



**Procurement Division**  
401 Clematis Street, 5<sup>th</sup> FL  
West Palm Beach, FL 33401  
Phone: 561-822-2100  
Fax: 561-822-1564

## **Request for Quotation 10-11-Q035**

### **Demolition Services**

The City of West Palm Beach is soliciting bids from qualified and responsible contractors to demolish a 2-story building located at 922 6<sup>th</sup> Street, West Palm Beach, Florida, 33401.

Time is of the essence and any bid received after **3:00 PM, Wednesday, July 20, 2011**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock located in the office of the Procurement Division or by the date/time it was e-mailed or faxed.

Bids mailed shall be placed in an envelope, marked in the lower left-hand corner with the Request for Quotation number, title, and date and hour bids are to be received. Bidders are responsible for insuring their bids are stamped by Procurement Division personnel by the deadline.

Interested parties may obtain a copy of this document at [http://www.wpb.org/procurement/procurement\\_opportunities.php](http://www.wpb.org/procurement/procurement_opportunities.php) or by contacting the Procurement Division at 561-822-2100.

Bids may be submitted by fax, e-mail or mail to:

City of West Palm Beach  
Procurement Division  
401 Clematis Street, 5<sup>th</sup> Floor, West Palm Beach, FL 33401  
Fax: 561-822-1564  
E-mail: [mhansraj@wpb.org](mailto:mhansraj@wpb.org)

**BIDS SUBMITTED BY ENVELOPE MUST BE IDENTIFIED AS RFQ 10-11-Q035**

## **Demolition Services**

### **1. SCOPE**

The City of West Palm Beach (hereinafter "City") is soliciting bids from qualified and responsible contractors to demolish a two-story building located at 922 6<sup>th</sup> Street, West Palm Beach, FL 33401. Time is of the essence. Contractor must complete services within thirty (30) days of notice to proceed.

**SPECIFICATIONS FOR  
DEMOLITION OF BUILDINGS AND STRUCTURES  
(Revised July 21, 2010)**

Failure to comply with the specifications herein will cause the bid to be rescinded and awarded to another bidder. No expenses will be refunded for failure to comply with these specifications. If the time specifications herein (See Item 7) cannot be complied with, then no bid proposal shall be submitted.

1. A demolition permit, for the property, shall be obtained by the successful bidder from the City of West Palm Beach Construction Services Department located at 401 Clematis Street, First Floor, West Palm Beach, FL 33401.
2. Each bidder must include in the bid price an allowance for the cost of the maintenance, by the appropriate licensed contractor, of all plumbing and electrical services on other occupied structures/buildings located on the property that are not scheduled for demolition.
3. All utility releases must be in the Construction Services Office of the City of West Palm Beach before any demolition permit can be issued.

The City will be responsible for locating the sewer laterals and water meters where applicable. The contractor is responsible for the capping water and sewer plumbing permit.

4. Designated buildings/structures are to be completely demolished and the lot completely cleared of all debris, including all high grass and weeds. All trees are to be left untouched, unless specified otherwise.
5. The demolition contractor shall protect all existing equipment, pavements, tracks, poles, pipes, wells, utilities, etc. which are not affected by demolition work.
6. All broken water lines, curbs, sidewalks, streets, etc., damaged during the demolition will be the responsibility of the demolition contractor to have same repaired or replaced according to all City code requirements (including required permits) and specifications.
7. Successful bidder(s) shall obtain the required demolition permit within ten (10) working days of award of contract. The required demolition shall commence within 5 working days from issuance of the permit and work continued on a regular daily basis until completed. Failure to commence work as specified herein, without written extension granted by the Construction Services Department upon written request by the successful bidder, will cause the bid to be awarded to another bidder. No expenses will be refunded for failure to comply with these specifications.
8. Contractor must provide the City with written demolition work schedule to include permit asbestos study, abatement and demolition. If the contractor fails to demonstrate substantial demolition progress, then the City shall upon written notice be authorized to cancel the contract and award to another contractor.

9. The lot is to be graded to “sidewalk grade”, seeded and mulched.
10. All demolition to comply with all applicable regulations of the Occupational and Safety Health Act (O.S.H.A.).
11. On all commercial properties and those apartments containing four (4) or more dwelling units, all asbestos shall be removed by a certified asbestos removal contractor firm in accordance with all Department of Environmental Regulation specifications, as outlined in Florida Statutes 455.301 thru 455.309 and Palm Beach County Environmental Control Ordinance #78-5, as amended.

It will be the responsibility of the demolition contractor to handle all aspects of the asbestos removal process (asbestos survey, notification, abatement by authorized contractor) and to ensure removal is in full accordance with Environmental Protection Agency’s (EPA) and Palm Beach County regulations.

The successful contractor shall be responsible to provide administrative fee costs for asbestos report, processing asbestos removal and asbestos notification during the initial bid process. These costs are to be added to the demolition bid if applicable.

It is understood that asbestos may be present in a commercial building, and any costs incurred by the surveys and removal will be paid for by the City of West Palm Beach to the demolition contractor upon completion of the entire project.

12. The successful Contractor is responsible for obtaining three (3) quotes prior to awarding asbestos study or removal to be completed. Award asbestos removal should be offered to the lowest bidder providing the required services.

Contractor must provide the City with all original asbestos report findings and related documentation.

13. Prior to the demolition of any building or structure, all buildings and structures shall be determined to be free from infestation of rodents and insects. If the property is found infested the appropriate treatment should be utilized to eliminate infestation. Documentation shall be provided to the Building Official from a licensed exterminator that this requirement has been met prior to the demolition.
14. Contractor must contact the Demolition Inspector **two days prior** to the commencement of demolition and at completion for final inspection.

For additional information contact the Demolition Inspector at 561-805-6669.

## Demolition Services

### TERMS & CONDITIONS

#### 1. SUBMITTAL INFORMATION

***The original and one (1) copy*** of your bid shall be submitted to the Procurement Division at the time and date specified. At the designated time and place, the City Procurement Official or designee will publicly open the bids. These documents constitute the complete set of specification requirements and bid forms. It is the responsibility of the bidder to insure that all pages are included. Therefore, all bidders are advised to closely examine this package. Any questions regarding the completeness of this package should be immediately directed to the Procurement Division. **ALL BID PROPOSALS MUST BE SUBMITTED ON THE PROVIDED REQUEST FOR QUOTATION PRICE SCHEDULE FORM. BID PRICES SUBMITTED ON THE VENDOR'S LETTERHEAD/QUOTATION FORMS WILL NOT BE ACCEPTED.**

All bids must be typed or written in ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. **SIGNATURES ARE REQUIRED WHERE INDICATED; FAILURE TO DO SO SHALL BE CAUSE FOR REJECTION OF BID.**

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, after bid opening, by appointment only.

Time is of the essence and any bid received after **3:00 PM, EST, Wednesday, July 20, 2011** whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock located in the office of the Procurement Division. Bids shall be placed in a sealed envelope, marked in the lower left-hand corner with the Bid number, title, and date and hour bids are scheduled to be received. Offerors are responsible for insuring that their bid is stamped by Procurement Office personnel by the deadline indicated. The City shall in no way be responsible for delays caused by any other occurrence.

For information concerning this bid, please contact:

City of West Palm Beach Procurement Division  
Attn: Maureen Hansraj  
401 Clematis Street, 5<sup>th</sup> Floor, West Palm Beach, FL 33401  
Phone: 561-822-2100 Fax: 561-822-1564  
Or email questions to: [mhansraj@wpb.org](mailto:mhansraj@wpb.org)

#### 2. FEDERAL AND STATE TAX

The City of West Palm Beach is exempt from Federal Tax and State Tax for Tangible Personal Property. The Procurement Official will sign an exemption certificate submitted by the successful bidder. Vendors or contractors doing business with the City of West Palm Beach shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City, nor shall any Vendor/Contractor be authorized to use the City's tax Exemption Number in securing such materials.

**4. EEO STATEMENT**

Equal Opportunity: The City of West Palm Beach believes in equal opportunity practices, which conform to both the spirit and the letter of all laws against discrimination, and is committed to nondiscrimination because of race, creed, color, religion, sex, sexual orientation or age, or national origin.

**5. LEGAL REQUIREMENTS**

Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.

- a. Vendors doing business with the City are prohibited from discriminating against any employee, applicant, for employment, or client because of race, creed, color, ancestry, religion, national origin, sex, sexual orientation or age with regard to, but limited to, the following: Employment practices, rates of pay or other compensation methods, and training selection.
- b. The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the awarded contractor/vendor and the City of West Palm Beach for any terms and conditions not specifically stated in the Invitation for Bid.
- c. The obligations of the City of West Palm Beach under this award are subject to the availability of funds lawfully appropriated for its purpose.

This Invitation for Bid shall be included and incorporated in the final award. The order of contractual precedence will be the purchase order or price agreement release, bid document (original Terms and Conditions), and response. Any and all legal action necessary to enforce the award will be held in the City of West Palm Beach and the contractual obligations will be interpreted according to the laws of Florida.

**6. AS SPECIFIED**

A purchase order will be issued to the successful bidder with the understanding that all items delivered must meet the specifications herein. Items delivered not as specified will be returned to the vendor at no expense to the City of West Palm Beach.

**7. BID FORMS**

All bids must be submitted on our standard Invitation to bid form. Bids on vendor quotation forms shall not be accepted. Contractors shall only submit one bid proposal. Alternate or numerous bid proposals will not be accepted and will be cause for rejection of all bids by said contractors.

**8. BIDDERS RESPONSIBILITY**

Each bidder is required, before submitting their proposal, to carefully examine the invitation to bid specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this bid. Ignorance on the part of the bidder will in no way relieve them of any of the obligations and responsibilities which are a part of this bid.

**9. BIDDERS PRICING**

Bidder warrants by virtue of bidding that prices shall remain firm for a period of ninety (90) days

from the date of bid opening. **Bids having erasures or corrections must be initialed in ink by the bidder.** Bidders may offer a cash discount for prompt payment. However, such discounts will not be considered in determining the lowest net cost of the bid evaluation purposes unless otherwise specified in special conditions. Bidders should reflect any discounts to be considered in the unit prices bid.

#### **10. SELECTION OF BIDDER WITH WHOM TO CONTRACT**

As per the Procurement Ordinance No. 3776-04, the selection of a bidder with whom to contract shall be based on the "best value to the City" using the following criteria:

- a. Proposed articles in relation to requirements and specifications
- b. Capacity to perform in terms of facilities, accessibility, personnel and financial viability,
- c. Amount of the bid in relation to the needed goods, services or construction,
- d. Past performance,
- e. Skill and experience, and
- f. The content of the bid

#### **11. RIGHT TO TERMINATE**

Contract will be subject to immediate cancellation if either product or service does not comply with specifications as stated herein or fails to meet the City's department performance standards. In the event the successful bidder violates any of the provisions of the contract, the City of West Palm Beach may serve written notice upon such bidder of its intention to terminate the contract. Such notice shall state the reason for such intention to terminate the contract. The liability of the bidder for any and all such violation(s) shall not be affected by any such termination and vendor surety, if any, shall be forfeited. Provisions of the City of West Palm Beach Purchasing Ordinance 3776-04, relating to suspension and debarment may be applied.

#### **12. REJECTION OF BIDS**

The Procurement Official reserves the right to reject any or all bids, in whole or in part, and to waive any informality in any proposal. Additionally, proposals may be considered irregular and may be rejected if the proposal:

- 1) does not strictly conform to the requirements of the bid;
- 2) shows omissions;
- 3) bid form is altered;
- 4) additions are added which were not called for;
- 5) conditional terms by bidder;
- 6) unit prices are, in the opinion of the City, unbalanced either in excess or below the reasonable cost analysis values;
- 7) abandonment of the project;
- 8) bids are over the approved budget for the project.

#### **13. ACCEPTANCE/REJECTION**

The City of West Palm Beach reserves the right to accept or to reject any or all bids and make the award to that bidder, who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. The City of West Palm Beach also reserves the right to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The City reserves the right to inspect all facilities of bidders in order to make determination as to the

foregoing. The City reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid.

#### **14. CONFLICT OF INTEREST**

The award hereunder is subject to provisions of State Statutes and City Ordinance. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the City of West Palm Beach. Further, all bidders must disclose the name of any City employee who owns, directly or indirectly, interest of ten percent (10%) or more in the bidder's firm or any of its branches.

#### **15. SMALL BUSINESS (SB) POLICY**

The City of West Palm Beach, in an effort to encourage small business participation in the City's procurement process, has adopted Ordinance No. 3790-04 (Small Business Program Ordinance). This Ordinance is incorporated hereto by reference. However, bidders are encouraged to read it in its entirety. Any conflicts between the SB Ordinance and these specifications shall be interpreted pursuant to the SB Ordinance. Please note that, regardless of whether a goal is established or not, the City encourages small business participation in *all* of its procurements.

The Small Business Division is responsible for monitoring compliance with the SB Ordinance. Questions relating to the SB Ordinance requirements or procedures should be directed to: Small Business, 401 Clematis Street, 5<sup>th</sup> Floor., West Palm Beach, FL 33401, tel. (561) 822-1275 Fax: (561) 835-0028.

In accordance with the SB Ordinance, a goal for SB participation has been set **in the minimum amount of 15%** of the total contract value.

Bidders are encouraged to reference the Small Business Division's website at <http://www.cityofwpb.com/sbiz> for a directory of all currently certified small businesses. The directory is intended to assist bidders with meeting small business participation goals on City projects by connecting them with potential subcontractors for quotes, bids and RFP's.

In addition, bidders/contractors may also reference the Palm Beach County Office of Small Business Assistance's website at [www.pbcgov.com/osba](http://www.pbcgov.com/osba) for their directory of certified small businesses. All County certified small businesses can streamline the City's certification process by submitting the appropriate documentation.

These forms are required to be submitted, as appropriate, with each proposal and/or during the course of the contract.

##### **1. STATEMENT OF SUBCONTRACTOR PARTICIPATION**

List **all** your City and County certified SBs -- indicate dollar amounts and percentages in the appropriate columns. This form is due with your proposal. **Only City and County Certified** SB's can be used to meet the established goal.

##### **2. SUBCONTRACTOR'S LIST**

List the names and telephone numbers of SBs that submitted a quote to you, whether you will use them on this project or not. Also, include here, SBs listed in the *Statement of Subcontractor Participation*. Submit this form with your proposal.

3. LETTER OF INTENT

One form per SB subcontractor must be executed and delivered to the City's SB Division **prior** to contract award and will be made a part of the contract.

16. CLARIFICATION/INTERPRETATION AND ADDENDA TO THE BID

No interpretation or changes to the meaning of the Request for Quotation will be made to any Bidder orally, except by written addendum. All questions regarding this bid should be submitted in writing and must be received no later than seven (7) calendar days prior to the closing date for bid submittal, addressed to:

Maureen Hansraj  
mhansraj@wpb.org  
City of West Palm Beach Procurement Division  
401 Clematis Street, 5<sup>th</sup> Floor  
West Palm Beach, FL 33401  
Ph: (561) 822-2100, Fax: (561) 822-1564

All questions that change the scope of work or alter the contents of these documents will be answered via addendum. Addendums will form an integral part of the bid and shall modify and become part of the bid document.

17. FLORIDA PROMPT PAYMENT ACT

The City of West Palm Beach abides by Chapter 218, Part VII, Florida Prompt Payment Act (ss.218.70-218.80) which provides prompt payment, interest payments, a dispute resolution process and payments for all purchases be made in a timely manner for properly executed invoices by local governmental entities.

18. CITY AS GATEKEEPER OF DOCUMENTS

This document is issued directly by the City of West Palm Beach and the City shall be the sole distributor of all addendums and/or changes to these documents. It is the responsibility of the bidder to confirm the legitimacy of procurement opportunities or notices directly with the Procurement Division. The City is not responsible for any solicitations advertised by subscribers publications, or other sources not connected with the City and the bidder should not rely on such sources for information regarding any solicitation made by the City of West Palm Beach.

19. NON-COLLUSION

Bidder certifies that their bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

No premiums, rebates or gratuities permitted; either with, prior to or after delivery of material or provision of service. Any such violation may result in award cancellation, return of materials, discontinuation of services, removal from vendor bid list(s), and/or disbarment or suspension from doing business with the City of West Palm Beach

20. CONFLICT OF INTEREST

The award hereunder is subject to provisions of State Statutes and City Ordinance. All bidders

must disclose with their bid the name of any officer, director, or agent who is also an employee of the City of West Palm Beach. Further, all bidders must disclose the name of any City employee who owns, directly or indirectly, interest of ten percent (10%) or more in the bidder's firm or any of its branches.

**21. PROTEST PROCEDURE**

Protest procedures are provided in Article VII, Section 66-151 of the City of West Palm Beach Purchasing Ordinance No. 3776-04. Protest must be addressed to the Procurement Official, in writing, identifying the protester, the solicitation and the basis for the protest and must be received by the Procurement Division within seven (7) calendar days that the aggrieved person knew or should have known of the facts giving rise to the protest. The protest is considered filed when received by the Procurement Division. Failure to file protest as outlined in the City of West Palm Beach Purchasing Ordinance shall constitute a waiver of proceedings under the referenced City Ordinance.

**22. TERMINATION**

Contract will be subject to immediate cancellation if either product or service does not comply with specifications as stated herein or fails to meet the City's performance standards.

In the event that the successful bidder violates any of the provisions of the contract, the City of West Palm Beach may serve written notice upon such bidder of its intention to terminate the contract. Such notice shall state the reason for such intention to terminate the contract. The liability of the bidder for any and all such violation(s) shall not be affected by any such termination and vendor surety, if any, shall be forfeited. Provisions of the City of West Palm Beach Purchasing Ordinance 3776-04, relating to suspension and debarment may be applied.

**23. LOBBYING PROHIBITED**

As to any matter relating to this ITB, bidders or anyone representing a bid are advised that they are prohibited from contacting or lobbying the Mayor, any City Commissioner, City staff, Evaluation Committee, or any other person authorized on behalf of the City related or involved with this ITB. For purposes of clarification, a team's representative shall include, but not be limited to, the team's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the team. All oral or written inquiries are to be directed to the Procurement Official. Any violation of this condition may result in rejection and/or disqualification of the bidder.

The "No Lobbying Condition" is in effect from the date of publication of the ITB and shall terminate at the time the City awards the bid and executes the contract, rejects all bids, or otherwise takes action which ends the solicitation process.

**24. BID EXPENSES**

All expenses for making bids to the City are to be borne by the Contractor.

**25. AWARD**

Award will be to the lowest responsive, responsible bidder.

## 26. INSURANCE REQUIREMENTS

The awarded contractor shall procure and maintain for the life of this contract agreement insurance coverage obtained and written in the State of Florida of the following types and amounts:

- A. **Comprehensive General Liability:** The minimum amount of coverage shall be \$1,000,000.00 per person; \$2,000,000.00 per occurrence.
- B. **Automobile Liability:** The minimum amount of coverage shall be \$1,000,000.00, Combined, Single Limit for Bodily Injury and Property Damage Liability. This policy shall be an "Any Auto" or Comprehensive policy.
- C. **Worker's Compensation Insurance:** Worker's compensation insurance must meet minimum statutory limits and comply with Florida Statutes 440, Worker's Compensation Law. Employer's liability insurance must be maintained in an amount not less than \$100,000.00.

Liability shall include but not be limited to coverage for Premises/Operations, Products/Completed Operations, Contractual, to support the Contractor's Agreement or Indemnity.

The City of West Palm Beach shall be named as additional insured on all applicable policies. Certification of Insurance covering the aforementioned insurance requirements shall be submitted prior to the signing of a contract and maintained current on file with the City of West Palm Beach during the contract period. Thirty days written notice must be provided to the City of West Palm Beach in the event of insurance cancellation.

**PRICE SCHEDULE**

**Property Address**

**Total Cost to Demolish**

- 1. **922 6<sup>th</sup> Street**  
West Palm Beach, FL 33401

\$ \_\_\_\_\_

\_\_\_\_\_

*Write out amount of **Total Cost** on line above*

Can Contractor complete services within thirty (30) days of notice to proceed: \_\_\_\_ Yes \_\_\_\_ No

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

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

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Demolition Services

**BIDDER INFORMATION PAGE**  
(Complete and return with your bid document.)

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

Authorized  
Signature: \_\_\_\_\_  
Signature Print Name

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

Physical  
Address: \_\_\_\_\_  
Street  
City State Zip Code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Federal Identification No.: \_\_\_\_\_

Company is a certified Small Business with City or Palm Beach County: \_\_\_ Yes \_\_\_ No

If yes, attach copy of Small Business Certification.

**Please Supply Contact Person**

Name: \_\_\_\_\_  
Print name and title

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Attachment 1**

**DRUG FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
(Name of Business)

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

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

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date



Procurement Division/Small Business Program  
 401 Clematis Street, 5<sup>th</sup> Floor  
 West Palm Beach, FL 33401-4702  
 Tel. (561) 822-2100  
 Fax (561) 822-1564  
 Website: [www.wpb.org/sbiz](http://www.wpb.org/sbiz)

## Form SB01

# Statement of Small Business Participation

**Instructions:** List all Small Businesses that will participate on this project/contract. Only City certified small businesses and Palm Beach County Office of Small Business Assistance (PBC-OSBA) certified Small Businesses can be used to meet the goal established for this project/contract. **Submit this form with your bid/proposal.**

## SECTION I. General Information

Bidder or Proposer's Name: \_\_\_\_\_

Preparer's Name: \_\_\_\_\_ Title \_\_\_\_\_

RFQ Title: \_\_\_\_\_ Project Number: \_\_\_\_\_

RFQ Number: \_\_\_\_\_ SB Goal (if established): \_\_\_\_\_ %

Total Base Project/Contract Amount: \$ \_\_\_\_\_

## SECTION II. Small Business Participation

The firm(s) listed below have agreed to participate in this project or contract.

Subcontractor Name	Item Description or Work/Service to be performed	Dollar Value	Percent of Dollar Value/Base Bid	Percent of Dollar Value Total Bid
1. _____	_____	\$ _____	_____ %	_____ %
2. _____	_____	\$ _____	_____ %	_____ %
3. _____	_____	\$ _____	_____ %	_____ %
4. _____	_____	\$ _____	_____ %	_____ %
5. _____	_____	\$ _____	_____ %	_____ %
6. _____	_____	\$ _____	_____ %	_____ %
TOTAL		\$ _____	_____ %	_____ %

Preparer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Procurement Division/Small Business Program**

401 Clematis Street, 5<sup>th</sup> Floor  
West Palm Beach, FL 33401-4702  
Tel. (561) 822-2100  
Fax (561) 822-1564  
Website: [www.wpb.org/sbiz](http://www.wpb.org/sbiz)

**Form SB02**

**Subcontractors Listing**

Bidder/Proposer's Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

**NOTE:** List **all subcontractors** you invited to bid on this project, whether they were selected or not, including those identified on the Schedule of Subcontractors. **Submit this form with your bid.** Use additional sheets if necessary.

Company Name	Work To Be Performed	Contact Person	Telephone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

Print Preparer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

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



**Procurement Division/Small Business Program**

401 Clematis Street, 5<sup>th</sup> Floor  
West Palm Beach, FL 33401-4702  
Tel. (561) 822-2100  
Fax (561) 822-1564  
Website: [www.wpb.org/sbiz](http://www.wpb.org/sbiz)

**Form SB03**

**Letter of Intent**

Instructions: The Bidder/Proposer will complete Section I. The Small Business subcontractor will complete Sections II and III. It is the responsibility of the bidder/Proposer to verify that the undersigned is a City Certified Small Business. **Only City of West Palm Beach or Palm Beach County Office of Small Business Assistance (PBC-OSBA) certified Small Businesses can be used to meet the goal** established for this project/contract. This completed form will be required before contract award. **Note!** This form needs to be completed for each certified Small Business selected.

**SECTION I. General Information**

Proposer's Name: \_\_\_\_\_

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

RFQ Number: \_\_\_\_\_

**SECTION II. Small Business Participation**

The undersigned intends to perform the following work pertaining to the above project:

Item No.	Item Description or Work to be Performed	Contract Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**SECTION III. Information on the Small Business**

Small Business Name: \_\_\_\_\_

Preparer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

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