hereby depose and say that no portion of the sum bid in connection with the work to be performed at the property identified above will be paid to any employee of the Town of Lake Park 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.

\_\_\_\_\_  
Signature

Subscribed and sworn to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

NOTARY SEAL:

Notary Signature: \_\_\_\_\_

Notary Name: \_\_\_\_\_

Notary Public-State of Florida

**INCLUDE PROOF OF EXISTING INSURANCE.**

**INCLUDE PROOF OF PROPER LICENSING, CERTIFICATIONS, BUSINESS TAX RECEIPTS (AS APPLICABLE TO PERFORM THE REQUIRED SERVICES).**

**INSERT BID SECURITY HERE**

**(INCLUDE PROOF OF BONDING CAPABILITIES FOR PAYMENT AND PERFORMANCE,  
IF REQUIRED FOR THIS PROJECT)**

**NOTE:** Attorney-in-fact who signs Bid Bonds or Contract Bonds must file with such bond a certified copy of their Power of Attorney to sign such bonds.

## **CLARIFICATIONS/EXCEPTIONS**

Please list any clarifications of your bid in this section, as well as any exceptions you may have.