



"The Capital City of the Palm Beaches"

PROCUREMENT DIVISION

P. O. Box 3366
West Palm Beach, FL 33402
Telephone: 561-822-2100
Telefax: 561-822-1564

INVITATION TO BID 10-11-28

**ANNUAL CONTRACT FOR
TRAFFIC SIGNAGE REPLACEMENT**

The City of West Palm Beach is accepting bids for traffic signs repair and replacement within the City limits on an as needed basis as requested by the Street Maintenance Division of Public Works.

Time is of the essence and any bid received after 3:00p.m., Tuesday, August 16, 2011, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock located in the Procurement Division office.

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 to be received. Bidders are responsible for insuring that their bids are stamped by Procurement Division personnel by the deadline.

Interested parties may acquire a copy of this Invitation to Bid by contacting the Procurement Division Office at (561) 822-2100 or downloading the information from the Procurement Division website at www.wpb.org/procurement.

All bids must be delivered or mailed to:

City of West Palm Beach
Procurement Division, 5th Floor
Althea Pemsel, MA, C.P.M., Procurement Official
401 Clematis Street
West Palm Beach, FL 33401

ENVELOPE MUST BE IDENTIFIED AS 10-11-28. Small business participation is encouraged.

Althea Pemsel, MA, C.P.M.
Procurement Official

PUBLISH: Palm Beach Post
August 4, 2011

INVITATION TO BID



City of West Palm Beach
Procurement Division
401 Clematis Street, 5th Floor
West Palm Beach, FL 33401
Tel: 561- 822-2100
Fax: 561-822-1564

ITB Number: 10-11-28
Project or Service Title: Annual Contract for Traffic Signage Replacement

Bid Submittal Deadline

Day/ Date: Tuesday, August 16, 2011
Time: 3:00 p.m.
Location: City of West Palm Beach
Procurement Division, 5th Floor
401 Clematis Street
West Palm Beach, Florida 33401

Althea Pemsel, MA, C.P.M.
Procurement Official

PUBLISH: Palm Beach Post
August 4, 2011
Purchasing Website
August 2, 2011

A. INTRODUCTION

The City of West Palm Beach (City) lies on the southeast coast of the State of Florida and, as such, may experience massive destruction from the impact of a hurricane landfall, violent storms spawning tornadoes, and other natural or manmade disasters.

B. PURPOSE AND INTENT

The purpose of this Invitation to Bid is to secure a qualified and responsible contractor for the replacement of traffic signage within the city limits as requested and assigned by the Street Maintenance Division, Department of Public Works following any event that causes severe damage to the traffic signage infrastructure.

It is important the City contract with a reliable and qualified contractor. The City will check references to determine the most desirable contractor to assist us in meeting our goals. The City selects the best value to the City based on the evaluation factors. Bids should be calculated to accurately reflect the complete charges for each type of work.

The successful contractor must be able to deploy trucks, equipment, materials, and crew immediately following a declaration of emergency and give the City enough priority status to respond and be working within 24 hours.

C. SCOPE OF SERVICES

The Contractor will provide all labor services, equipment, materials, and supplies necessary to:

1. Replace, repair, re-erect, downed and missing “STOP” signs as directed by the City.
2. Replace, repair, and re-erect all other damaged and missing traffic signage in a priority established by the City.
3. Install temporary “STOP” signs attached to 24 inch, Type II barricades at all assigned intersections where traffic signals have failed.
4. Dispose of all materials that was accumulated during the replacement or repair.
5. Comply with all Federal, State, and local laws, including FEMA regulations.

SPECIFICATIONS

The purpose of this bid is to secure a contractor to replace and upright damaged sign as directed by the City. The Contractor is expected to stock Type II 24” Barricades and stop signs. The City anticipates the rental of the barricade stop signs to be approximately 300 each and the regular stop signs to be 200 each also.

In the event of a hurricane the City will contact the Contractor to start preparing the signs for placement. The City will determine the priority locations. The Contractor is expected to place the signs within 24 hours of being notified.

The Contractor must have the ability to manufacture signs for street names and this includes all sign material. Extruded signs are to be supplied by the Contractor.

The Contractor is expected to have the appropriate number of signs secured either in his facility or a secured location. The City expects to rent the barricade stop signs and will purchase the regular stop signs from the Contractor.

The cost of renting the barricade signs shall include placement in the assigned areas.

The cost of installing a regular stop sign shall include all materials and labor for proper installation.

The school crossing signs will be priced like the regular stop signs. For the up-righting of all other signs will be an hourly rate.

The City will provide the selected Contractor with a detailed map showing the locations for drop off of signs after a storm.

The next pages are the specifications that must be adhered to for installation of City signs.

Portable Stop Sign on Type II 24" Barricade

DIAGRAM 1

These specifications constitute a complete stop sign including flasher that the Contractor will supply in the event of a hurricane or emergency.

Specifications:

- Panels are 1/2" thick, exterior plywood, painted white
- Legs are 1 1/4" x 1 1/4" x 1/8" x 45" long angle iron
- Legs are punched and galvanized
- 24" wide barricades have 4" wide stripes
- Type II bottom panels 8" width, with reflective sheeting
- When standing top panel is 36" above ground
- Barricades conform to the Federal M.U.T.C.D. for Type II

A standard 30" high intensity stop sign and battery operated flasher will be attached to each barricade.

These stop sign barricades will be placed at intersections where traffic signals have failed due to hurricane or other emergency.

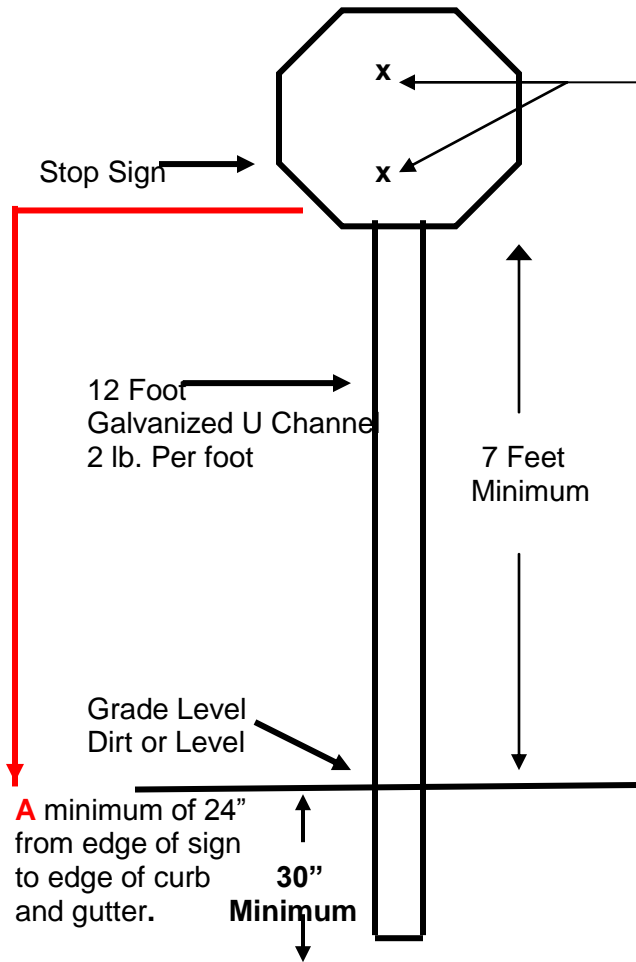
These will also be placed where stop signs have been blown over or missing.



V1424-T2
24" wide
8" Top
8" Bottom

Stop Sign and Street Sign Installation

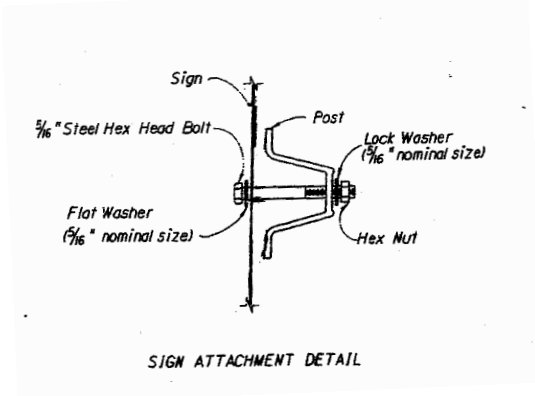
DIAGRAM 2



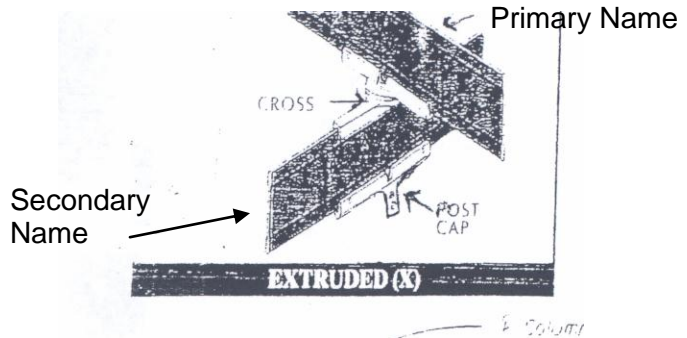
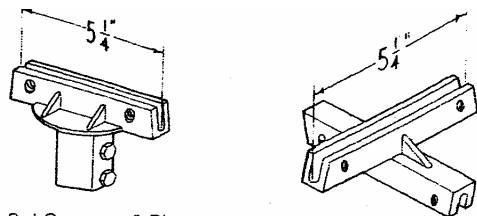
1. Locate sign location and check for utilities.
2. Drive post a minimum of 30" deep and check for plumb.
3. Mount the bottom of the sign a minimum of 7 feet from grade or dirt level.
4. For signs with extruded plates assemble street names with proper brackets.
5. Check to ensure primary name and secondary name are correct.
6. Attach street name assembly to post.

Post to be driven a minimum of 30" in ground. For assembly in sidewalk, a 4" hole must be core drilled and a cement cap of 1"-2" to be poured around post to match sidewalk. Stop sign to be a 30" high intensity and all materials and hardware to meet FLA D.O.T. specifications.

Attaching sign to U Channel

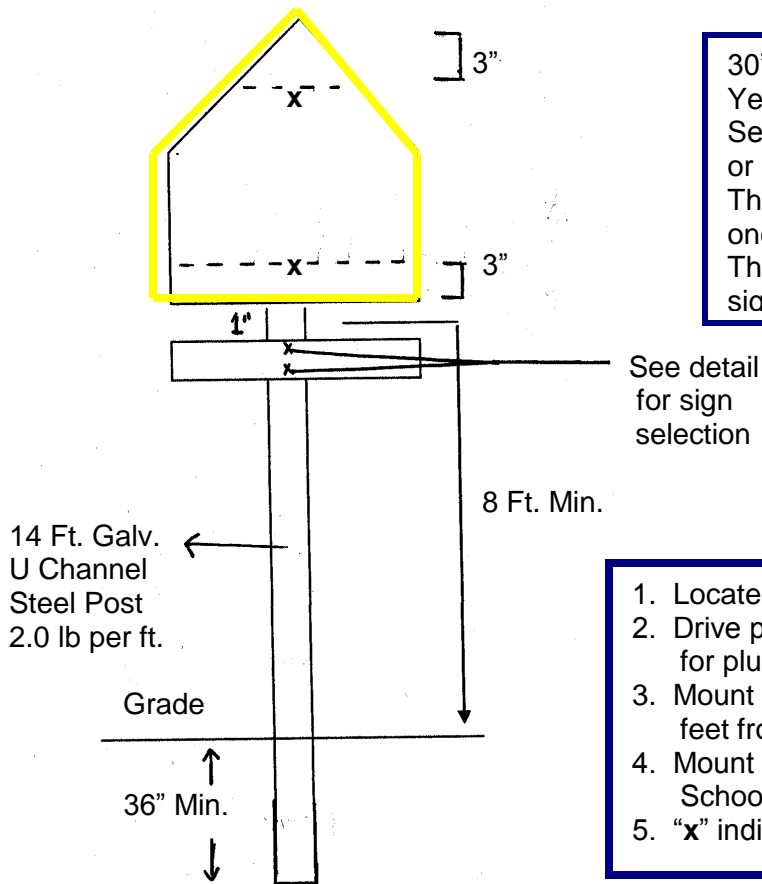


Attaching Extruded Sign Bracket to Top of Sign



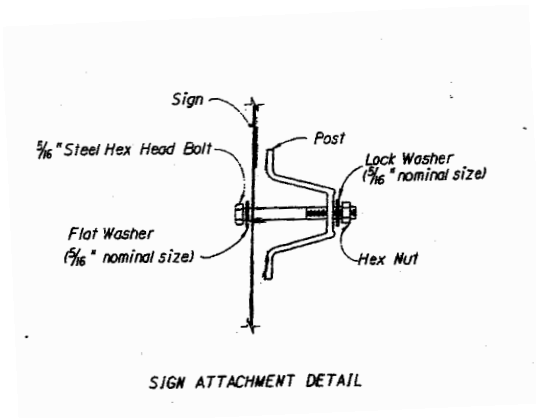
School Crossing Sign Installation

DIAGRAM 3



1. Locate sign location and check for utilities.
2. Drive post a minimum of 36" deep and check for plumb.
3. Mount the bottom of the sign a minimum of 8 feet from grade or dirt level.
4. Mount sign (secondary) 1" below the primary School Crossing sign.
5. "x" indicates bolt location on U Channel

U Channel Installation



TERMS SPECIFIC TO THE CONTRACT

1. TERMS

- a) The Contractor shall begin preparation for mobilization immediately after receiving the Notice to Proceed and be fully operational and working within twenty-four (24) hours.
- b) The Contractor shall supervise and direct the work, using qualified labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, personnel, taxes, and fees necessary to perform the work.
- c) The Contractor must be duly licensed in accordance with the State of Florida statutory and regulatory requirements to perform the work. The Contractor shall obtain all permits necessary to complete the work. The Contractor shall be responsible for determining what permits are needed.
- d) An act of God (rain, hurricane, fire, catastrophe or serious illness) shall be the only acceptable reasons for the Contractor to refuse an assignment or shall be reason to grant an extension time to complete the assignment.
- e) Contractor shall perform only those tasks assigned by the Street Maintenance Division of Public Works. Contractor will not be compensated for tasks not requested in writing.
- f) In the use of streets and highways, for the work to be done under the contract, the Contractor shall conform to all City, County, State and Federal laws and regulations as applicable.
- g) The Contractor shall at all times conduct his work as to insure the least possible obstruction to normal pedestrian and vehicular traffic including access to all public and private properties and inconvenience to the general public and the residents in the vicinity of the work and to insure the protection of persons and property.
- h) Any and all defective equipment shall be promptly removed from the site. Personnel employed directly, or indirectly, by the Contractor who are incompetent, inept, or unfit to perform the work shall be promptly removed from work covered under the contract. Failure of the Contractor to remove defective equipment or personnel who are incompetent, inept, or unfit may result in the termination of the contract.
- i) The contractor shall not assign, transfer, or subcontract this contract either in whole, or in part, without prior written approval of the City of West Palm Beach.
- j) The contract will be subject to immediate cancellation if services do not comply with the specifications or the terms and conditions as stated herein.
- k) If the Contractor expects to subcontract any portion of the contract for any reason, he must include, in writing, the name and address of the subcontractor, name of the person to be contacted including telephone number and extent of work to be performed.

This information shall be submitted with the bid. The City of West Palm Beach reserves the right to reject a bid if the bid names a subcontractor who has previously failed in the proper performance of a City contract or failed to deliver services on time of a similar nature or who is not in a position to perform under this award.

- l) Acceptance of work performed will be made by the City of West Palm Beach after the City has inspected the work and determined that the job was completed consistent with the work request and to the satisfaction of this document and fully complies with the specifications herein.
- m) Contractor shall present an invoice to the City upon completion of each work request. Invoices shall be itemized consistent with the work request and shall show property location/address, work request number, date completed and charges.
- n) The Contractor must attend any and all meetings required by the City to evaluate the signage repair and replacement.
- o) Whenever electric or telephone lines, gas lines, water lines or any other improvement, public or private, may be jeopardized by any authorized work done by the Contractor, the proper utility agency and homeowner shall be consulted.
- p) No guarantee of minimum number of sign repair or replacement is implied or expressed and payment of services will only be made for actual work performed as required by the City. However, award will be reviewed in part on expediency of mobilization.

STANDARD TERMS AND CONDITIONS

1. SUBMITTAL INFORMATION

The original and three (3) copies 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 INVITATION FOR "BID PROPOSALS" FORM. BID PROPOSALS ON VENDOR 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 p.m., Tuesday, August 16, 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. Offers by telephone, telegram or facsimile shall not be accepted.

For information concerning this bid, please contact:

Maureen Hansraj, Purchasing Agent
City of West Palm Beach, Procurement Division
401 Clematis Street, West Palm Beach, FL 33401
Phone: (561) 822-2100

2. PRICE/ACCEPTANCE/DELIVERY

Time is of the essence and the delivery time specified must be adhered to. Should the successful bidder, to whom the contract is awarded, repeatedly fail to deliver on or before the specified time, the City reserves the right to CANCEL the contract. If the successful bidder shall be delayed in the delivery by reason of unforeseeable causes beyond their control and without fault or negligence, including, but not restricted to, acts of God, the period herein specified for delivery shall be extended by such time as shall be approved by the Procurement Official.

3. 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, sex, 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.
- d. 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. 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:** This occurrence form policy shall provide coverage for death, bodily injury, personal injury, or property damage that could arise directly or indirectly from the performance of this contract. The minimum amount of

coverage shall be \$1,000,000.00, Combined, Single Limit for Bodily Injury Liability and Property Damage Liability.

- B. **Automobile Liability:** Insurance must be an occurrence form policy and 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.

7. TERM OF CONTRACT

The Contractor shall be awarded a contract for three (3) years with the City’s option to renew the contract for two (2) additional twelve (12) month periods providing workmanship and all other factors are meeting the requirements set forth herein. Options to renew will only be exercised upon mutual written agreement. Any renewal will be subject to appropriation of funds by the City of West Palm Beach.

8. 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.

9. PROTECTION OF PROPERTY

The successful bidder shall at all times guard against damage or loss to the property of the City of West Palm Beach or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The City of West Palm Beach may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or their agents. The contractor shall be responsible to safeguard all of their property such as tools and equipment while on site. The City of West Palm Beach will not be held responsible for any loss of contractor property due to theft or vandalism.

10. DAMAGE TO PERSONS OR PROPERTY

The responsibility for all damage to person or property arising out of or on account of work done under this Contract shall rest upon the Contractor, and he/she shall save the City and political unit thereof harmless from all claims made on account of such damages.

11. CHARACTER OF WORKMEN AND EQUIPMENT

All workers provided by the contractor for work hereunder, shall be the best available for the kind of work performed. Any person employed by the Contractor whom the Procurement Official or designee may deem temporarily or permanently incompetent or unfit to perform the work, shall under written instruction of the Procurement Official be removed from the job, and shall not again be employed under this contract.

12. BID FORMS

All bids must be submitted on our standard Invitation to bid form. Bids on vendor quotation forms shall not be accepted.

13. 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.

14. BIDDERS PRICING SHEET

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.

15. SELECTION OF BIDDER WITH WHOM TO CONTRACT

As per the Procurement Ordinance No. 4292-10, 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, 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

16. 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 4292-10, relating to suspension and debarment may be applied.

17. PROTEST PROCEDURE

Protest procedures are provided in Article VII, Section 66-151 of the City of West Palm Beach Purchasing Ordinance No. 4292-10. 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.

18. 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.

19. 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.

20. SMALL BUSINESS ENTERPRISE (SBE) POLICY

The City, in an effort to encourage small business participation in the City's procurement process, has established a Small Business Program ("SB"). The program is set forth in Chapter 66 of the City's Code of Ordinances and is incorporated hereto by reference. However, proposers are encouraged to read it in its entirety. Please note that, **regardless of whether a goal is established or not, the City encourages small business participation in all of its procurements.**

In accordance with the SB Ordinance, a goal for SB participation has been set on **ITB # 10-11-28 in the minimum amount of %15** of the total contract value.

Bidders/Proposers are encouraged to reference the Small Business Program's website at <http://www.wpb.org/procurement/index.php> for a directory of all currently certified small businesses. The directory is intended to assist Bidders/Contractors with meeting small business participation goals on City projects by connecting them with potential subcontractors for quotes, bids and RFP's.

In accordance with the SB Ordinance, the SB Program has adopted procedures requiring the completion of forms to insure compliance with the Small Business Ordinance. These forms are required to be submitted, as appropriate, with each proposal and/or during the course of the contract.

The following Small Business forms should be submitted with the Bid:

■ SUBCONTRACTORS LIST

List **all** subcontractor and indicate there contract amount. All subcontractors that are SBEs must be identified to count towards Small Business Participation on this project to meet the Small Business Requirement. This form is due with your bid/proposal to the City. **Only City of West Palm Beach and Palm Beach County Certified** SBEs can be used to meet the established goal.

■ LETTER OF INTENT (FORM SB 01)

Letter of Intent form must be completed for each Small Business subcontractor that is certified by the City or Palm Beach County Office of Small Business Assistance. This form must be submitted with your bid/proposal to the City. This form will be executed and made a part of the contract

■ GOOD FAITH EFFORT (FORM SB 02)

This form is only to be completed when the goal cannot be met. This from must be completed with supporting documentation and included with your bid submittal to the City. Form SB 02 may be obtained by downloading from the Procurement Division website at <http://www.wpb.org/procurement/forms.php>. If you have any questions, please contact Tiffany N. McCray at 561-822-2100.

REQUEST FOR QUALIFICATIONS PREFERENCE (over \$25,000.00)

For procurements using requests for proposals, the Procurement Official or, if applicable, an evaluation committee established to evaluate the proposals, shall consider compliance with the small business goals as a material criterion for selection, i.e., shall be given significant weight.

21. CLARIFICATION/INTERPRETATION AND ADDENDA TO THE BID

No interpretation or changes to the meaning of the Invitation to Bid 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 (10) ten calendar days prior to the closing date for bid submittal, addressed to:

Maureen Hansraj, Purchasing Agent
City of West Palm Beach, Procurement Division, 5th Floor
401 Clematis Street, West Palm Beach, FL 33401
Telephone: (561) 822-2100, Telefax: (561) 822-2114

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.

22. 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.

23. 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.

SUBMITTAL INFORMATION

The following pages are to be completed and returned **on or before 3:00 p.m., Tuesday, August 16, 2011**. Each bid submittal shall contain all the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant should be provided as an attachment.

BID PRICING SHEET

BARRICADE STOP SIGN

Rental of Type II 24" Barricade Stop Sign with flasher (Cost must include placement)

Daily Rate: \$_____ Each

Weekly Rate: \$_____ Each

STOP SIGNS

Install a Stop Sign *without* extruded sign bracket per specifications

Each: \$_____

Install a Stop Sign with extruded sign bracket and *one street name*

Each: \$_____

Install a Stop Sign with extruded sign bracket and *two street names*

Each: \$_____

SCHOOL CROSSING SIGN

Install a School Crossing sign with either The AHEAD or ARROW per specifications

Each: \$_____

ALL OTHER SIGNS

Hourly Rate for Up-righting Signs

Supervisor: \$_____

Laborer: \$_____

IMPORTANT: Please provide a listing of the signs most commonly used and their cost using the format above, including the materials and installation. Please provide on your letterhead and attach to this sheet. Examples would be one-way street, yield, and speed limit signs and the different lengths and f galvanized U channels, etc.

Company Name: _____

Authorized
Signature:

Signature

Print Name

Title: _____

Physical
Address:

Street

City

State

Zip Code

Telephone: _____ Fax: _____

REFERENCE LIST

(1) Name of Company: _____

Address: _____

Contact: _____ Email: _____

Phone: _____ Fax: _____

Project Name: _____ Award Amt: \$ _____

(2) Name of Company: _____

Address: _____

Contact: _____ Email: _____

Phone: _____ Fax: _____

Project Name: _____ Award Amt: \$ _____

(3) Name of Company: _____

Address: _____

Contact: _____ Email: _____

Phone: _____ Fax: _____

Project Name: _____ Award Amt: \$ _____

(4) Name of Company: _____

Address: _____

Contact: _____ Email: _____

Phone: _____ Fax: _____

Project Name: _____ Award Amt: \$ _____

AFFIDAVIT OF PRIME BIDDER
Re Non-collusion and Public Entity Crime

State of _____ }

County of _____ }

_____, being first duly sworn, disposes and says that:
(Name)

1. I am the _____ of _____ the
(Title) (Name of Company)
Bidder that has submitted the attached bid;
2. I am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the Bidder 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 bidder, firm or person to submit a collusive or sham Bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of West Palm Beach or any person interested in the proposed Contract; and
5. The following Officer, director or agent of Bidder is also an employee of the City of West Palm Beach: _____ (if none, write "None").
6. The following employees of the City of West Palm Beach own, directly or indirectly, an interest of 10% or more in Bidder firm or any of its affiliates or subsidiaries:
_____ (if none, write "None").
7. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

8. Neither the Bidder nor any officer, director, partner, shareholder, employee, member or agent, who is active in the management of Bidder, or any affiliate or subsidiary of Bidder has been convicted of a public entity crime or action regarding antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation with respect to any bid or contract for goods or services to be provided to any public entity, or has been listed on the state Convicted Vendor List, within thirty-six months prior to the date of Bidder's Bid.

(Signed) _____

(Print Name) _____

(Title) _____

The foregoing Affidavit of Bidder regarding Non-Collusion and Public Entity Crime was acknowledged before me this _____ day of _____, 2011.

by: _____

_____ who is personally known to me or

_____ who has produced _____ as identification
and who did /did not take an oath.

Notary Public (Sign Name)

Notary Public (Sign Name)

Commission No. _____

Seal:



Procurement Division/Small Business Program

401 Clematis Street, 5th Floor
West Palm Beach, Florida 33401-4702
Tel: 561-822-2100
Fax: 561-822-1564
Website: www.wpb.org/puchasing/sbiz

Form SB02

Subcontractors Listing

Bidder/Proposer's Name: _____ Telephone No. _____

ITB or RFP Title: Annual Contract for Traffic Signage ITB or RFP No.: ITB 10-11-28

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: _____



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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 _____
 ITB or RFP Title: Annual Contract for Traffic Signage Project Number: _____
 ITB or RFP Number: ITB 10-11-28 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: _____



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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. **Please note: This form is required for each certified Small Business selected to perform work on this contract.**

SECTION I. General Information

Proposer's Name: _____

ITB or RFP Title: Annual Contract for Traffic Signage

ITB or RFP Number: ITB 10-11-28

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: _____