

CITY OF LIGHTHOUSE POINT REQUEST FOR PROPOSAL

Sealed bids will be received until Monday, April 8, 2024, 2:00 p.m. (local time), in the Office of the City Clerk, located in City Hall, 2200 N.E. 38th Street, Lighthouse Point, Florida 33064. Bids will be publicly opened and read aloud immediately thereafter in Fletcher Hall for:

“Library Renovation Project” RFP No. 2024-002

The City of Lighthouse Point is seeking proposals from qualified and experienced public library furniture proposers (PROPOSER) that will be contracted for labor and materials to (i) shift all Library collections during the work; (ii) provide, ship, deliver, and install Library shelving and furniture; and, (iii) coordinate with multiple paint, carpet, and construction contractors.

PROPOSER shall provide the EXACT materials listed on the attached equipment schedule, the tools, supplies, and labor necessary to perform the work, and a single point of contact to coordinate with City staff and contractors providing paint, carpet installation, and construction. No substitutions of materials will be permitted. The total labor price must include a turnkey library collection phased book move and installation of all items including new and existing shelving components. Bids must also include all costs for freight, delivery of items to Lighthouse Point Library, installation, removal of packaging and old shelving frames, and a contingency for sixty days of offsite storage.

The PROPOSER represents to CITY, with full knowledge that CITY is relying upon these representations when submitting a proposal, that PROPOSER has the professional expertise, experience, and manpower to perform the services requested.

This work will be funded by the State of Florida’s Public Library Construction Grant. Therefore, the PROPOSER must follow the Florida Department of State’s Division of Library and Information Services Public Library Construction Grant Guidelines. <https://files.floridados.gov/media/705387/construction-guidelines-2023-2024.pdf>

Bidding blanks, filing instructions, and specifications may be obtained in the Office of the City Clerk. This bid is advertised on www.Demandstar.com and in the Sun Sentinel.

It will be the sole responsibility of the PROPOSER to clearly mark proposal as such, and ensure that the proposal reaches the City prior to the bid opening date and time listed above. One (1) original, three (3) copies, and a thumb drive, must be submitted in sealed packaging and clearly marked **“Sealed Proposal RFP No. 002 Library Renovation Project”** on all packaging, including any outer shipping package or envelope. Any uncertainty regarding the time a bid is received will be resolved against the PROPOSER. Proposals will not be accepted from anyone who obtains the bid documents from any other party.

The City of Lighthouse Point reserves the right to reject any and all proposals, to waive any and all informalities and irregularities, and to accept or reject all or any part of any proposal as they deem to be in the best interest of the citizens of the City of Lighthouse Point, or the City may reject proposals and re-advertise.

Pursuant to Florida law, all responses to this RFP are exempt public records until thirty (30) days after opening, or award of bid, whichever is sooner. In the event presentations are necessary, all responders will be required to exit the room during the presentations of the other responders as portions of selection committee meetings at which presentations are made are exempt from Florida’s public meeting laws.

Contact the City Clerk’s Office at 954-943-6500 or by email to lhpadmin@lighthousepointfl.gov with any questions concerning this Request for Proposal.

Office of the City Clerk.
Advertised: March 10, 2024

SECTION I. INSTRUCTION TO PROPOSERS

The following instructions are given for the purpose of guiding PROPOSERS in properly preparing their bids or proposals. These directions have equal force and weight with the specifications and strict compliance is required with all of these provisions.

1. Qualifications of PROPOSER: No Proposal will be accepted from, nor will any contract be awarded to, any person who is in arrears to the City of Lighthouse Point, upon any debt or contract, or who has defaulted, as surety or otherwise, upon any obligation to the City, or who is deemed irresponsible or unreliable by the City Commission of Lighthouse Point. PROPOSERS must provide a minimum of three references from past public library clients and a list of Florida public libraries they have provided shelving, furnishing, and collection moving services to in the past five years. The PROPOSER must have sufficient qualified staff to complete the work in the time required. Minority Businesses, Women's Business Enterprises, and Labor Surplus Area PROPOSERS are encouraged to submit Proposals.

2. Personal Investigation: PROPOSERS shall satisfy themselves by personal investigation and by such other means as they may think necessary or desirable, as to the conditions affecting the proposed work and the cost. All measurements are the responsibility of the PROPOSERS. To measure, interested proposers can schedule appointments with the Office of the City Clerk. No information derived from maps, plans, specifications, equipment schedule, or from the City staff or their assistants shall relieve the PROPOSER from any risk or from fulfilling all terms of the contract.

3. Inconsistencies: Any seeming inconsistency between different provisions of specifications, proposal or contract, or any point requiring explanation must be inquired into by the PROPOSER, in writing, at least ten (10) days prior to the time set for opening Proposals. After Proposals are opened, the PROPOSER shall abide by the decision of the City Administrator or designee as to such interpretation.

4. Addenda and Interpretations: No interpretations of the meaning of the plans, specifications or other contract documents will be made orally to any PROPOSER. Prospective PROPOSERS must request from the City Clerk or City designee such interpretation in writing. To be considered, such request must be received at least ten (10) days prior to the date fixed for the opening of bids. Any and all interpretations and any supplemental instructions will be in the form of a written addenda which, if issued, will be sent by certified mail with return receipt requested, to all prospective PROPOSERS (at the address furnished for such purpose) not later than three (3) days prior to the date fixed for the opening of bids. Failure of any PROPOSER to receive any such addenda or interpretation shall not relieve any PROPOSER from any obligation under their bid as submitted. All addenda so issued shall become a part of the contract document. PROPOSER shall verify that they have all addenda before submitting their bid.

5. Public Entity Crimes: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a proposer, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

6. Legal Conditions: PROPOSERS are expected to familiarize themselves with the provisions of the laws of the United States and State of Florida, and with the provisions in the Charter and the ordinances of the City of Lighthouse Point.

7. Forms and Proposals: Sealed bids will be received until April 8, 2024, at 2:00 p.m. (local time), in the Office of the City Clerk. Each Proposal and its accompanying statements must be made on the blanks provided. The forms must be submitted in good order and with all the blanks filled in. **One (1) original, three (3) copies, and a thumb drive must be enclosed in a sealed envelope when submitted to the Office of the City Clerk, 2200 N.E. 38th Street, Lighthouse Point, Florida 33064, and all outer packaging must show the name of the PROPOSER and be clearly marked "Sealed Proposal RFP 2024-002, Library Renovation Project."** The Proposal must be signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the Proposal. No Proposal will be accepted, for any reason whatsoever, which is not submitted to the Office of the City Clerk as stated above, within the specified time. Any uncertainty regarding the time a bid is received will be resolved against the PROPOSER.

8. Bid Bond: None required

9. Performance Bond and Payment Bond: None required

10. Filling in Bids: All prices must be written in the Proposal, and all Proposals must fully cover all items for which Proposals are asked and no other. PROPOSER shall distinctly state such fact and shall state that the Proposal is, in all respects, fair and without collusion or fraud. Where more than one person is interested, it is required that all persons interested or their legal representative make all verification and subscribe to the Proposal. Failure by City to respond to an inquiry shall not excuse late or incomplete submissions.

11. Proposals Firm for Acceptance: PROPOSER warrants, by virtue of bidding, that the Bid and the prices quoted in the Bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening.

12. Withdrawals: Any PROPOSER may, without prejudice to themselves, withdraw their Proposal at any time prior to the expiration of the time during which Proposals may be submitted. Such request for withdrawal must be in writing and signed in the same manner and by the same person who signed the Proposal. After expiration of the period for receiving proposals, no Proposal can be withdrawn, modified, or explained. Should a PROPOSER withdraw its Proposal after expiration of the period for receiving proposals, it shall forfeit its Bid Bond.

13. Causes for Rejection: No Proposal will be canvassed, considered, or accepted which, in the opinion of the City Administration, is informal or unbalanced, or contains inadequate or unreasonable prices for any items; each item must carry its own proportion of the cost as nearly as is practicable. Any alteration, erasure, interlineations, or failure to specify proposals for all items called for in the schedule shall render the Proposal informal. Contact with personnel of the City of Lighthouse Point other than the City Clerk or designated representative regarding the RFP shall be grounds for elimination and disqualification from the selection process. Only complete bids for exact equipment listed, labor, and services will be accepted. Bids that include substitutions will be considered nonresponsive bids and will not be reviewed by the selection committee.

14. Rejection of Proposals: The City reserves the right to reject any Proposal if the evidence submitted by the PROPOSER, or if the investigation of such PROPOSER, fails to satisfy the City that such PROPOSER is properly qualified to carry out the obligations. Any or all Proposals will be rejected, if there is reason to believe that collusion exists among PROPOSERS. A Proposal will be considered irregular and may be rejected, if it shows serious omissions, alterations in form, additions not called for, conditions or unauthorized alternates, or irregularities of any kind. The City of Lighthouse Point reserves the right to reject any and all Proposals, to waive any and all informalities and irregularities, and to accept or reject all or any part of any Proposal, and to waive such technical errors as may be deemed to be in the best interest of the City, or the City may reject Proposals and re-advertise.

15. Award of Bid: The City Commission will award the Bid to the most responsible and responsive lowest price PROPOSER that has bid on the exact equipment listed, in addition to all labor, and services, has at least five (5) years of experience in the public library shelving, furnishing, and relocation of collections industry, with at least three references for such work. The PROPOSER awarded the Bid must have a minimum of three satisfactory references.

16. Agreement: The PROPOSER to whom award is made shall execute a written agreement to do the work in the form attached to this RFP. The award may be canceled by the City Commission and awarded to the next lowest priced responsible and responsive Proposer. If this occurs, such PROPOSER shall fulfill every stipulation as if he were the original party to whom award was made. The Agreement will include specific insurance, and indemnification requirements as set forth in the attached specifications. PROPOSERS must submit any questions, issues, or concerns with the terms and/or language in the attached Agreement by the deadline for submitting requests for interpretations in paragraph 4 above.

17. Payment: Payment will be made when all work is completed to the satisfaction of the City Administrator or designee. Successful PROPOSER shall submit invoices monthly as work progresses.

18. Audit of Proposers Records: Upon execution of the Contract, the City reserves the right to conduct any necessary audit of the PROPOSERS records. Such an audit, or audits, may be conducted by the City or its representatives at any

time prior to final payment, or thereafter, for a period up to three (3) years or the period of time in which federal or state agencies may review or audit the City for reimbursements received by the City. The City may also require submittal of the records, at no cost to the City, from the PROPOSER, the subcontractor, or both. For the purpose of this Section, records shall include all books of account, supporting documents and papers deemed necessary by the City to assure compliance with the Contract provisions.

Failure of the PROPOSER or subcontractor to comply with these requirements may result in disqualification or suspension from bidding for future contracts or disapproval as a subcontractor at the option of the City. The PROPOSER shall assure that their subcontractor will provide access to its records pertaining to the project upon request by the City.

19. Pre-Proposal Conference: None

20. Questions about the RFP: Questions regarding the project or the Proposal process shall be directed in writing to the Office of the City Clerk, City of Lighthouse Point, 2200 N.E. 38th Street, Lighthouse Point, Florida 33064 or by email to LHPadmin@lighthousepointfl.gov no later than 2:00 p.m. (local time), on March 29, 2024. Contact with personnel of the City of Lighthouse Point other than the City Clerk or designated representative regarding the RFP Bid may be grounds for elimination from the selection process.

21. Lobbyists: Pursuant to Broward County Ordinance 2011-19, Lobbyists, and any of their principals or employers attending such meeting, are required to complete a Contact Log contemporaneously with the meeting. City of Lighthouse Point Ordinance 2011-0897 requires Lobbyists to register with the City prior to engaging in lobbyist activities within the City.

SECTION 2. GENERAL INFORMATION

2.1. Proposers are required to perform an on-site inspection to determine conditions, work requirements and take all required measurements. Proposals received from Proposers who did not perform an on-site visit may be disqualified. The Proposers shall furnish all of the materials, tools, supplies, equipment, vehicles and labor necessary to perform the work.

2.2. Proposer represents to City with full knowledge that City is relying upon these representations when submitting a Proposal, that Proposer has the professional expertise, experience, and manpower to perform the work requested.

2.3. Proposer will be responsible for providing a qualified crew in sufficient numbers on site to complete the work within ninety (90) days upon execution of this Agreement, or agreed upon date with City representative.

2.4. Allowable work time is Monday through Saturday, from 8:00 a.m. to 4:00 p.m. Library will remain open during project, if necessary a closure schedule will be agreed upon with City representative.

2.5. Proposer shall maintain the work area, and keep free of trash and debris.

2.6. Replacement and/or repairs of damaged property will be at the Proposer's expense and must meet the satisfaction of the City. Proposer shall immediately contact the City of any damaged property during project time.

2.7. All workers performing services shall be employees of Proposer, unless previously approved in writing as a subcontractor by the City, and said employees will be covered accordingly by Proposer's insurance, including Worker's Compensation. Proposer will take affirmative steps to use small firms, minority-owned firms, or labor surplus area firms when possible as the sources of supplies, equipment, and services.

2.8. Proposer agrees to perform contracted services in a professional and competent manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits. Only the highest quality workmanship will be acceptable. Services, equipment, and workmanship not conforming to the intent of Agreement or meeting the approval of the City may be rejected. Replacements and/or rework, as required, will be accomplished on a timely basis at no additional cost to the City.

2.9. For the purposes of this Request for Proposal, the "Proposer" shall mean proposers, contractors, consultants,

respondents, organizations, firms, or other persons submitting a response to this Request for Proposal. The “Successful Proposer” means the qualified responsible and responsive Proposer and Proposer to whom the City makes an award. The term “City” means the City of Lighthouse Point, a municipal corporation of the State of Florida.

2.10. This Request for Proposal (RFP) provides guidelines for the submission of qualifications in response to the City’s solicitation for firms and individuals to provide minor renovations of City Buildings.

2.11. Selected Proposer shall perform these services and provide all required reports, when applicable, in accordance with established Federal and State guidelines to assure that the City shall have the means to be reimbursed for all eligible expenses with funding from the State of Florida Public Library Construction Grant. Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms are encouraged to submit proposals.

2.12. The City of Lighthouse Point anticipates entering into a contract with the Proposer who submits the qualifications judged by the City to be most advantageous to the City. The City anticipates awarding a single contract to the Proposer chosen, but reserves the right to award in any fashion it, in its sole determination, decides is in its best interest. The Proposer understands that this RFP does not constitute an agreement or a contract with the City. An official contract or agreement is not binding until the submission is reviewed and accepted by the City Commission and executed by all parties.

2.13. The City wants an experienced public library furniture and shelving Proposer that takes extreme pride in their work.

SECTION 3. SCOPE OF SERVICES

3.1. The City of Lighthouse Point is interested in obtaining proposals for the services of an experienced public library furniture, shelving, and book moving proposer specializing in shifting collections. The Proposer is required to obtain all required permits, if any. The selected firm(s) will supply the exact items listed in the Schedule of Equipment including all labor, materials, equipment, as well as debris removal and disposal. To allow for the maximum value to residents, the Library Renovation Project will reuse some existing items while purchasing selected new items. For example, over 900 existing individual steel shelves will be reused in this project, while the end panels and steel frames that support the individual shelves will be purchased new. The existing steel shelves will ONLY work with the new steel frames listed on the equipment schedule. Additionally, the book move, removal of old shelving frames and installation of new shelving frames must be phased and timed with carpet installers, painters, and contractors. **A list of equipment, labor, and services are set forth in Attachment A Proposal Form Schedule of Equipment.**

3.2. Proposer represents to City with full knowledge that City is relying upon these representations when entering into this Agreement, that PROPOSER has the professional expertise, experience, supplies, equipment, vehicles, and manpower to perform the Work requested. Successful Proposer shall bear all costs associated with the Work.

3.3. Successful Proposer shall be responsible for repairs or replacements of property damaged by the Successful Proposer during the performance of Work. Replacement and/or repairs of damaged property will be at PROPOSER’S expense and must meet the satisfaction of the CITY. Furnishings in the work area must be protected.

3.4. Upon mutual agreement by CITY and PROPOSER, additional work may be added to the scope of work services based upon the unit pricing set for in. Additional work listed in Attachment A is not a factor of award.

SECTION 4. INSURANCE REQUIREMENTS

Proposer will have the proper insurance coverage and documents for this type of project, which will include:

4.1. Comprehensive General or Commercial Liability: Proposer shall provide Comprehensive General or Commercial Liability Insurance, including the City of Lighthouse Point, as an additional insured, with minimum limits of One Million Dollars (\$1,000,000) per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability. Proposer shall provide Two Million Dollar (\$2,000,000) annual aggregate Comprehensive General Liability coverage. City shall be named as an additional insured. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements, as filed by the Insurance Services Office.

4.2. Worker's Compensation: Proposer shall comply with statutory obligations imposed by Worker's Compensation or Occupational Disease Laws, including, where applicable, the United States Longshoremen's and Harbor Worker's Act, the Federal Employer's Liability Act and the Homes Act. Employer's Liability Insurance shall be provided with a minimum of One Million Dollars (\$1,000,000) limit, and One Hundred Thousand Dollars (\$100,000) per accident. Proposer agrees to be responsible for the employment, conduct and control of its employees and for any injury sustained by such employees in the course of their employment. Proposer shall provide Worker's Compensation and Employer's Liability Insurance for the benefit of Proposer's work force in accordance with State Statutes.

4.3. Business Automobile Liability: Proposer shall provide Business Automobile Liability with minimum limits of One Million Dollars (\$1,000,000) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. The City shall be named as an additional insured in respect to this Agreement. Certificates evidencing the required limits will be provided to the City annually on the anniversary date of the Agreement. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office.

SECTION 5. SELECTION PROCESS

The Selection Committee will evaluate the proposals, written qualifications, references, technical information, and proposer information provided by Firms, as contained in their submittals. Each Firm should submit documents that provide evidence of capability and willingness to provide the services required for the Committee's review. The score shall be determined by the Committee at a meeting, portions of which that involve presentations by Firms or question and answer sessions involving Firms are exempt from Florida's public meeting requirements pursuant to Section 286.0113, Florida Statutes. Certain information that is exempt from public records pursuant to Section 119.071(1)(c), Florida Statutes, may not be disclosed during such meeting. The Selection Committee will review Proposals and select the most responsive and responsible lowest bidder. Award of the Agreement shall be made to the Firm who, in the sole discretion and determination of the City Commission, would best satisfy the City's needs.

Scoring Criteria

Scoring Criteria	Points
Experience of installing public library furniture and shelving within the last 5 years and experience coordinating phased and time moves of public library collections in active construction environment, and minimum of three references	25
Price	75
Maximum Points	100

SECTION 6. PROPOSAL PACKAGE

Each Proposer is required to complete and submit the following information with their proposal:

- A. Proposal Form
- B. Summary of Qualifications for the Proposer and/or subcontractors and for the individual principals to be assigned to complete the Work, including any certification for the tasks to be performed.
- C. Drug-Free Workplace Certification of Compliance.
- D. Non-Collusion Affidavit.
- E. Scrutinized Proposer Certification, pursuant to Florida State Statute 287.135.
- F. E-Verify Form, pursuant to Florida Statute 448.095.
- G. No Federal Appropriated Funds Requirement.
- H. Affidavit of Compliance with Foreign Entity Laws, Section 287.138, F.S.
- I. Documentation from State of Florida Division of Corporations confirming the Proposer authorized to do business in the State of Florida.
- J. Additional information such as qualifications, references, technical information, and proposer information, etc.

ATTACHMENT A

Library Renovation Project RFP No. 2024-002

PROPOSAL FORM

Proposal of

(Proposer Name)

(Address, City, State, Zip, Phone Number)

TO: City of Lighthouse Point
Attention: City Clerk's Office
2200 N.E. 38th Street
Lighthouse Point, FL 33064

The undersigned, as Proposer, hereby declares that the Proposal is made without connection or arrangement with any other person, proposer, or parties making Proposals and that the Proposal is in all respects fair and made in good faith without collusion and fraud.

The Proposer further declares that he has examined the Request for Proposal and understands the equipment and materials that are desired, that he has made sufficient investigations to fully satisfy himself that such labor, material, and equipment are available, and he assumes full responsibility therefore; that he has examined the specifications for the request and from their own experience or from professional advice that the specifications are sufficient for the labor, equipment and materials to be provided, and has the Request for Proposal, Public Entity Crime Form, and they have read all addenda prior to the opening of Proposals, and they have satisfied themselves fully, relative to all matters and conditions with respect to the request to which this proposal pertains.

The Proposer proposes and agrees, if this Proposal is accepted, to provide the product no later than thirty (30) days of the award of the bid.

Proposer: _____

Address: _____

Name: _____

Title: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

PROPOSAL FORM: SCHEDULE OF EQUIPMENT**CITY OF LIGHTHOUSE POINT****Library Renovation Project RFP No. 2024-002****PROPOSER MUST BID ON ALL ITEMS**

Manufacturers: HM= Herman Miller, INT = Integra, JC=Jasper Chairs, KG = Kingsley, LBS= Library Bureau Steel, MT = Media Technologies.

QTY	MFG	Part Number	Cost	Description
Public Areas Existing Library				
07	MT	CX26-C3030-FT-29-4C		Cesar Square Table, 30"W x 30"D x 29"H Flip Top - 4 casters
01	MT	CT20-C2436-FT-29-4C		Cesar Rectangle Table, 24"D x 36"L x 29"H Flip Top - 4 casters
01	MT	CT20-C2472-FT-29-4C		Cesar Rectangle Table, 24"D x 72"L x 29"H, Flip Top - 4 casters
01	MT	CT26-C3048-FT-36-4C		Cesar Rectangle Table, 30"D x 48"L x 36"H, Flip Top - 4 casters
01	MT	CT26-C3060-FT-36-4C		Cesar Rectangle Table, 30"D x 60"L x 36"H, Flip Top - 4 casters
02	MT	Mod-9624-K-Acrylic		Modified Kirby Computer Table 96"W x 24"D. 2-person stations. Grommet each surface with wire mgmt.
				20"H 3 panel acrylic surround. Center panel each position. Wire mgmt. underneath. 18-20"H 3-sided acrylic surround.
04	MT	AWM48		Wire Management Channel, PVC, 2.5"W x 1.5"H x 48"L
04	MT	A20G		Grommet, Round, 50mm, Black, Installed
01	MT	FTDT-36-5C		Ottable 36"Dia. With 1"T Lam. Top, 3MM PVC edge. 5 Casters. (Gr3)
03	MT	FRM-C68F1520		Forum Work Table, Oval, 20" x 15" x 26"H
03	MT	3C-F0048-45-MOB		Cake Display - HPL Platform Mobile Display 28" Dia. X 45.5"H. Concealed casters.
Programming Room (Current Youth Room)				
01	MT	Lot Semi-Custom Cabinets		30' Overall. Base 24"D x 36"H x 36"W w/solid doors. <u>Uppers 15"D x 42"H x 36"W</u>
				With glass doors. Center Media Cabinet with space for artificial fireplace and TV/Smart White Board above. See drawings. Manufacturer details and price for the artificial fireplace must be broken out from the cabinet price for Friends of the Library funding.
03	MT	CS3636-24-MB-TT-HPN		Rubix Mobile Storage, HPL. 36"H x 24"D x 36"w Cupboard Storage
01	MT	JN3L-C3060L-29		Jane Mobile Desk 30x60 w/ filing pedestal. Grommet. Mod Panel w / wire mgmt.

			Staff Office (Current Lab)	
03	MT	STD-C2454L-BBF-29		Shelby Mobile Desk 24"D x 54"D x 29"H, BBF Pedestal - HPL. Modesty panel
03	MT	CS3672-24-MB-TT-HPN		Rubix Mobile Cupboard Storage Cab 36"W x 24"D x 72"H
			New Operations Center (Current Directors Office)	
01	KG	SKU108951		KwikDrop Thruwall 2 piece construction. Stainless. ADA Compliant with correct install
01	KG	ERCART30		EasyRoller carts with large 6" casters
04	MT	BCSD-362436-LLHPNB		Base Cupboard Storage with Drawer 36"H x 36"W x 24"D, HPL
01	MT	CS3672-24-MB-TT-HPN		Shelby Mobile Desk 24"D x 54"D x 29"H, BBF Pedestal - HPL. Modesty panel
			Community Room	
06	MT	VT-C2460-29-4C		Vector @4" x 60" Training table, HPL PVC edge. 4 Casters
			Main Center Area End Panels*	
09	MT	IONA-8426EP		Nominal 78"x25" Custom Oak veneer end panel - Designer style
09	MT	21-8426EP		Nominal 78"x25" Bookmark Oak veneer end panel
04	MT	21-7813EP		Nominal 78x13 Bookmark Oak veneer end panel
02	MT	21-4213EP		Nominal 32x13 Bookmark Oak veneer end panel
01	MT	CT7213		Nominal 72" x 13" laminate countertop with 1/4 wood edgeband
01	MT	CT10813		Nominal 108" x 13" laminate countertop with 1/4 wood edgeband
			A-Frame Display Shelving End Panels	
06	MT	21-6632		Nominal 76x32 Special Display Oak veneer end panel - Pyramid shape
			Teen Room End Panels / Counter Tops	
02	MT	21-4813EP		Nominal 48"x13 Custom laminate 'Wavy' 2 color EP with PVC edge
04	MT	21-6612		Nominal 66 x 11 Custom laminate 'Wavy' 2 color EP with PVC edge
01	MT	CT14413		Nominal 144" x 13" laminate countertop with 1/4 wood edgeband

			Seating	
14	JC	7127UBS-ST		Jasper Lark West Chair, wood, stackable, grade 300 Fabric, seat and back.
20	HM	HMC742420		Herman Miller Caper Chair, stackable, molded seat, with wheels and arms.
04	INT	TU-1-D-P-HGTB2-RPH		Integra Tria Chair, Upholstered, Hide & Go Caster System. Pull handle. Grade P Fabric
			Special "A" Frame	
12	LBS	LBS- 46033-2		Weld Frame w/o Bracket 66"H 36"W
12	LBS	LBS- 66		Back Panel 66x36
06	LBS	LBS- 32CASTERKIT		32" Caster Kit - Fits All Unit Types - Field Assembled
06	LBS	LBS- 45979A		Hardware Package (to Attach Frames)
60	LBS	LBS- 1209		Flat Shelf with Brackets 09" Actual 10"x36"
			Teen Room Components	
01	LBS	LBS- 931709-2		Starter SF welded frame 48x36x10/10
03	LBS	LBS- 941709-2		Adder SF welded frame 48x36x10/10
04	LBS	LBS- 46620-2W		Sloped Base Shelf 09" Nominal 9x36 With Wood Fascia
05	LBS	LBS- 101-1		SF Gusset Support 8" Fits 7" Actual
05	LBS	LBS- 1501		Support mounting angle for Wood Top (Pairs)
20	LBS	LBS- 1350NEW		Plate Book Support 9" high - with Cork Bottom
07	LBS	LBS- 46033-2		Weld Frame w/o Bracket 66"H 36"W
09	LBS	LBS- 46174-2U		SF Base Bracket 10"D Universal L/R Actual 11 1/4"
07	LBS	LBS- 46620-2W		Sloped Base Shelf 09" Nominal 9x36 for Wood Fascia
38	LBS	LBS- 1350NEW		Plate Book Support 9" high - with Cork Bottom
			Main Stack Center Area Components	
55	LBS	LBS- 46033-5		Weld Frame w/o Bracket 78"H 36"W
64	LBS	LBS- 46173-3OLD		DF Base Bracket 24" D Actual 24 1/2" Old Style
110	LBS	LBS- 46620-3W		Sloped Base Shelf 10" Nominal 10x36 With Wood Fascia
770	LBS	LBS- 1350NEW		Plate Book Support 9" high - with Cork Bottom

			Main Area West Wall Components	
09	LBS	LBS- 46033-5		Weld Frame w/o Bracket 78"H 36"W
10	LBS	LBS- 46174-3U		SF Base Bracket 12"D Universal L/R Actual 13 1/4"
09	LBS	LBS- 46620-3W		Sloped Base Shelf 10" Nominal 10x36 With Wood Fascia
63	LBS	LBS- 1350NEW		Plate Book Support 9" high - with Cork Bottom
05	LBS	LBS- 46033-1M		Weld Frame w/o Bracket 42"H 36"W Mod to 30" H
07	LBS	LBS- 46174-3U		SF Base Bracket 12"D Universal L/R Actual 13 1/4"
05	LBS	LBS- 46620-3W		Sloped Base Shelf 10" Nominal 10x36 For Wood Fascia
10	LBS	LBS- 1350NEW		Plate Book Support 9" high - with Cork Bottom
02	LBS	LBS- 931710		Starter SF welded frame 78x36x11 (Frame-Base Only)
05	LBS	LBS- 941710		Adder SF welded frame 78x36x11 (Frame-Base Only)
09	LBS	LBS- 46620-3W		Sloped Base Shelf 10" Nominal 10x36 For Wood Fascia
05	LBS	LBS- 1209		Flat Shelf with Brackets 09" Actual 10"x36"
15	LBS	LBS- 1350NEW		Plate Book Support 9" high - with Cork Bottom
24	LBS	LBS- 3506-7		Paperback Shelf/Bkts. W/6 Dividers 6x36

Total price for all equipment and furniture listed above.	\$
10% equipment and furniture only contingency for any unforeseen availability issues or manufacturing delays.	\$
Total price for all labor to complete project, including: procurement, design, freight, handling, installation, disposal of old equipment, and packing materials, and a coordinated phased move of approximately 27,000 adult and teen materials (books, DVDs, books on CD) while contractors painting and laying new carpet, and providing single point of contact and coordination between vendors and contractors.	\$
	\$
Total price for the full turn-key project	
PRICING FOR POSSIBLE ADDITIONS TO THE SCOPE OF PROJECT	
Total price for a phased book moves of approximately 13,000 materials (books) from old kids room to new youth wing through construction zone. Possible separate funding source.	\$
Total price for electric fire place and installation. Funding source Friends of the Library.	\$

Unbalanced bids may be rejected at the sole option of The City.

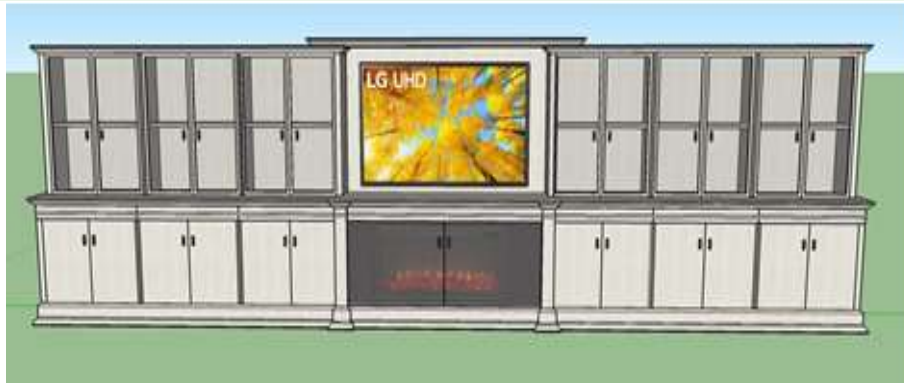
* **Main Center Area End Panels:** Mediatechnologies Iona Style Modified End Panels: End panels consist of a 3/4" thick panel of engineered wood construction with select oak veneer faces encased with 1/2" thick x 3" solid wood stiles and top rails and a 1/2" thick x 5" rail at the base. Stile and rail to unitized by glued and pocket screwing on rear side to ensure hardwood does not open up over time. Hardwood frame glued to substrate. A decorative ornamental trim to be miter cut and glued inside of stile and rail frame. Exterior edges to be banded

with 3mm wood and glued, sanded and radiused with 1/8" bit to create a continuous form. Unit to be finished with pre-catalyzed lacquer with stain based below, then seal, and topcoat layers. Modified to not include solid wood tapered top rail/cap.

Note two: Total labor price must be broken out and include turnkey library collection phased book move and installation of all shelving including new and existing shelving components, per this equipment schedule, to include: Procurement of all items above. All freight, handling of new items to Lighthouse Point Library. Installation, materials, and labor required to complete the project. Being single point of contact between vendors and City contractors including paint and carpet installation.

Concept drawings for programming room semi-custom cabinets (listed in schedule of equipment).

Photo of wall where semi-custom cabinets will be installed.



**ATTACHMENT B
SUMMARY OF QUALIFICATIONS**

Number of years your proposer has been in business as a licensed public library furniture proposer: _____

References from past five (5) years from three or more similar public library projects, locations, and dates of completion:

Project	Location	Date Completed	Contact Name/Phone #
---------	----------	----------------	----------------------

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

A list of Florida public libraries the proposer has provided shelving, furnishing, and collection moving services to in the past five years.

Attached: Yes No

NOTE: ADDITIONAL INFORMATION ON QUALIFICATIONS AND REFERENCES MAY BE INCLUDED IN THE PROPOSAL.

Has this proposer ever failed to complete work awarded to it? _____. If yes, where, when and why?

Will this proposer be using subcontract labor? _____. If yes, name of primary subcontractor.

Subcontractors' list of similar projects, locations, and dates of completion:

Project	Location	Date Completed	Contact Name/Phone #
---------	----------	----------------	----------------------

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

Does this proposer own the equipment needed to perform this work? _____

Will this proposer need to rent additional equipment? _____

Will this proposer follow federal funding requirements identified in 2 CFR Chapter 2, Part 200 et al?

Is proposer FDOT certified to work in the public right of way? _____

Provide Written Description Qualifications of Proposer, if applicable:

License # _____ Expiration Date: _____

Attached Proposer Brochure or Fact Sheet (if available).

Insurance limits:

- A. Workmen's Compensation -
limit per accident \$ _____
- B. Comprehensive General Liability -
limit per occurrence \$ _____
- C. Business and Automotive liability-
limit per occurrence \$ _____
- D. Other: \$ _____

(Proposer will be required to furnish documentation if awarded the contract)

Is this proposer a subsidiary? _____

If yes, name of Parent proposer. _____

Names of principals or officers:

Name

Title

Name

Title

Names of principals or officers of Parent Proposer, if any:

Name

Title

Names of principals or officers of Primary Subcontractor, if any:

Name

Title

PROPOSER: _____

ADDRESS: _____

Phone Number: _____ Fax Number: _____

BY: _____
Signature

Printed Name, Title

ATTACHMENT C

DRUG-FREE WORKPLACE CERTIFICATION OF COMPLIANCE

The undersigned vendor (firm) in accordance with Chapter 287.087, Florida Statutes, hereby certifies that _____ does:

(Name of Proposer)

1. Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specify 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 penalties that may be imposed upon employees for drug abuse violations.
 3. Give each employee engaged in providing the contractual services that are under bid a copy of the statement specified in subsection (1).
 4. Notify the employee that in accordance with the statement specified in subsection (1), as a condition of working on the contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (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.

Signature

Print Name

Title _____

Date _____

STATE OF FLORIDA)
COUNTY OF _____)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared _____ as _____, of _____, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing Agreement as the proper official of _____ for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation. He/She is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 2024.

NOTARY SEAL

Signature of Notary Public

My Commission Expires:

Printed Name of Notary Public

NON-COLLUSION AFFIDAVIT

1. He/She is _____ of _____ the Proposer that has submitted the attached Proposal;
2. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Agreement for which the attached Proposal has been submitted, or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached RFP, or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal or the response of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lighthouse Point, Florida or any person interested in the proposed Agreement; and
5. The cost Proposals in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Print Name

Date

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 2024.

Signature of Notary Public

Printed Name of Notary Public

ATTACHMENT E

CERTIFICATION PURSUANT TO FLORIDA STATUTE 287.135

I, _____, on behalf of _____,
Print Name and Title Proposer Name

Certify that _____ does not:
Proposer Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Proposers that Boycott Israel List; and
3. Is not on the Scrutinized Proposers with Activities in Sudan List; and
4. Is not on the Scrutinized Proposers with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Proposer of the City's determination concerning the false certification. The Proposer shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Proposer does not demonstrate that the City's determination of false certification was made in error, then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with proposers for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the proposer is on the Scrutinized Proposers that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and 2) Contracting with proposers for goods or services over \$1,000,000.00 that are on either the Scrutinized Proposers with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Proposer, I hereby certify that the proposer identified above in the section entitled "Proposer Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Proposers that Boycott Israel List, is not listed on either the Scrutinized Proposers with Activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the proposer to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the proposer is found to have submitted a false certification or has been placed on the Scrutinized Proposers with Activities in Sudan List or the Scrutinized Proposers with Activities in the Iran Petroleum Energy Sector List.

Proposer Name

Signature

Print Name

Title

ATTACHMENT F

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Project Name: Library Renovation Project

Project No.: RFP 2024-002

1. Definitions:

“*Proposer*” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Proposer” includes, but is not limited to, a vendor or contractor.

“*Subcontractor*” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

“E-Verify system” means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

Effective January 1, 2021, Proposers, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Proposer shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

All persons employed by a Proposer to perform employment duties within Florida during the term of the contract; and

All persons (including subvendors/subContractors/subcontractors) assigned by Proposer to perform work pursuant to the contract with the City of Lighthouse Point. The Proposer acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Lighthouse Point; and

Should vendor become the successful Proposer awarded for the above-named project, by entering into the contract, the Proposer shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Proposer shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Proposer shall maintain a copy of such affidavit for the duration of the contract.

2. Contract Termination

a) If the City has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09 (1) Fla. Stat., the contract shall be terminated.

b) If the City has a good faith belief that a subcontractor knowingly violated s. 448.095 (2), but the Proposer otherwise complied with s. 448.095 (2) Fla. Stat., shall promptly notify the Proposer and order the Proposer to immediately terminate the contract with the subcontractor.

c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.

d) Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination.

e) If the contract is terminated for a violation of the statute by the Proposer, the Proposer may not be awarded a public contract for a period of 1 year after the date of termination.

Proposer Name:
Authorized Signature:

Print Name:
Title
Date:
Phone:

STATE OF _____)

_____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this
 ____ day of _____, 2024, by _____ on behalf of _____.

He/she is personally known to me or has produced _____ as identification.

 NOTARY PUBLIC

 (Name of Notary Typed, Printed or Stamped)

ATTACHMENT G

NO FEDERAL APPROPRIATED FUNDS REQUIREMENT

The undersigned [Proposer] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Proposer certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Proposer's Authorized Official

ATTACHMENT H

AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS,
SECTION 287.138, F.S.

STATE OF FLORIDA

COUNTY OF _____

BEFORE ME, the undersigned authority, _____, personally appeared and does hereby attest under penalty of perjury the following:

- A. Affiant is the _____ (title) of _____ (name of entity), and is authorized to bind _____ (name of entity) and enter into this affidavit.
- B. _____ (name of entity) is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
- C. The government of a foreign country of concern does not have a controlling interest in _____ (name of entity). (Source: § 287.138(2)(b), Florida Statutes)
- D. _____ (name of entity) is not organized under the laws of or has its principal place of business in a foreign country of concern, as defined in Section 287.138(1)(c), Florida Statutes.

VERIFICATION

Under penalties of perjury, I declare that I have read the foregoing Affidavit, and the facts stated in it are true on _____ day of _____, 2024.

Signature

Printed Name

SWORN TO (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this _____ day of _____ 2024, by _____ in his/her capacity as _____ of _____ (name of entity).

NOTARY PUBLIC

_____ Personally Known OR
_____ Produced Identification

Type of Identification Produced