INVITATION FOR QUOTE/BID
ANNUAL CONTRACT

Facilities Development & Operations Department

2633 Vista Parkway
West Palm Beach, FL 33411
Telephone - (561) 233-0200

Palm Beach County Board of County Commissioners

Sara Baxter, Mayor

Marci Woodward, Vice Mayor

Maria G. Marino

Gregg K. Weiss

Joel G. Flores

Maria Sachs

Bobby Powell Jr.

County Administrator

Joseph Abruzzo

"An Equal Opportunity Employer"

DATE:	**November 9, 2026**
SENT TO:	**Qualified Contractors** **On the Annual Contract - HVAC Services**
SENT FROM:	**Capital Improvements Division**
SENDER:	**Jeff Halverson, Project Manager**
PHONE:	**(561)233-0236**
PROJECT NAME:	**Evidence Building – AHU 6 Refurbishment**
PROJECT NUMBER:	**P-2025-000143**

Mandatory Pre-Bid Conference. *There will be a* ***Mandatory Pre-Bid Meeting*** *at* ***Evidence Building*** (meet at main entrance), *located at* ***3075 Gun Club Road, West Palm Beach, FL*** *at* ***10:00 a.m.*** on **December 11, 2026**. *The purpose of this pre-bid meeting will be to review the requirements for the project described in this Invitation for Quote/Bid.* ***You must attend this meeting if you intend to bid this work.***

The work is to be done under the terms and conditions of Palm Beach County's Annual Contract - HVAC Services as supplemented by this Invitation for Quote/Bid.

Questions must be e-mailed to FDO-CID-Bids@pbc.gov at least seven (7) calendar days prior to the bid due date. Only questions received in writing will be responded to regarding this Invitation for Quote/Bid.

Submitting the Quote/Bid Package

The Quote/Bid Package must be enclosed in a sealed opaque envelope. The envelope must be addressed as follows:

Project Name: Evidence Building – AHU 6 Refurbishment
Project Number: P-2025-000143
Capital Improvements Division
2633 Vista Parkway
West Palm Beach, Florida 33411
Attention: Donna Lynch

No responsibility will be attached to the Owner for premature opening of or failure to open a quote/bid not properly identified. **If the quote/bid is sent by mail, the sealed envelope must be enclosed in a separate mailing with the notation *"SEALED QUOTE/BID ENCLOSED"* on the face thereof.**

PROJECT NAME: **Evidence Building – AHU 6 Refurbishment**

PROJECT NO.: **P-2025-000143**

*DUE: **January 7, 2027 by 2:00 p.m.**

* The Quotes/Bids received by this time will be opened at this time at a public meeting at the below address.

RETURN TO: Capital Improvements Division
2633 Vista Parkway
West Palm Beach, FL 33411

Qualification of Contractors. In order to submit a quote/bid in response to this IFQ/B, a contractor must be qualified under the Annual Contract - HVAC Services. A contractor may obtain a Qualification Application for this Annual Contract by sending an email with the Project # in the subject line to: FDO-CID-Bids@pbc.gov or call (561) 233-0745. Qualification applications may also be downloaded from the County's on-line Vendor Self-Service (VSS) system at https://pbcvssp.pbc.gov/vssprd/Advantage4. The contractor must submit the Qualification Application at least 10 days before the Quote/Bid Due Date in order for its quote/bid to be considered.

1. SCOPE OF WORK: This Quote/Bid is to furnish all material, labor, supervision, permits and supplies necessary and reasonably incidental to *modifications to Air Handler Unit (AHU) - 6* per the project requirements provided by Capital Improvements Division in this Invitation for Quote/Bid at **Attachment "C"** and all exhibits and addenda thereto. **Work is to be done under the terms and conditions of Palm Beach County's Annual Contract - HVAC Services, and pursuant to the conditions of the Work Order, both of which are incorporated into the Contract Documents by reference.**

2. SCHEDULE OF TIME FOR COMPLETION. The time of completion for this Project will be as follows: The Contractor must substantially complete the work within three hundred sixty (360) calendar days from the Notice to Proceed from Owner.

3. LIQUIDATED DAMAGES. Liquidated Damages are $180/day for failure to achieve certification of Substantial Completion within the Work Order time or approved extension thereof.

4. BID SECURITY AND PUBLIC CONSTRUCTION BOND. Bid Security and Public Construction Bond are required for this Project in accordance with Section 5.2 of the Instructions to Bidders of the Annual Contract as follows:

> **Bid Security**. If Bid is $200,000 or over, this Bid must be accompanied by a Bid Security (in the form of, at Bidder's option, cashier's check, certified check, money order or Bid Bond in favor of the County) in the amount of at least five percent (5%) of the bid price, see Section 5.2.2 of the Instructions to Bidders of the Annual Contract for detailed requirements regarding Bid Security and **Attachment "B"**.
>
> **Public Construction Bond**. If Bid is $200,000 or over **(or if cumulative open work orders are $200,000 or over)**, then prior to execution of a Work Order, and not later than fourteen (14) calendar days after notification from Owner, the successful Bidder must furnish a Public Construction Bond in the amount of 100% of the Work Order and Guarantee, see Section 5.2.3 of the Instructions to Bidders of the Annual Contract for detailed requirements regarding the Public Construction Bond and Guarantee.

5. Small Business Development (SBD) Program. Section 5.3 of the Instruction to Bidders of the Annual Contract sets out the requirements of the County's Small Business Development Program. All Bidders are required to submit with their bid the appropriate SBD Program schedules. SBD Schedules to be submitted with the quote/bid are as follows**:**

a) **Schedule 1 - List of All Proposed Subcontractors, including SBE Participation**. A completed Schedule 1 submitted by the prime shall list the names of all subcontractors, intended to be used in performance of the contract, if awarded. The total proposed percentage of SBE participation shall also be included on this form. This schedule must also be used if an SBE prime bidder is performing any portion of this contract with their work force.

b) **Schedule(s) 2 - Letter(s) of Intent to Perform as a Subcontractor, including SBE Subcontractors**. A completed Schedule 2 is a binding agreement between the prime contractor and the subcontractor (of any tier) and should be treated as such. Each Schedule 2 shall be properly executed by the Prime Contractor and proposed subcontractor. If the Contractor is an SBE, a Schedule 2 shall be submitted to document work to be performed by its workforce.

Completed and submitted SBD forms are incorporated into and made a part of the Contract Documents.

Attachment "A" identifies the affirmative procurement initiatives (APIs) applicable to this Invitation for Quote/Bid.

If Bidder is unable to comply with the API requirements as set forth in Attachment "A", Bidder shall submit a request for a waiver or partial waiver with its bid by the quote/bid due date. Each waiver request shall include documentation demonstrating the Bidder undertook satisfactory Good Faith Efforts, as defined in the SBD Ordinance, and set forth in Section 5.3 of the Annual Contract's Instruction to Bidders. Waiver requests not submitted at the time of bid submission shall not be considered. If the Office of SBD determines that adequate Good Faith Efforts have been demonstrated to warrant a partial or total waiver, the waiver shall be granted accordingly. If the Office of SBD determines that the Bidder failed to submit documentation sufficient to demonstrate Good Faith Efforts, the request for waiver or partial waiver shall be denied and the Bidder shall be deemed non-responsive. The granting of a waiver shall apply solely to the Bidders to whom it is issued and shall not, by itself, amend, reduce, or otherwise alter the API requirements applicable to other Bidders under the solicitation. A Bidder may seek reconsideration of an adverse waiver determination as set forth in Section 5.3 of the Annual Contract's Instruction to Bidders and the SBD Ordinance.

6. Addendum. Any interpretation, clarification, correction, or change of the Bidding Documents will be made only by Addendum. The Department will send written instructions regarding discrepancies, omissions or unclear intents to all Bidders who are Qualified Contractors with an Annual Contract. For projects $150,000 and over all Addendum to a solicitation will also be posted under the applicable solicitation on the County's on-line Vendor Self-Service (VSS) system at **https://pbcvssp.pbc.gov/vssprd/Advantage4**. Interpretations, corrections or changes to the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes. Prior to submission of its Bid/Quote, each Bidder must ascertain that it has received all Addenda issued. The Bidder must acknowledge receipt of each individual Addendum at the time of issuance and final receipt of all Addenda by completing the acknowledgment space provided on the Addendum Form. Failure to acknowledge receipt may result in rejection of a bid/quote.

7. Failure to Provide the Required Documents after Notification of Award. If after Notification of award from the County, the successful Bidder does not provide within 14 Days of Notification the signed Work Order, the Public Construction Bond and Guarantee (when required), and the required certificates of insurance, the County may: 1. Call in the bid security when provided; 2. Cancel the notification of recommended award and award the project to the next responsive, responsible low bidder; 3. Terminate this Annual Contract for cause; 4. Suspend or debar the Bidder from bidding on future projects for a period of two (2) years, in accordance with the Palm Beach County Purchasing Ordinance; and/or 5. Pursue any and all remedies available against the Bidder for damages resulting from its failure to enter into a Work Order and provide all required documents within 14 Days after notification.

8. Prohibition against Considering Social, Political or Ideological Interests in Government Contracting - F.S. 287.05701. Bidders are hereby notified of the provisions of section 287.05701, Florida Statutes, as amended, that the County will not request documentation of or consider a Bidder's social, political, or ideological interests when determining if the Bidder is a responsible Bidder. Bidders are further notified that the County's governing body may not give preference to a Bidder based on the Bidder's social, political, or ideological interests.

9. Human Trafficking Affidavit. Contractor warrants and represents that it does not use coercion for labor or services as defined in section 787.06, Florida Statutes. Contractor shall execute Attachment "D", Nongovernmental Entity Human Trafficking Affidavit, which is attached hereto and incorporated herein by reference.

10. Prohibition Against Using Diversity, Equity, And Inclusion Material - F.S. 287.139. Contractor hereby certifies to the County that Contractor does not and will not use County funds in requiring its employees, contractors, volunteers, vendors, or agents to ascribe to, study, or be instructed using materials relating to diversity, equity, and inclusion as defined in section 125.595, Florida Statute, as amended. Each Bidder must execute and return with its bid the Prohibition Against Using Diversity, Equity, And Inclusion Material form attached hereto as Attachment "E". Failure to complete this certification may be cause for rejection of the bid/quote.

11. CONTRACT AMENDMENTS. The Annual Contract is amended as follows:

The following General Conditions are added to the General Conditions:

GC 86 HUMAN TRAFFICKING AFFIDAVIT

Contractor warrants and represents that it does not use coercion for labor or services as defined in section 787.06, Florida Statutes. Contractor has executed the Nongovernmental Entity Human Trafficking Affidavit.

GC 87 DIGITAL ACCESSIBILITY COMPLIANCE

Contractor acknowledges that the County is a public entity subject to Title II of the Americans with Disabilities Act (ADA) and applicable federal accessibility regulations. Contractor represents and warrants that all websites, web-based applications, digital services, electronic documents, multimedia, and other electronic content created, developed, provided, submitted, maintained, or delivered under this Contract that may be electronically displayed, accessed, distributed, or made available to the public by the County shall conform to the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, or any successor standard adopted by the U.S. Department of Justice.

All electronic documents submitted to the County, including but not limited to PDFs, reports, forms, presentations, and public-facing materials, shall be provided in an accessible format compliant with the applicable accessibility standard at the time of delivery.

Contractor shall ensure that any updates, revisions, or modifications to such digital content remain compliant throughout the term of this Contract. Upon request, Contractor shall provide documentation reasonably demonstrating accessibility compliance. If any deliverable is determined by the County to be noncompliant, Contractor shall promptly remediate the noncompliance at no additional cost to the County and within a timeframe specified by the County. Contractor shall ensure that any third-party digital content or platforms used in performance of this Contract either comply with the requirements herein or that an accessible alternative acceptable to the County is provided.

Failure to comply with this subsection shall constitute a material breach of this Contract.

***GC 88 PROHIBITION AGAINST USING DIVERSITY, EQUITY, AND INCLUSION MATERIAL - F.S. 287.* 139**

Contractor hereby certifies to the County that Contractor does not and will not use County funds in requiring its employees, contractors, volunteers, vendors, or agents to ascribe to, study, or be instructed using materials relating to diversity, equity, and inclusion as defined in section 125.595, Florida Statute, as amended.

QUOTE/BID FORM

PROJECT NUMBER: **P-2025-000143**

PROJECT NAME: **Evidence Building – AHU 6 Refurbishment**

IN ORDER TO BE DEEMED RESPONSIVE TO THIS INVITATION FOR QUOTE/BID, THE QUOTE/BID PACKAGE MUST CONTAIN:

a) **This Quote/Bid Form completed and executed.**
b) **OSBD Schedules 1 and 2 completed and executed.**
c) **Bid Security**. (If the bid is $200,000 or more).
d) **Signed Addenda,** if any issued

THE FOLLOWING MUST BE COMPLETED AND SIGNED BY CONTRACTOR

1. TOTAL QUOTE/BID AMOUNT **$_____**

Written amount_____

2. Bidder commits to achieving the APIs applicable to this solicitation as designated on Attachment A and as submitted on its OSBD Schedules 1 and 2.

3. Is the Bidder a Palm Beach County certified SBE? Yes_____ No_____

4. Commercial Non-Discrimination Certification. The undersigned Bidder hereby certifies and agrees that the following information is correct: In preparing its response to this Solicitation, the Bidder has considered all proposals submitted from qualified, potential Subcontractors and suppliers, and has not engaged in "discrimination" as defined in the County's Commercial Nondiscrimination Policy as set forth in Resolution 2025-0748, as may be amended, to wit: discrimination in the solicitation, selection or commercial treatment of any Subcontractor, vendor, supplier or commercial customer on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or genetic information, or on the basis of any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this policy shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination. Without limiting the foregoing, "discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination." Without limiting any other provision of the solicitation, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the County to reject the bid submitted by the Bidder for this Solicitation, and to terminate any contract awarded based on the response. As part of its bid, the Bidder shall provide to the County a list of all instances within the immediate past four (4) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Florida that the Bidder discriminated against its Subcontractors, vendors, suppliers or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken. As a condition of submitting a bid to the County, the Bidder agrees to comply with the County's Commercial Nondiscrimination Policy as described in Resolution 2025-0748, as may be amended.

5. The Bidder shall be bound by the terms of its Bid for a period of one hundred twenty (120)

calendar Days from the date of the bid opening and may not withdraw its Bid within that time period. If the County issues a Notification from Owner within the above 120-Day period, then the Bidder will be bound by the Bid as submitted. If the County fails to issue a Notification from Owner to the successful Bidder within the above identified 120-Day period, the successful bidder will not be required to honor its bid unless otherwise agreed to by both parties. County anticipates, but does not guarantee, the award of a Work Order and written notice to proceed within ninety (90) calendar Days of Notification from Owner, absent the filing of a timely bid protest.

6. It is agreed that the undersigned has received all addenda complete as issued by the County and that related costs are included in the bid submitted. The undersigned acknowledges receipt of said addenda as follows:

Addendum #_____ dated_____ Addendum#_____ dated_____
Addendum #_____ dated_____ Addendum#_____ dated_____

The undersigned has included the signed addenda, if issued, in its bid package.

7. The undersigned does hereby declare that the Bid covers all expenses of every kind incidental to the completion of said Work in accordance with the Contract Documents, including all claims that may arise through damages or other causes whatsoever. The undersigned does hereby declare that it shall make no claim on account of any variation from any estimate in the quantities of Work to be done, nor on account of any misunderstanding or misconception of the nature of the Work to be done or the grounds, subsurface conditions, or place where the Work is to be done.

QUOTE/BID PROVIDED BY: _____

Contractor Name

_____

Date **Signature**

_____

Print Name and Title

Quote/Bid Must Contain Original Signatures. No Copies or Emailed/Faxed Quotes/Bids Will Be Accepted

OSBD SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Evidence Building – AHU 6 Refurbishment

SOLICITATION/PROJECT/BID NO.: P-2025-000143

SOLICITATION OPENING/SUBMITTAL DATE: _____

COUNTY DEPARTMENT: FDO/CID

Section A

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT* ON THE PROJECT:

NAME OF PRIME RESPONDENT/BIDDER: _____ **ADDRESS:** _____

CONTACT PERSON: _____ **PHONE NO.:** _____ **E-MAIL:** _____

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: _____ **Non-SBE** ☐ **SBE** ☐

SBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

Section B

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT BELOW:

Subcontractor/Sub consultant Name	(Check all Applicable Categories) Non-SBE	SBE	DOLLAR AMOUNT OR PERCENTAGE OF WORK
1.	☐	☐	_____
2.	☐	☐	_____
3.	☐	☐	_____
4.	☐	☐	_____
5.	☐	☐	_____

(Please use additional sheets if necessary)

Total 0 _____

Total Bid/Offer Price $_____

Total Certified SBE Participation $ _____

I hereby certify that the above information is accurate to the best of my knowledge: _____ _____

Name & Authorized Signature Title

Note:

1. **The amount listed on this form for a Subcontractor/sub consultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.**
2. **Only those firms certified by Palm Beach County at the time of solicitation due date are eligible to meet the established OSBD Affirmative Procurement Initiative (API). Please**
3. **Modification of this form is not permitted and will be rejected upon submittal.**
4. **If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation.**

OSBD LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. All Subcontractors/subconsultants, including any tiered Subcontractors/ subconsultants, must properly execute this document. If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: P-2025-000143

SOLICITATION/PROJECT NAME: Evidence Building ŒAHU 6 Refurbishment

Prime Contractor: _____ Subcontractor: _____

(Check box(s) that apply)

☐ SBE ☐ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable): _____.

SBE PARTICIPATION – **SBE Primes must document all work to be performed by their own work force on this form.** Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/ proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: _____

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

_____ **Price or Percentage:** _____

Name of 2nd/3rd tier Subcontractor/subconsultant

_____
Print Name of Prime

By: _____
Authorized Signature

_____
Print Name

_____
Title

Date: _____

_____
Print Name of Subcontractor/subconsultant

By: _____
Authorized Signature

_____
Print Name

_____
Title

Date: _____

SAMPLE

OSBD SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Carlin Park, Maintenance Bldg - Roof Replacement

SOLICITATION/PROJECT/BID NO.: 19600

SOLICITATION OPENING/SUBMITTAL DATE:

COUNTY DEPARTMENT: FDO/CID

Section A

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT* ON THE PROJECT:

NAME OF PRIME RESPONDENT/BIDDER: Roofers Are Us, Inc.

ADDRESS: 123 Somewhere St., WPB, FL 33415

CONTACT PERSON: John Doe

PHONE NO.: 123-456-7890

E-MAIL: johndoe@email.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: $95,000

SBE Prime's must include their percentage or dollar amount in the Total Certified SBE Participation line under section B.

Non-SBE	SBE
☐	☑

Section B

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT BELOW:

MUST List ALL Subcontractors/Subconsultants

	Subcontractor/Sub consultant Name DIRECTION: List Firm Name, Address & Provide PBC Vendor ID#. (https://www.pbcgov.org/pbcvendors)	(Check all Applicable Categories) Non-SBE	SBE	DOLLAR AMOUNT OR PERCENTAGE OF WORK
1.	Subcontractor 1 1222 Easy St., WPB, FL 33401 561-123-4567 VC178229	☐	☑	$50,385.80
2.	Subcontractor 2 5600 Carefree Lane, WPB, FL 33411 954-345-6789 VC123459	☑	☐	$35,995.05
3.		☐	☐	
4.		☐	☐	
5.		☐	☐	

(Please use additional sheets if necessary)

Total $86,380.85

Add All Certified SBE Amounts, Including Prime SBE

Total Bid/Offer Price $ 181,380.85

Total Certified SBE Participation $ $145,385.80

I hereby certify that the above information is accurate to the best of my knowledge: John Doe *John Doe*

Name & Authorized Signature

President

Title

Note:

1. **The amount listed on this form for a Subcontractor/sub consultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.**
2. **Only those firms certified by Palm Beach County at the time of solicitation due date are eligible to meet the established OSBD Affirmative Procurement Initiative (API). Please check the applicable box and list the dollar amount or percentage under the appropriate demographic category.**
3. **Modification of this form is not permitted and will be rejected upon submittal.**
4. **If a mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation.**

SAMPLE OSBD LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. All Subcontractors/subconsultants, including any tiered Subcontractors/ subconsultants, must properly execute this document. If a mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 19600

SOLICITATION/PROJECT NAME: Carlin Park, Maintenance Bldg, Roofing Replacement

Prime Contractor: Roofers Are Us, Inc. Subcontractor: _____

(Check box(s) that apply)

☒ SBE ☐ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable): 3/30/2024.

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Remove and replace existing roof				$95,000

Amount Must Match Schedule 1

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: _____

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

_____ **Price or Percentage:** _____

Name of 2nd/3rd tier Subcontractor/subconsultant

Roofers Are Us, Inc.
Print Name of Prime

By: John Doe
Authorized Signature

John Doe
Print Name

President
Title

Date: 6/4/2025

_____
Print Name of Subcontractor/subconsultant

By: _____
Authorized Signature

Sub must also sign

_____
Print Name

_____
Title

Date: 6/4/2025

SAMPLE

SAMPLE OSBD **LETTER OF INTENT – SCHEDULE 2**

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. All Subcontractors/subconsultants, including any tiered Subcontractors/ subconsultants, must properly execute this document. If a mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 19600

SOLICITATION/PROJECT NAME: Carlin Park, Maintenance Bldg, Roofing Replacement

Prime Contractor: Roofers Are Us, Inc. Subcontractor: Subcontractor 1

(Check box(s) that apply)

☒ SBE ☐ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable): 1/1/2024.

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Remove and replace existing roof				$50,385.80

Amount Must Match Schedule 1 for Each Subcontractor

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: _____

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

_____ **Price or Percentage:** _____

Name of 2nd/3rd tier Subcontractor/subconsultant

Roofers Are Us, Inc.
Print Name of Prime

By: John Doe
Authorized Signature

John Doe
Print Name

President
Title

Date: 6/4/2025

Subcontractor 1
Print Name of Subcontractor/subconsultant

By: James Doe
Authorized Signature

Sub must also sign

James Doe
Print Name

Assistant Vice President
Title

Date: 6/4/2025

SAMPLE

SAMPLE OSBD **LETTER OF INTENT – SCHEDULE 2***

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. All Subcontractors/subconsultants, including any tiered Subcontractors/ subconsultants, must properly execute this document. If a mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 19600

SOLICITATION/PROJECT NAME: Carlin Park, Maintenance Bldg, Roofing Replacement

Prime Contractor: Roofers Are Us, Inc. Subcontractor: Subcontractor 2

(Check box(s) that apply)

☐ SBE ☒ Non-SBE ☐ Supplier

Date of Palm Beach County Certification (if applicable): _____.

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Remove and replace existing roof				$35,995.05

Amount Must Match Schedule 1 for Each Subcontractor

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: $25,995.05

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

2nd Tier Subcontractor
Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage: $10,000

Roofers Are Us, Inc.
Print Name of Prime

By: John Doe
Authorized Signature

Subcontractor 2
Print Name of Subcontractor/subconsultant

By: Jane Doe
Authorized Signature

Sub must also sign

John Doe
Print Name

President
Title

Date: 6/4/2025

Jane Doe
Print Name

Vice President
Title

Date: 6/4/2025

SAMPLE

SAMPLE OSBD **LETTER OF INTENT – SCHEDULE 2***

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. All Subcontractors/subconsultants, including any tiered Subcontractors/ subconsultants, must properly execute this document. If a mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 19600

SOLICITATION/PROJECT NAME: Carlin Park, Maintenance Bldg, Roofing Replacement

Prime Contractor: Subcontractor 2 Subcontractor: 2nd Tier Subcontractor

(Check box(s) that apply)

☐ SBE ☒ Non-SBE ☐ Supplier

Date of Palm Beach County Certification (if applicable): _____.

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Remove and replace existing roof				$10,000.00

Amount Must Match Schedule 2 for Each Tier Subcontractor

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: _____

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

_____ **Price or Percentage:** _____

Name of 2nd/3rd tier Subcontractor/subconsultant

Subcontractor 2
Print Name of Prime

By: Jane Doe
Authorized Signature

Jane Doe
Print Name

Vice President
Title

Date: 6/4/2025

2nd Tier Subcontractor
Print Name of Subcontractor/subconsultant

By: Jude Doe
Authorized Signature

Sub must also sign

Jude Doe
Print Name

Manager
Title

Date: 6/4/2025

SAMPLE

INSTRUCTIONS ON COMPLETING SUBCONTRACTOR/SUBCONSULTANT SCHEDULES 1 – 2

Respondents must complete and correctly execute the required OSBD Schedules when responding to a solicitation and submitting payment requests after contract award. As long as there is a required API goal, Schedules 1, 2 and 2(a) must be submitted with all bids or proposals from subcontractors and subconsultants in order to be considered responsive to the solicitation.

Important Points to Remember

A. Schedule 1 must be completed by the Prime Contractor and submitted with their bid or proposal.

1. Section "A" of this form must be properly completed by all Prime Contractor/Consultants. Regardless of whether the Prime is a certified or non-certified company. Include the company name, address, contact person, and information, as well as the dollar amount or percentage of work that the prime is responsible for completing.
2. Section "B" of this form must list all Subcontractor(s)/Subconsultant(s) to be utilized on this project. Please check the appropriate box if the Subcontractor(s)/subconsultant(s) is certified as a PBC-OSBD SBE or Non-SBE.
3. The Prime is to indicate the dollar amount or percentage of work for all subcontractors/subconsultants. All subcontractors/subconsultants must be identified as either SBE or Non-SBE and include the dollar amount or percentage of work under the applicable designation.
4. At the very bottom of the Schedule, write down the total bid amount or percentage of work that will be completed by SBEs.
5. The Prime or authorized individual must print, sign and date the form.

B. Schedule 2 or 2(a) must be properly executed and submitted with the bid/proposal for all subcontractors/subconsultants listed on Schedule 1.

1. **Specify in detail** the work to be performed or material supplied, along with the dollar amount or percentage of work for each item and corresponding line item number(s), when available.
2. If there is a portion of the work that **will not** be performed by the subcontractor/subconsultant, a separate, properly executed Schedule 2 must be submitted for all 2nd and 3rd tier Subcontractors/subconsultants. The original subcontractor/subconsultant must indicate that information in the "red box" located in the middle of the form.
3. All subcontractors/subconsultants must print, sign and date the form.

IFQ/B ATTACHMENT B
Return Attachment B if bid is $200,000 or more

PROJECT NUMBER: P-2025-000143

PROJECT NAME: Evidence Building – AHU 6 Refurbishment

DATE:_____

BID BOND

STATE OF FLORIDA

COUNTY OF PALM BEACH

KNOW ALL MEN BY THESE PRESENTS: That we, _____ _____ (hereinafter called "Principal"), and _____ _____ (hereinafter called "Surety") are held and firmly bound unto Palm Beach County, a Political Subdivision in the State of Florida, by and through its Board of County Commissioners, (hereinafter called "County") in the sum of _____ _____ Dollars,($_____), **(which sum is at least 5% of the bid price)**, lawful money of the United States of America, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly be these presents;

WHEREAS, the "Principal" contemplates submitting or has submitted a bid to the Board of County Commissioners, Palm Beach County, Florida, for furnishing and paying for all necessary labor materials, equipment, machinery, tools, apparatus, services, all state workmen's compensation and unemployment compensation taxes incurred in the performance of the Contract, means of transportation for and complete Construction of: **(Project Name Evidence Building – AHU 6 Refurbishment and Number P-2025-000143)**, in the County of Palm Beach, State of Florida; and

WHEREAS, it was a condition precedent to the submission of said bid that a certified check cashier's check, money order or bid bond in the amount of five percent (5%) of the base bid be submitted with said bid as a guarantee that the bidder would, if given a Notification from Owner, enter into a written contract with the County, and furnish a public construction bond in an amount equal to one hundred (100%) of the total Contract, within fourteen (14) consecutive calendar days after the County issues the Notification from Owner.

NOW THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, if the bid of the "Principal" herein is accepted and said "Principal", within fourteen (14) consecutive calendar days after written notice being given of such acceptance, (i) enter into a written contract with the County and (ii) furnishes a public construction contract bond in the amount equal to one hundred percent (100%) of the total contract amount and in a form satisfactory to the County, then this obligation shall be void. If the Principal fails to complete (i) and (ii) above, the sum herein stated shall be due and payable to the "County", and the "Surety" herein agrees to pay said sum immediately upon demand of the "County", in good and lawful money of the United States of America, as liquidated damages for failure of said "Principal".

Bid Bond Must Contain Original Signatures. No Copies Will Be Accepted.

PROJECT NUMBER: P-2025-000143

PROJECT NAME: Evidence Building – AHU 6 Refurbishment

DATE:_____

IN WITNESS WHEREOF, the said _____ as "Principal" herein, has caused these presents to be signed in its name, by its _____ _____, and attested by its _____ under the corporate seal, and the said _____ as "Surety" herein, has caused these presents to be signed in its name, by its _____ _____, and attested by its corporate Seal, this _____ day of _____, A.D., 20_____.

ATTEST: (SEAL)

_____ _____
(Contractor Name)

_____
Print Name By:_____
(Signature)

TITLE:_____

Print Name and Title:

ATTEST: (SEAL)

_____ _____
(Surety Name)

_____
Print Name By:_____
(Signature)

TITLE:_____

Print Name and Title:

Bid Bond Must Contain Original Signatures. No Copies Will Be Accepted.

CAPITAL IMPROVEMENTS DIVISION
IFQ/B ATTACHMENT C
PROJECT REQUIREMENTS
ANNUAL CONTRACT - HVAC SERVICES

Contact:	Jeff Halverson, Project Manager
Phone:	(561)233-0236
Project Title:	Evidence Building – AHU 6 Refurbishment
Project #:	P-2025-000143
Project Location:	3075 Gun Club Road, West Palm Beach, FL

1. GENERAL

a. The work covered by this Request for Quote consists of the furnishing of all labor, equipment, devices, tools, materials, transportation, professional services, supervision, drawings, permitting, and all miscellaneous requirements to perform all operations necessary to accomplish the work set forth below and shall be considered part of the Scope of Work.

b. Please reference the Annual Contract – HVAC Services for additional requirements.

c. Work to be completed during the hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

d. Contractor shall contact the Project Manager within seventy-two (72) hours of notice to proceed to establish scheduling, etc. required for project implementation.

e. Work to be completed within three hundred sixty (360) calendar days from Notice to Proceed. Permit application, if required, is to be submitted by Contractor within five (5) days of "Notice to Proceed" and due diligence exercised to address all Building Department comments.

f. Liquidated damages will accrue in the amount of $180 per day.

g. The Contractor will provide a Certificate of Occupancy or Certificate of Completion, as appropriate, obtained from the proper Building official, prior to processing of final payment.

h. Contractor is responsible for obtaining all measurements during the site inspection

2. SCOPE OF WORK

To modifications to Air Handler Unit (AHU) - 6 per the project requirements provided below and the architectural drawings and specifications included as Exhibit "1":

a. Contractor shall provide and install a new fourth air-cooled chiller (CH-4 by Trane)

b. Contractor shall install new concrete housekeeping pad to support the new air-cooled

chiller

c. Contractor shall provide new clean and compacted fill.

d. Contractor shall provide and install new continuous concrete grade beams to support a new perimeter reinforced CMU protective screen wall with primed and painted cement plaster finish.

e. Contractor shall provide and install new 57 Rock base to fill the surface area between the new housekeeping pad and the new screen-wall.

f. Contractor shall provide and install new security fencing and gates.

g. Contractor shall provide and install new 3’0” wide x 7’0” high saw cut opening in the west screen-wall of the mechanical yard for access to the main mechanical yard.

h. **Mechanical and Electrical modifications include:**

1) Removal of existing supply fan, relief fan, and Variable Frequency Drive (VFD)’s associated with AHU – 6.

2) Demolish and removal of relief fan RF-6 and supply fan SF-6 VFD’s

3) Relocate the Electrical Disconnect for AHU – 6 energy wheel

4) Provide and install new water-cooled heat recovery glycol chiller, pumps, piping and associated components and accessories. Provide and install new / retrofit fan arrays for the multi – fan Supply and Relief Fans

5) In addition, there are a number of mechanical and electrical tasks detailed on the attached drawings to provide a complete and fully operational system.

6) Provide start – up services in accordance to the direction of the Commissioning Agent.

7) Provide all required BAS system integration, programing and testing required to make the system fully operational per the engineers plans and specifications. Scope Includes:

- Relocation of existing control panel to updated location per sheet M201.
- Provide all piping and low voltage control wiring to make system fully operational.
- Integration of all new points into the existing Automated Logic WebCTRL system, including graphics, alarms and trends.
- Point-to-point checkout, functional testing, as-built documentation, commissioning and owner training.

- The building's existing BAS is Automated Logic, serviced by Wisch and Jackson. For a proposal per the plans, specifications, and Field Bulletins 84 and 85, contact Sam Haun at Wisch and Jackson, (561) 602-6436.

8) Provide temporary cooling during the chiller replacement period.

9) Salvage existing chiller.

10) Provide coil coating (Heresite) for applicable equipment.

3. SUBMITTALS

All submittals shall be sent to the Project Manager for approval. This includes, but is not limited to, products to be used, methods of installation and requests for information and/or clarification. All submittals must be made by the Contractor and must include all details necessary for the Project Manager and Palm Beach County to make any necessary determinations ten (10) days prior to bid due date. A transmittal form must be included which clearly requests data or information and deviations from the contract requirements for which approval is being requested. Failure to provide sufficient information will result in the rejection of the submittal. Where the specifications do not specify a brand name product or where a substitution of a product is not specifically prohibited, the Contractor shall submit their selected products for approval by the Project Manager. Such submittals shall include as much detail, and in a format, as required by the Project Manager, so as to allow the Project Manager to evaluate the proposed substitution.

4. EXISTING EQUIPMENT

a. Contractor shall be responsible for storage of all old equipment, loading, delivery and off-loading such equipment to Palm Beach County's Fixed Asset Division at 2455 Vista Parkway, WPB, FL.

b. Contractor shall provide, on company letterhead, the make, model and serial number of each piece of equipment to be disposed of, stating said equipment has been disposed of in the proper manner. Pictures of the equipment shall be included with the letter along with a record of any PBC asset numbers.

c. The FMD representative shall use the contractor provided information to complete the PBC asset disposal forms.

5. MATERIALS

a. All material shall meet or exceed Florida Building Code, Latest Edition and product submittals shall be reviewed and approved by the Owner's Representative prior to ordering.

b. Materials shall be delivered in their original, unopened packages, and protected from exposure to the elements. Damaged or deteriorated materials shall not be used.

c. Contractor is responsible for providing any required hangers, supports, tie-downs, etc. required to provide complete installation.

6. TEMPORARY PROTECTION

The Contractor shall protect all workers, staff and the general public from injury. The Contractor shall coordinate and schedule all work with the Project Manager.

7. PROJECT CONDITIONS

Contractor is to coordinate all space and security requirements with the Project Manager. A construction schedule shall be submitted for review and approval prior to pre-construction meeting, including a start date, substantial completion date, and work plan defining which openings will be scheduled on what day. The Contractor shall conduct all work so as to cause the least interference possible with the normal activities of the operations of the facility and surrounding areas. Any damage caused by Contractor (including landscaping and irrigation) shall be the responsibility of the Contractor to repair and return to its original state.

8. PREPARATION

It shall be the responsibility of the Contractor to prep the site at the construction locations.

9. EXAMINATION

Report to the Project Manager, in writing, any imperfections, unacceptable conditions and/or corrections required to be made before commencing work. Any items not identified, documented and reported to PBC in writing, will become part of the contractors' scope. All other items identified in writing, if approved, shall result in a change order.

10. INSTALLATION

All materials shall be installed in strict accordance with FBC, NEC and the Manufacturer's written instructions and recommendations. All work shall be done in conformance with applicable Federal, State and Local codes, and established standards.

11. WARRANTY

Contractor warrants all equipment, materials and labor furnished or performed against defects in design, materials and workmanship for a period of twelve (12) months from substantial completion. Compressors shall have a ten (10) year warranty.

12. CLEAN UP

Remove all waste materials, tools and equipment from job site daily. Thoroughly clean the entire job area prior to requesting final inspection.

Disposal of all hazardous equipment, chemicals, and components shall comply with all federal, state, and local guidelines.

13. SECURITY

All bidders must have badged employees as identified below prior to commencement of work.

This project is subject to:

- ☐ Critical Facilities Background Check
- ☒ CJI Facilities Background Check
- ☐ No Background Check

EXHIBIT "1"

The exhibit listed above contains exempt and confidential information.

Firms must submit a signed Non-Disclosure Agreement For Protection Of Building Plans/Confidential Information prior to exhibit distribution, as the bid documents contain exempt and/or confidential information under Florida Public Records Law.

TO OBTAIN EXEMPT AND/OR CONFIDENTIAL INFORMATION:

1. Please click on the following link to access the Non-Disclosure Agreement:

   https://pbcclouddrive.pbcgov.org/invitations/?share=0c0723d11cee24ad43b6

2. Complete the form in its entirety

3. Email the completed Non-Disclosure form to FDO-CID-Bids@PBC.GOV. The email subject line should include "Non-Disclosure" along with the Project # and Project Name in your request

Note: The executed Non-Disclosure Agreement is valid for 1 year.

pbso evidence department

Google Maps

3228 Gun Club Road, West Palm Beach FL

EXHIBIT "2"



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 Google 200 ft

IFQ/B ATTACHMENT D

NONGOVERNMENTAL ENTITY HUMAN TRAFFICKING AFFIDAVIT

Section 787.06(13), Florida Statutes

THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED

I, the undersigned, am an officer or representative of _____ (Entity) and attest that Entity does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

Under penalty of perjury, I hereby declare and affirm that the above stated facts are true and correct.

_____ _____

(signature of officer or representative) (printed name and title of officer or representative)

State of Florida, County of Palm Beach

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization this, _____ day of _____ _____, by _____

Personally known ☐ OR produced identification ☐. Type of identification produced _____ _____.

_____

NOTARY PUBLIC
My Commission Expires:
State of Florida at large

(Notary Seal)

IFQ/B ATTACHMENT E
CERTIFICATION FOR THE PROHIBITION AGAINST DIVERSITY, EQUITY AND INCLUSION MATERIAL

[Project No. **P-2025-000143**

The Contractor certifies that:

Contractor does not and will not use County funds in requiring its employees, contractors, volunteers, vendors, or agents to ascribe to, study, or be instructed using materials relating to diversity, equity, and inclusion, as defined and may be amended in section 287.139, Florida Statute.

COMPANY NAME: _____

ADDRESS: _____

COMPANY'S AUTHORIZED OFFICIAL:

_____
Name and Title

_____
Signature

_____
Date