

**RESOLUTION NO. 2026-03**

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA) APPROVING AND AUTHORIZING THE AUTHORIZED OFFICIALS TO EXECUTE AN AGREEMENT WITH CJ CONTRACTING, LLC TO PROVIDE PROFESSIONAL ROOF MAINTENANCE AND REPAIR SERVICES THROUGH MAY 16, 2027, PIGGYBACKING THE TERMS AND CONDITIONS OF THE CRA'S AGREEMENT WITH THE CITY OF DELRAY BEACH'S ROOF MAINTENANCE AND REPAIR AGREEMENT, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ANY RELATED DOCUMENTS; A COPY OF THE AGREEMENT IS ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board deems it to be in the best interests of the Delray Beach CRA to approve the Agreement with CJ Contracting, LLC, to provide professional roof maintenance and repair services through May 16, 2027, piggybacking the terms and conditions of the CRA's Agreement with the City of Delray Beach's Roof Maintenance and Repair agreement, and authorizes the Executive Director to execute any related documents; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AS FOLLOWS:**

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby incorporated herein.

Section 2. The Board of Commissioners of the Delray Beach Community Redevelopment Agency hereby approves and authorizes the authorized officials to execute an Agreement with CJ Contracting, LLC, to provide professional roof maintenance and repair services through May 16, 2027, piggybacking the terms and conditions of the CRA's Agreement with the City of Delray Beach's Roof Maintenance and Repair Agreement, and authorizing the Executive Director to execute any related documents. A copy of the City's Agreement is attached hereto as Exhibit "A," and a copy of the CRA Agreement piggybacking the City's Agreement is attached hereto as Exhibit "B."

Section 3. All resolutions inconsistent or in conflict herewith shall be and are hereby repealed insofar as there is conflict or inconsistency.

Section 4. If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction then said holding shall in no way affect the validity of the remaining portions of this Resolution.

Section 5. This resolution shall become effective upon its passage and adoption by the City of Delray Beach Community Redevelopment Agency Board of Commissioners.

**PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF DELRAY BEACH  
COMMUNITY REDEVELOPMENT AGENCY ON THE \_\_\_\_ DAY OF April, 2026.**

DELRAY BEACH COMMUNITY  
REDEVELOPMENT AGENCY

BY: \_\_\_\_\_  
Juli Casale, CHAIR

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, EXECUTIVE DIRECTOR

EXHIBIT “A” TO RESOLUTION 2026-03  
CITY AGREEMENT

## AGREEMENT

**THIS AGREEMENT** is made by and between the City of Delray Beach, a Florida municipal corporation (hereinafter referred to as "City"), whose address is 100 NW 1<sup>st</sup> Avenue, Delray Beach, Florida 33444 and CJ Contracting, LLC (hereinafter referred to as "Contractor"), a Florida corporation, whose address is 11924 Forest Hill Blvd, Suite 10A-267, Wellington, Florida, 33414, this 17<sup>th</sup> day of May, 2022

**WHEREAS**, the City desires to procure roof maintenance and repair services in accordance with the City's Invitation to Bid No. 2022-021; and the Contractor's response thereto, all of which are incorporated herein by reference.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises hereafter set forth, the Contractor and the City agree as follows: herein and other good and valuable consideration of which the parties hereto acknowledge, the parties agree as follows:

### ARTICLE 1. INCORPORATION OF PROPOSALS

The terms and conditions of this Agreement shall include and incorporate the terms, conditions, and specifications set forth in the City's Invitation to Bid No. 2022-021 and the Contractor's response thereto, including all documentation required thereunder.

### ARTICLE 2. DESCRIPTION OF SCOPE OF SERVICES

The Contractor shall perform professional services similar to those identified in the scope of services accompanying the City's solicitation, which is specifically incorporated herein by reference and further detailed in Exhibit A. The exact scope/requirements may vary each year, so prior to work commencement, the Contractor shall provide a detailed proposal outlining the services to be provided.

### ARTICLE 3. COMPENSATION

The City shall pay to the Contractor, in compliance with the Fee Schedule attached hereto and incorporated herein as Exhibit B, according to the terms and specifications of the referenced solicitation.

### ARTICLE 4. MISCELLANEOUS PROVISIONS

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall be hand delivered, telecommunicated, or mailed by registered or certified mail (postage prepaid), return receipt requested, to the following addresses:

For CITY:

City of Delray Beach  
100 N.W. 1st Avenue  
Delray Beach, Florida 33444  
Attn: City Manager

For CONTRACTOR:

CJ Contracting Services, LLC  
11924 Forest Hill Blvd  
Suite 10A-267  
Wellington, Florida, 33414  
Attn: Carl Fleury, Manager  
Cjcontracting9@aol.com

b. Headings. The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

c. Effective Date. The effective date of this Agreement shall be as of the date it has been executed by both the parties hereto.

#### ARTICLE 5. CONTRACT TERM

The term of this Agreement shall be three years and may be renewed for two additional one-year periods, unless terminated earlier in accordance with terms set forth in the solicitation.

#### ARTICLE 6. E-VERIFY REQUIREMENTS

By entering into this Agreement Contractor acknowledges its obligation to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Contractor affirms and represents it is registered with the E-Verify system, utilizing same, and will continue to utilize same as required by law. Compliance with this section includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Failure to comply with this section will result in the termination of this Agreement, or if your subcontractor knowingly violates the statute, the subcontract must be terminated immediately. 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. If terminated for a violation of the statute by Contractor, the Contractor may be prohibited from conducting future business with the City or awarded a solicitation or contract for a period of 1 year after the date of termination. All costs incurred to initiate and sustain the aforementioned programs shall be the responsibility of the Contractor.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the City and the Contractor executed this Agreement as of the day and year first above written.

ATTEST:

Katerri Johnson  
Katerri Johnson, City Clerk

CITY OF DELRAY BEACH  
By: Shelly Petrolia  
Shelly Petrolia, Mayor

Approved as to form and legal sufficiency:

Lynn Gelin  
Lynn Gelin, City Attorney

CJ CONTRACTING, LLC  
By: Carl Fleury  
Print Name: Carl Fleury  
Title: President

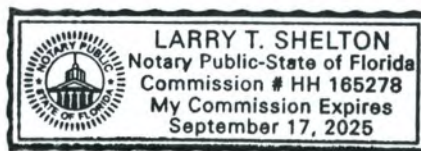
(SEAL)

STATE OF FL  
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 6th day of MAY, 2022 by Carl Fleury (name of person), as owner (type of authority) for CJ Contracting, LLC (name of party on behalf of whom instrument was executed).

Personally known  OR Produced Identification  
Type of Identification Produced \_\_\_\_\_

Larry T. Shelton  
Notary Public – State of FL



## CJ Contracting, LLC

Bid Contact **Carl Fleury**  
**cjcontracting9@aol.com**  
**Ph 561-662-4514**

Address **11924 Forest Hill Blvd**  
**Ste. 10A-267**  
**Wellington, FL 33414**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
ITB 2022-021-01-01	GROUP 1 - Foreman/Supervisor	<b>Supplier Product Code:</b>	<b>First Offer - \$64.00</b>	75 / hour	<b>\$4,800.00</b> Y
ITB 2022-021-01-02	GROUP 1 Roofing Carpenter	<b>Supplier Product Code:</b>	<b>First Offer - \$29.00</b>	300 / hour	<b>\$8,700.00</b> Y
ITB 2022-021-01-03	GROUP 1 Roofing Laborer	<b>Supplier Product Code:</b>	<b>First Offer - \$17.00</b>	300 / hour	<b>\$5,100.00</b> Y
ITB 2022-021-01-04	GROUP 1 Apprentice	<b>Supplier Product Code:</b>	<b>First Offer - \$13.00</b>	75 / hour	<b>\$975.00</b> Y

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
ITB 2022-021-02-01	GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Foreman/Supervisor	<b>Supplier Product Code:</b>	<b>First Offer - \$96.00</b>	15 / hour	<b>\$1,440.00</b> Y
ITB 2022-021-02-02	GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Carpenter	<b>Supplier Product Code:</b>	<b>First Offer - \$43.50</b>	75 / hour	<b>\$3,262.50</b> Y
ITB 2022-021-02-03	GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Laborer	<b>Supplier Product Code:</b>	<b>First Offer - \$25.50</b>	75 / hour	<b>\$1,912.50</b> Y
ITB 2022-021-02-04	GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Apprentice	<b>Supplier Product Code:</b>	<b>First Offer - \$15.00</b>	10 / hour	<b>\$150.00</b> Y

Lot Total **\$6,765.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
ITB 2022-021-03-01	GROUP 3 Materials and Mark-Up: Materials and Mark-Up	<b>Supplier Product Code:</b>	<b>First Offer - \$324,000.00</b>	1 / lot	<b>\$324,000.00</b> Y

Lot Total **\$324,000.00**

Supplier Total **\$350,340.00**

**CJ Contracting, LLC**

Item: **GROUP 1 - Foreman/Supervisor**

**Attachments**

CJ Contractings Completed Bid ITB 2022-021 - Roof Maintenance and Repair 3.23.22.pdf

CJ Contractings Completed Bid ITB 2022-021 - Roof Maintenance and Repair- Pricing Schedule 3.23.22.pdf

**SECTION 13  
SOLICITATION SUMMARY**

**The City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444**

**PURCHASING DEPARTMENT**

**SOLICITATION SUMMARY**

**IMPORTANT NOTICE**

The information you provide on this page will be read aloud at the PUBLIC OPENING for this Solicitation. It is VERY IMPORTANT that the summary information you provide below is exactly the same information contained in your Bid. If subsequent to the opening of Bids, the City determines that the information contained in the electronic version of your Bid is different from the information on this Solicitation Summary, the City reserves the right to deem your Bid NON-RESPONSIVE, and remove your Bid from further evaluation and consideration for contract award.

**BID INFORMATION**

Bid Number: ITB No. 2022-021  
Title: Roof Maintenance & Repair Services

Due Date and Time: **March 16, 2022 @ 2:00PM EST**

Name of Bidder: CJ Contracting, LLC

Address: 11420 Fortune Circle, Ste i-37 Wellington, FL. 33414

Contact Person: Carl Fleury

Bid Amount: \$ 350,340.00

Authorized Signature: Fleury

Date: 3/15/22

By signing and submitting this Solicitation Summary, the Bidder affirms that the information provided above is an exact and correct summary of the information contained in the electronic version of the Bidder's Bid to the City of Delray Beach.

**THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ORIGINAL HARDCOPY IN THE SEALED PACKAGE CONTAINING YOUR BID THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ELECTRONIC COPY IN THE SEALED PACKAGE CONTAINING YOUR BID OR SIGNED AND INCLUDED WITH YOUR SECURE ELECTRONIC BID SUBMITTAL THROUGH [WWW.BIDSYNC.COM](http://WWW.BIDSYNC.COM).**

**SECTION 3  
BID SUBMITTAL**

This Page and all following pages comprise your original Bid Submittal package. Solicitation forms should be submitted via paper if submitting a hard copy bid, or via web forms available on [www.bidsync.com](http://www.bidsync.com) if submitting an electronic bid. Web forms require Bidders to use their [www.bidsync.com](http://www.bidsync.com) password to submit, which serves as a signature from Bidder.

Please also attach any additional information or documentation requested in this Invitation to Bid. There is no need to include the preceding Sections 1, 2, and 3 in your Bid Submittal package.

**INSTRUCTIONS**

Sealed Bids must be received on or before the due date and time (local time) via electronic submission at [www.bidsync.com](http://www.bidsync.com) All Bids will be publicly opened.

If the Solicitation Summary is not included in the electronic submission, the City may deem the Bid non-responsive. Bids must contain all information required to be included in the submittal, as described in this Solicitation.

Invitation to Bid No.: 2022-21

Invitation to Bid Title: Roof Maintenance & Repair Services

Due Date and Time: March 16, 2022 @ 2:00PM EST

CJ Contracting, LLC  
Name of Bidder (print or type)

END OF SECTION 3

**SECTION 4  
PRICING SCHEDULE**

Bids will be accepted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Deadline for Submission as indicated in this ITB. The Due Date and Time for submission of Bids is **March 16, 2022**, at 2:00 p.m. local time. The City will only accept electronic bids for this ITB. At that time, the Bids will be publicly opened and read aloud virtually thru Microsoft Teams. Late Bids will not be accepted.

**4.1 PRICES AND RATES**

The Bidder shall indicate in the spaces provided the firm and fixed prices and rates offered to the City for all of the goods and/or services described below in Groups 1, 2 and 3.

<b>GROUP 1 - Business hours of 7:30 a.m. through 4:30 p.m.</b>				
Item	Labor Type	Total Est. Annual Hours	Hourly Rate	Total Est. Annual Labor Cost (Hours x Rate)
1	Foreman/Supervisor	75	\$ 64.00	\$ 4,800.00
2	Roofing Carpenter	300	\$ 29.00	\$ 8,700.00
3	Roofing Laborer	300	\$ 17.00	\$ 5,100.00
4	Apprentice	75	\$ 13.00	\$ 975.00
<b>TOTAL GROUP 1</b>				<b>\$ 19,575.00</b>

<b>Group 2 - After hours of 4:30 p.m. through 7:30 a.m.</b>				
Item	Labor Type	Total Est. Annual Hours	Hourly Rate	Total Est. Annual Labor Cost (Hours x Rate)
1	Foreman/Supervisor	15	\$ 96.00	\$ 1,440.00
2	Roofing Carpenter	75	\$ 43.50	\$ 3,262.50
3	Roofing Laborer	75	\$ 25.50	\$ 1,912.50
4	Apprentice	10	\$ 15.00	\$ 150.00
<b>TOTAL GROUP 2</b>				<b>\$ 6,765.00</b>

<b>Group 3 - Material and Mark-Up</b>		
<b>Material Mark-Up (Not to Exceed 10%)</b>	<b>Estimated Expenditure</b>	<b>Group 3 Total</b>
1+ <u>7</u> % Mark-Up	\$ 300,000	(1 + % Mark-Up x 300,000) <b>\$ 324,000.00</b>

<b>TOTAL GROUP 1</b>	<b>\$ 19,575.00</b>
<b>TOTAL GROUP 2</b>	<b>\$ 6,765.00</b>
<b>TOTAL GROUP 3</b>	<b>\$ 324,000.00</b>
<b>GRAND TOTAL</b>	<b>\$ 350,340.00</b>

**Materials must be billed at cost. Contractor must provide the City with a copy of the invoice showing the actual cost paid for the material.**

CJ Contracting, LLC  
Name of Bidder (Print or Type)

There is no web form available for this form. Please submit pricing via [www.bidsync.com](http://www.bidsync.com) or as otherwise indicated in this solicitation.

END OF SECTION 4



Ron DeSantis, Governor

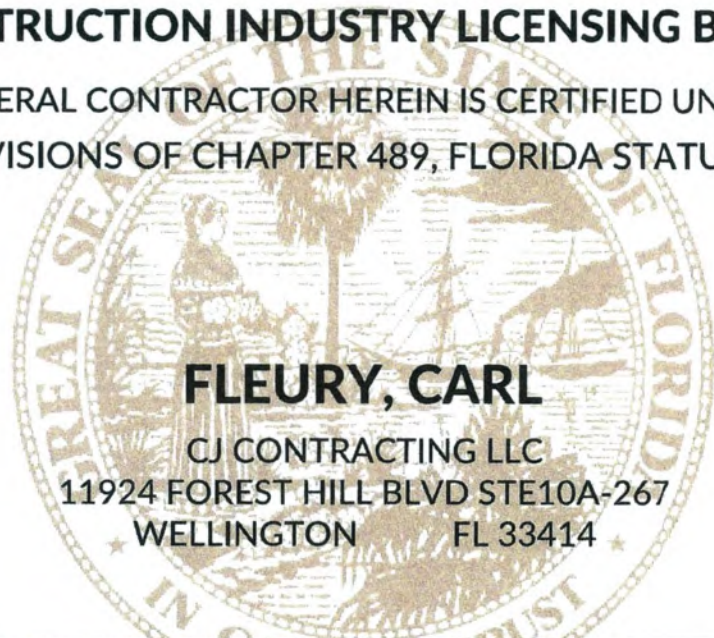
Halsey Beshears, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



**FLEURY, CARL**

CJ CONTRACTING LLC  
11924 FOREST HILL BLVD STE10A-267  
WELLINGTON FL 33414

**LICENSE NUMBER: CGC1516638**

**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



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This is your license. It is unlawful for anyone other than the licensee to use this document.



Ron DeSantis, Governor

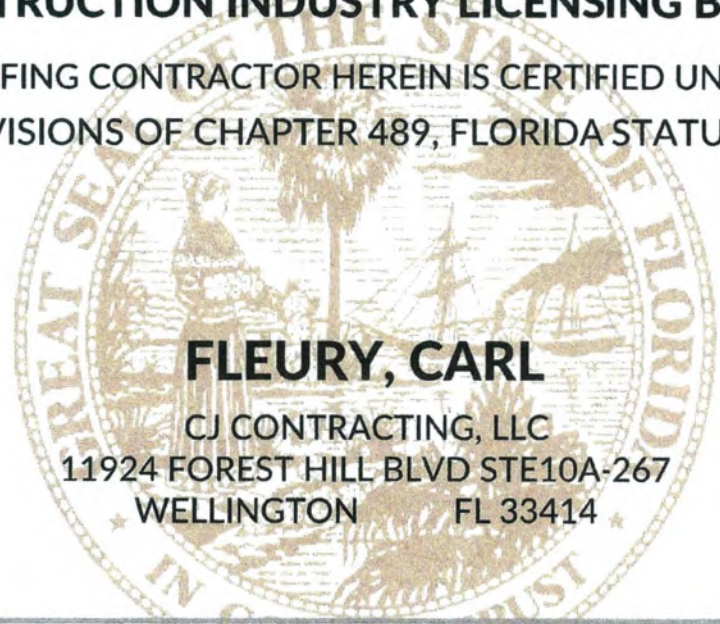
Halsey Beshears, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



**FLEURY, CARL**

CJ CONTRACTING, LLC  
11924 FOREST HILL BLVD STE10A-267  
WELLINGTON FL 33414

**LICENSE NUMBER: CCC1330396**

**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



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# *State of Florida*

## *Department of State*

I certify from the records of this office that CJ CONTRACTING, LLC is a limited liability company organized under the laws of the State of Florida, filed on November 18, 2008, effective January 1, 2009.

The document number of this limited liability company is L08000106857.

I further certify that said limited liability company has paid all fees due this office through December 31, 2022, that its most recent annual report was filed on March 15, 2022, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Fifteenth day of March, 2022*



*Ronald R. DeSantis*  
**Secretary of State**

Tracking Number: 1129078332CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**2022 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT**

DOCUMENT# L08000106857

**Entity Name:** CJ CONTRACTING, LLC

**Current Principal Place of Business:**

11924 FOREST HILL BLVD  
SUITE10A-267  
WELLINGTON, FL 33414

**Current Mailing Address:**

11924 FOREST HILL BLVD  
SUITE 10A-267  
WELLINGTON, FL 33414 US

**FEI Number: 26-3730772**

**Certificate of Status Desired:** Yes

**Name and Address of Current Registered Agent:**

FLEURY, CARL  
11924 FOREST HILL BLVD  
SUITE 10A-267  
WELLINGTON, FL 33414 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

**SIGNATURE:** \_\_\_\_\_

Electronic Signature of Registered Agent

Date

**Authorized Person(s) Detail :**

Title MGR  
Name FLEURY, CARL  
Address 11924 FOREST HILL BLVD  
SUITE 10A-267  
City-State-Zip: WELLINGTON FL 33414

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

**SIGNATURE:** CARL FLEURY

MGR

03/15/2022

Electronic Signature of Signing Authorized Person(s) Detail

Date



CJCONTR-01

MMCINTOSH

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/31/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Evergreen Insurance Agency 583 105th Ave. N Suite 2 Royal Palm Beach, FL 33411	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (561) 966-8883 <b>FAX (A/C, No):</b> (561) 964-8885 <b>E-MAIL ADDRESS:</b> info@evergreeninsurance.com														
<b>INSURED</b> CJ Contracting, LLC 11924 Forest Hill Blvd., Ste 10A Wellington, FL 33414	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> <td style="text-align: center;"><b>NAIC #</b></td> </tr> <tr> <td><b>INSURER A:</b> Western World Ins. Co.</td> <td></td> </tr> <tr> <td><b>INSURER B:</b> Progressive Insurance Company</td> <td style="text-align: center;">10193</td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	<b>INSURER A:</b> Western World Ins. Co.		<b>INSURER B:</b> Progressive Insurance Company	10193	<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER C:</b>															
<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		NPP8783885	3/31/2021	3/31/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			00548523-2	3/31/2021	3/31/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ <b>PIP</b> \$ 10,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> Y <input checked="" type="checkbox"/> N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate Holder listed as additional insured.

## CERTIFICATE HOLDER

## CANCELLATION

City of Delray Beach 100 NW1st Ave Delray Beach, FL 33444	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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The ACORD name and logo are registered marks of ACORD



**SECTION 6  
RESPONSE REQUIREMENTS**

A. Provide the following information for Five (5) clients, for whom the bidder has provided similar services which are willing and able to confirm the projects.

- I. **Entity Name**
- II. **Entity's Primary Contact for contract**
- III. **Name**
- IV. **Title**
- V. **Phone Number**
- VI. **Email Address**
- VII. **Project Term (Start/End Date)**
- VIII. **Types and Amount of Work Self-performed**
- IX. **Beginning and ending contract/PO amounts**
- X. **Number of change orders or stop work notices**

END OF SECTION 6

11924 Forest Hill Blvd Ste. 10A-267 , Wellington, FL 33414 561-662-4514  
 Carl.cjcontracting@gmail.com

### References

A total of six references is being provided as per the solicitation. Below are the contacts and the associated projects.

**Name of Project Owner**  
**Current Repair and Maintenance Contract**

City of Delray Beach  
 Public Works Department  
 Building Maintenance  
 561-243-7334

For the past 5 years CJ Contracting, LLC has consistently provided excellent customer service to the City of Delray Beach , we have repaired , maintained and replaced various roof systems throughout the City . We have repaired multiple flat decks , shingle roofs , tile roofs, metal roofs , TPO just to name a few. The average yearly Purchase orders were between \$125,000.00 to \$150,000.00, no stop work notices nor change orders were received.

**Name of Project Owner**

All AC Self Storage

**Contact Name**

George Switlyk  
 gswitlyk@yahoo.com

**Location / Address of Projects**

Throughout South Florida

**Date of Projects**

Continuous

Repair and maintenance of various roof systems at different locations throughout Palm Beach County. All AC Self Storage has various locations and we maintain all their facilities, patch and repair on an as needed basis and replacement . We have used CertainTeed and Firestone. A one year warranty is provided on all repairs. No stop work notices nor change orders were received.

**Name of Project Owner**

South Florida Water Management District

**Contact name**

Tim Harper

**Contact email**

tharper@sfwmd.gov

**Location/ address of project**

21939 Griffin Rd

Ft. Lauderdale, FL

**Dates of project (start/ end)**

Started: April/2015

Ended: June/ 2015

S9A Pump Station Roof Replacement and office bldg

Roof replacement with three plies modified Bitumen system along with tapered insulation, the material that was used was from Johns Manville and a 20 year no dollar limit warranty was provided to the owner. \$159,900.00 No stop work notices nor change orders were received

**Name of Project Owner**  
**Contact name**  
Tim Harper  
**Contact email**  
tharper@sfwmd.gov  
**Location/ address of project**  
21939 Griffin Rd  
Ft. Lauderdale, FL  
**Dates of project (start/ end)**  
Started: April/2015  
Ended: June/ 2015

**Homestead Field Station Roof Replacement**

South Florida Water Management District  
Roof replacement with three plies modified Bitumen system along with tapered insulation , the material that was used was Firestone and a 20 year no dollar limit warranty was provided to the owner. The contract amount was \$135,000.00. No stop work notices nor change orders were received

**Name of Project Owner**  
**Contact name**  
Tim Harper  
**Contact email**  
tharper@sfwmd.gov  
**Location/ address of project**  
21939 Griffin Rd  
Ft. Lauderdale, FL  
**Dates of project (start/ end)**  
Started: April/2015  
Ended: June/ 2015

**S9 Pump Station (2)**

South Florida Water Management District  
Roof replacement with three plies modified Bitumen system along with tapered insulation , the material that was used was Firestone and a 20 year no dollar limit warranty was provided to the owner. No stop work notices nor change orders were received. The contract amount was \$130,500.00

**Name of Project Owner**  
**Contact name**  
Steven Lee  
**Contact email**  
lee@mydelraybeach.com  
**Location/ address of project**  
Various  
**Dates of project (start/ end)**  
Various PO through neighborhood services

Performed various Roof Replacement through the neighborhood services .Shingles and flat decks from 15K-35K

**SECTION 7  
ACKNOWLEDGEMENT OF ADDENDA**

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

**PART I:**

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

- Addendum #1, Dated 3/16/2022
- Addendum #2, Dated 3/16/2022
- Addendum #3, Dated \_\_\_\_\_
- Addendum #4, Dated \_\_\_\_\_
- Addendum #5, Dated \_\_\_\_\_
- Addendum #6, Dated \_\_\_\_\_
- Addendum #7, Dated \_\_\_\_\_
- Addendum #8, Dated \_\_\_\_\_

**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

CJ Contracting, LLC  
Firm Name

Fleury  
Signature

Carl Fleury owner  
Name and Title (Print or Type)

3/15/22  
Date

END OF SECTION 7

**Bid #ITB 2022-021 - Roof Maintenance and Repair** • RFQ 

Q & A deadline: Mar 09, 2022 2:00:00 PM EST

Print

**1 Question**  
**0 Unanswered Questions**


**1. ITB 2022-021 - Roof Maintenance and Repair**

1. Based on the current national fuel crisis will fuel surcharges be considered on service requests?
2. As this is a contract for repairs, does 1.17 Warranty Requirements still pertain or should City ask contractors for a list of manufacturers they are certified by to support warranty coverages?
3. What is the 2022 Anticipated dollar volume for this contract?
4. RFP states new installations as part of this contract. What will be the dollar threshold for new installations? - Mar 08, 2022 2:08:06 PM EST

**Answer** - Mar 09, 2022 10:31:43 AM EST

1. No, fuel charges will not be considered on service requests.
2. Yes, Section 1.17 Warranty Requirements still pertains. Section 1.17 also requires the warranty coverage be supported by the manufacturers.
3. The anticipated dollar volume for this contract is approximately \$125,000 annually.
4. No, there is no dollar threshold for new installations.

Results Per Page: 5 



3/15/22



CITY OF DELRAY BEACH  
100 N.W. 1<sup>ST</sup> AVENUE, DELRAY BEACH, FL 33444

### Solicitation Addendum

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**Addendum No.:** 1

**Solicitation No.:** 2022-021

**Project No.:** N/A

**Solicitation Title:** Roof Maintenance and Repair

**Addendum Date:** March 16, 2022

**Purchasing Contact:** Chris Snyder, [snyderc@mydelraybeach.com](mailto:snyderc@mydelraybeach.com)

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**THIS RFP IS HEREBY AMENDED AS SET FORTH HEREIN BELOW. THIS ADDENDUM NO. 1 IS HEREBY INCORPORATED IN AND MADE A PART OF RFP NO. 2022-021.**

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined and **bold** have been added. All other terms and conditions remain as stated in the RFP.

1. The solicitation submittal date is **revised** from ~~March 16, 2022~~ to **March 23, 2022** at 2:00 PM. The location remains unchanged.

---

**End of Addendum**

#### **INSTRUCTIONS:**

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the disqualification of Respondent's response



CITY OF DELRAY BEACH  
100 N.W. 1<sup>st</sup> AVENUE, DELRAY BEACH, FL 33444

### Solicitation Addendum

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**Addendum No.:** 2  
**Solicitation No.:** 2022-021  
**Project No.:** N/A  
**Solicitation Title:** Roof Maintenance and Repair  
**Addendum Date:** March 16, 2022  
**Purchasing Contact:** Chris Snyder, [snyderc@mydelraybeach.com](mailto:snyderc@mydelraybeach.com)

---

**THIS RFP IS HEREBY AMENDED AS SET FORTH HEREIN BELOW. THIS ADDENDUM NO. 2 IS HEREBY INCORPORATED IN AND MADE A PART OF RFP NO. 2022-021.**

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined and **bold** have been added. All other terms and conditions remain as stated in the RFP.

Section 4 PRICING SCHEDULE is revised as follows: Bids will be accepted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Deadline for Submission as indicated in this ITB. The Due Date and Time for submission of Bids is March ~~16~~ **23**, 2022, at 2:00 p.m. local time. The City will only accept electronic bids for this ITB. ~~At that time, the Bids will be publicly opened and read aloud virtually thru Microsoft Teams.~~ Late Bids will not be accepted.

---

### End of Addendum

#### INSTRUCTIONS:

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the disqualification of Respondent's response

**SECTION 8**  
**BID SUBMITTAL SIGNATURE PAGE**

By signing this Bid the Bidder certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name:

CJ Contracting, LLC

Street Address:

11420 Fortune Circle Ste i-37, Wellington, FL 33414

Mailing Address (if different than Street Address):

11924 Forest Hill Blvd Ste 10A-267, Wellington, FL 33414

Telephone Number(s): 561-273-9985

Fax Number(s): 561-228-1354

Email Address: Carl.CJcontracting@gmail.com

Federal Employer Identification Number: 26-3730772

Prompt Payment Terms: 2 % 15 days' net 15 days

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

(Signature of authorized agent)

Print Name: Carl Fleury

Title: Owner

By signing this document, the Bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract/Agreement.

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER, FOR NOT LESS THAN 90 DAYS, AND THE BIDDER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS INVITATION TO BID. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE, BY AN AUTHORIZED REPRESENTATIVE, SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.**

END OF SECTION 8

8

**SECTION 9**  
**AFFIDAVITS, PERFORMANCE AND PAYMENT BONDS FORMAT, LETTER OF CREDIT FORMAT**

**7.1 AFFIDAVITS**

The forms listed below must be completed by an official having legal authorization to contractually bind the company or firm. Each signature represents a binding commitment upon the Bidder to provide the goods and/or services offered to the City if the Bidder is determined to be the lowest responsive and responsible Bidder.

- a. Conflict of Interest Disclosure Form
- b. Notification of Public Entity Crimes Law
- c. Notification of Public Records Law
- d. Drug-Free Workplace
- e. Non-Collusion Affidavit
- f. Sample Bid Bond (if required) **<NOT REQUIRED. DO NOT SUBMIT>**
- g. Sample Performance Bond Format (if required, will be requested from bidder recommended for award)
- h. Sample Payment Bond Format (if required, will be requested from bidder recommended for award)
- i. Sample Letter of Credit Format (if required, will be requested from bidder recommended for award) **<NOT REQUIRED. DO NOT SUBMIT>**

**CONFLICT OF INTEREST DISCLOSURE FORM**

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Bidders must disclose within their Bids: the name of any officer, director, or agent who is also an employee of the City of Delray Beach.

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

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

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

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

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Bid.

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

Acknowledged by:

CJ Contracting, LLC  
Firm Name

[Signature]  
Signature

Carl Fleury Owner  
Name and Title (Print or Type)

3/14/2022  
Date

**NOTIFICATION OF PUBLIC ENTITY CRIMES LAW**

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a 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 or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

CJ Contracting, LLC  
Firm Name

Fleury  
Signature

Carl Fleury owner  
Name and Title (Print or Type)

3/14/22  
Date

**Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records Pursuant to Chapter 119, Florida Statutes**

Pursuant to Chapter 119, Florida Statutes, Contractor shall comply with the public records law by keeping and maintaining public records required by the City of Delray Beach in order to perform the service. Upon request from the City of Delray Beach' custodian of public records, contract shall provide the City of Delray Beach with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract If the Contractor does not transfer the records to the City of Delray Beach. Contractor upon completion of the contract, shall transfer, at no cost, to the City of Delray Beach all public records in possession of the Contractor or keep and maintain public records required by the City of Delray Beach in order to perform the service. If the Contractor transfers all public records to the City of Delray Beach upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City of Delray Beach, upon request from the City of Delray Beach' custodian of public records, in a format that is compatible with the information technology systems of the City of Delray Beach.

**IF THE AWARDED BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDED BIDDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF DELRAY BEACH, CITY CLERK, 100 N.W. 1<sup>ST</sup> AVE., DELRAY BEACH FLORIDA. THE CITY CLERK'S OFFICE MAY BE CONTACTED BY PHONE AT 561-243-7050 OR VIA EMAIL AT [CITYCLERK@MYDELRAYBEACH.COM](mailto:CITYCLERK@MYDELRAYBEACH.COM).**

Acknowledged:

CJ Contracting, LLC  
Firm Name

fleury  
Signature

Carl Fleury Owner  
Name and Title (Print or Type)

3/14/2022  
Date

**DRUG-FREE WORKPLACE**

CJ Contracting, LLC is a drug-free workplace and has  
(Company Name)  
a substance abuse policy in accordance with and pursuant to Section 440.102, *Florida Statutes*.

Acknowledged by:

CJ Contracting, LLC  
Firm Name

flurry  
Signature

Carl Fleury owner  
Name and Title (Print or Type)

3/14/22  
Date

**NON-COLLUSION AFFIDAVIT**

STATE OF Florida  
COUNTY OF Palm Beach

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

a. He/She is Owner of CJ Contracting, LLC the Bidder that has submitted a Bid to perform work for the following:

ITB No.: 2022-021 Title: Roof Maintenance & Repair Services

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

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

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

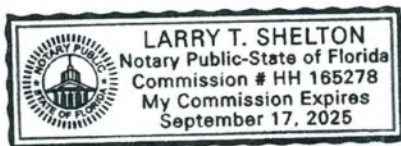
d. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

[Signature]  
Signature

Subscribed and sworn to (or affirmed) before me this 14<sup>th</sup> day of March 2022 by Carl Fleury, who is personally known to me or who has produced as identification.

SEAL

Notary Signature [Signature]  
Notary Name: LARRY T. SHELTON  
Notary Public (State): FL  
My Commission No: 9117/25 HH165278  
Expires on: 9/17/25



### Exhibit A VENDOR QUESTIONNAIRE

Of the following categories, identify those that Bidder can perform with its own forces and those it plans to subcontract concrete tile roofs, asphalt shingle roofs, flat membrane roofs, metal roofs, steep slope roofs (greater than 4.12 pitch), and roofs on multiple story buildings.

Item	Description	Who will perform, Bidder / Subcontractor
1	Concrete tile roofs	Bidder
2	Asphalt shingle roofs	Bidder
3	Flat membrane roofs	Bidder
4	Metal roofs	Bidder
5	Steep slope roofs (greater than 4.12 pitch)	Bidder
6	Roofs on multiple story buildings	Bidder

**Subcontractor Information:** Provide a list of subcontractors Bidder proposes to utilize and the categories, as shown above, of work to be performed by each.

<b>Subcontractor 1</b>	N/A
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 2</b>	N/A
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 3</b>	N/A
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 4</b>	N/A
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

Provide a list of primary equipment that Bidder owns that is available for the work under this ITB? (Attach additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	Dump Trailer
2	NISSAN Truck.
3	F-250
4	LADDERS-
5	Pulley
6	
7	
8	
9	
10	
11	
12	

Provide a list of primary equipment Bidder proposes to purchase or rent for the work under this ITB? (Attached additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	N/A
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Exhibit B  
Equipment List

Provide a list of primary equipment that Bidder owns that is available for the work under this ITB?  
(Attach additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	Dump Trailer
2	Nissan Truck
3	F-250
4	Ladders
5	Pulley
6	
7	
8	
9	
10	
11	
12	

Provide a list of primary equipment Bidder proposes to purchase or rent for the work under this ITB?  
(Attached additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	N/A
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	



[View by Line Item](#) | [View by Supplier](#)

[Email Tabulation](#) | [Generate PDF](#) | [View Printable](#)

### Bid #ITB 2022-021 - Roof Maintenance and Repair

Creation Date **Feb 23, 2022**

End Date **Mar 23, 2022 2:00:00 PM EDT**

Start Date **Feb 23, 2022 4:00:48 PM EST**

Awarded Date **Not Yet Awarded**

ITB 2022-021-01-01 GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 - Foreman/Supervisor					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting,LLC</a>	First Offer - \$64.00	75 / hour	\$4,800.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$65.00	75 / hour	\$4,875.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">GARABAR INC</a>	First Offer - \$95.00	75 / hour	\$7,125.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$100.00	75 / hour	\$7,500.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			

ITB 2022-021-01-02 GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Roofing Carpenter					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting,LLC</a>	First Offer - \$29.00	300 / hour	\$8,700.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$55.00	300 / hour	\$16,500.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">GARABAR INC</a>	First Offer - \$85.00	300 / hour	\$25,500.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$85.00	300 / hour	\$25,500.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			

ITB 2022-021-01-03 GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Roofing Laborer					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting,LLC</a>	First Offer - \$17.00	300 / hour	\$5,100.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$50.00	300 / hour	\$15,000.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$65.00	300 / hour	\$19,500.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">GARABAR INC</a>	First Offer - \$75.00	300 / hour	\$22,500.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			

ITB 2022-021-01-04 GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Apprentice					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting,LLC</a>	First Offer - \$13.00	75 / hour	\$975.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$45.00	75 / hour	\$3,375.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$60.00	75 / hour	\$4,500.00		
Product Code:		Supplier Product Code:		Supplier Notes:	
Agency Notes:		Supplier Notes:			

<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>	
<a href="#">GARABAR INC</a>	First Offer - \$75.00	75 / hour	\$5,625.00
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>	

ITB 2022-021-02-01 GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Foreman/Supervisor					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$75.00	15 / hour	\$1,125.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">CJ Contracting, LLC</a>	First Offer - \$96.00	15 / hour	\$1,440.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$120.00	15 / hour	\$1,800.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">GARABAR INC</a>	First Offer - \$125.00	15 / hour	\$1,875.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

ITB 2022-021-02-02 GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Carpenter					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting, LLC</a>	First Offer - \$43.50	75 / hour	\$3,262.50		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$65.00	75 / hour	\$4,875.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$100.00	75 / hour	\$7,500.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">GARABAR INC</a>	First Offer - \$115.00	75 / hour	\$8,625.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

ITB 2022-021-02-03 GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Laborer					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting, LLC</a>	First Offer - \$25.50	75 / hour	\$1,912.50		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$55.00	75 / hour	\$4,125.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$80.00	75 / hour	\$6,000.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">GARABAR INC</a>	First Offer - \$105.00	75 / hour	\$7,875.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

ITB 2022-021-02-04 GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Apprentice					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting, LLC</a>	First Offer - \$15.00	10 / hour	\$150.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$55.00	10 / hour	\$550.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$75.00	10 / hour	\$750.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">GARABAR INC</a>	First Offer - \$105.00	10 / hour	\$1,050.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

ITB 2022-021-03-01 GROUP 3 Materials and Mark-Up: Materials and Mark-Up					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$27,000.00	1 / lot	\$27,000.00		
<b>Product Code:</b>		<b>Supplier Product Code:</b>			

<b>Agency Notes:</b> <a href="#">GARABAR INC</a>	First Offer - \$75,000.00	<b>Supplier Notes:</b> 1 / lot	\$75,000.00	
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b> Material and Mark up is 25% of 300,000. =\$75,000.		
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$318,000.00	1 / lot	\$318,000.00	
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>		
<a href="#">CJ Contracting, LLC</a>	First Offer - \$324,000.00	1 / lot	\$324,000.00	
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>		

**Supplier Totals**

<b>f</b> <a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	<b>\$100,050.00 (9/9 items)</b>	<b>Address</b> 12500 NW 35TH Street Coral Springs, FL 33065	<b>Head Atatch:</b> 
<b>Bid Contact</b> jeffrey Aldred <a href="mailto:Estimating@gracerroofing.net">Estimating@gracerroofing.net</a> Ph 954-733-7332 Fax 954-733-7342			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>	
<b>f</b> <a href="#">GARABAR INC</a>	<b>\$155,175.00 (9/9 items)</b>	<b>Address</b> 3575 23RD AVENUE SOUTH LAKE WORTH , FL 33461	<b>Head Atatch:</b> 
<b>Bid Contact</b> RICHARD MCCALLA <a href="mailto:richard@garabar.com">richard@garabar.com</a> Ph 631-831-2797			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>	
<b>f</b> <a href="#">CJ Contracting, LLC</a>	<b>\$350,340.00 (9/9 items)</b>	<b>Address</b> 11924 Forest Hill Blvd Ste. 10A-267 Wellington, FL 33414	<b>Head Atatch:</b> 
<b>Bid Contact</b> Carl Fleury <a href="mailto:cjcontracting9@aol.com">cjcontracting9@aol.com</a> Ph 561-662-4514			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>	
<b>f</b> <a href="#">Advanced Roofing, Inc.</a>	<b>\$368,425.00 (9/9 items)</b>	<b>Address</b> 1950 NW 22nd Street Fort Lauderdale, FL 33311	<b>Head Atatch:</b> 
<b>Bid Contact</b> Debbie Giuliani <a href="mailto:debbieg@advancedroofing.com">debbieg@advancedroofing.com</a> Ph 954-522-6868			
<b>Bid Notes</b> Please find our bid uploaded with all the required forms and required supplemental information.			
<b>Agency Notes:</b>		<b>Supplier Notes:</b> Please find our bid uploaded with all the required forms and required supplemental information.	

Close

\*\*All bids/proposals submitted for the designated project are reflected on this tabulation sheet. However, the listing of the bid/proposal on this tabulation sheet shall not be construed as a comment on the responsiveness of such bid/proposal or as any indication that the agency accepts such bid/proposal as being responsive. The agency will make a determination as to the responsiveness of the vendor responses submitted based upon compliance with all applicable laws, purchasing guidelines and project documents, including but not limited to the project specifications and contract documents. The agency will notify the successful vendor upon award of the contract and, as according to the law, all bid/proposal responses received may be available for inspection at that time.

Questions? Contact a Periscope Source representative: 800-990-9339 or email: [source-support@periscopeholdings.com](mailto:source-support@periscopeholdings.com)





## **Solicitation ITB 2022-021**

### **Roof Maintenance and Repair**

**Bid Designation: Public**



**City of Delray Beach**

## Bid ITB 2022-021 Roof Maintenance and Repair

Bid Number **ITB 2022-021**  
 Bid Title **Roof Maintenance and Repair**

Bid Start Date **Feb 23, 2022 4:00:48 PM EST**  
 Bid End Date **Mar 16, 2022 2:00:00 PM EDT**  
 Question & Answer End Date **Mar 9, 2022 2:00:00 PM EST**

Bid Contact **Chris Snyder**  
**Purchasing Agent**  
**561-243-7179**  
**snyderc@mydelraybeach.com**

Contract Duration **3 years**  
 Contract Renewal **2 annual renewals**  
 Prices Good for **90 days**

Bid Comments **The City of Delray Beach (City) is seeking Bids from qualified firms for Roof Maintenance and Repair in accordance with the terms, conditions, and specifications contained in this Invitation to Bid.**

**Bid documents are available beginning February 23, 2022 on the Purchasing Department webpage of the City of Delray Beach website at [http://www.mydelraybeach.com/business/purchasing\\_department.php](http://www.mydelraybeach.com/business/purchasing_department.php) or by contacting the City Purchasing Department at [purchasing@mydelraybeach.com](mailto:purchasing@mydelraybeach.com) or by phone at 561-243-7161. Bids will be accepted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Deadline for Submission as indicated in this ITB.**

**The Due Date and Time for submission of Bids is March 16, 2022, at 2:00 p.m. local time. Late Bids will not be accepted. The City will only accept electronic bids for this ITB.**

**Vendors must submit pricing for all items in every group. Any bids that do not contain pricing for all items will be considered incomplete.**

**The City will not hold a Pre-Bid Conference.**

**It is the responsibility of the Bidder to ensure all pages are included in the submission. All Bidders are advised to closely examine the solicitation package.**

**The City of Delray Beach is exempt from Federal and State Taxes for tangible personal property tax. The City of Delray Beach reserves the right to accept or reject any or all Bids, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the contract on such coverage and terms it deems will best serve the interests of the City.**

### Item Response Form

Item **ITB 2022-021-01-01 - GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 - Foreman/Supervisor**  
 Quantity **75 hour**  
 Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 75**

**Description**

Foreman/Supervisor BUSINESS HOURS 7:30 a.m. through 4:30 p.m.

Item **ITB 2022-021--01-02 - GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Roofing Carpenter**

Quantity **300 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 300**

**Description**

Roofing Carpenter BUSINESS HOURS 7:30 a.m. through 4:30 p.m.

Item **ITB 2022-021--01-03 - GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Roofing Laborer**

Quantity **300 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 300**

**Description**

Roofing Laborer BUSINESS HOURS 7:30 a.m. through 4:30 p.m.

Item **ITB 2022-021--01-04 - GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Apprentice**

Quantity **75 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 75**

**Description**

Apprentice BUSINESS HOURS 7:30 a.m. through 4:30 p.m.

Item **ITB 2022-021--02-01 - GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Foreman/Supervisor**

Quantity **15 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 15**

**Description**

Foreman/Supervisor AFTER HOURS

Item **ITB 2022-021--02-02 - GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Carpenter**

Quantity **75 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 75**

**Description**

Roofing Carpenter AFTER HOURS

Item **ITB 2022-021--02-03 - GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Laborer**

Quantity **75 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 75**

**Description**

Roofing Carpenter AFTER HOURS

Item **ITB 2022-021--02-04 - GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Apprentice**

Quantity **10 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 10**

**Description**

Apprentice AFTER HOURS

Item **ITB 2022-021--03-01 - GROUP 3 Materials and Mark-Up: Materials and Mark-Up**

Lot Description **Materials and Mark-Up**

Quantity **1 lot**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 1**

**Description**

Input [1 + Mark-Up percentage (%)] x \$300,000.00).

## VENDOR QUESTIONNAIRE

Of the following categories, identify those that Bidder can perform with its own forces and those it plans to subcontract concrete tile roofs, asphalt shingle roofs, flat membrane roofs, metal roofs, steep slope roofs (greater than 4.12 pitch), and roofs on multiple story buildings.

Item	Description	Who will perform, Bidder / Subcontractor
1	Concrete tile roofs	
2	Asphalt shingle roofs	
3	Flat membrane roofs	
4	Metal roofs	
5	Steep slope roofs (greater than 4.12 pitch	
6	Roofs on multiple story buildings	

**Subcontractor Information:** Provide a list of subcontractors Bidder proposes to utilize and the categories, as shown above, of work to be performed by each.

<b>Subcontractor 1</b>	
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 2</b>	
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 3</b>	
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 4</b>	
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

Provide a list of primary equipment that Bidder owns that is available for the work under this ITB? (Attach additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Provide a list of primary equipment Bidder proposes to purchase or rent for the work under this ITB? (Attached additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Exhibit B  
Equipment List

Provide a list of primary equipment that Bidder owns that is available for the work under this ITB?  
(Attach additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Provide a list of primary equipment Bidder proposes to purchase or rent for the work under this ITB?  
(Attached additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	



The City of Delray Beach  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
PURCHASING DEPARTMENT

## INVITATION TO BID

### ROOF MAINTENANCE AND REPAIR SERVICE DUE DATE AND TIME: March 16, 2022 AT 2:00 PM

#### INSTRUCTIONS

Sealed Bids must be received on or before the due date and time (local time). All Bids will be publicly opened at City Hall, unless otherwise specified. Only electronic bids will be accepted.

Submission of Bids electronically will be through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Due Date and Time as indicated in this ITB. BidSync does not accept electronic Bids after the Due Date and Time. It is the sole responsibility of the Bidder to ensure its electronic Bid submission is complete prior to the solicitation Due Date and Time. Electronic submission of bids will require the uploading of forms and/or attachments as designated in this ITB. Electronic submission must include a signed original of the Solicitation Summary form. The submission of forms and attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate file.

If the Solicitation Summary form is not included, the City may deem the Bid non-responsive. Bids must contain all information required to be included in the submittal, as described in this Solicitation.

#### BROADCAST

The City of Delray Beach utilizes electronic online services for notification and distribution of its Solicitation documents. The City's Solicitation information can be obtained from: (a) BidSync – [www.bidsync.com](http://www.bidsync.com); (b) Purchasing webpage on the City of Delray Beach [website](#); (c) Request via email [purchasing@mydelraybeach.com](mailto:purchasing@mydelraybeach.com)

Bidders who obtain Solicitations from sources other than those named above are cautioned that the Invitation to Bid package may be incomplete. The City may not evaluate incomplete Bid packages. BidSync is an independent entity and is not an agent or representative of the City. Communications to any independent entities does not constitute communications to the City. The City is not responsible for errors and omissions occurring in the transmission or downloading of any documents, addenda, plans, or specifications from these websites. In the event of any discrepancy between information on these websites and the hard copy Solicitation documents, the terms and conditions of the hard copy documents will prevail.

City of Delray Beach  
ITB No. 2022-021  
Roof Maintenance & Repair Services

**CONTACT PERSON**

Any questions regarding the specifications and Solicitation process must be submitted in writing through the "Question" feature on [www.bidsync.com](http://www.bidsync.com). Requests for clarification and additional information must be received prior to the Deadline for Submission of Questions on, **March 9, 2022 at 5:00pm**.



The City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444

**LEGAL ADVERTISEMENT**

INVITATION TO BID NO. ITB No. 2022-021  
Roof Maintenance and Repair Service

The City of Delray Beach is seeking Bids from qualified contractors for roof maintenance and repair Service, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid.

Invitation to Bid documents are available beginning, February 23, 2022 on the Purchasing webpage on the City of Delray Beach [website](#); and on the Bid Sync website – [www.bidsync.com](http://www.bidsync.com)

Bids will be accepted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Deadline for Submission as indicated in this ITB. The Due Date and Time for submission of Bids is **March 16, 2022 2:00 p.m. local time**. At that time, the Bids will be read aloud. Late Bids will not be accepted.

It is the responsibility of the Bidder to ensure all pages are included in the submission. All Bidders are advised to closely examine the Solicitation package. Any questions regarding the completeness or substance of the Solicitation package or scope of services must be submitted in writing using the 'Question' feature on [www.bidsync.com](http://www.bidsync.com).

The City of Delray Beach is exempt from Federal and State Taxes for tangible personal property tax.

The City of Delray Beach reserves the right to accept or reject any or all Bids, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the contract on such coverage and terms it deems will best serve the interests of the City.

CITY OF DELRAY BEACH

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## SECTION 1 SPECIAL TERMS AND CONDITIONS

### 1.1 PURPOSE

The purpose of this Solicitation is to obtain bids from contractors to provide roof maintenance and repair services, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid.

The City of Delray Beach, through its Public Works Department, seeks a firm to provide quality roof maintenance and repair services at various City buildings located in Delray Beach. The Scope of Services includes maintenance and repair services of the subject areas. Contractor shall provide all labor, materials, facilities, equipment, supplies, and travel for the work

The awarded Bidder (hereinafter in this Scope of Services referred to as The Contractor) shall furnish all labor, materials, and equipment for maintenance, repair and/or new installations to complete all work necessary as specified by the City. All work performed must be in compliance with the City Codes, Florida Roofing Code, and/or the National Roofing Code, whichever is more stringent.

### 1.2 CONTRACT MEASURES AND PREFERENCES

Intentionally Omitted.

### 1.3 PRE-BID CONFERENCE

Intentionally Omitted.

Bidders are strongly encouraged to inspect the location to be serviced prior to submission of a bid at their leisure. No variation in price or conditions shall be permitted based on claim of ignorance. Submission of the bid is evidence that the Bidder has familiarized itself with the nature and extent of the work and any conditions that may, in any manner, affect the scope of the work and/or materials required.

### 1.4 TERM OF CONTRACT

The Contract shall commence upon the date of the duly executed Agreement and shall remain in effect for a term of three (3) years.

### 1.5 OPTIONS TO RENEW

Upon mutual agreement of the City and the awarded Bidder, the Agreement may be renewed for two (2) additional one (1) year periods.

### 1.6 METHOD OF AWARD: LOWEST PRICE

The City will award this contract to the responsive and responsible Bidder who submits the lowest price to perform the work.

#### 1.7 FIXED PRICE WITH CONSUMER PRICE ADJUSTMENT

If the Bidder is awarded a contract under this Solicitation, the prices offered by the Bidder shall remain fixed and firm for the initial term of three (3) years during the performance of the Work, except for any change orders or variations, which must meet the prior approval and authorization of the City.

The City shall not be invoiced at prices higher than those stated in any contract resulting from this bid.

The Contractor certifies that the prices offered are no higher than the lowest price the Contractor charges other buyers for similar quantities under similar conditions. The Contractor further agrees that any reductions in the price of the goods or services covered by this bid and occurring after award will apply to the undelivered balance. The Contractor shall promptly notify the City of such price reductions. During the sixty (60) day period prior to the expiration date of each initial and renewal term, the Contractor may submit a written request that the City increase the prices for an amount for no more than the twelve month change in the Consumer Price Index for All Urban Consumers (CPI-U), US City Average, All Items, Not Seasonally Adjusted as published by the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov/ppi/home.htm>). The City shall review the request for adjustment and respond in writing; such response and approval shall not be unreasonably withheld.

No fuel surcharges will be accepted.

#### 1.8 EXAMINATION OF CITY FACILITIES OR EQUIPMENT

Prior to submitting its offer, it is recommended that the Bidder visit the site of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. The Bidder is also advised to carefully examine any drawings, specifications, or equipment, and become thoroughly aware regarding all conditions and requirements that may in any manner affect the work to be performed under the Contract. No additional allowances will be made because of lack of knowledge of these conditions

#### 1.9 SUBSTITUTIONS AND PRODUCT OPTIONS

Intentionally Omitted.

#### 1.10 INCENTIVE COMPENSATION

Intentionally Omitted.

#### 1.11 LIQUIDATED DAMAGES

Intentionally Omitted.

#### 1.12 INSURANCE

The awarded Bidder shall not commence any performance pursuant to the terms of this Solicitation until certification or proof of insurance has been received by the Purchasing Department and approved by the City's Risk Management Division.

The required insurance coverage is to be issued by an insurance company authorized and licensed to do business in the State of Florida, with the minimum rating of A- VIII or better, in accordance with the latest edition of AM Best's Insurance Guide. This insurance shall be documented in certificates of

insurance which provides that the City of Delray Beach shall be notified at least thirty (30) days in advance of cancellation, non-renewal, or adverse change. The receipt of certificates or other documentation of insurance or policies or copies of policies by the City or by any of its representatives, which indicate less coverage than is required, does not constitute a waiver of the awarded Bidder's obligation to fulfill the insurance requirements herein. Deductibles must be acceptable to the City of Delray Beach.

The awarded Bidder must submit a current Certificate of Insurance, naming the City of Delray Beach as an additional insured and list as such on the insurance certificate. New certificates of insurance are to be provided to the City upon expiration.

The awarded Bidder shall provide insurance coverage as follows, and shall carry:

- a. Workers' Compensation Insurance – as required by law.
- b. Comprehensive General Liability Insurance – with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for Bodily Injury and Property Damage.
- c. Professional Liability Insurance – To include coverage for contractor pollution exposure, with minimum limits of \$1,000,000 per claim and in the aggregate.
- d. Automobile Liability Insurance - for owned, non-owned and hired vehicles – with a limit of not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability.

The Comprehensive General Liability insurance policy must include coverage that is not more restrictive than the latest edition of the Comprehensive General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Offices, and the policy must include coverage's for premises and/or operations, independent contractors, products and/or completed operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, and personal injury. Personal injury coverage shall include coverage that has the Employee and Contractual Exclusions removed.

#### 1.13 PERFORMANCE BOND AND PAYMENT BOND

**When an individual project cost exceeds \$200,000, the CONTRACTOR is required to furnish to the City an executed Public Construction Bond in the amount of one-hundred percent (100%) of the individual project amount.** Such surety bond shall be in the form included herein, conditioned on the faithful performance of the Contract and on the payment of all persons supplying labor and furnishing materials for the Work as required by the applicable laws. The Bond shall be maintained in full force for a period of one (1) year after the date of final completion and acceptance, as a guarantee that the CONTRACTOR will make good on any defaults or defects in the work arising from improper or defective workmanship or materials which may appear during the period. The surety company acting as surety must appear and remain on the Treasury Department's most current list (Circular 370 as amended) during the construction, guarantee and warranty periods, shall be licensed to act as surety in the State of Florida, shall be issued by a surety company fulfilling the provisions of Florida Statute 287.0935, and shall be subject to the City's approval. Should the surety company become insolvent during the term of

the contract or during the warranty and guarantee period, CONTRACTOR shall provide an alternate bond, acceptable to the City, within fifteen (15) working days from the date CONTRACTOR is notified of said insolvency, by any party.

#### 1.14 CERTIFICATIONS

Any Bidder that submits an offer in response to this Solicitation shall, at the time of such offer, hold all necessary certifications issued by the State or County Examining Board qualifying the Bidder to perform the work proposed for this project. If other professions or trades are required in conjunction with this Solicitation and such work/services will be performed or provided by a subcontractor(s), an applicable Certificate of Competency issued to the subcontractor(s) shall be submitted with the Bidder's offer; provided, however, that the City may at its option and in its best interest allow the Bidder to supply the subcontractor(s) certificate to the City during the evaluation period.

All architects or engineers on this project must possess current Florida professional registrations or licenses for the architectural and engineering services which they intend to provide.

#### 1.15 BID BOND/GUARANTY

Intentionally Omitted.

#### 1.16 METHOD OF PAYMENT: INVOICE FOR COMPLETED WORK (PROGRESS PAYMENTS)

The awarded Bidder shall submit an invoice to the City for progress payments for work that has been completed and has been inspected and accepted by the City. The date of the invoices shall not exceed thirty (30) calendar days from the completion of that portion of the work. Under no circumstances shall the invoice be submitted to the City in advance of the completion and acceptance of the work.

The invoice shall contain the following basic information: the awarded Bidder's name and address, invoice number, date of invoice, description of the goods or service, the contract number, purchase order number, and any discounts. The City will allow progress payments for the work to be performed under this contract. Such progress payments shall be only for work that has been completed and verified by the City.

The City prides itself on paying its vendors promptly and efficiently, and as such requires that vendors accept payment via wire transfer, ACH (direct deposit), or an appropriate electronic payment method. The City is averse to issuing paper checks and seeks to discontinue this practice. All payments shall be made in accordance with the Florida Prompt Payment Act, Section 218.74, Florida Statutes, upon presentation of a proper invoice by the awarded Bidder

#### 1.17 WARRANTY REQUIREMENTS:

Provide manufacturer's standard NDL (no dollar limit), Non-Pro-Rated thirty (30) year warranty, with five (5) year incremental renewals covering leaks from all roof membrane, insulation, fasteners, flashings and other specified components. Warranty shall also cover the labor required for proper repairs including replacement of wet insulation and roof membrane caused by a leak.

- a. Warranty shall commence on date of substantial completion or final payment, whichever is agreed by contract.

- b. Installer shall provide manufacturer with a two (2) year warranty covering roofing system installation and water tightness.
- c. Manufacturer shall provide a single warranty for standing seam roof areas, membrane roof areas, and transitions between the two material types.
- d. Warranty shall cover all damage from wind uplift up to and including 74 mph.
- e. Warranty shall not exclude random areas of ponding water from coverage.
- f. Manufacturer's representative shall provide annual inspections to maintain the warranty at no additional cost to the owner.

#### 1.18 ADDITIONAL FACILITIES OR PRODUCTS

Although this Solicitation and resultant Contract may identify specific facilities or products, it is hereby agreed and understood that any City department or agency facility or related product may be added to this Contract at the option of the City, for similar products or services. The awarded Bidder shall be invited to submit price quotes for these additional facilities or products. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the awarded Bidder by formal modification of the Contract or Purchase Order. The City may determine to obtain price quotes for the additional facilities from non-contract awarded Bidder(s) if fair and reasonable pricing is not obtained from the awarded Bidder, or for other reasons, at the City's discretion.

#### 1.19 CATALOGS AND PRICE LISTS

Intentionally Omitted.

#### 1.20 CLEAN UP

Execute prior to final inspection. Clean site, sweep paved areas, rake clean other surfaces. Remove waste, surplus materials, rubbish, and construction facilities from the project site.

#### 1.21 DEMONSTRATION OF EQUIPMENT

Intentionally Omitted.

#### 1.22 HOURLY RATE

Any hourly rate quoted shall be deemed to provide full compensation to the awarded Bidder for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight time for all labor, except as otherwise noted.

#### 1.23 MOTOR VEHICLE LICENSE REQUIREMENT

Intentionally Omitted.

#### 1.24 PATENTS AND ROYALTIES

The awarded Bidder, without exception, shall indemnify and hold harmless the City and its employees from liability of any nature or kind, including cost and expenses for, or as a result of, any copyrighted,

patented, or unpatented invention, process, or article manufactured by the awarded Bidder. The awarded Bidder has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by awarded Bidder or is based solely and exclusively upon the City's alteration of the article. The City will provide prompt written notification of a claim of copyright or patent infringement.

Further, if such a claim is made or is pending, the awarded Bidder may, at its option and expense, procure for the City the right to continue use of, replace, or modify the article to render it noninfringing. (If none of the alternatives are reasonably available, the City agrees to return the article on request to the awarded Bidder and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.) If the awarded Bidder uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the contract prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

#### 1.25 RELEASE OF CLAIM REQUIRED

Intentionally Omitted.

#### 1.26 SUBCONTRACTORS OF WORK SHALL BE IDENTIFIED

The City reserves the right to reject bidder's use of any subcontractor who has previously failed in the performance of contract or failed to deliver on time services under a contract of a similar nature, or who does not have the capacity or capability to perform the required services. Contractor shall not change subcontractors during the Agreement term without prior written approval by the City. The City reserves the right to reject any request to change subcontractors.

Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the City.

#### 1.27 TRANSFER PROHIBITED

Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the Agreement, or of any or all of its rights, title or interest herein, or its power to execute such Agreement to any person, company or corporation, without prior written consent of the City.

#### 1.28 OTHER FORMS OR DOCUMENTS

If the City is required by the awarded Bidder to complete and execute any other forms or documents in relation to this Solicitation, the terms, conditions, and requirements in this Solicitation shall take precedence to any and all conflicting or modifying terms, conditions or requirements of the Bidder's forms or documents.

#### 1.29 FAILURE TO DELIVER OR COMPLETE WORK

Should the awarded Bidder fail to deliver or complete the work within the time stated in the Contract, it is hereby agreed and understood that the City reserves the authority to cancel the Contract with the awarded Bidder and secure the services of another vendor to purchase the items or complete the work. If the City exercises this authority, awarded Bidder for work which was completed, and items delivered and accepted by the City in accordance with the Contract

specifications.

The City may, at its option, demand payment from the awarded Bidder, through an invoice or credit memo, for any additional costs over and beyond the original Contract price, which were incurred by the City, as a result of having to secure the services of another vendor.

#### 1.30 WORK COVERED BY CONTRACT DOCUMENTS

Intentionally Omitted.

#### 1.31 STORAGE OF MATERIALS

Suitable storage facilities shall be furnished by the awarded Bidder. All materials, supplies and equipment intended for use in the work shall be suitably stored by the awarded Bidder to prevent damage from exposure, admixture with foreign substances, or vandalism or other cause. All hazardous materials must be stored in compliance with all pertinent requirements concerning their safe use and storage. The Consultant will refuse to accept, or sample for testing, materials, supplies or equipment that have been improperly stored, as determined by the Consultant.

Materials found unfit for use shall not be incorporated in the work and shall immediately be removed from the construction or storage site. Delivered materials shall be stored in manner acceptable to the City before any payment for same will be made. Materials strung out along the line of construction will not be allowed unless the materials will be installed within one week from the time of unloading and stringing out.

#### 1.32 PRESERVATION OF PROPERTY

The awarded Bidder shall always conduct his work as to ensure the least possible obstruction to traffic, or inconvenience to the general public and residents in the vicinity of the work. No road or street shall be closed to the public, except with the permission of the City and other jurisdictional governmental authority, if any. Fire hydrants on or adjacent to the work shall be kept accessible. Provisions shall be made by the awarded Bidder to ensure public access to sidewalks, public telephones, and the proper be left overnight. All open excavation within the roadway shall be backfilled and a temporary asphalt patch applied prior to darkness each day. A cold asphalt patch is acceptable.

#### 1.33 PUBLIC SAFETY AND CONVENIENCE

The awarded Bidder shall always conduct his work as to ensure the least possible obstruction to traffic, or inconvenience to the general public and residents in the vicinity of the work. No road or street shall be closed to the public, except with the permission of the City and other jurisdictional governmental authority, if any. Fire hydrants on or adjacent to the work shall be kept accessible. Provisions shall be made by the awarded Bidder to ensure public access to sidewalks, public telephones, and the proper functioning of all gutters, sewer inlets, drainage ditches, and irrigation ditches. No open excavation shall be left overnight. All open excavation within the roadway shall be backfilled and a temporary asphalt patch applied prior to darkness each day. A cold asphalt patch is acceptable.

**1.34 SAFETY AND OSHA COMPLIANCE**

The awarded Bidder shall comply in all respects with all Federal, State and Local safety and health regulations. Copies of the Federal regulations may be obtained from the U.S. Department of Labor, Occupation Safety and Health Administration (OSHA), Washington, DC 20210 or their regional offices.

The awarded Bidder shall comply in all respects with the applicable Workers' Compensation Law.

**1.35 AWARDED BIDDER'S USE OF PREMISES**

Coordinate use of premises under direction of City. Awarded Bidder may request complete use of the project site for construction from consultant.

Contract shall not use any private property or municipal property outside of the project boundary not governed by a Temporary Construction Easement, License Agreement, or other legally binding agreement allowing such use.

Assume full responsibility for the protection and safekeeping of equipment and materials stored on the site. Move any stored Products, under awarded Bidder's control, which interfere with operations of the City or separate Contractor.

END OF SECTION 1

**SECTION 2: SCOPE OF SERVICES****2.1 SCOPE**

The City of Delray Beach through its Public Works Department is seeking Bids from qualified contractors for roof maintenance and repair service, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid.

The Subcontractor Questionnaire is hereby incorporated as Exhibit A to this Solicitation. It should be included with this bid but must be provided within three business days after request.

The Equipment Questionnaire is hereby incorporated to this Solicitation as Exhibit B. It should be included with this bid but must be provided within three business days after request.

**2.2 MATERIALS**

All parts and materials utilized by Successful Bidder for projects under this Agreement shall be first grade products from a reputable manufacturer, shall be installed in compliance with the standards of good workmanship and shall be approved by the City prior to installation.

**2.3 ORDER PLACEMENT**

After the award of the Agreement, the City reserves the right to utilize either of the following order placement methods:

- a. Purchase orders issued to the Successful Bidder throughout the term of the Agreement on an as-needed basis.
- b. A blanket purchase issued to Successful Bidder for the City's anticipated annual dollar volume. Releases for partial delivery of services will be made against said blanket order.

**2.4 TASK ORDERS**

- a. Task orders will be issued for each roofing repair, maintenance and installation project under the Agreement. Each task order will contain the scope and/or specifications for the project. Upon request by the City, Successful Bidder shall provide a quote for the project utilizing the unit price submitted under this bid. Upon acceptance of the quote by the City, a notice to proceed will be issued to Successful Bidder. NOTE: each task order invoice must denote name of the City personnel authorizing the work.

**2.5 ROOFING WORK ESTIMATES**

Upon request by the City, Successful Bidder shall provide estimates on roofing work, utilizing the unit price submitted under this bid, solely for budgetary purposes, at no additional cost to the City. For such roofing work estimates the City of Delray Beach will provide drawings and detailed requirements.

## 2.6 PERMITS AND LICENSING

Successful Bidder must maintain a current State of Florida roofing contractor's license for the term of the Agreement and shall secure work permits, at no cost to the City of Delray Beach, and arrange for roofing inspections of its work, as required.

## 2.7 WORK INSPECTION

Upon notice of completion of work by Successful Bidder, the City Building Maintenance Supervisor shall inspect the work. The City will notify Successful Bidder of any Work that is found to be deficient. Upon notice, Successful Bidder will have a specified time, to be determined by the City, to correct any and all deficiencies.

A final inspection of all deficient work will be conducted by the City Building Maintenance Superintendent. If the Successful Bidder fails or refuses to complete the work to the City's satisfaction, the City reserves the right to procure the services from another source and hold the Successful Bidder responsible for any cost incurred to remedy the deficient work.

Successful Bidder shall exercise precautions at all times for the protection of persons (including employees) and property. Barricades will be provided by the Successful Bidder at its own expense, when work is performed in areas traversed by persons or vehicles, or when deemed necessary by the City.

## 2.8 PAYMENTS

- a. Invoices shall be submitted monthly for services performed. All areas shall be inspected upon receipt of invoice and any deficiencies shall be brought to the attention of the Contractor. Deficiencies shall be corrected or addressed prior to the submittal of invoice for payment. On-site inspections shall be made with a City Representative after the first month and at quarterly intervals.
- b. Failure to respond to requests by City within twenty-four (24) hours due to inadequate maintenance procedures, litter, limbs, and other debris not removed will result in \$50.00 a day deduction from the following payment application.
- c. Special attention will be given to specified areas prior to national holidays and special events to ensure that the City is at its best during these times. Contractor will check the subject areas two (2) days prior to holiday and special events and verify that maintenance has been properly performed.

END OF SECTION 2

**SECTION 3  
BID SUBMITTAL**

**This Page and all following pages comprise your original Bid Submittal package. Solicitation forms should be submitted via paper if submitting a hard copy bid, or via web forms available on [www.bidsync.com](http://www.bidsync.com) if submitting an electronic bid. Web forms require Bidders to use their [www.bidsync.com](http://www.bidsync.com) password to submit, which serves as a signature from Bidder.**

**Please also attach any additional information or documentation requested in this Invitation to Bid. There is no need to include the preceding Sections 1, 2, and 3 in your Bid Submittal package.**

**INSTRUCTIONS**

Sealed Bids must be received on or before the due date and time (local time) via electronic submission at [www.bidsync.com](http://www.bidsync.com) **All Bids will be publicly opened.**

If the Solicitation Summary is not included in the electronic submission, the City may deem the Bid non-responsive. Bids must contain all information required to be included in the submittal, as described in this Solicitation.

Invitation to Bid No.: 2022-21

Invitation to Bid Title: Roof Maintenance & Repair Services

Due Date and Time: March 16, 2022 @ 2:00PM EST

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Name of Bidder (print or type)

END OF SECTION 3

**SECTION 4  
 PRICING SCHEDULE**

Bids will be accepted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Deadline for Submission as indicated in this ITB. The Due Date and Time for submission of Bids is **March 16, 2022**, at 2:00 p.m. local time. The City will only accept electronic bids for this ITB. At that time, the Bids will be publicly opened and read aloud virtually thru Microsoft Teams. Late Bids will not be accepted.

**4.1 PRICES AND RATES**

The Bidder shall indicate in the spaces provided the firm and fixed prices and rates offered to the City for all of the goods and/or services described below in Groups 1, 2 and 3.

<b>GROUP 1 - Business hours of 7:30 a.m. through 4:30 p.m.</b>				
<b>Item</b>	<b>Labor Type</b>	<b>Total Est. Annual Hours</b>	<b>Hourly Rate</b>	<b>Total Est. Annual Labor Cost (Hours x Rate)</b>
1	Foreman/Supervisor	75	\$	\$
2	Roofing Carpenter	300	\$	\$
3	Roofing Laborer	300	\$	\$
4	Apprentice	75	\$	\$
<b>TOTAL GROUP 1</b>				\$

<b>Group 2 - After hours of 4:30 p.m. through 7:30 a.m.</b>				
<b>Item</b>	<b>Labor Type</b>	<b>Total Est. Annual Hours</b>	<b>Hourly Rate</b>	<b>Total Est. Annual Labor Cost (Hours x Rate)</b>
1	Foreman/Supervisor	15	\$	\$
2	Roofing Carpenter	75	\$	\$
3	Roofing Laborer	75	\$	\$
4	Apprentice	10	\$	\$
<b>TOTAL GROUP 2</b>				\$

<b>Group 3 - Material and Mark-Up</b>		
<b>Material Mark-Up (Not to Exceed 10%)</b> 1+ _____ % Mark-Up	<b>Estimated Expenditure</b> \$ 300,000	<b>Group 3 Total</b> (1 + % Mark-Up x 300,000) \$ _____

<b>TOTAL GROUP 1</b>	\$ _____
<b>TOTAL GROUP 2</b>	\$ _____
<b>TOTAL GROUP 3</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

**Materials must be billed at cost. Contractor must provide the City with a copy of the invoice showing the actual cost paid for the material.**

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Name of Bidder (Print or Type)

There is no web form available for this form. Please submit pricing via [www.bidsync.com](http://www.bidsync.com) or as otherwise indicated in this solicitation.

END OF SECTION 4

## SECTION 5 MINIMUM QUALIFICATIONS

Bidder shall submit information and documentation requested in this Section that confirms it meets the following qualification requirement(s). For the purposes of this ITB, a responsible Bidder is a Bidder that meets the minimum qualification requirements below.

- 5.1 Bidder is registered with the States of Florida, Division of corporations to do business in Florida.  
**No documentation is required. The City will verify.**
- 5.2 Bidder has submitted pricing utilizing the pricing form contained in this ITB.  
**No additional documentation is required. The City will verify from Bidder's Bid.**
- 5.3 Bidder Is NOT listed on the Florida Department of Management Services, Convicted Vendor List as defined in Florida Statute Section 287.133(3) (d).  
**No documentation is required. The City will verify the status.**
- 5.4 Bidder has no reported conflict of interests in relation to this ITB.  
**Disclose the name of any officer, director or agent who is also an employee of the City. Disclose the name of any City employee who owns, directly or indirectly, any interest in the Bidder's firm or any of its branches. If no conflicts of interests are present, Bidder must submit a statement to that affect.**
- 5.5 The awarded Bidder(s) shall hold a **Certified Roofing Contractor License from the Florida Department of Business and Professional Regulation**, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations, and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the City or an awarded Bidder for failure to obtain and maintain required licenses, certifications, permits, and/or inspections shall be borne by the awarded Bidder.  
**Bidder shall submit information and documentation to confirm the above request.**
- 5.6 Bidder must have been in the business for a minimum of five years prior to the Due Date and Time. **Bidder shall submit information and documentation to confirm the above request.**
- 5.7 Bidder must have completed a minimum of three commercial or municipal building roof maintenance and repairs projects in the past twenty-four months  
**Bidder shall submit information and documentation to confirm the above request.**

END OF SECTION 5

**SECTION 6  
RESPONSE REQUIREMENTS**

A. Provide the following information for Five (5) clients, for whom the bidder has provided similar services which are willing and able to confirm the projects.

- I. **Entity Name**
- II. **Entity's Primary Contact for contract**
- III. **Name**
- IV. **Title**
- V. **Phone Number**
- VI. **Email Address**
- VII. **Project Term (Start/End Date)**
- VIII. **Types and Amount of Work Self-performed**
- IX. **Beginning and ending contract/PO amounts**
- X. **Number of change orders or stop work notices**

END OF SECTION 6

**SECTION 7  
ACKNOWLEDGEMENT OF ADDENDA**

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

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

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

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

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

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

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

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

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

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

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

END OF SECTION 7

**SECTION 8  
BID SUBMITTAL SIGNATURE PAGE**

By signing this Bid the Bidder certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name:

\_\_\_\_\_

Street Address:

\_\_\_\_\_

Mailing Address (if different than Street Address):

\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Fax Number(s): \_\_\_\_\_

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

Federal Employer Identification Number: \_\_\_\_\_

Prompt Payment Terms: \_\_\_\_\_% \_\_\_\_\_ days' net \_\_\_\_\_ days

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

(Signature of authorized agent)

Print Name: \_\_\_\_\_

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

By signing this document, the Bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract/Agreement.

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER, FOR NOT LESS THAN 90 DAYS, AND THE BIDDER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS INVITATION TO BID. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE, BY AN AUTHORIZED REPRESENTATIVE, SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.**

END OF SECTION 8

8

**SECTION 9****AFFIDAVITS, PERFORMANCE AND PAYMENT BONDS FORMAT, LETTER OF CREDIT FORMAT****7.1 AFFIDAVITS**

The forms listed below must be completed by an official having legal authorization to contractually bind the company or firm. Each signature represents a binding commitment upon the Bidder to provide the goods and/or services offered to the City if the Bidder is determined to be the lowest responsive and responsible Bidder.

- a. Conflict of Interest Disclosure Form
- b. Notification of Public Entity Crimes Law
- c. Notification of Public Records Law
- d. Drug-Free Workplace
- e. Non-Collusion Affidavit
- f. Sample Bid Bond (if required) **<NOT REQUIRED. DO NOT SUBMIT>**
- g. Sample Performance Bond Format (if required, will be requested from bidder recommended for award)
- h. Sample Payment Bond Format (if required, will be requested from bidder recommended for award)
- i. Sample Letter of Credit Format (if required, will be requested from bidder recommended for award) **<NOT REQUIRED. DO NOT SUBMIT>**

**CONFLICT OF INTEREST DISCLOSURE FORM**

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Bidders must disclose within their Bids: the name of any officer, director, or agent who is also an employee of the City of Delray Beach.

Furthermore, all Bidders must disclose the name of any City employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Bidder’s firm or any of its branches.

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

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

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

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

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

Acknowledged by:

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**NOTIFICATION OF PUBLIC ENTITY CRIMES LAW**

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a 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 or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records Pursuant to Chapter 119, Florida Statutes**

Pursuant to Chapter 119, Florida Statutes, Contractor shall comply with the public records law by keeping and maintaining public records required by the City of Delray Beach in order to perform the service. Upon request from the City of Delray Beach' custodian of public records, contract shall provide the City of Delray Beach with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract If the Contractor does not transfer the records to the City of Delray Beach. Contractor upon completion of the contract, shall transfer, at no cost, to the City of Delray Beach all public records in possession of the Contractor or keep and maintain public records required by the City of Delray Beach in order to perform the service. If the Contractor transfers all public records to the City of Delray Beach upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City of Delray Beach, upon request from the City of Delray Beach' custodian of public records, in a format that is compatible with the information technology systems of the City of Delray Beach.

**IF THE AWARDED BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDED BIDDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF DELRAY BEACH, CITY CLERK, 100 N.W. 1<sup>ST</sup> AVE., DELRAY BEACH FLORIDA. THE CITY CLERK'S OFFICE MAY BE CONTACTED BY PHONE AT 561-243-7050 OR VIA EMAIL AT [CITYCLERK@MYDELRAYBEACH.COM](mailto:CITYCLERK@MYDELRAYBEACH.COM).**

**Acknowledged:**

\_\_\_\_\_

**Firm Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Name and Title (Print or Type)**

\_\_\_\_\_

**Date**

**DRUG-FREE WORKPLACE**

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

Acknowledged by:

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**NON-COLLUSION AFFIDAVIT**

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

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

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

ITB No.: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Signature

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

SEAL

Notary Signature \_\_\_\_\_  
Notary Name: \_\_\_\_\_  
Notary Public (State): \_\_\_\_\_  
My Commission No: \_\_\_\_\_  
Expires on: \_\_\_\_\_

**SAMPLE PERFORMANCE BOND FORMAT**

KNOW ALL MEN BY THESE PRESENTS: that \_\_\_\_\_

\_\_\_\_\_

(Insert full name and address or legal title of awarded Bidder)

as Principal, hereinafter called Contractor, and \_\_\_\_\_,  
(Name of Insurer)

as Surety, hereinafter called Surety, are held and firmly bound unto the City of Delray Beach, Palm Beach County, Florida.

As Obligee, hereinafter called the City, in the amount of \_\_\_\_\_,

(\$ \_\_\_\_\_), for the payment whereof, Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severably, firmly by the presents.

WHEREAS, Contractor has by written agreement dated \_\_\_\_\_, 20\_\_, entered into Contract No. \_\_\_\_\_ with the City in accordance with the Solicitation specifications prepared by the City, which Contract is by reference made a part hereof and is hereinafter referred as the Contract, for the performance of the following Work:

\_\_\_\_\_

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform said Contract, then this obligation shall be null and void; otherwise, it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the City.

Whenever Contractor shall be and declared by the City to be in default under the Contract, the City having performed City's obligations thereunder, the Surety may promptly remedy the default or shall promptly:

- a. Complete the Contract in accordance with its terms and conditions; or
- b. Obtain a Bid or Bids for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the most responsible Bidder, or if the City elects, upon determination by the City and the Surety jointly of the most responsible Bidder, arrange for a Contract between such Bidder and the City, and make available as work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof.

The term "balance of the contract price", as used in this paragraph, shall mean the total amount payable by the City to Contractor under the contract and any amendments thereto, less the amount properly paid by the City to the Contractor.

Any suit under this bond must be instituted before the expiration of twenty-five (25) months from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the City named herein or the heirs, executors, administrators, or successors of the City.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Principal) (Seal)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Title)

(Seal)

\_\_\_\_\_  
(Name of Insurer) Surety

\_\_\_\_\_  
(Witness)

By: \_\_\_\_\_  
(Attorney-in-Fact)

**SAMPLE PAYMENT BOND FORMAT**

KNOW ALL MEN BY THESE PRESENTS: that -

\_\_\_\_\_

(Insert full name and address or legal title of awarded Bidder)

as Principal, hereinafter called Contractor, and \_\_\_\_\_

(Name of Insurer)

as Surety, hereinafter called Surety, are held and firmly bound unto the City of Delray Beach, Palm Beach County, Florida.

As Obligee, hereinafter called the City, in the amount of \_\_\_\_\_

(\$ \_\_\_\_\_), for the payment whereof, Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by the presents.

WHEREAS, Contractor has by written agreement dated \_\_\_\_\_, 20\_\_ entered into Contract No. \_\_\_\_\_ with the City in accordance with the Solicitation specifications prepared by the City, which Contract is by reference made a part hereof and is hereinafter referred as the Contract, for the performance of the following Work:

\_\_\_\_\_

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if said Contractor and all subcontractors to whom any portion of the work provided for in said Contract is sublet and all assignees of said Contract and of such subcontractors shall promptly make payments to all persons supplying him or them with labor, products, services, or supplies for or in the prosecution of the work provided for in such Contract, or in any amendment or extension of or addition to said Contract, and for the payment of reasonable attorney's fees, incurred by the claimants in suits on this bond, then the above obligation shall be void; otherwise, it shall remain in full force and effect.

HOWEVER, this bond is subject to the following conditions and limitations:

a) Any person, firm or corporation that has furnished labor, products, or supplies for or in the prosecution of the work provided for in said Contract shall have a direct right of action against the Contractor and Surety on this bond, which right of action shall be asserted in a proceeding, instituted in the county in which the work provided for in said Contract is to be performed or in any county in which Contractor or Surety does business. Such right of action shall be asserted in proceedings instituted in the name of the claimant or claimants for his or their use and benefit against said Contractor and Surety or either of them (but not later than one year after the final settlement of said Contract) in which action such claim or claims shall be adjudicated and judgment rendered thereon.

b) The Principal and Surety hereby designate and appoint \_\_\_\_\_ as the agent of each of them to receive and accept service of process or other pleading issued or filed in any proceeding instituted on

this bond and hereby consent that such service shall be the same as personal service on the Contractor and/or Surety.

c) In no event shall the Surety be liable for a greater sum than the penalty of this bond, or subject to any suit, action or proceeding thereon that is instituted later than one year after the final settlement of said Contract.

d) This bond is given pursuant to and in accordance with the provisions of Florida Statutes, and all the provisions of the law referring to this character of bond as set forth in any sections or as may be hereinafter enacted, and these are hereby made a part hereof to the same extent as if set out herein in full.

Any suit under this bond must be instituted before the expiration of twenty-five (25) months from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the City named herein or the heirs, executors, administrators, or successors of the City.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Principal) (Seal)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Title)

(Seal)

\_\_\_\_\_  
(Name of Insurer) Surety

\_\_\_\_\_  
(Witness)  
Fact)

By: \_\_\_\_\_  
(Attorney-in-

**SAMPLE LETTER OF CREDIT FORMAT (NOT USED)**

LETTER OF CREDIT NO.: \_\_\_\_\_  
ISSUANCE DATE: \_\_\_\_\_

APPLICANT:  
{Name of Corporation} \_\_\_\_\_  
{Address} \_\_\_\_\_  
{City, State, Zip} \_\_\_\_\_

BENEFICIARY:  
CITY OF DELRAY BEACH  
100 N.W. 1<sup>ST</sup> AVENUE  
DELRAY BEACH, FLORIDA 33444

FOR U.S.D. \$ \_\_\_\_\_  
DATE OF EXPIRATION: \_\_\_\_\_

WE HEREBY ESTABLISH OUR IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_ IN FAVOR OF THE BENEFICIARY, THE CITY OF DELRAY BEACH, FLORIDA (HEREINAFTER "CDB") FOR THE ACCOUNT OF THE ABOVE-REFERENCED APPLICANT, AVAILABLE BY YOUR DRAFTS DRAWN ON (Insert name of Bank) PAYABLE AT SIGHT FOR ANY SUM OF MONEY NOT TO EXCEED A TOTAL OF (Insert the amount of money), THE AMOUNT REFERENCED ABOVE.

DEMANDS OF THE LETTER OF CREDIT MUST BE ACCOMPANIED BY A STATEMENT FROM THE CITY MANAGER OF THE CITY OF DELRAY BEACH CERTIFYING EITHER: (1) THAT SAID LETTER OF CREDIT IS ABOUT TO EXPIRE AND HAS NOT BEEN RENEWED, OR (2) THAT WORK HAS NOT BEEN COMPLETED IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, AND AGREEMENTS (INCLUDING ANY AMENDMENTS THEREOF) FOR THE FOLLOWING PROJECT: **{Name of Project}** \_\_\_\_\_ (THE 'PROJECT').

IT IS A CONDITION OF THIS LETTER OF CREDIT THAT IT WILL BE AUTOMATICALLY EXTENDED FOR PERIODS OF ONE YEAR FROM EXPIRY DATE HEREOF, OR ANY FUTURE EXPIRATION DATE, WITHOUT ANY AMENDMENT, UNLESS THIRTY (30) DAYS BUT NO MORE THAN SIXTY (60) DAYS PRIOR TO ANY EXPIRATION DATE WE SHALL NOTIFY CDB IN WRITING BY CERTIFIED MAIL RETURN RECEIPT REQUESTED, OR BY COURIER VIA HAND DELIVERY AT THE ABOVE-LISTED ADDRESS, THAT WE ELECT NOT TO CONSIDER THIS LETTER OF CREDIT RENEWED FOR ANY SUCH ADDITIONAL PERIOD.

WE HEREBY AGREE WITH THE DRAWERS, ENDORSERS, AND BONA FIDE HOLDERS OF ALL DRAFTS DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS OF THE CREDIT THAT SUCH DRAFTS WILL BE DULY HONORED UPON PRESENTATION TO **{Name of Bank}** \_\_\_\_\_ (THE 'BANK'), WHICH IS DULY AUTHORIZED TO CONDUCT BUSINESS IN THE STATE OF FLORIDA IN ACCORDANCE WITH THE TERMS HEREOF. IF A DRAFT, AS DESCRIBED IN THIS LETTER OF CREDIT, IS PRESENTED PRIOR TO THE EXPIRATION DATE AND IN CONFORMITY WITH THE TERMS OF THIS LETTER OF CREDIT AND UPON PRESENTATION IT IS WRONGFULLY DISHONORED BY THE BANK, THE BANK AGREES

TO PAY REASONABLE ATTORNEYS FEES AND COSTS, INCLUDING FEES AND COSTS ON APPEAL, INCURRED BY THE CITY OF DELRAY BEACH TO ENFORCE THIS LETTER OF CREDIT SHOULD CDB PREVAIL.

DOCUMENTS MUST BE PRESENTED FOR PAYMENT TO:

**{Name of Bank Branch}** \_\_\_\_\_  
**{Address}** \_\_\_\_\_  
**{City, State, Zip}** \_\_\_\_\_  
ATTN: **{Department}** \_\_\_\_\_

ALL DRAWINGS UNDER THIS LETTER OF CREDIT MUST BE ACCOMPANIED BY THE ORIGINAL LETTER OF CREDIT INSTRUMENT WHICH WILL BE RETURNED TO THE BENEFICIARY AFTER ENDORSING THE BACK OF SAME WITH THE AMOUNT OF EACH DRAWING BY US.

PARTIAL DRAWINGS ARE PERMITTED.

THE AMOUNT OF ANY DRAFT DRAWN UNDER THIS CREDIT MUST BE ENDORSED ON THE REVERSE OF THE ORIGINAL CREDIT. ALL DRAFTS MUST BE MARKED "DRAWN UNDER **{Name of Bank}** \_\_\_\_\_ LETTER OF CREDIT NUMBER \_\_\_\_\_ DATED \_\_\_\_\_, 20\_\_."

THIS CREDIT IS SUBJECT TO THE "UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS, (2007 REVISION), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 600", AND TO THE PROVISIONS OF FLORIDA LAW. IF A CONFLICT BETWEEN THE UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS AND FLORIDA LAW SHOULD ARISE, FLORIDA LAW SHALL PREVAIL. IF A CONFLICT BETWEEN THE LAW OF ANOTHER STATE OR COUNTRY AND FLORIDA LAW SHOULD ARISE, FLORIDA LAW SHALL PREVAIL. VENUE FOR ANY DISPUTES RELATING TO THE ENFORCEMENT OF THIS LETTER OF CREDIT SHALL BE PALM BEACH COUNTY, FLORIDA.

**{Name of Bank}** \_\_\_\_\_

BY: \_\_\_\_\_  
**{Name}** \_\_\_\_\_  
**{Title}** \_\_\_\_\_

END OF SECTION 9

**SECTION 10  
SAMPLE AGREEMENT FORMAT**

Below is the standard agreement format for this Invitation to Bid. This is a sample agreement only and is subject to revisions. **DO NOT COMPLETE.**

**AGREEMENT**

THIS AGREEMENT is hereby made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the "effective date") by and between the City of Delray Beach, a Florida municipal corporation ("City"), whose address is 100 N.W. 1<sup>st</sup> Avenue, Delray Beach, Florida 33444, and \_\_\_\_\_, a corporation (hereafter referred to as "Contractor"), whose address is \_\_\_\_\_.

WHEREAS, the City desires to retain the services of the Contractor to provide the goods and services in accordance with the City's Invitation to Bid No. 2022-021, and the Contractor's response thereto, all of which are incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereafter set forth, the Contractor and the City agree as follows:

**ARTICLE 1. INCORPORATION OF INVITATION TO BID**

The terms and conditions of this Agreement shall include and incorporate the terms, conditions, and specifications set forth in the City's Invitation to Bid No. 2022-021, and the Contractor's response to the Invitation to Bid, including all documentation required thereunder.

**ARTICLE 2. DESCRIPTION OF GOODS OR SCOPE OF SERVICES**

The Contractor shall provide the goods and/or perform those services identified in the specifications accompanying the City's Invitation to Bid, which are incorporated herein by reference.

**ARTICLE 3. COMPENSATION**

The City shall pay to the Contractor, in compliance with the Pricing Schedule attached hereto and incorporated herein, according to the terms and specifications of the referenced Invitation to Bid.

**ARTICLE 4. MISCELLANEOUS PROVISIONS**

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall be hand delivered, telecommunicated, or mailed by registered or certified mail (postage prepaid), return receipt requested, to the following addresses:

- i. As to the City:
  - City of Delray Beach
  - 100 N.W. 1<sup>st</sup> Avenue
  - Delray Beach, Florida 33444
  - Attn: City Manager
  - Email:

ii. with a copy to: City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, Florida 33444  
Attn: City Attorney  
Email:

iii. As to the Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn.: \_\_\_\_\_  
Email: \_\_\_\_\_

b. Headings. The headings contained in this Agreement are for convenience of reference only, and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

c. Effective Date. The effective date of this Agreement shall be as of the date it has been executed by both the parties hereto.

ARTICLE 5. CONTRACT TERM

This term of this Agreement shall be from the effective date through \_\_\_\_\_, 20\_\_, unless terminated earlier in accordance with terms set forth in the ITB.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates hereinafter written.

CITY OF DELRAY BEACH, FLORIDA

[SEAL]

By: \_\_\_\_\_  
Shelly Petrolia, City Mayor

ATTEST:

By: \_\_\_\_\_  
Katerri Johnson, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: \_\_\_\_\_  
Lynn Gelin, City Attorney

CONTRACTOR

[SEAL]

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ (name of person), as \_\_\_\_\_ (type of authority) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

Personally known \_\_\_ OR Produced Identification

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
Notary Public – State of Florida

END OF SECTION 10

**SECTION 11  
 GENERAL TERMS AND CONDITIONS**

1. **DEFINITIONS**
  - a. *Bid: any offer(s) submitted in response to an Invitation to Bid.*
  - b. *Bidder: person or firm submitting a Bid in response to an Invitation to Bid.*
  - c. *Bid Solicitation or Invitation to Bid: this Solicitation documentation, including any and all addenda.*
  - d. *Bid Submittal Form: describes the goods or services to be purchased, and must be completed and submitted with the Bid.*
  - e. *City: shall refer to the City of Delray Beach, Florida.*
  - f. *Contract or Agreement: Invitation to Bid, all addenda issued thereto, all affidavits, the signed agreement, and all related documents which comprise the totality of the contract or agreement between the City and the Bidder.*
  - g. *Contractor: awarded Bidder or Bidder who is awarded a contract to provide goods or services to the City.*
  - h. *Invitation to Bid: formal request for Bids from qualified Bidders.*
  - i. *Purchasing Department: Purchasing Department of the City of Delray Beach, Florida.*
  - j. *Responsible Bidder: Bidder which has the capability in all respects to perform in full the contract requirements, as stated in the Invitation to Bid, and the integrity and reliability that will assure good-faith performance.*
  - k. *Responsive Bidder: Bidder whose Bid conforms in all material respects to the terms and conditions included in the Invitation to Bid.*

2. **CONE OF SILENCE**  
 Pursuant to Section 2-355 of Palm Beach County Ordinance No. 2011-039, and the purchasing policies of the City of Delray Beach, all Solicitations, once advertised and until the appropriate authority has approved an award recommendation, are under the "Cone of

Silence". This limits and requires documentation of communications between potential Bidders and/or Bidders on City Solicitations, the City's professional staff, and the City Council members.

3. **ADDENDUM**  
 The Purchasing Department may issue an addendum in response to any inquiry received, prior to the close of the Solicitation period, which changes, adds, or clarifies the terms, provisions, or requirements of the Solicitation. The Bidder should not rely on any representation, statement, or explanation, whether written or verbal, other than those made in the Solicitation document or in the addenda issued. Where there appears to be a conflict between the Solicitation and any addenda, the last addendum issued shall prevail. It is the vendor's responsibility to ensure receipt of all addenda, and any accompanying documentation. The vendor is required to submit with its Bid or Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.

4. **LEGAL REQUIREMENTS**  
 This Solicitation is subject to all legal requirements contained in the applicable City Ordinances and Resolutions, as well as all applicable City, State, and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State, and local.

5. **CHANGE OF BID**  
 Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid (as indicated on the cover page) with a letter on the firm's letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.

6. **WITHDRAWAL OF BID**  
 A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only a written letter received by the Purchasing Department prior to the Bid opening date may withdraw a Bid. A Bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the Purchasing

and Contracts Director. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

7. **CONFLICTS WITHIN THE BID SOLICITATION**  
 Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Form, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Form, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

8. **PROMPT PAYMENT TERMS**  
 It is the policy of the City of Delray Beach that payment for all purchases by City departments shall be made in a timely manner. The City will pay the awarded Bidder upon receipt and acceptance of the goods or services by a duly authorized representative of the City. In accordance with Section 218.74, Florida Statutes, the time at which payment shall be due from the City shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. Proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the City Manager or designee, not later than sixty (60) days after the date on which the proper invoice was received by the City.

9. **DISCOUNTS (PROMPT PAYMENTS)**  
 The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during Bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid submittal signature page of the Solicitation.

10. **PREPARATION OF BIDS**  
 a. The Bid forms define requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other forms will result in the rejection of the Bidder's offer. The Bid submittal forms must be legible. Bidders shall use typewriter, computer, or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.  
 b. An authorized agent of the Bidder's firm must sign the Bid submittal form. **Failure**

**to sign the Signature Page of the Bid shall render the Bid non-responsive.**

- c. The Bidder may be considered non-responsive if Bids are conditioned upon modifications, changes, or revisions to the terms and conditions of this Solicitation.
- d. The Bidder may submit alternate Bid(s) for the same Solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted as a separate Bid submittal marked "Alternate Bid".
- e. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- f. Late Bids will not be accepted and will be returned to the sender unopened. It is the Bidder's responsibility to ensure timely delivery by the due date and time, and at the place stated in this Solicitation. No exceptions will be made due to weather, carrier, traffic, illness, or other issues.

11. **CANCELLATION OF BID SOLICITATION**  
 The City of Delray Beach reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the City.

12. **AWARD OF CONTRACT**  
 a. The contract may be awarded to the responsive and responsible Bidder meeting all requirements as set forth in the Solicitation. The City reserves the right to reject any and all Bids, to waive irregularities or technicalities, and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The City shall be the sole judge of its best interest.

- b. The City reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the City's best interest to do so.
- c. The City reserves the right to negotiate prices **with the responsive and responsible low Bidder**, provided that the scope of work of this Solicitation remains the same.
- d. The Bidder's performance as a prime contractor or subcontractor on previous

- City contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- e. The City will provide a copy of the Bid Tabulation to all Bidders responding to this Solicitation.
  - f. The Bid Solicitation, any addenda and/or properly executed modifications, the signed Agreement, the purchase order, and any change order(s) shall constitute the contract.
  - g. The Purchasing and Contracts Director will decide all tie Bids.
  - h. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.
  - i. The City reserves the right to request and evaluate additional information from any Bidder after the submission deadline as the City deems necessary.
13. **CONTRACT EXTENSION**  
 The City reserves the right to automatically extend any agreement for a maximum period not to exceed ninety (90) calendar days in order to provide City departments with continual service and supplies while a new agreement is being solicited, evaluated, and/or awarded.
14. **WARRANTY**  
 All warranties express and implied shall be made available to the City for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the awarded Bidder against factory defects and workmanship. At no expense to the City, the awarded Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty.
15. **ESTIMATED QUANTITIES**  
 Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the City's anticipated needs and/or usage; and (b) the City may use these estimates to determine the low Bidder. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The City is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.
16. **NON-EXCLUSIVITY**  
 It is the intent of the City to enter into an agreement with the awarded Bidder that will satisfy its needs as described herein. However, the City reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to, award of other contracts, use of any contractor, or perform the work with its own employees.
17. **CONTINUATION OF WORK**  
 Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the City and the awarded Bidder, continue until completion at the same prices, terms, and conditions.
18. **BID PROTEST**
- a. A recommendation for contract award or rejection of award may be protested by a Bidder. The Bidder may file a written protest with the City Clerk's office. The Bidder shall file its written protest with the City Clerk, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., excluding legal holidays. Protests shall contain the name, address, and phone number of the petitioner, name of the petitioner's representative (if any), and the title and Bid number of the Solicitation. The protest shall specifically describe the subject matter, facts giving rise to the protest, and the action requested from the City.
  - b. The written protest must be received no later than seventy-two (72) consecutive hours (excluding Saturdays, Sundays, and legal holidays) after the time of initial posting of the intended award. Failure to file a timely formal written protest within the time period specified shall constitute a waiver by the Bidder of all rights of protest.
  - c. The letter of protest shall be accompanied by a non-refundable protest application fee in an amount equal to one percent (1%) of the protestor's bid or five thousand dollars (\$5,000.00), whichever is less. The protest application fee must be a cashier's check, a certified check, or an attorney's trust account check made payable to the City of Delray Beach. Failure to provide the required protest application fee shall deem the protest as incomplete and invalid.

employees of the awarded Bidder shall wear proper identification.

19. **LAWS AND REGULATIONS**  
 The awarded Bidder shall comply with all laws and regulations applicable to provide the goods or services specified in this Bid Solicitation. The Bidder shall be familiar with all federal, state, and local laws that may affect the goods and/or services offered.

It is the awarded Bidder's responsibility to ensure that all its employees and subcontractors comply with the employment regulations required by the US Department of Homeland Security. The City shall have no responsibility to check or verify the legal immigration status of any employee of the awarded Bidder.

20. **LICENSES, PERMITS AND FEES**  
 The awarded Bidder(s) shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations, and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the City or an awarded Bidder for failure to obtain and maintain required licenses, certifications, permits, and/or inspections shall be borne by the awarded Bidder.

25. **INDEMNIFICATION**  
 The awarded Bidder shall indemnify and hold harmless the City and its officers, employees, agents, and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the City or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the agreement by the awarded Bidder or its employees, agents, servants, partners, principals, or subcontractors. The awarded Bidder shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The awarded Bidder expressly understands and agrees that any insurance protection required by this contract agreement or otherwise provided by the awarded Bidder shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City or its officers, employees, agents, and instrumentalities as herein provided.

21. **SUBCONTRACTING**  
 Unless otherwise specified in this Bid Solicitation, the awarded Bidder shall not subcontract any portion of the work without the prior written consent of the City. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the City may result in termination of the contract for default.

22. **ASSIGNMENT**  
 The awarded Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title, or interest therein, or its power to execute such contract to any person, company, or corporation without the prior written consent of the City. Assignment without the prior consent of the City may result in termination of the contract for default.

26. **COLLUSION**  
 A Bidder recommended for award as the result of a competitive Solicitation for any City purchases of supplies, materials, and services (including professional services, other than professional architectural, engineering, and other services subject to Sec. 287.055 Florida Stats.), purchase, lease, permit, concession, or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the City, stating either that the contractor is not related to any of the other parties Bidding in the competitive Solicitation or identifying all related parties, as defined in this Section, which Bid in the Solicitation; and attesting that the contractor's Bid is genuine and not a sham or

23. **SHIPPING TERMS**  
 Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

24. **RESPONSIBILITIES AS EMPLOYER**  
 The employee(s) of the awarded Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the City or any of its departments. The awarded Bidder shall provide physically competent employee(s) capable of performing the work as required. The City may require the awarded Bidder to remove any employee it deems unacceptable. All

collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other Bidder to put in a sham Bid, or any other person, firm, or corporation to refrain from proposing, and that the Bidder has not in any manner sought by collusion to secure to the Bidder an advantage over any other Bidder. In the event a recommended Bidder identifies related parties in the competitive Solicitation its Bid shall be presumed to be collusive and the recommended Bidder shall be ineligible for award unless that presumption is rebutted to the satisfaction of the City. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

- 27. **MODIFICATION OF CONTRACT**  
 The contract may be modified by mutual consent, in writing, through the issuance of a modification to the contract, a supplemental agreement, purchase order, or change order, as appropriate.
- 28. **TERMINATION FOR CONVENIENCE**  
 The City, at its sole discretion, reserves the right to terminate any contract entered into pursuant to this Invitation to Bid (ITB) with or without cause immediately upon providing written notice to the awarded Bidder. Upon receipt of such notice, the awarded Bidder shall not incur any additional costs under the contract. The City shall be liable only for reasonable costs incurred by the awarded Bidder prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."
- 29. **TERMINATION FOR DEFAULT**  
 The City reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the awarded Bidder fails to perform in accordance with the terms and conditions stated herein by providing written notice of such failure or default and by specifying a reasonable time period within which the awarded Bidder must cure any such failure to perform or default. If the awarded Bidder fails to cure the default within the time specified, the City may then terminate the subject contract by providing written notice to the awarded Bidder. The City further reserves the right to suspend or debar the awarded Bidder in accordance with the appropriate City ordinances, resolutions, and/or policies. The vendor will be notified by letter of the City's intent to terminate. In the event of termination for default, the City may procure the required goods and/or services from any source and use

- any method deemed in its best interest. All re-procurement costs shall be borne by the incumbent Bidder.
- 30. **FRAUD AND MISREPRESENTATION**  
 Any individual, corporation, or other entity that attempts to meet its contractual obligations with the City through fraud, misrepresentation, or material misstatement, may be debarred for up to five (5) years. The City, as a further sanction, may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.
- 31. **ACCESS AND AUDIT OF RECORDS**  
 The City reserves the right to require the awarded Bidder to submit to an audit by an auditor of the City's choosing at the awarded Bidder's expense. The awarded Bidder shall provide access to all of its records, which relate directly or indirectly to this Agreement, at its place of business during regular business hours. The awarded Bidder shall retain all records pertaining to this Agreement, and upon request, make them available to the City for three (3) years following expiration of the Agreement. The awarded Bidder agrees to provide such assistance as may be necessary to facilitate the review or audit by the City to ensure compliance with applicable accounting and financial standards.
- 32. **OFFICE OF THE INSPECTOR GENERAL**  
 Palm Beach County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County programs, contracts, transactions, accounts and records. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records, and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all City contracts.
- 33. **PRE-AWARD INSPECTION**  
 The City may conduct a pre-award inspection of the Bidder's site or hold a pre-award qualification hearing to determine if the Bidder is capable of performing the requirements of this Bid Solicitation.
- 34. **PROPRIETARY AND/OR CONFIDENTIAL INFORMATION**  
 Bidders are hereby notified that all information submitted as part of, or in support of Bid

submittals will be available for public inspection after the opening of Bids in compliance with Chapter 119 of the Florida Statutes, popularly known as the "Public Record Law." The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary, or confidential. The submission of any information to the City in connection with this Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection which would otherwise be available to the Bidder. In the event that the Bidder submits information to the City in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the Bid as protected or confidential, the City may, in its sole discretion, either (a) communicate with the Bidder in writing in an effort to obtain the Bidder's withdrawal of the confidentiality restriction, or (b) endeavor to redact and return that information to the Bidder as quickly as possible, and if appropriate, evaluate the balance of the Bid. The redaction or return of information pursuant to this clause may render a Bid non-responsive.

35. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Any person or entity that performs or assists the City of Delray each with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. HIPAA mandates for privacy, security, and electronic transfer standards include, but are not limited to:

- a. Use of information only for performing services required by the contract or as required by law;
- b. Use of appropriate safeguards to prevent non-permitted disclosures;
- c. Reporting to the City of Delray Beach any non-permitted use or disclosure;
- d. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder and reasonable assurances that IIHI/PHI will be held confidential;
- e. Making Protected Health Information (PHI) available to the customer;

- f. Making PHI available to the customer for review and amendment, and incorporating any amendments requested by the customer;
- g. Making PHI available to the City of Delray Beach for an accounting of disclosures; and
- h. Making internal practices, books, and records related to PHI available to the City of Delray Beach for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records and/or electronic transfer of data). The Bidder must give its customers written notice of its privacy information practices, including specifically, a description of the types of uses and disclosures that would be made with protected health information.

36. ADDITIONAL FEES AND SURCHARGES  
 Unless provided for in the contract/agreement, the City will not make any additional payments such as fuel surcharges, demurrage fees, or delay-in-delivery charges.

37. COMPLIANCE WITH FEDERAL STANDARDS  
 All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

38. COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING  
 If the goods or services to be acquired under this Solicitation are to be purchased, in part or in whole, with Federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5, and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this Solicitation and resultant contract by reference.

39. BINDING EFFECT  
 All of the terms and provisions of this contract/agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, successors, and permitted assigns.

40. **SEVERABILITY**  
 In the event any term or provision of any contract or agreement entered into pursuant to this Solicitation is found by a court of competent jurisdiction to be invalid, the remaining terms and provisions shall continue to be effective and shall be interpreted and given meaning to the greatest possible extent in the absence of any severed terms or provisions.
41. **GOVERNING LAW AND VENUE**  
 This contract and all transactions contemplated by this agreement shall be governed by and construed and enforced in accordance with the laws of the State of Florida without regard to any contrary conflicts of law principle. Venue of all proceedings in connection herewith shall lie exclusively in Palm Beach County, Florida, and each party hereby waives whatever its respective rights may have been in the selection of venue.
42. **ATTORNEY'S FEES**  
 It is hereby understood and agreed that in the event any lawsuit in the judicial system, federal or state, is brought to enforce compliance with this contract or interpret same, or if any administrative proceeding is brought for the same purposes, each party shall pay their own attorney's fees and costs, including appellate fees and costs.
43. **EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION**  
 The City of Delray Beach complies with all laws prohibiting discrimination on the basis of age, race, gender, religion, creed, political affiliation, sexual orientation, physical or mental disability, color or national origin, and therefore is committed to assuring equal opportunity in the award of contracts and encourages small, local, minority, and female-owned businesses to participate.
- During the performance of this contract, the awarded Bidder agrees it will not discriminate or permit discrimination in its hiring practices or in its performance of the contract. The awarded Bidder shall strictly adhere to the equal employment opportunity requirements and any applicable requirements established by the State of Florida, Palm Beach County and the federal government.
- The awarded Bidder further acknowledges and agrees to provide the City with all information and documentation that may be requested by the City from time to time regarding the
- Solicitation, selection, treatment and payment of subcontractors, suppliers, and vendors in connection with this Contract.
44. **AVAILABILITY OF CONTRACT TO OTHER CITY DEPARTMENTS**  
 It is agreed and understood that any City department or agency may access this contract and purchase the goods or services awarded herein. Each City department will issue a separate purchase order to the awarded Bidder for the department's specific purchases.
45. **CRIMINAL HISTORY BACKGROUND CHECKS**  
 Prior to hiring a contract employee or contracting with a Bidder, the City may conduct a comprehensive criminal background check by accessing any Federal, State, or local law enforcement database available. The contract employee or Bidder will be required to sign an authorization for the City to access criminal background information. The costs for the background checks shall be borne by the City.
46. **LABOR, MATERIALS, AND EQUIPMENT**  
 Unless specified elsewhere in the Solicitation or resultant contract, all labor, materials, and equipment required for the performance of the requirements of the Contract shall be supplied by the awarded Bidder.
47. **MINIMUM WAGE REQUIREMENTS**  
 The awarded Bidder shall comply with all minimum wage and living wage requirements, such as Living Wage requirements, minimum wages based on Federal Law, minimum wages based on the Davis-Bacon Act, and the provisions of any other wages laws, as may be applicable to this Contract.
48. **PACKING SLIP AND DELIVERY TICKET**  
 A packing slip and/or delivery ticket shall accompany all items during delivery to the City. The documents shall include information on the contract number or purchase order, any back order items, and the number or quantity of items being delivered.
49. **PURCHASE OF OTHER ITEMS**  
 The City reserves the right to purchase other related goods or services, not listed in the Solicitation, during the contract term. When such requirements are identified, the City may request price quote(s) from the awarded Bidder(s) on the contract. The City, at its sole discretion, will determine if the prices offered are reasonable, and may choose to purchase the goods or services from the awarded Bidder,

another contract vendor, or a non-contract vendor.

further disqualification from participating in any future Bids with the City.

50. PUBLIC RECORDS  
 Florida law provides that municipal records shall at all times be available to the public for inspection. Chapter 119, Florida Statutes, the Public Records Law, requires that all material submitted in connection with a Bid response shall be deemed to be public record subject to public inspection upon award, recommendation for award, or thirty (30) days after Bid opening, whichever occurs first. Certain exemptions to public disclosure are statutorily provided for in Section 119.07, Florida Statutes. If the Bidder believes any of the information contained in his/her/its Bid is considered confidential and/or proprietary, inclusive of trade secrets as defined in Section 812.081, Florida Statutes, and is exempt from the Public Records Law, then the Bidder, must in its response, specifically identify the material which is deemed to be exempt and state the legal authority for the exemption. All materials that qualify for exemption from Chapter 119, Florida Statutes or other applicable law must be submitted in a separate envelope, clearly identified as "EXEMPT FROM PUBLIC DISCLOSURE" with the firm's name and the Bid number clearly marked on the outside. The City will not accept Bids when the entire Bid is labeled as exempt from disclosure. The City's determination of whether an exemption applies shall be final, and the Bidder agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.

The awarded Bidder(s) shall keep and maintain public records and fully comply with the requirements set forth at Section 119.0701, Florida Statutes, as applicable; failure to do so shall constitute a material breach of any and all agreements awarded pursuant to this Solicitation.

51. CONFLICTS OF INTEREST  
 All Bidders must disclose with their Bid the name of any officer, director, or agent who is also an employee of the City of Delray Beach. Further, all Bidders must disclose the name of any City employee who has any interest, financial or otherwise, direct or indirect, of five percent (5%) or more in the Bidders' firm or any of its branches. Failure to disclose any such affiliation will result in disqualification of the Bidder from this Invitation to Bid and may be grounds for

52. PUBLIC ENTITY CRIMES  
 As provided in Section 287.133(2) (a), Florida Statutes, a person or affiliate who has been placed on the convicted vendors 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 contractor, supplier, subcontractor, or consultant under a contract with any public entity.

53. OTHER GOVERNMENTAL AGENCIES  
 If a Bidder is awarded a contract as a result of this ITB, the Bidder shall allow other governmental agencies to access this contract and purchase the goods and services under the terms and conditions at the prices awarded, as applicable.

54. COMPLETION OF WORK AND DELIVERY  
 All work shall be performed and all deliveries made in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the awarded Bidder(s), except in such cases where the completion date will be delayed due to acts of nature, force majeure, strikes, or other causes beyond the control of the awarded Bidder. In these cases, the awarded Bidder shall notify the City of the delays in advance of the original completion so that a revised delivery schedule can be appropriately considered by the City.

55. FAILURE TO DELIVER OR COMPLETE WORK  
 Should the awarded Bidder(s) fail to deliver or complete the work within the time stated in the contract, it is hereby agreed and understood that the City reserves the authority to cancel the contract with the awarded Bidder and secure the services of another vendor to purchase the items or complete the work. If the City exercises this authority, the City shall be responsible for reimbursing the awarded Bidder for work that was completed, and items delivered and accepted by the City in accordance with the contract specifications. The City may, at its option, demand payment from the awarded Bidder, through an invoice or credit memo, for any additional costs over and beyond the original contract price which were incurred by the City as

- a result of having to secure the services of another vendor.
- 56. **CORRECTING DEFECTS**  
 The awarded Bidder shall be responsible for promptly correcting any deficiency, at no cost to the City, within three (3) calendar days after the City notifies the awarded Bidder of such deficiency in writing. If the awarded Bidder fails to correct the defect, the City may (a) place the awarded Bidder in default of its contract; and/or (b) procure the products or services from another source and charge the awarded Bidder for any additional costs that are incurred by the City for this work or items, either through a credit memorandum or through invoicing.
  - 57. **ACCIDENT PREVENTION AND BARRICADES**  
 Precautions shall be exercised at all times for the protection of persons and property. All awarded Bidders performing services or delivering goods under this contract shall conform to all relevant OSHA, State, and County regulations during the course of such effort. Any fines levied by the above-mentioned authorities for failure to comply with these requirements shall be borne solely by the awarded Bidder. Barricades shall be provided by the awarded Bidder when work is performed in areas traversed by persons, or when deemed necessary by the City.
  - 58. **OMISSIONS IN SPECIFICATIONS**  
 The specifications and/or statement of work contained within this Solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the Bidder from furnishing, installing, or performing such work where required to the satisfactory completion of the project.
  - 59. **MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS**  
 The awarded Bidder hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the awarded Bidder in conjunction with this Solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the City by the awarded Bidder are found to be defective or do not conform to specifications, (1) the materials may be returned to the awarded Bidder at the Bidder's expense and the contract cancelled; or (2) the City may require the awarded Bidder to replace the materials at the Bidder's expense.
  - 60. **TOXIC SUBSTANCES/FEDERAL "RIGHT TO KNOW" REGULATIONS**  
 The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.  
  
 Accordingly, the awarded Bidder(s) performing under this contract are required to provide two (2) complete sets of Material Safety Data Sheets to each City department utilizing the any awarded products that are subject to these regulations. This information should be provided at the time when the initial delivery is made, on a department-by-department basis.
  - 61. **TAXES**  
 The City of Delray Beach is exempt from Federal and State taxes for tangible personal property.
  - 62. **BIDDER'S COSTS**  
 The City shall not be liable for any costs incurred by Bidders in responding to this Invitation to Bid.
  - 63. **SUBSTITUTION OF PERSONNEL**  
 It is the intention of the City that the awarded Bidder's personnel proposed for the contract shall be available for the initial contract term. In the event the awarded Bidder wishes to substitute personnel, the awarded Bidder shall propose personnel of equal or higher qualifications, and all replacement personnel are subject to the City's approval. In the event the substitute personnel are not satisfactory to the City, and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the contract for cause.
  - 64. **FORCE MAJEURE**  
 The City and the awarded Bidder are excused from the performance of their respective obligations under the contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control, including fire, flood, explosion, strikes or other labor disputes, natural disasters, public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental

authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance provided that:

- a. The non-performing party gives the other party prompt written notice describing the particulars of the force majeure, including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the force majeure.
- b. The excuse of performance is of no greater scope and of no longer duration than is required by the force majeure.
- c. No obligations of either party that arose before the force majeure causing the excuse of performance are excused as a result of the force majeure.
- d. The non-performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the awarded Bidder shall not constitute a force majeure. The term of the contract shall be extended by a period equal to that during which either party's performance is suspended under this section.

65. NOTICES

Notices shall be effective when received at the addresses specified in the contract/agreement. Changes in respective addresses to which such notices are to be directed may be made from time to time by either party by written notice to the other party. Facsimile and email transmissions are acceptable notice effective when received; however, facsimile and email transmissions received after 5:00 p.m. or on weekends or holidays will be deemed received on the next business day. The original of the notice must also be mailed to the receiving party.

Nothing contained in this section shall be construed to restrict the transmission of routine communications between representatives of the successful Proposer and the City of Delray Beach.

66. POOL CONTRACTS

During the term of contracts and agreements that are executed as vendor pools, awarding vendors in prequalified pools of vendors, either as a general pool or by categories, sub-categories, or groups, the City reserves the right to add new vendors to these contracts for goods or services not awarded for the original Solicitation or as part of the general pool category, sub-category or group. To be eligible to be added to these pool contracts, a vendor must meet the same eligibility requirements established in the original Invitation to Bid.

67. FISCAL FUNDING OUT

The City's obligation pursuant to any contract or agreement entered into in accordance with this Solicitation is specifically contingent upon the lawful appropriation of funds. Failure to lawfully appropriate funds for any contract or agreement awarded shall result in automatic termination of the contract or agreement.

END OF SECTION 11

**SECTION 12**  
**EXHIBITS**

Exhibit A – Subcontractor Questionnaire  
Exhibit B – Equipment Questionnaire

END OF SECTION 12

**SECTION 13  
SOLICITATION SUMMARY**

**The City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444**

**PURCHASING DEPARTMENT**

**SOLICITATION SUMMARY**

**IMPORTANT NOTICE**

The information you provide on this page will be read aloud at the PUBLIC OPENING for this Solicitation. It is VERY IMPORTANT that the summary information you provide below is exactly the same information contained in your Bid. If subsequent to the opening of Bids, the City determines that the information contained in the electronic version of your Bid is different from the information on this Solicitation Summary, the City reserves the right to deem your Bid NON-RESPONSIVE, and remove your Bid from further evaluation and consideration for contract award.

**BID INFORMATION**

Bid Number: ITB No. 2022-021  
 Title: Roof Maintenance & Repair Services  
 Due Date and Time: March 16, 2022 @ 2:00PM EST  
 Name of Bidder: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Bid Amount: \$ \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

By signing and submitting this Solicitation Summary, the Bidder affirms that the information provided above is an exact and correct summary of the information contained in the electronic version of the Bidder's Bid to the City of Delray Beach.

**THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ORIGINAL HARDCOPY IN THE SEALED PACKAGE CONTAINING YOUR BID THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ELECTRONIC COPY IN THE SEALED PACKAGE CONTAINING YOUR BID OR SIGNED AND INCLUDED WITH YOUR SECURE ELECTRONIC BID SUBMITTAL THROUGH [WWW.BIDSYNC.COM](http://WWW.BIDSYNC.COM).**

## Question and Answers for Bid #ITB 2022-021 - Roof Maintenance and Repair

### Overall Bid Questions

There are no questions associated with this bid.

RESOLUTION NO. 68-22

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH CJ CONTRACTING, LLC, FOR ROOF MAINTENANCE AND REPAIR SERVICES, AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AMENDMENTS AND TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THIS AGREEMENT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Delray Beach (City) is authorized to enter into agreements to provide services, programming, and products in accordance with its Charter; and

WHEREAS, the City requires roof maintenance and repair services; and

WHEREAS, the City desires to enter into an agreement with CJ Contracting, LLC, for roof maintenance and repair services; and

WHEREAS, the City Commission deems approval of this Resolution to be in the best interest of the health, safety, and welfare of the residents and citizens of the City of Delray Beach and the public at large.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are hereby affirmed and ratified.

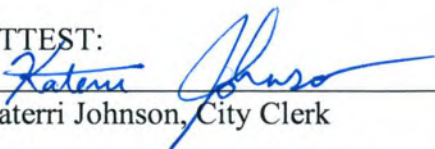
Section 2. The City Commission of the City of Delray Beach has reviewed and hereby approves this Agreement between the City and CJ Contracting Services, LLC., which is attached to this Resolution as Exhibit "A".

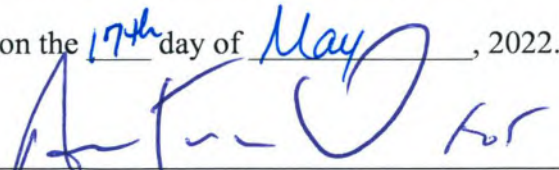
Section 3. The City Commission authorizes the City Manager to execute any amendments and to take any and all actions necessary to effectuate this Agreement.

Section 4. This Resolution shall become effective immediately upon adoption.

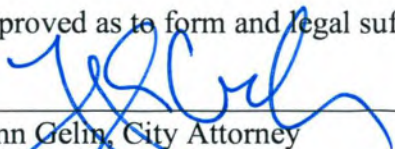
PASSED AND ADOPTED in regular session on the 17<sup>th</sup> day of May, 2022.

ATTEST:

  
Katerri Johnson, City Clerk

  
Shelly Petrolia, Mayor

Approved as to form and legal sufficiency:

  
Lynn Gelin, City Attorney

## CITY ATTORNEY OFFICE - LEGAL REVIEW CHECKLIST

Name of Agreement: Agreement with CJ Contracting, LLC for roof repair and maintenance

Department: Purchasing

Contact person: Chris Snyder

City Manager approval

City Commission approval

Reviewed by Purchasing

Agenda item #:

Agenda meeting date:

Resolution #:

Agreement Action:

New

Renewal\*

Amendment\*

\*Renewal: Only change is the agreement term

\*Amendment: For changes other than/in addition to term

Does the Contractor require the City to sign first?: No

For City Attorney Use only:

**Agreement Terms:**

**Comments/Specific Provision in Agreement**

Term (Duration of Agreement)	Article 5 of Agreement; 5 years; 3 year term with 2 one-year renewal options
Termination Clause	Convenience (P28 ITB Standard Terms) and Default (P29 ITB)
Renewal Clause	Article 5 of Agreement
Insurance	City standard
Indemnification	City standard
Assignment	P22 of ITB Standard Terms; written consent required
Fiscal Funding Requirement	P67 of ITB Standard Terms
FL. Public Records Provision (2016)	P50 of ITB Standard Terms
Inspector General Provision	P32 of ITB Standard Terms
Governing Law	Florida
Venue	Palm Beach County
Attorney's fees	P42 of ITB Standard Terms; each bears own
E-verify	Article 6 of Agreement

**Business Principles:**

**Comments**

Fees: Total Value	\$750,000
Fees: Per Fiscal Year	\$150,000

**Other Issues:**

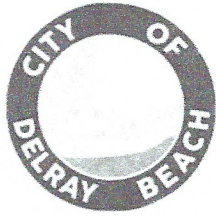
**Comments**

Non-Negotiable Issues/ Miscellaneous Issues/ Special Considerations	Agreement for roof repair and maintenance entered into pursuant to City Solicitation.
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Consistent with applicable policies including, but not limited to, Procurement policies. Yes

Attorney: William Bennett, Esq.

Reviewed and approved as to form and legal sufficiency only



# CITY OF DELRAY BEACH

PURCHASING AND CONTRACT ADMINISTRATION DIVISION  
100 N.W. 1<sup>ST</sup> AVENUE • DELRAY BEACH • FLORIDA 33444

Delray Beach

Florida



1993 • 2001 • 2017

April 7, 2025

CJ Contracting LLC  
11924 Forest Hill Blvd, Suite 10A-267  
Wellington, FL 33414  
Via email: [Cjcontracting9@aol.com](mailto:Cjcontracting9@aol.com)

REFERENCE: Renewal of ITB2022-021 Roof Maintenance and Repair

Dear Vendor:

The City of Delray Beach has enjoyed the working relationship we have developed with your firm. It has been a pleasure working with you and your team and we look forward to continuing that relationship.

The subject Contract will expire on May 16, 2025.

In accordance with the terms and conditions of the subject Contract, the Contract may, by mutual consent of the parties, be renewed for an additional one (1) year. The City would like to exercise the option to renew this Contract for an additional one (1) year effective May 17, 2025, at the existing terms and conditions.


Please indicate your consent to renew this Contract by having an officer of the firm execute the acceptance portion below and returning this letter by email to: Joel Burzynski at [burzynskij@mydelraybeach.com](mailto:burzynskij@mydelraybeach.com) on or by April 12, 2025.

Upon execution below by your firm's authorized representative, this letter will be your official notice that the contract has been renewed for one (1) year and no additional documentation will be required. Please be sure that any required Insurance Certificates are up to date and attached to your response.

Thank you for your immediate attention to this matter.

Sincerely,

  
Joel Burzynski  
Contracts Administrator

  
Eugene Bitteker  
Chief Procurement Officer

Renewal of ITB2022-021 Roof Maintenance and Repair  
April 7, 2025

ACCEPTANCE

By:   
Official Signature

Carl Fleury Manager  
Name Title

4/11/25  
Date

**PLEASE CHECK ONE BOX:**

- Yes, we agree to renew the Agreement.
- No, we do not agree to renew the Agreement. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cc: Public Works Department  
Renewal of ITB2022-021 Roof Maintenance and Repair

CITY OF DELRAY BEACH

Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: CJ Contracting, LLC

Vendor FEIN: 26-3730772

Vendor's Authorized Representative Name and Title: Carl Fleury - Manager

Address: 11924 Forest Hill Blvd STE 10A-267  
City: Wellington State: FL Zip: 33414

Phone Number: 561-662-4514

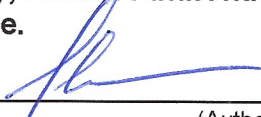
Email Address: Carl.CJContracting@gmail.com

Florida Statute §787.06(13) requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The City of Delray Beach, Florida is a governmental entity for the purposes of this statute.

As the officer or representative of the company, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against his or her will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied towards the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit;
- Provide controlled substances as outlined in Schedule I or Schedule II of Florida State Statute §893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and the at the facts stated in it are true.

Signature:   
(Authorized Signature)

Print Name and Title: Carl Fleury - Manager

Date: 4/11/25



**CITY OF DELRAY BEACH**  
PURCHASING AND CONTRACT ADMINISTRATION DIVISION  
100 N.W. 1<sup>ST</sup> AVENUE • DELRAY BEACH • FLORIDA 33444



February 25, 2026

CJ Contracting LLC  
11924 Forest Hill Blvd, Suite 10A-267  
Wellington, FL 33414  
Via email: [Cjcontracting9@aol.com](mailto:Cjcontracting9@aol.com)

REFERENCE: Renewal of ITB2022-021 Roof Maintenance and Repair

Dear Vendor:

The City of Delray Beach has enjoyed the working relationship we have developed with your firm. It has been a pleasure working with you and your team and we look forward to continuing that relationship.

The subject Contract will expire on May 16, 2026.

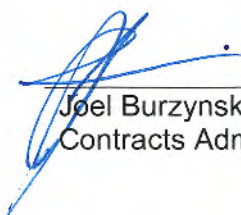
In accordance with the terms and conditions of the subject Contract, the Contract may, by mutual consent of the parties, be renewed for an additional one (1) year. The City would like to exercise the option to renew this Contract for an additional one (1) year effective May 17, 2026, at the existing terms and conditions.


Please indicate your consent to renew this Contract by having an officer of the firm execute the acceptance portion below and returning this letter by email to: Joel Burzynski at [burzynskij@mydelraybeach.com](mailto:burzynskij@mydelraybeach.com) on or by March 12, 2026.

Upon execution below by your firm's authorized representative, this letter will be your official notice that the contract has been renewed for one (1) year and no additional documentation will be required. Please be sure that any required Insurance Certificates are up to date and attached to your response.

Thank you for your immediate attention to this matter.

Sincerely,

  
February 25, 2026  
Joel Burzynski  
Contracts Administrator

  
Henry Dachowitz  
Chief Financial Officer

ACCEPTANCE

By: Carl Fleury  
Official Signature

Carl Fleury Manager  
Name Title

3/11/2026  
Date

**PLEASE CHECK ONE BOX:**

- Yes, we agree to renew the Agreement.
- No, we do not agree to renew the Agreement. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cc: Public Works Department  
Renewal of ITB2022-021 Roof Maintenance and Repair

EXHIBIT “B” TO RESOLUTION 2026-03  
CRA PIGGYBACK AGREEMENT

**AGREEMENT**

THIS IS AN AGREEMENT (“Agreement”), dated this \_\_\_\_ day of April, 2026 by and between:

**DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**, a public body corporate and politic, hereinafter "CRA",

and

**CJ CONTRACTING, LLC**, a Florida limited liability company, hereinafter "CONTRACTOR".

CRA and CONTRACTOR may each be referred to herein as “party” or collectively as “parties”.

**WHEREAS**, the CRA has the need to procure professional roof maintenance and repair services; and

**WHEREAS**, the City of Delray Beach, a Florida municipal corporation (“CONTRACT AGENT”), using a competitive solicitation process consistent with applicable procurement laws and regulations, competitively solicited the services for professional roof maintenance and repair; and

**WHEREAS**, on May 17, 2022, CONTRACT AGENT entered into an Agreement with the CONTRACTOR following issuance of Bid No. #2022-021, a copy of which is attached hereto and incorporated herein as **Exhibit “A”** (“CITY AGREEMENT”); and

**WHEREAS**, on April 11, 2025, the CONTRACT AGENT and CONTRACTOR agreed to extend the term of the CITY AGREEMENT for an additional one (1) year period.

**WHEREAS**, on March 11, 2026, the CONTRACT AGENT and CONTRACTOR agreed to extend the term of the CITY AGREEMENT for an additional one (1) year period.

**WHEREAS**, the CRA has reviewed the scope of services of the competitively bid CITY AGREEMENT and subsequent extensions, and has determined that it is an agreement that can be utilized by the CRA to procure the professional roof maintenance and repair services for the CRA; and

**WHEREAS**, CONTRACTOR has agreed to honor the prices, terms, and conditions of the CITY AGREEMENT; and

**WHEREAS**, CRA desires to enter into this Agreement with CONTRACTOR; and

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

**Section 1.** The foregoing recitals are true and correct and are hereby incorporated into this Agreement.

**Section 2.** The prices, terms and conditions of the CITY AGREEMENT dated May 17, 2022, attached hereto and incorporated herein as **Exhibit “A”** shall govern the relationship between the CRA and CONTRACTOR, except as amended below:

1. The Scope of Services for the Work (“Work”) to be performed under this Agreement shall be specified in a Work Assignment, as authorized by the CRA Board, an example of which is attached hereto as **Exhibit “B.”** All work under this Agreement shall be signed in writing by the parties pursuant to a subsequent work assignment.
2. CONTRACTOR hereby confirms that the CRA is an additional insured under the provisions of CONTRACTOR’S insurance. Any notice required to be provided pursuant to the CITY AGREEMENT, shall be provided to the CRA. Written notice of cancellation, non-renewal or reduction in coverage or limits from CONTRACTOR’s insurance carrier(s) shall be provided to CRA in writing at least thirty (30) days prior to such or as otherwise required in the policy of insurance.
3. **Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, CRA designates the following as the respective places for giving of notice:

For CRA:                      Renée A. Jadusingh, Esq., Executive Director  
Delray Beach Community Redevelopment Agency  
20 N. Swinton Avenue  
Delray Beach, FL 33444  
Telephone No. (561) 276-8640  
Facsimile No. (561) 276-8558

With copy to:                CRA Attorney  
Donald J. Doody, Esquire  
Goren, Cherof, Doody & Ezrol, P.A.  
3099 E. Commercial Blvd., Suite 200  
Fort Lauderdale, FL 33308

4. **Public Records.** The CRA is public agency subject to Chapter 119, Florida Statutes. CONTRACTOR shall comply with Florida’s Public Records Law. Specifically, CONTRACTOR shall:

Keep and maintain public records required by the CRA to perform the service;

- i. Upon request from the CRA's custodian of public records, provide the CRA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- ii. Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after CONTRACTOR transfers the records in its possession to the CRA; and
- iii. Upon completion of the contract, CONTRACTOR shall transfer to the CRA, at no cost to the CRA, all public records in CONTRACTOR's possession or keep and maintain public records required by the CRA to perform the service. All records stored electronically by CONTRACTOR must be provided to the CRA, upon request from the CRA's custodian of public records, in a format that is compatible with the information technology systems of the CRA.
- iv. REQUEST FOR RECORDS. A request to inspect or copy public records relating to the CRA'S contract for services must be made directly to the CRA. If the CRA does not possess the requested records, the CRA shall immediately notify the CONTRACTOR of the request, and the CONTRACTOR must provide the records to the CRA or allow the records to be inspected or copied within a reasonable time.
- v. The failure of CONTRACTOR to comply with the provisions set forth in the Agreement shall constitute a default and breach of the Agreement, for which, the CRA may terminate the Agreement. **Failure to comply with said statutory requirements may subject CONTRACTOR to penalties under 119.10, Florida Statutes, as amended.**

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**CASSIDY HEITMAN**

**561-276-8640**

**[HEITMANC@MYDELRAYBEACH.COM](mailto:HEITMANC@MYDELRAYBEACH.COM)**

**20 NORTH SWINTON AVENUE  
DELRAY BEACH, FLORIDA 33444**

5. **Sovereign Immunity.** Nothing contained the Agreement, nor contained herein is intended nor shall be construed to waive CRA's rights and immunities under the common law or §768.28, Florida Statutes, as may be amended from time to time.
6. **Entire Agreement.** The Parties agree that the CITY AGREEMENT, and this Agreement represents the entire and integrated agreement between CRA and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement is intended by the Parties hereto to be final expression of the Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made.
7. **Conflict.** In the event of any conflict or ambiguity by and between the terms and provisions of the CITY AGREEMENT, and this Agreement, the Parties agree the terms and provisions contained in this Agreement shall control to the extent of any such conflict or ambiguity.
8. **Binding Authority.** Each person signing this on behalf of either party individually warrants that they have full legal power to execute this Agreement on behalf of the party for whom they are signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.
9. **Counterparts and Execution.** The Agreement may be executed by hand or electronically in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of the Agreement by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other party through facsimile transmission, email, or other electronic delivery.

**Section 3.** In all other respects, the terms and conditions of the CITY AGREEMENT, are hereby ratified and shall remain in full force and effect under this cooperative purchasing arrangement, as provided by the terms of this Agreement.

IN WITNESS OF THE FOREGOING, the parties have hereunto set their hands and seals on the dates written below.

ATTEST:

DELRAY BEACH COMMUNITY  
REDEVELOPMENT AGENCY

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

\_\_\_\_\_  
Juli Casale, CRA Board Chair

APPROVED AS TO FORM:

\_\_\_\_\_  
CRA Legal Counsel

WITNESSED BY:

CJ Contracting, LLC, a Florida limited liability company

\_\_\_\_\_  
\_\_\_\_\_  
Print name

\_\_\_\_\_  
Carl Fleury, President

\_\_\_\_\_  
\_\_\_\_\_  
Print name

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by Carl Fleury as President of CJ Contracting, LLC, a Florida limited liability company,  who is personally known to me or  has produced \_\_\_\_\_ as identification.

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC

EXHIBIT "A"  
CITY AGREEMENT

## AGREEMENT

**THIS AGREEMENT** is made by and between the City of Delray Beach, a Florida municipal corporation (hereinafter referred to as "City"), whose address is 100 NW 1<sup>st</sup> Avenue, Delray Beach, Florida 33444 and CJ Contracting, LLC (hereinafter referred to as "Contractor"), a Florida corporation, whose address is 11924 Forest Hill Blvd, Suite 10A-267, Wellington, Florida, 33414, this 17<sup>th</sup> day of May, 2022

**WHEREAS**, the City desires to procure roof maintenance and repair services in accordance with the City's Invitation to Bid No. 2022-021; and the Contractor's response thereto, all of which are incorporated herein by reference.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises hereafter set forth, the Contractor and the City agree as follows: herein and other good and valuable consideration of which the parties hereto acknowledge, the parties agree as follows:

### ARTICLE 1. INCORPORATION OF PROPOSALS

The terms and conditions of this Agreement shall include and incorporate the terms, conditions, and specifications set forth in the City's Invitation to Bid No. 2022-021 and the Contractor's response thereto, including all documentation required thereunder.

### ARTICLE 2. DESCRIPTION OF SCOPE OF SERVICES

The Contractor shall perform professional services similar to those identified in the scope of services accompanying the City's solicitation, which is specifically incorporated herein by reference and further detailed in Exhibit A. The exact scope/requirements may vary each year, so prior to work commencement, the Contractor shall provide a detailed proposal outlining the services to be provided.

### ARTICLE 3. COMPENSATION

The City shall pay to the Contractor, in compliance with the Fee Schedule attached hereto and incorporated herein as Exhibit B, according to the terms and specifications of the referenced solicitation.

### ARTICLE 4. MISCELLANEOUS PROVISIONS

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall be hand delivered, telecommunicated, or mailed by registered or certified mail (postage prepaid), return receipt requested, to the following addresses:

For CITY:

City of Delray Beach  
100 N.W. 1st Avenue  
Delray Beach, Florida 33444  
Attn: City Manager

For CONTRACTOR:

CJ Contracting Services, LLC  
11924 Forest Hill Blvd  
Suite 10A-267  
Wellington, Florida, 33414  
Attn: Carl Fleury, Manager  
Cjcontracting9@aol.com

b. Headings. The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

c. Effective Date. The effective date of this Agreement shall be as of the date it has been executed by both the parties hereto.

ARTICLE 5. CONTRACT TERM

The term of this Agreement shall be three years and may be renewed for two additional one-year periods, unless terminated earlier in accordance with terms set forth in the solicitation.

ARTICLE 6. E-VERIFY REQUIREMENTS

By entering into this Agreement Contractor acknowledges its obligation to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Contractor affirms and represents it is registered with the E-Verify system, utilizing same, and will continue to utilize same as required by law. Compliance with this section includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Failure to comply with this section will result in the termination of this Agreement, or if your subcontractor knowingly violates the statute, the subcontract must be terminated immediately. 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. If terminated for a violation of the statute by Contractor, the Contractor may be prohibited from conducting future business with the City or awarded a solicitation or contract for a period of 1 year after the date of termination. All costs incurred to initiate and sustain the aforementioned programs shall be the responsibility of the Contractor.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the City and the Contractor executed this Agreement as of the day and year first above written.

ATTEST:

Katerri Johnson  
Katerri Johnson, City Clerk

CITY OF DELRAY BEACH  
By: Shelly Petrolia  
Shelly Petrolia, Mayor

Approved as to form and legal sufficiency:

Lynn Gelin  
Lynn Gelin, City Attorney

CJ CONTRACTING, LLC  
By: Carl Fleury  
Print Name: Carl Fleury  
Title: President

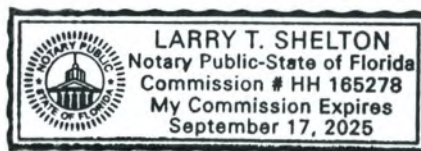
(SEAL)

STATE OF FL  
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 6th day of MAY, 2022 by Carl Fleury (name of person), as owner (type of authority) for CJ Contracting, LLC (name of party on behalf of whom instrument was executed).

Personally known  OR Produced Identification  
Type of Identification Produced \_\_\_\_\_

Larry T. Shelton  
Notary Public – State of FL



## CJ Contracting, LLC

Bid Contact **Carl Fleury**  
**cjcontracting9@aol.com**  
**Ph 561-662-4514**

Address **11924 Forest Hill Blvd**  
**Ste. 10A-267**  
**Wellington, FL 33414**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
ITB 2022-021-01-01	GROUP 1 - Foreman/Supervisor	<b>Supplier Product Code:</b>	<b>First Offer - \$64.00</b>	75 / hour	<b>\$4,800.00</b> Y
ITB 2022-021-01-02	GROUP 1 Roofing Carpenter	<b>Supplier Product Code:</b>	<b>First Offer - \$29.00</b>	300 / hour	<b>\$8,700.00</b> Y
ITB 2022-021-01-03	GROUP 1 Roofing Laborer	<b>Supplier Product Code:</b>	<b>First Offer - \$17.00</b>	300 / hour	<b>\$5,100.00</b> Y
ITB 2022-021-01-04	GROUP 1 Apprentice	<b>Supplier Product Code:</b>	<b>First Offer - \$13.00</b>	75 / hour	<b>\$975.00</b> Y

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
ITB 2022-021-02-01	GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Foreman/Supervisor	<b>Supplier Product Code:</b>	<b>First Offer - \$96.00</b>	15 / hour	<b>\$1,440.00</b> Y
ITB 2022-021-02-02	GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Carpenter	<b>Supplier Product Code:</b>	<b>First Offer - \$43.50</b>	75 / hour	<b>\$3,262.50</b> Y
ITB 2022-021-02-03	GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Laborer	<b>Supplier Product Code:</b>	<b>First Offer - \$25.50</b>	75 / hour	<b>\$1,912.50</b> Y
ITB 2022-021-02-04	GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Apprentice	<b>Supplier Product Code:</b>	<b>First Offer - \$15.00</b>	10 / hour	<b>\$150.00</b> Y

Lot Total **\$6,765.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
ITB 2022-021-03-01	GROUP 3 Materials and Mark-Up: Materials and Mark-Up	<b>Supplier Product Code:</b>	<b>First Offer - \$324,000.00</b>	1 / lot	<b>\$324,000.00</b> Y

Lot Total **\$324,000.00**

Supplier Total **\$350,340.00**

**CJ Contracting, LLC**

Item: **GROUP 1 - Foreman/Supervisor**

**Attachments**

CJ Contractings Completed Bid ITB 2022-021 - Roof Maintenance and Repair 3.23.22.pdf

CJ Contractings Completed Bid ITB 2022-021 - Roof Maintenance and Repair- Pricing Schedule 3.23.22.pdf

**SECTION 13  
SOLICITATION SUMMARY**

**The City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444**

**PURCHASING DEPARTMENT**

**SOLICITATION SUMMARY**

**IMPORTANT NOTICE**

The information you provide on this page will be read aloud at the PUBLIC OPENING for this Solicitation. It is VERY IMPORTANT that the summary information you provide below is exactly the same information contained in your Bid. If subsequent to the opening of Bids, the City determines that the information contained in the electronic version of your Bid is different from the information on this Solicitation Summary, the City reserves the right to deem your Bid NON-RESPONSIVE, and remove your Bid from further evaluation and consideration for contract award.

**BID INFORMATION**

Bid Number: ITB No. 2022-021  
Title: Roof Maintenance & Repair Services

Due Date and Time: **March 16, 2022 @ 2:00PM EST**

Name of Bidder: CJ Contracting, LLC

Address: 11420 Fortune Circle, Ste i-37 Wellington, FL. 33414

Contact Person: Carl Fleury

Bid Amount: \$ 350,340.00

Authorized Signature: Fleury

Date: 3/15/22

By signing and submitting this Solicitation Summary, the Bidder affirms that the information provided above is an exact and correct summary of the information contained in the electronic version of the Bidder's Bid to the City of Delray Beach.

**THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ORIGINAL HARDCOPY IN THE SEALED PACKAGE CONTAINING YOUR BID THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ELECTRONIC COPY IN THE SEALED PACKAGE CONTAINING YOUR BID OR SIGNED AND INCLUDED WITH YOUR SECURE ELECTRONIC BID SUBMITTAL THROUGH [WWW.BIDSYNC.COM](http://WWW.BIDSYNC.COM).**

**SECTION 3  
BID SUBMITTAL**

This Page and all following pages comprise your original Bid Submittal package. Solicitation forms should be submitted via paper if submitting a hard copy bid, or via web forms available on [www.bidsync.com](http://www.bidsync.com) if submitting an electronic bid. Web forms require Bidders to use their [www.bidsync.com](http://www.bidsync.com) password to submit, which serves as a signature from Bidder.

Please also attach any additional information or documentation requested in this Invitation to Bid. There is no need to include the preceding Sections 1, 2, and 3 in your Bid Submittal package.

**INSTRUCTIONS**

Sealed Bids must be received on or before the due date and time (local time) via electronic submission at [www.bidsync.com](http://www.bidsync.com) All Bids will be publicly opened.

If the Solicitation Summary is not included in the electronic submission, the City may deem the Bid non-responsive. Bids must contain all information required to be included in the submittal, as described in this Solicitation.

Invitation to Bid No.: 2022-21

Invitation to Bid Title: Roof Maintenance & Repair Services

Due Date and Time: March 16, 2022 @ 2:00PM EST

CJ Contracting, LLC  
Name of Bidder (print or type)

END OF SECTION 3

**SECTION 4  
PRICING SCHEDULE**

Bids will be accepted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Deadline for Submission as indicated in this ITB. The Due Date and Time for submission of Bids is **March 16, 2022**, at 2:00 p.m. local time. The City will only accept electronic bids for this ITB. At that time, the Bids will be publicly opened and read aloud virtually thru Microsoft Teams. Late Bids will not be accepted.

**4.1 PRICES AND RATES**

The Bidder shall indicate in the spaces provided the firm and fixed prices and rates offered to the City for all of the goods and/or services described below in Groups 1, 2 and 3.

<b>GROUP 1 - Business hours of 7:30 a.m. through 4:30 p.m.</b>				
Item	Labor Type	Total Est. Annual Hours	Hourly Rate	Total Est. Annual Labor Cost (Hours x Rate)
1	Foreman/Supervisor	75	\$ 64.00	\$ 4,800.00
2	Roofing Carpenter	300	\$ 29.00	\$ 8,700.00
3	Roofing Laborer	300	\$ 17.00	\$ 5,100.00
4	Apprentice	75	\$ 13.00	\$ 975.00
<b>TOTAL GROUP 1</b>				<b>\$ 19,575.00</b>

<b>Group 2 - After hours of 4:30 p.m. through 7:30 a.m.</b>				
Item	Labor Type	Total Est. Annual Hours	Hourly Rate	Total Est. Annual Labor Cost (Hours x Rate)
1	Foreman/Supervisor	15	\$ 96.00	\$ 1,440.00
2	Roofing Carpenter	75	\$ 43.50	\$ 3,262.50
3	Roofing Laborer	75	\$ 25.50	\$ 1,912.50
4	Apprentice	10	\$ 15.00	\$ 150.00
<b>TOTAL GROUP 2</b>				<b>\$ 6,765.00</b>

<b>Group 3 - Material and Mark-Up</b>		
<b>Material Mark-Up (Not to Exceed 10%)</b>	<b>Estimated Expenditure</b>	<b>Group 3 Total</b>
1+ <u>7</u> % Mark-Up	\$ 300,000	(1 + % Mark-Up x 300,000) <b>\$ 324,000.00</b>

<b>TOTAL GROUP 1</b>	<b>\$ 19,575.00</b>
<b>TOTAL GROUP 2</b>	<b>\$ 6,765.00</b>
<b>TOTAL GROUP 3</b>	<b>\$ 324,000.00</b>
<b>GRAND TOTAL</b>	<b>\$ 350,340.00</b>

City of Delray Beach  
ITB No. 2022-021  
Roof Maintenance & Repair Services

**Materials must be billed at cost. Contractor must provide the City with a copy of the invoice showing the actual cost paid for the material.**

CJ Contracting, LLC  
Name of Bidder (Print or Type)

There is no web form available for this form. Please submit pricing via [www.bidsync.com](http://www.bidsync.com) or as otherwise indicated in this solicitation.

END OF SECTION 4



Ron DeSantis, Governor

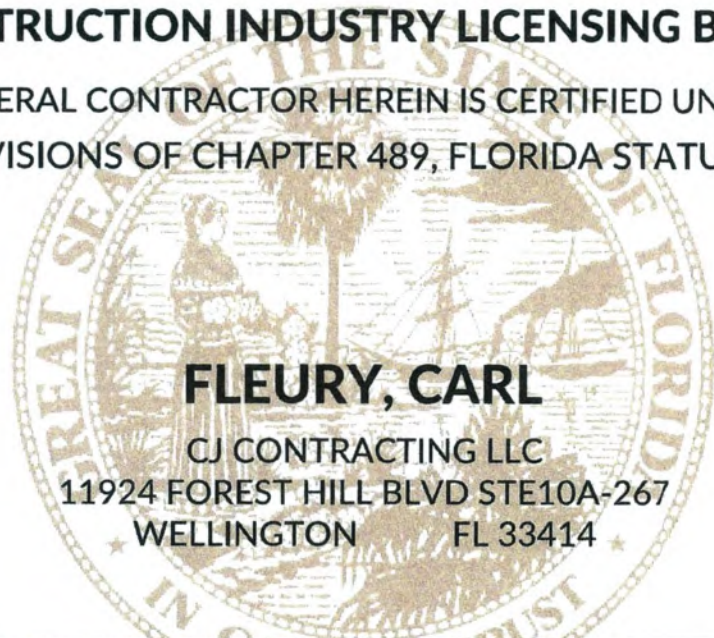
Halsey Beshears, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



**FLEURY, CARL**

CJ CONTRACTING LLC  
11924 FOREST HILL BLVD STE10A-267  
WELLINGTON FL 33414

**LICENSE NUMBER: CGC1516638**

**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Ron DeSantis, Governor

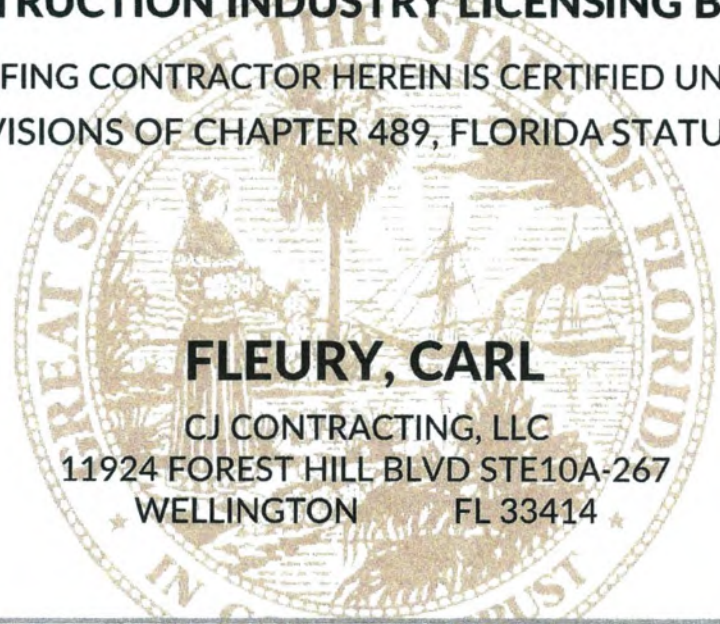
Halsey Beshears, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



**FLEURY, CARL**

CJ CONTRACTING, LLC  
11924 FOREST HILL BLVD STE10A-267  
WELLINGTON FL 33414

**LICENSE NUMBER: CCC1330396**

**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

# *State of Florida*

## *Department of State*

I certify from the records of this office that CJ CONTRACTING, LLC is a limited liability company organized under the laws of the State of Florida, filed on November 18, 2008, effective January 1, 2009.

The document number of this limited liability company is L08000106857.

I further certify that said limited liability company has paid all fees due this office through December 31, 2022, that its most recent annual report was filed on March 15, 2022, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Fifteenth day of March, 2022*



*Ronald R. DeSantis*  
**Secretary of State**

Tracking Number: 1129078332CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**2022 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT**

DOCUMENT# L08000106857

**Entity Name:** CJ CONTRACTING, LLC

**Current Principal Place of Business:**

11924 FOREST HILL BLVD  
SUITE10A-267  
WELLINGTON, FL 33414

**Current Mailing Address:**

11924 FOREST HILL BLVD  
SUITE 10A-267  
WELLINGTON, FL 33414 US

**FEI Number: 26-3730772**

**Certificate of Status Desired:** Yes

**Name and Address of Current Registered Agent:**

FLEURY, CARL  
11924 FOREST HILL BLVD  
SUITE 10A-267  
WELLINGTON, FL 33414 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

**SIGNATURE:** \_\_\_\_\_

Electronic Signature of Registered Agent

Date

**Authorized Person(s) Detail :**

Title MGR  
Name FLEURY, CARL  
Address 11924 FOREST HILL BLVD  
SUITE 10A-267  
City-State-Zip: WELLINGTON FL 33414

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

**SIGNATURE:** CARL FLEURY

MGR

03/15/2022

Electronic Signature of Signing Authorized Person(s) Detail

Date





**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
12/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy (ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  FrankCrum Insurance Agency, Inc. 100 South Missouri Avenue Clearwater, FL 33756	CONTACT NAME:																					
	PHONE: (800) 277-1620 X 4800      FAX: (727) 797-0704 E-MAIL ADDRESS:																					
<b>INSURED</b>  FrankCrum L/C/F C/J Contracting, LLC 100 South Missouri Avenue Clearwater, FL 33756	<table border="1"> <tr> <th colspan="2">INSURERS(S) AFFORDING COVERAGE</th> <th>NAIC#</th> </tr> <tr> <td>INSURER A:</td> <td>Frank Winston Crum Insurance Company</td> <td>11600</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td></td> <td>INSURER F:</td> <td></td> </tr> </table>	INSURERS(S) AFFORDING COVERAGE		NAIC#	INSURER A:	Frank Winston Crum Insurance Company	11600	INSURER B:			INSURER C:			INSURER D:			INSURER E:				INSURER F:	
	INSURERS(S) AFFORDING COVERAGE		NAIC#																			
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	INSURER B:																					
	INSURER C:																					
	INSURER D:																					
INSURER E:																						
	INSURER F:																					

**COVERAGES**      **CERTIFICATE NUMBER:** 827843      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS-COMP/OP AGG \$ \$																
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE UNIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$																
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS MADE DED    RETENTION \$						EACH OCCURENCE \$ AGGREGATE \$ \$																
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY    Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC202200000	01/01/2022	01/01/2023	<table border="1"> <tr> <td>X</td> <td>PER STATUE</td> <td>OTHER</td> <td></td> </tr> <tr> <td colspan="3">E.L. EACH ACCIDENT</td> <td>\$1,000,000</td> </tr> <tr> <td colspan="3">E.L. DISEASE-EA EMPLOYEE</td> <td>\$1,000,000</td> </tr> <tr> <td colspan="3">E.L. DISEASE-POLICY LIMIT</td> <td>\$1,000,000</td> </tr> </table>	X	PER STATUE	OTHER		E.L. EACH ACCIDENT			\$1,000,000	E.L. DISEASE-EA EMPLOYEE			\$1,000,000	E.L. DISEASE-POLICY LIMIT			\$1,000,000
X	PER STATUE	OTHER																					
E.L. EACH ACCIDENT			\$1,000,000																				
E.L. DISEASE-EA EMPLOYEE			\$1,000,000																				
E.L. DISEASE-POLICY LIMIT			\$1,000,000																				

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Effective 03/30/2015, coverage is for 100% of the employees of FrankCrum leased to CJ Contracting, LLC (Client) for whom the client is reporting hours to FrankCrum. Coverage is not extended to statutory employees.

<b>CERTIFICATE HOLDER</b>  City of Delray Beach 100 NW 1st Ave. Delray Beach, FL 33444	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>  
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ACORD 25 (2016/03)      The ACORD name and logo are registered marks of ACORD

**SECTION 6  
RESPONSE REQUIREMENTS**

A. Provide the following information for Five (5) clients, for whom the bidder has provided similar services which are willing and able to confirm the projects.

- I. **Entity Name**
- II. **Entity's Primary Contact for contract**
- III. **Name**
- IV. **Title**
- V. **Phone Number**
- VI. **Email Address**
- VII. **Project Term (Start/End Date)**
- VIII. **Types and Amount of Work Self-performed**
- IX. **Beginning and ending contract/PO amounts**
- X. **Number of change orders or stop work notices**

END OF SECTION 6

11924 Forest Hill Blvd Ste. 10A-267 , Wellington, FL 33414 561-662-4514  
 Carl.cjcontracting@gmail.com

### References

A total of six references is being provided as per the solicitation. Below are the contacts and the associated projects.

**Name of Project Owner**  
**Current Repair and Maintenance Contract**

City of Delray Beach  
 Public Works Department  
 Building Maintenance  
 561-243-7334

For the past 5 years CJ Contracting, LLC has consistently provided excellent customer service to the City of Delray Beach , we have repaired , maintained and replaced various roof systems throughout the City . We have repaired multiple flat decks , shingle roofs , tile roofs, metal roofs , TPO just to name a few. The average yearly Purchase orders were between \$125,000.00 to \$150,000.00, no stop work notices nor change orders were received.

**Name of Project Owner**

All AC Self Storage

**Contact Name**

George Switlyk  
 gswitlyk@yahoo.com

**Location / Address of Projects**

Throughout South Florida

**Date of Projects**

Continuous

Repair and maintenance of various roof systems at different locations throughout Palm Beach County. All AC Self Storage has various locations and we maintain all their facilities, patch and repair on an as needed basis and replacement . We have used CertainTeed and Firestone. A one year warranty is provided on all repairs. No stop work notices nor change orders were received.

**Name of Project Owner**

South Florida Water Management District

**Contact name**

Tim Harper

**Contact email**

tharper@sfwmd.gov

**Location/ address of project**

21939 Griffin Rd

Ft. Lauderdale, FL

**Dates of project (start/ end)**

Started: April/2015

Ended: June/ 2015

S9A Pump Station Roof Replacement and office bldg

Roof replacement with three plies modified Bitumen system along with tapered insulation, the material that was used was from Johns Manville and a 20 year no dollar limit warranty was provided to the owner. \$159,900.00 No stop work notices nor change orders were received

**Name of Project Owner**  
**Contact name**  
Tim Harper  
**Contact email**  
tharper@sfwmd.gov  
**Location/ address of project**  
21939 Griffin Rd  
Ft. Lauderdale, FL  
**Dates of project (start/ end)**  
Started: April/2015  
Ended: June/ 2015

**Homestead Field Station Roof Replacement**

South Florida Water Management District  
Roof replacement with three plies modified Bitumen system along with tapered insulation , the material that was used was Firestone and a 20 year no dollar limit warranty was provided to the owner. The contract amount was \$135,000.00. No stop work notices nor change orders were received

**Name of Project Owner**  
**Contact name**  
Tim Harper  
**Contact email**  
tharper@sfwmd.gov  
**Location/ address of project**  
21939 Griffin Rd  
Ft. Lauderdale, FL  
**Dates of project (start/ end)**  
Started: April/2015  
Ended: June/ 2015

**S9 Pump Station (2)**

South Florida Water Management District  
Roof replacement with three plies modified Bitumen system along with tapered insulation , the material that was used was Firestone and a 20 year no dollar limit warranty was provided to the owner. No stop work notices nor change orders were received. The contract amount was \$130,500.00

**Name of Project Owner**  
**Contact name**  
Steven Lee  
**Contact email**  
lee@mydelraybeach.com  
**Location/ address of project**  
Various  
**Dates of project (start/ end)**  
Various PO through neighborhood services

Performed various Roof Replacement through the neighborhood services .Shingles and flat decks from 15K-35K

**SECTION 7  
ACKNOWLEDGEMENT OF ADDENDA**

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

**PART I:**

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

- Addendum #1, Dated 3/16/2022
- Addendum #2, Dated 3/16/2022
- Addendum #3, Dated \_\_\_\_\_
- Addendum #4, Dated \_\_\_\_\_
- Addendum #5, Dated \_\_\_\_\_
- Addendum #6, Dated \_\_\_\_\_
- Addendum #7, Dated \_\_\_\_\_
- Addendum #8, Dated \_\_\_\_\_

**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION


CJ Contracting, LLC  
Firm Name

Fleury  
Signature

Carl Fleury owner  
Name and Title (Print or Type)

3/15/22  
Date

END OF SECTION 7

**Bid #ITB 2022-021 - Roof Maintenance and Repair** • RFQ 

Q & A deadline: Mar 09, 2022 2:00:00 PM EST

Print

**1 Question**  
**0 Unanswered Questions**


**1. ITB 2022-021 - Roof Maintenance and Repair**

- 1. Based on the current national fuel crisis will fuel surcharges be considered on service requests?
- 2. As this is a contract for repairs, does 1.17 Warranty Requirements still pertain or should City ask contractors for a list of manufacturers they are certified by to support warranty coverages?
- 3. What is the 2022 Anticipated dollar volume for this contract?
- 4. RFP states new installations as part of this contract. What will be the dollar threshold for new installations? - Mar 08, 2022 2:08:06 PM EST

**Answer** - Mar 09, 2022 10:31:43 AM EST

- 1. No, fuel charges will not be considered on service requests.
- 2. Yes, Section 1.17 Warranty Requirements still pertains. Section 1.17 also requires the warranty coverage be supported by the manufacturers.
- 3. The anticipated dollar volume for this contract is approximately \$125,000 annually.
- 4. No, there is no dollar threshold for new installations.

Results Per Page: 5 



3/15/22



CITY OF DELRAY BEACH  
100 N.W. 1<sup>ST</sup> AVENUE, DELRAY BEACH, FL 33444

### Solicitation Addendum

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**Addendum No.:** 1

**Solicitation No.:** 2022-021

**Project No.:** N/A

**Solicitation Title:** Roof Maintenance and Repair

**Addendum Date:** March 16, 2022

**Purchasing Contact:** Chris Snyder, [snyderc@mydelraybeach.com](mailto:snyderc@mydelraybeach.com)

---

**THIS RFP IS HEREBY AMENDED AS SET FORTH HEREIN BELOW. THIS ADDENDUM NO. 1 IS HEREBY INCORPORATED IN AND MADE A PART OF RFP NO. 2022-021.**

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined and **bold** have been added. All other terms and conditions remain as stated in the RFP.

1. The solicitation submittal date is **revised** from ~~March 16, 2022~~ to **March 23, 2022** at 2:00 PM. The location remains unchanged.

---

**End of Addendum**

#### **INSTRUCTIONS:**

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the disqualification of Respondent's response



CITY OF DELRAY BEACH  
100 N.W. 1<sup>st</sup> AVENUE, DELRAY BEACH, FL 33444

### Solicitation Addendum

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**Addendum No.:** 2  
**Solicitation No.:** 2022-021  
**Project No.:** N/A  
**Solicitation Title:** Roof Maintenance and Repair  
**Addendum Date:** March 16, 2022  
**Purchasing Contact:** Chris Snyder, [snyderc@mydelraybeach.com](mailto:snyderc@mydelraybeach.com)

---

**THIS RFP IS HEREBY AMENDED AS SET FORTH HEREIN BELOW. THIS ADDENDUM NO. 2 IS HEREBY INCORPORATED IN AND MADE A PART OF RFP NO. 2022-021.**

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined and **bold** have been added. All other terms and conditions remain as stated in the RFP.

Section 4 PRICING SCHEDULE is revised as follows: Bids will be accepted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Deadline for Submission as indicated in this ITB. The Due Date and Time for submission of Bids is March ~~16~~ **23**, 2022, at 2:00 p.m. local time. The City will only accept electronic bids for this ITB. ~~At that time, the Bids will be publicly opened and read aloud virtually thru Microsoft Teams.~~ Late Bids will not be accepted.

---

### End of Addendum

#### INSTRUCTIONS:

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the disqualification of Respondent's response

**SECTION 8  
BID SUBMITTAL SIGNATURE PAGE**

By signing this Bid the Bidder certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name:

CJ Contracting, LLC

Street Address:

11420 Fortune Circle Ste i-37, Wellington, FL 33414

Mailing Address (if different than Street Address):

11924 Forest Hill Blvd Ste 10A-267, Wellington, FL 33414

Telephone Number(s): 561-273-9985

Fax Number(s): 561-228-1354

Email Address: Carl.CJcontracting@gmail.com

Federal Employer Identification Number: 26-3730772

Prompt Payment Terms: 2 % 15 days' net 15 days

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

(Signature of authorized agent)

Print Name: Carl Fleury

Title: Owner

By signing this document, the Bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract/Agreement.

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER, FOR NOT LESS THAN 90 DAYS, AND THE BIDDER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS INVITATION TO BID. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE, BY AN AUTHORIZED REPRESENTATIVE, SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.**

END OF SECTION 8

8

**SECTION 9**  
**AFFIDAVITS, PERFORMANCE AND PAYMENT BONDS FORMAT, LETTER OF CREDIT FORMAT**

7.1 AFFIDAVITS

The forms listed below must be completed by an official having legal authorization to contractually bind the company or firm. Each signature represents a binding commitment upon the Bidder to provide the goods and/or services offered to the City if the Bidder is determined to be the lowest responsive and responsible Bidder.

- a. Conflict of Interest Disclosure Form
- b. Notification of Public Entity Crimes Law
- c. Notification of Public Records Law
- d. Drug-Free Workplace
- e. Non-Collusion Affidavit
- f. Sample Bid Bond (if required) **<NOT REQUIRED. DO NOT SUBMIT>**
- g. Sample Performance Bond Format (if required, will be requested from bidder recommended for award)
- h. Sample Payment Bond Format (if required, will be requested from bidder recommended for award)
- i. Sample Letter of Credit Format (if required, will be requested from bidder recommended for award) **<NOT REQUIRED. DO NOT SUBMIT>**

**CONFLICT OF INTEREST DISCLOSURE FORM**

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Bidders must disclose within their Bids: the name of any officer, director, or agent who is also an employee of the City of Delray Beach.

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

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

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

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

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Bid.

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

Acknowledged by:

CJ Contracting, LLC  
Firm Name

[Signature]  
Signature

Carl Fleury Owner  
Name and Title (Print or Type)

3/14/2022  
Date

**NOTIFICATION OF PUBLIC ENTITY CRIMES LAW**

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a 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 or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

CJ Contracting, LLC  
Firm Name

Fleury  
Signature

Carl Fleury owner  
Name and Title (Print or Type)

3/14/22  
Date

**Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records Pursuant to Chapter 119, Florida Statutes**

Pursuant to Chapter 119, Florida Statutes, Contractor shall comply with the public records law by keeping and maintaining public records required by the City of Delray Beach in order to perform the service. Upon request from the City of Delray Beach' custodian of public records, contract shall provide the City of Delray Beach with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract If the Contractor does not transfer the records to the City of Delray Beach. Contractor upon completion of the contract, shall transfer, at no cost, to the City of Delray Beach all public records in possession of the Contractor or keep and maintain public records required by the City of Delray Beach in order to perform the service. If the Contractor transfers all public records to the City of Delray Beach upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City of Delray Beach, upon request from the City of Delray Beach' custodian of public records, in a format that is compatible with the information technology systems of the City of Delray Beach.

**IF THE AWARDED BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDED BIDDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF DELRAY BEACH, CITY CLERK, 100 N.W. 1<sup>ST</sup> AVE., DELRAY BEACH FLORIDA. THE CITY CLERK'S OFFICE MAY BE CONTACTED BY PHONE AT 561-243-7050 OR VIA EMAIL AT [CITYCLERK@MYDELRAYBEACH.COM](mailto:CITYCLERK@MYDELRAYBEACH.COM).**

Acknowledged:

CJ Contracting, LLC  
Firm Name

fleury  
Signature

Carl Fleury Owner  
Name and Title (Print or Type)

3/14/2022  
Date

**DRUG-FREE WORKPLACE**

CJ Contracting, LLC is a drug-free workplace and has  
(Company Name)  
a substance abuse policy in accordance with and pursuant to Section 440.102, *Florida Statutes*.

Acknowledged by:

CJ Contracting, LLC  
Firm Name

flurry  
Signature

Carl Fleury owner  
Name and Title (Print or Type)

3/14/22  
Date

**NON-COLLUSION AFFIDAVIT**

STATE OF Florida  
COUNTY OF Palm Beach

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

a. He/She is Owner of CJ Contracting, LLC the Bidder that has submitted a Bid to perform work for the following:

ITB No.: 2022-021 Title: Roof Maintenance & Repair Services

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

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

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

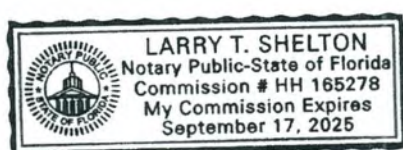
d. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

[Signature]  
Signature

Subscribed and sworn to (or affirmed) before me this 14<sup>th</sup> day of March 2022 by Carl Fleury, who is personally known to me or who has produced as identification.

SEAL

Notary Signature [Signature]  
Notary Name: Larry T. Shelton  
Notary Public (State): FL  
My Commission No: 911725 HH165278  
Expires on: 9/17/25



### Exhibit A VENDOR QUESTIONNAIRE

Of the following categories, identify those that Bidder can perform with its own forces and those it plans to subcontract concrete tile roofs, asphalt shingle roofs, flat membrane roofs, metal roofs, steep slope roofs (greater than 4.12 pitch), and roofs on multiple story buildings.

Item	Description	Who will perform, Bidder / Subcontractor
1	Concrete tile roofs	Bidder
2	Asphalt shingle roofs	Bidder
3	Flat membrane roofs	Bidder
4	Metal roofs	Bidder
5	Steep slope roofs (greater than 4.12 pitch)	Bidder
6	Roofs on multiple story buildings	Bidder

**Subcontractor Information:** Provide a list of subcontractors Bidder proposes to utilize and the categories, as shown above, of work to be performed by each.

<b>Subcontractor 1</b>	N/A
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 2</b>	N/A
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 3</b>	N/A
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 4</b>	N/A
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

Provide a list of primary equipment that Bidder owns that is available for the work under this ITB? (Attach additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	Dump Trailer
2	NISSAN Truck.
3	F-250
4	LADDERS-
5	Pulley
6	
7	
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12	

Provide a list of primary equipment Bidder proposes to purchase or rent for the work under this ITB? (Attached additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	N/A
2	
3	
4	
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Exhibit B  
Equipment List

Provide a list of primary equipment that Bidder owns that is available for the work under this ITB?  
(Attach additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	Dump Trailer
2	Nissan Truck
3	F-250
4	Ladders
5	Pulley
6	
7	
8	
9	
10	
11	
12	

Provide a list of primary equipment Bidder proposes to purchase or rent for the work under this ITB?  
(Attached additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	N/A
2	
3	
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[View by Line Item](#) | [View by Supplier](#)

[Email Tabulation](#) | [Generate PDF](#) | [View Printable](#)

### Bid #ITB 2022-021 - Roof Maintenance and Repair

Creation Date **Feb 23, 2022**

End Date **Mar 23, 2022 2:00:00 PM EDT**

Start Date **Feb 23, 2022 4:00:48 PM EST**

Awarded Date **Not Yet Awarded**

ITB 2022-021-01-01 GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 - Foreman/Supervisor					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting,LLC</a>	First Offer - \$64.00	75 / hour	\$4,800.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$65.00	75 / hour	\$4,875.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">GARABAR INC</a>	First Offer - \$95.00	75 / hour	\$7,125.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$100.00	75 / hour	\$7,500.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			

ITB 2022-021-01-02 GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Roofing Carpenter					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting,LLC</a>	First Offer - \$29.00	300 / hour	\$8,700.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$55.00	300 / hour	\$16,500.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">GARABAR INC</a>	First Offer - \$85.00	300 / hour	\$25,500.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$85.00	300 / hour	\$25,500.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			

ITB 2022-021-01-03 GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Roofing Laborer					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting,LLC</a>	First Offer - \$17.00	300 / hour	\$5,100.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$50.00	300 / hour	\$15,000.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$65.00	300 / hour	\$19,500.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">GARABAR INC</a>	First Offer - \$75.00	300 / hour	\$22,500.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			

ITB 2022-021-01-04 GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Apprentice					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting,LLC</a>	First Offer - \$13.00	75 / hour	\$975.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$45.00	75 / hour	\$3,375.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$60.00	75 / hour	\$4,500.00		
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			

<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>	
<a href="#">GARABAR INC</a>	First Offer - \$75.00	75 / hour	\$5,625.00
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>	

ITB 2022-021-02-01 GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Foreman/Supervisor					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$75.00	15 / hour	\$1,125.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">CJ Contracting, LLC</a>	First Offer - \$96.00	15 / hour	\$1,440.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$120.00	15 / hour	\$1,800.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">GARABAR INC</a>	First Offer - \$125.00	15 / hour	\$1,875.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

ITB 2022-021-02-02 GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Carpenter					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting, LLC</a>	First Offer - \$43.50	75 / hour	\$3,262.50		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$65.00	75 / hour	\$4,875.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$100.00	75 / hour	\$7,500.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">GARABAR INC</a>	First Offer - \$115.00	75 / hour	\$8,625.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

ITB 2022-021-02-03 GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Laborer					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting, LLC</a>	First Offer - \$25.50	75 / hour	\$1,912.50		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$55.00	75 / hour	\$4,125.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$80.00	75 / hour	\$6,000.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">GARABAR INC</a>	First Offer - \$105.00	75 / hour	\$7,875.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

ITB 2022-021-02-04 GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Apprentice					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">CJ Contracting, LLC</a>	First Offer - \$15.00	10 / hour	\$150.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$55.00	10 / hour	\$550.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$75.00	10 / hour	\$750.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<a href="#">GARABAR INC</a>	First Offer - \$105.00	10 / hour	\$1,050.00		
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

ITB 2022-021-03-01 GROUP 3 Materials and Mark-Up: Materials and Mark-Up					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	First Offer - \$27,000.00	1 / lot	\$27,000.00		
<b>Product Code:</b>		<b>Supplier Product Code:</b>			

<b>Agency Notes:</b> <a href="#">GARABAR INC</a>	First Offer - \$75,000.00	<b>Supplier Notes:</b> 1 / lot	\$75,000.00	
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b> Material and Mark up is 25% of 300,000. =\$75,000.		
<a href="#">Advanced Roofing, Inc.</a>	First Offer - \$318,000.00	1 / lot	\$318,000.00	
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>		
<a href="#">CJ Contracting, LLC</a>	First Offer - \$324,000.00	1 / lot	\$324,000.00	
<b>Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>		

**Supplier Totals**

<b>f</b> <a href="#">Grace Roofing &amp; Sheet Metal Enterprise, LLC</a>	<b>\$100,050.00 (9/9 items)</b>	<b>Address</b> 12500 NW 35TH Street Coral Springs, FL 33065	<b>Head Atatch:</b> 
<b>Bid Contact</b> jeffrey Aldred <a href="mailto:Estimating@gracerroofing.net">Estimating@gracerroofing.net</a> Ph 954-733-7332 Fax 954-733-7342			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>	
<b>f</b> <a href="#">GARABAR INC</a>	<b>\$155,175.00 (9/9 items)</b>	<b>Address</b> 3575 23RD AVENUE SOUTH LAKE WORTH , FL 33461	<b>Head Atatch:</b> 
<b>Bid Contact</b> RICHARD MCCALLA <a href="mailto:richard@garabar.com">richard@garabar.com</a> Ph 631-831-2797			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>	
<b>f</b> <a href="#">CJ Contracting, LLC</a>	<b>\$350,340.00 (9/9 items)</b>	<b>Address</b> 11924 Forest Hill Blvd Ste. 10A-267 Wellington, FL 33414	<b>Head Atatch:</b> 
<b>Bid Contact</b> Carl Fleury <a href="mailto:cjcontracting9@aol.com">cjcontracting9@aol.com</a> Ph 561-662-4514			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>	
<b>f</b> <a href="#">Advanced Roofing, Inc.</a>	<b>\$368,425.00 (9/9 items)</b>	<b>Address</b> 1950 NW 22nd Street Fort Lauderdale, FL 33311	<b>Head Atatch:</b> 
<b>Bid Contact</b> Debbie Giuliani <a href="mailto:debbieg@advancedroofing.com">debbieg@advancedroofing.com</a> Ph 954-522-6868			
<b>Bid Notes</b> Please find our bid uploaded with all the required forms and required supplemental information.			
<b>Agency Notes:</b>		<b>Supplier Notes:</b> Please find our bid uploaded with all the required forms and required supplemental information.	

Close

\*\*All bids/proposals submitted for the designated project are reflected on this tabulation sheet. However, the listing of the bid/proposal on this tabulation sheet shall not be construed as a comment on the responsiveness of such bid/proposal or as any indication that the agency accepts such bid/proposal as being responsive. The agency will make a determination as to the responsiveness of the vendor responses submitted based upon compliance with all applicable laws, purchasing guidelines and project documents, including but not limited to the project specifications and contract documents. The agency will notify the successful vendor upon award of the contract and, as according to the law, all bid/proposal responses received may be available for inspection at that time.

Questions? Contact a Periscope Source representative: 800-990-9339 or email: [source-support@periscopeholdings.com](mailto:source-support@periscopeholdings.com)





## **Solicitation ITB 2022-021**

### **Roof Maintenance and Repair**

**Bid Designation: Public**



**City of Delray Beach**

## Bid ITB 2022-021 Roof Maintenance and Repair

Bid Number **ITB 2022-021**  
 Bid Title **Roof Maintenance and Repair**

Bid Start Date **Feb 23, 2022 4:00:48 PM EST**  
 Bid End Date **Mar 16, 2022 2:00:00 PM EDT**  
 Question & Answer End Date **Mar 9, 2022 2:00:00 PM EST**

Bid Contact **Chris Snyder**  
**Purchasing Agent**  
**561-243-7179**  
**snyderc@mydelraybeach.com**

Contract Duration **3 years**  
 Contract Renewal **2 annual renewals**  
 Prices Good for **90 days**

Bid Comments **The City of Delray Beach (City) is seeking Bids from qualified firms for Roof Maintenance and Repair in accordance with the terms, conditions, and specifications contained in this Invitation to Bid.**

**Bid documents are available beginning February 23, 2022 on the Purchasing Department webpage of the City of Delray Beach website at [http://www.mydelraybeach.com/business/purchasing\\_department.php](http://www.mydelraybeach.com/business/purchasing_department.php) or by contacting the City Purchasing Department at [purchasing@mydelraybeach.com](mailto:purchasing@mydelraybeach.com) or by phone at 561-243-7161. Bids will be accepted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Deadline for Submission as indicated in this ITB.**

**The Due Date and Time for submission of Bids is March 16, 2022, at 2:00 p.m. local time. Late Bids will not be accepted. The City will only accept electronic bids for this ITB.**

**Vendors must submit pricing for all items in every group. Any bids that do not contain pricing for all items will be considered incomplete.**

**The City will not hold a Pre-Bid Conference.**

**It is the responsibility of the Bidder to ensure all pages are included in the submission. All Bidders are advised to closely examine the solicitation package.**

**The City of Delray Beach is exempt from Federal and State Taxes for tangible personal property tax. The City of Delray Beach reserves the right to accept or reject any or all Bids, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the contract on such coverage and terms it deems will best serve the interests of the City.**

### Item Response Form

Item **ITB 2022-021-01-01 - GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 - Foreman/Supervisor**  
 Quantity **75 hour**  
 Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 75**

**Description**

Foreman/Supervisor BUSINESS HOURS 7:30 a.m. through 4:30 p.m.

Item **ITB 2022-021--01-02 - GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Roofing Carpenter**

Quantity **300 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 300**

**Description**

Roofing Carpenter BUSINESS HOURS 7:30 a.m. through 4:30 p.m.

Item **ITB 2022-021--01-03 - GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Roofing Laborer**

Quantity **300 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 300**

**Description**

Roofing Laborer BUSINESS HOURS 7:30 a.m. through 4:30 p.m.

Item **ITB 2022-021--01-04 - GROUP 1 Business Hours 7:30 a.m. through 4:30 p.m.: GROUP 1 Apprentice**

Quantity **75 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 75**

**Description**

Apprentice BUSINESS HOURS 7:30 a.m. through 4:30 p.m.

Item **ITB 2022-021--02-01 - GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Foreman/Supervisor**

Quantity **15 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 15**

**Description**

Foreman/Supervisor AFTER HOURS

Item **ITB 2022-021--02-02 - GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Carpenter**

Quantity **75 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 75**

**Description**

Roofing Carpenter AFTER HOURS

Item **ITB 2022-021--02-03 - GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Roofing Laborer**

Quantity **75 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 75**

**Description**

Roofing Carpenter AFTER HOURS

Item **ITB 2022-021--02-04 - GROUP 2 After Hours 4:30 p.m. through 7:30 a.m.: Apprentice**

Quantity **10 hour**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 10**

**Description**

Apprentice AFTER HOURS

Item **ITB 2022-021--03-01 - GROUP 3 Materials and Mark-Up: Materials and Mark-Up**

Lot Description **Materials and Mark-Up**

Quantity **1 lot**

Unit Price

Delivery Location **City of Delray Beach**  
No Location Specified

**Qty 1**

**Description**

Input [1 + Mark-Up percentage (%)] x \$300,000.00).

## VENDOR QUESTIONNAIRE

Of the following categories, identify those that Bidder can perform with its own forces and those it plans to subcontract concrete tile roofs, asphalt shingle roofs, flat membrane roofs, metal roofs, steep slope roofs (greater than 4.12 pitch), and roofs on multiple story buildings.

Item	Description	Who will perform, Bidder / Subcontractor
1	Concrete tile roofs	
2	Asphalt shingle roofs	
3	Flat membrane roofs	
4	Metal roofs	
5	Steep slope roofs (greater than 4.12 pitch)	
6	Roofs on multiple story buildings	

**Subcontractor Information:** Provide a list of subcontractors Bidder proposes to utilize and the categories, as shown above, of work to be performed by each.

<b>Subcontractor 1</b>	
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 2</b>	
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 3</b>	
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

<b>Subcontractor 4</b>	
Full Legal Name	
Corporate Location (City/State)	
Local Office (City)	
Years in Business	
Category of work to be performed by subcontractor	

Provide a list of primary equipment that Bidder owns that is available for the work under this ITB? (Attach additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	
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Provide a list of primary equipment Bidder proposes to purchase or rent for the work under this ITB? (Attached additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	
2	
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Exhibit B  
Equipment List

Provide a list of primary equipment that Bidder owns that is available for the work under this ITB?  
(Attach additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	
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Provide a list of primary equipment Bidder proposes to purchase or rent for the work under this ITB?  
(Attached additional sheets as necessary).

Item	Description / Manufacturer / Model/Year
1	
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The City of Delray Beach  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
PURCHASING DEPARTMENT

## INVITATION TO BID

### ROOF MAINTENANCE AND REPAIR SERVICE DUE DATE AND TIME: March 16, 2022 AT 2:00 PM

#### INSTRUCTIONS

Sealed Bids must be received on or before the due date and time (local time). All Bids will be publicly opened at City Hall, unless otherwise specified. Only electronic bids will be accepted.

Submission of Bids electronically will be through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Due Date and Time as indicated in this ITB. BidSync does not accept electronic Bids after the Due Date and Time. It is the sole responsibility of the Bidder to ensure its electronic Bid submission is complete prior to the solicitation Due Date and Time. Electronic submission of bids will require the uploading of forms and/or attachments as designated in this ITB. Electronic submission must include a signed original of the Solicitation Summary form. The submission of forms and attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate file.

If the Solicitation Summary form is not included, the City may deem the Bid non-responsive. Bids must contain all information required to be included in the submittal, as described in this Solicitation.

#### BROADCAST

The City of Delray Beach utilizes electronic online services for notification and distribution of its Solicitation documents. The City's Solicitation information can be obtained from: (a) BidSync – [www.bidsync.com](http://www.bidsync.com); (b) Purchasing webpage on the City of Delray Beach [website](#); (c) Request via email [purchasing@mydelraybeach.com](mailto:purchasing@mydelraybeach.com)

Bidders who obtain Solicitations from sources other than those named above are cautioned that the Invitation to Bid package may be incomplete. The City may not evaluate incomplete Bid packages. BidSync is an independent entity and is not an agent or representative of the City. Communications to any independent entities does not constitute communications to the City. The City is not responsible for errors and omissions occurring in the transmission or downloading of any documents, addenda, plans, or specifications from these websites. In the event of any discrepancy between information on these websites and the hard copy Solicitation documents, the terms and conditions of the hard copy documents will prevail.

City of Delray Beach  
ITB No. 2022-021  
Roof Maintenance & Repair Services

**CONTACT PERSON**

Any questions regarding the specifications and Solicitation process must be submitted in writing through the "Question" feature on [www.bidsync.com](http://www.bidsync.com). Requests for clarification and additional information must be received prior to the Deadline for Submission of Questions on, **March 9, 2022 at 5:00pm**.



The City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444

**LEGAL ADVERTISEMENT**

INVITATION TO BID NO. ITB No. 2022-021  
Roof Maintenance and Repair Service

The City of Delray Beach is seeking Bids from qualified contractors for roof maintenance and repair Service, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid.

Invitation to Bid documents are available beginning, February 23, 2022 on the Purchasing webpage on the City of Delray Beach [website](#); and on the Bid Sync website – [www.bidsync.com](http://www.bidsync.com)

Bids will be accepted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Deadline for Submission as indicated in this ITB. The Due Date and Time for submission of Bids is **March 16, 2022 2:00 p.m. local time**. At that time, the Bids will be read aloud. Late Bids will not be accepted.

It is the responsibility of the Bidder to ensure all pages are included in the submission. All Bidders are advised to closely examine the Solicitation package. Any questions regarding the completeness or substance of the Solicitation package or scope of services must be submitted in writing using the 'Question' feature on [www.bidsync.com](http://www.bidsync.com).

The City of Delray Beach is exempt from Federal and State Taxes for tangible personal property tax.

The City of Delray Beach reserves the right to accept or reject any or all Bids, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the contract on such coverage and terms it deems will best serve the interests of the City.

CITY OF DELRAY BEACH

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## SECTION 1 SPECIAL TERMS AND CONDITIONS

### 1.1 PURPOSE

The purpose of this Solicitation is to obtain bids from contractors to provide roof maintenance and repair services, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid.

The City of Delray Beach, through its Public Works Department, seeks a firm to provide quality roof maintenance and repair services at various City buildings located in Delray Beach. The Scope of Services includes maintenance and repair services of the subject areas. Contractor shall provide all labor, materials, facilities, equipment, supplies, and travel for the work

The awarded Bidder (hereinafter in this Scope of Services referred to as The Contractor) shall furnish all labor, materials, and equipment for maintenance, repair and/or new installations to complete all work necessary as specified by the City. All work performed must be in compliance with the City Codes, Florida Roofing Code, and/or the National Roofing Code, whichever is more stringent.

### 1.2 CONTRACT MEASURES AND PREFERENCES

Intentionally Omitted.

### 1.3 PRE-BID CONFERENCE

Intentionally Omitted.

Bidders are strongly encouraged to inspect the location to be serviced prior to submission of a bid at their leisure. No variation in price or conditions shall be permitted based on claim of ignorance. Submission of the bid is evidence that the Bidder has familiarized itself with the nature and extent of the work and any conditions that may, in any manner, affect the scope of the work and/or materials required.

### 1.4 TERM OF CONTRACT

The Contract shall commence upon the date of the duly executed Agreement and shall remain in effect for a term of three (3) years.

### 1.5 OPTIONS TO RENEW

Upon mutual agreement of the City and the awarded Bidder, the Agreement may be renewed for two (2) additional one (1) year periods.

### 1.6 METHOD OF AWARD: LOWEST PRICE

The City will award this contract to the responsive and responsible Bidder who submits the lowest price to perform the work.

#### 1.7 FIXED PRICE WITH CONSUMER PRICE ADJUSTMENT

If the Bidder is awarded a contract under this Solicitation, the prices offered by the Bidder shall remain fixed and firm for the initial term of three (3) years during the performance of the Work, except for any change orders or variations, which must meet the prior approval and authorization of the City.

The City shall not be invoiced at prices higher than those stated in any contract resulting from this bid.

The Contractor certifies that the prices offered are no higher than the lowest price the Contractor charges other buyers for similar quantities under similar conditions. The Contractor further agrees that any reductions in the price of the goods or services covered by this bid and occurring after award will apply to the undelivered balance. The Contractor shall promptly notify the City of such price reductions. During the sixty (60) day period prior to the expiration date of each initial and renewal term, the Contractor may submit a written request that the City increase the prices for an amount for no more than the twelve month change in the Consumer Price Index for All Urban Consumers (CPI-U), US City Average, All Items, Not Seasonally Adjusted as published by the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov/ppi/home.htm>). The City shall review the request for adjustment and respond in writing; such response and approval shall not be unreasonably withheld.

No fuel surcharges will be accepted.

#### 1.8 EXAMINATION OF CITY FACILITIES OR EQUIPMENT

Prior to submitting its offer, it is recommended that the Bidder visit the site of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. The Bidder is also advised to carefully examine any drawings, specifications, or equipment, and become thoroughly aware regarding all conditions and requirements that may in any manner affect the work to be performed under the Contract. No additional allowances will be made because of lack of knowledge of these conditions

#### 1.9 SUBSTITUTIONS AND PRODUCT OPTIONS

Intentionally Omitted.

#### 1.10 INCENTIVE COMPENSATION

Intentionally Omitted.

#### 1.11 LIQUIDATED DAMAGES

Intentionally Omitted.

#### 1.12 INSURANCE

The awarded Bidder shall not commence any performance pursuant to the terms of this Solicitation until certification or proof of insurance has been received by the Purchasing Department and approved by the City's Risk Management Division.

The required insurance coverage is to be issued by an insurance company authorized and licensed to do business in the State of Florida, with the minimum rating of A- VIII or better, in accordance with the latest edition of AM Best's Insurance Guide. This insurance shall be documented in certificates of

insurance which provides that the City of Delray Beach shall be notified at least thirty (30) days in advance of cancellation, non-renewal, or adverse change. The receipt of certificates or other documentation of insurance or policies or copies of policies by the City or by any of its representatives, which indicate less coverage than is required, does not constitute a waiver of the awarded Bidder's obligation to fulfill the insurance requirements herein. Deductibles must be acceptable to the City of Delray Beach.

The awarded Bidder must submit a current Certificate of Insurance, naming the City of Delray Beach as an additional insured and list as such on the insurance certificate. New certificates of insurance are to be provided to the City upon expiration.

The awarded Bidder shall provide insurance coverage as follows, and shall carry:

- a. Workers' Compensation Insurance – as required by law.
- b. Comprehensive General Liability Insurance – with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for Bodily Injury and Property Damage.
- c. Professional Liability Insurance – To include coverage for contractor pollution exposure, with minimum limits of \$1,000,000 per claim and in the aggregate.
- d. Automobile Liability Insurance - for owned, non-owned and hired vehicles – with a limit of not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability.

The Comprehensive General Liability insurance policy must include coverage that is not more restrictive than the latest edition of the Comprehensive General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Offices, and the policy must include coverage's for premises and/or operations, independent contractors, products and/or completed operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, and personal injury. Personal injury coverage shall include coverage that has the Employee and Contractual Exclusions removed.

#### 1.13 PERFORMANCE BOND AND PAYMENT BOND

**When an individual project cost exceeds \$200,000, the CONTRACTOR is required to furnish to the City an executed Public Construction Bond in the amount of one-hundred percent (100%) of the individual project amount.** Such surety bond shall be in the form included herein, conditioned on the faithful performance of the Contract and on the payment of all persons supplying labor and furnishing materials for the Work as required by the applicable laws. The Bond shall be maintained in full force for a period of one (1) year after the date of final completion and acceptance, as a guarantee that the CONTRACTOR will make good on any defaults or defects in the work arising from improper or defective workmanship or materials which may appear during the period. The surety company acting as surety must appear and remain on the Treasury Department's most current list (Circular 370 as amended) during the construction, guarantee and warranty periods, shall be licensed to act as surety in the State of Florida, shall be issued by a surety company fulfilling the provisions of Florida Statute 287.0935, and shall be subject to the City's approval. Should the surety company become insolvent during the term of

the contract or during the warranty and guarantee period, CONTRACTOR shall provide an alternate bond, acceptable to the City, within fifteen (15) working days from the date CONTRACTOR is notified of said insolvency, by any party.

#### 1.14 CERTIFICATIONS

Any Bidder that submits an offer in response to this Solicitation shall, at the time of such offer, hold all necessary certifications issued by the State or County Examining Board qualifying the Bidder to perform the work proposed for this project. If other professions or trades are required in conjunction with this Solicitation and such work/services will be performed or provided by a subcontractor(s), an applicable Certificate of Competency issued to the subcontractor(s) shall be submitted with the Bidder's offer; provided, however, that the City may at its option and in its best interest allow the Bidder to supply the subcontractor(s) certificate to the City during the evaluation period.

All architects or engineers on this project must possess current Florida professional registrations or licenses for the architectural and engineering services which they intend to provide.

#### 1.15 BID BOND/GUARANTY

Intentionally Omitted.

#### 1.16 METHOD OF PAYMENT: INVOICE FOR COMPLETED WORK (PROGRESS PAYMENTS)

The awarded Bidder shall submit an invoice to the City for progress payments for work that has been completed and has been inspected and accepted by the City. The date of the invoices shall not exceed thirty (30) calendar days from the completion of that portion of the work. Under no circumstances shall the invoice be submitted to the City in advance of the completion and acceptance of the work.

The invoice shall contain the following basic information: the awarded Bidder's name and address, invoice number, date of invoice, description of the goods or service, the contract number, purchase order number, and any discounts. The City will allow progress payments for the work to be performed under this contract. Such progress payments shall be only for work that has been completed and verified by the City.

The City prides itself on paying its vendors promptly and efficiently, and as such requires that vendors accept payment via wire transfer, ACH (direct deposit), or an appropriate electronic payment method. The City is averse to issuing paper checks and seeks to discontinue this practice. All payments shall be made in accordance with the Florida Prompt Payment Act, Section 218.74, Florida Statutes, upon presentation of a proper invoice by the awarded Bidder

#### 1.17 WARRANTY REQUIREMENTS:

Provide manufacturer's standard NDL (no dollar limit), Non-Pro-Rated thirty (30) year warranty, with five (5) year incremental renewals covering leaks from all roof membrane, insulation, fasteners, flashings and other specified components. Warranty shall also cover the labor required for proper repairs including replacement of wet insulation and roof membrane caused by a leak.

- a. Warranty shall commence on date of substantial completion or final payment, whichever is agreed by contract.

- b. Installer shall provide manufacturer with a two (2) year warranty covering roofing system installation and water tightness.
- c. Manufacturer shall provide a single warranty for standing seam roof areas, membrane roof areas, and transitions between the two material types.
- d. Warranty shall cover all damage from wind uplift up to and including 74 mph.
- e. Warranty shall not exclude random areas of ponding water from coverage.
- f. Manufacturer's representative shall provide annual inspections to maintain the warranty at no additional cost to the owner.

#### 1.18 ADDITIONAL FACILITIES OR PRODUCTS

Although this Solicitation and resultant Contract may identify specific facilities or products, it is hereby agreed and understood that any City department or agency facility or related product may be added to this Contract at the option of the City, for similar products or services. The awarded Bidder shall be invited to submit price quotes for these additional facilities or products. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the awarded Bidder by formal modification of the Contract or Purchase Order. The City may determine to obtain price quotes for the additional facilities from non-contract awarded Bidder(s) if fair and reasonable pricing is not obtained from the awarded Bidder, or for other reasons, at the City's discretion.

#### 1.19 CATALOGS AND PRICE LISTS

Intentionally Omitted.

#### 1.20 CLEAN UP

Execute prior to final inspection. Clean site, sweep paved areas, rake clean other surfaces. Remove waste, surplus materials, rubbish, and construction facilities from the project site.

#### 1.21 DEMONSTRATION OF EQUIPMENT

Intentionally Omitted.

#### 1.22 HOURLY RATE

Any hourly rate quoted shall be deemed to provide full compensation to the awarded Bidder for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight time for all labor, except as otherwise noted.

#### 1.23 MOTOR VEHICLE LICENSE REQUIREMENT

Intentionally Omitted.

#### 1.24 PATENTS AND ROYALTIES

The awarded Bidder, without exception, shall indemnify and hold harmless the City and its employees from liability of any nature or kind, including cost and expenses for, or as a result of, any copyrighted,

patented, or unpatented invention, process, or article manufactured by the awarded Bidder. The awarded Bidder has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by awarded Bidder or is based solely and exclusively upon the City's alteration of the article. The City will provide prompt written notification of a claim of copyright or patent infringement.

Further, if such a claim is made or is pending, the awarded Bidder may, at its option and expense, procure for the City the right to continue use of, replace, or modify the article to render it noninfringing. (If none of the alternatives are reasonably available, the City agrees to return the article on request to the awarded Bidder and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.) If the awarded Bidder uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the contract prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

#### 1.25 RELEASE OF CLAIM REQUIRED

Intentionally Omitted.

#### 1.26 SUBCONTRACTORS OF WORK SHALL BE IDENTIFIED

The City reserves the right to reject bidder's use of any subcontractor who has previously failed in the performance of contract or failed to deliver on time services under a contract of a similar nature, or who does not have the capacity or capability to perform the required services. Contractor shall not change subcontractors during the Agreement term without prior written approval by the City. The City reserves the right to reject any request to change subcontractors.

Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the City.

#### 1.27 TRANSFER PROHIBITED

Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the Agreement, or of any or all of its rights, title or interest herein, or its power to execute such Agreement to any person, company or corporation, without prior written consent of the City.

#### 1.28 OTHER FORMS OR DOCUMENTS

If the City is required by the awarded Bidder to complete and execute any other forms or documents in relation to this Solicitation, the terms, conditions, and requirements in this Solicitation shall take precedence to any and all conflicting or modifying terms, conditions or requirements of the Bidder's forms or documents.

#### 1.29 FAILURE TO DELIVER OR COMPLETE WORK

Should the awarded Bidder fail to deliver or complete the work within the time stated in the Contract, it is hereby agreed and understood that the City reserves the authority to cancel the Contract with the awarded Bidder and secure the services of another vendor to purchase the items or complete the work. If the City exercises this authority, awarded Bidder for work which was completed, and items delivered and accepted by the City in accordance with the Contract

specifications.

The City may, at its option, demand payment from the awarded Bidder, through an invoice or credit memo, for any additional costs over and beyond the original Contract price, which were incurred by the City, as a result of having to secure the services of another vendor.

#### 1.30 WORK COVERED BY CONTRACT DOCUMENTS

Intentionally Omitted.

#### 1.31 STORAGE OF MATERIALS

Suitable storage facilities shall be furnished by the awarded Bidder. All materials, supplies and equipment intended for use in the work shall be suitably stored by the awarded Bidder to prevent damage from exposure, admixture with foreign substances, or vandalism or other cause. All hazardous materials must be stored in compliance with all pertinent requirements concerning their safe use and storage. The Consultant will refuse to accept, or sample for testing, materials, supplies or equipment that have been improperly stored, as determined by the Consultant.

Materials found unfit for use shall not be incorporated in the work and shall immediately be removed from the construction or storage site. Delivered materials shall be stored in manner acceptable to the City before any payment for same will be made. Materials strung out along the line of construction will not be allowed unless the materials will be installed within one week from the time of unloading and stringing out.

#### 1.32 PRESERVATION OF PROPERTY

The awarded Bidder shall always conduct his work as to ensure the least possible obstruction to traffic, or inconvenience to the general public and residents in the vicinity of the work. No road or street shall be closed to the public, except with the permission of the City and other jurisdictional governmental authority, if any. Fire hydrants on or adjacent to the work shall be kept accessible. Provisions shall be made by the awarded Bidder to ensure public access to sidewalks, public telephones, and the proper be left overnight. All open excavation within the roadway shall be backfilled and a temporary asphalt patch applied prior to darkness each day. A cold asphalt patch is acceptable.

#### 1.33 PUBLIC SAFETY AND CONVENIENCE

The awarded Bidder shall always conduct his work as to ensure the least possible obstruction to traffic, or inconvenience to the general public and residents in the vicinity of the work. No road or street shall be closed to the public, except with the permission of the City and other jurisdictional governmental authority, if any. Fire hydrants on or adjacent to the work shall be kept accessible. Provisions shall be made by the awarded Bidder to ensure public access to sidewalks, public telephones, and the proper functioning of all gutters, sewer inlets, drainage ditches, and irrigation ditches. No open excavation shall be left overnight. All open excavation within the roadway shall be backfilled and a temporary asphalt patch applied prior to darkness each day. A cold asphalt patch is acceptable.

**1.34 SAFETY AND OSHA COMPLIANCE**

The awarded Bidder shall comply in all respects with all Federal, State and Local safety and health regulations. Copies of the Federal regulations may be obtained from the U.S. Department of Labor, Occupation Safety and Health Administration (OSHA), Washington, DC 20210 or their regional offices.

The awarded Bidder shall comply in all respects with the applicable Workers' Compensation Law.

**1.35 AWARDED BIDDER'S USE OF PREMISES**

Coordinate use of premises under direction of City. Awarded Bidder may request complete use of the project site for construction from consultant.

Contract shall not use any private property or municipal property outside of the project boundary not governed by a Temporary Construction Easement, License Agreement, or other legally binding agreement allowing such use.

Assume full responsibility for the protection and safekeeping of equipment and materials stored on the site. Move any stored Products, under awarded Bidder's control, which interfere with operations of the City or separate Contractor.

END OF SECTION 1

**SECTION 2: SCOPE OF SERVICES****2.1 SCOPE**

The City of Delray Beach through its Public Works Department is seeking Bids from qualified contractors for roof maintenance and repair service, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid.

The Subcontractor Questionnaire is hereby incorporated as Exhibit A to this Solicitation. It should be included with this bid but must be provided within three business days after request.

The Equipment Questionnaire is hereby incorporated to this Solicitation as Exhibit B. It should be included with this bid but must be provided within three business days after request.

**2.2 MATERIALS**

All parts and materials utilized by Successful Bidder for projects under this Agreement shall be first grade products from a reputable manufacturer, shall be installed in compliance with the standards of good workmanship and shall be approved by the City prior to installation.

**2.3 ORDER PLACEMENT**

After the award of the Agreement, the City reserves the right to utilize either of the following order placement methods:

- a. Purchase orders issued to the Successful Bidder throughout the term of the Agreement on an as-needed basis.
- b. A blanket purchase issued to Successful Bidder for the City's anticipated annual dollar volume. Releases for partial delivery of services will be made against said blanket order.

**2.4 TASK ORDERS**

- a. Task orders will be issued for each roofing repair, maintenance and installation project under the Agreement. Each task order will contain the scope and/or specifications for the project. Upon request by the City, Successful Bidder shall provide a quote for the project utilizing the unit price submitted under this bid. Upon acceptance of the quote by the City, a notice to proceed will be issued to Successful Bidder. NOTE: each task order invoice must denote name of the City personnel authorizing the work.

**2.5 ROOFING WORK ESTIMATES**

Upon request by the City, Successful Bidder shall provide estimates on roofing work, utilizing the unit price submitted under this bid, solely for budgetary purposes, at no additional cost to the City. For such roofing work estimates the City of Delray Beach will provide drawings and detailed requirements.

## 2.6 PERMITS AND LICENSING

Successful Bidder must maintain a current State of Florida roofing contractor's license for the term of the Agreement and shall secure work permits, at no cost to the City of Delray Beach, and arrange for roofing inspections of its work, as required.

## 2.7 WORK INSPECTION

Upon notice of completion of work by Successful Bidder, the City Building Maintenance Supervisor shall inspect the work. The City will notify Successful Bidder of any Work that is found to be deficient. Upon notice, Successful Bidder will have a specified time, to be determined by the City, to correct any and all deficiencies.

A final inspection of all deficient work will be conducted by the City Building Maintenance Superintendent. If the Successful Bidder fails or refuses to complete the work to the City's satisfaction, the City reserves the right to procure the services from another source and hold the Successful Bidder responsible for any cost incurred to remedy the deficient work.

Successful Bidder shall exercise precautions at all times for the protection of persons (including employees) and property. Barricades will be provided by the Successful Bidder at its own expense, when work is performed in areas traversed by persons or vehicles, or when deemed necessary by the City.

## 2.8 PAYMENTS

- a. Invoices shall be submitted monthly for services performed. All areas shall be inspected upon receipt of invoice and any deficiencies shall be brought to the attention of the Contractor. Deficiencies shall be corrected or addressed prior to the submittal of invoice for payment. On-site inspections shall be made with a City Representative after the first month and at quarterly intervals.
- b. Failure to respond to requests by City within twenty-four (24) hours due to inadequate maintenance procedures, litter, limbs, and other debris not removed will result in \$50.00 a day deduction from the following payment application.
- c. Special attention will be given to specified areas prior to national holidays and special events to ensure that the City is at its best during these times. Contractor will check the subject areas two (2) days prior to holiday and special events and verify that maintenance has been properly performed.

END OF SECTION 2

**SECTION 3  
BID SUBMITTAL**

**This Page and all following pages comprise your original Bid Submittal package. Solicitation forms should be submitted via paper if submitting a hard copy bid, or via web forms available on [www.bidsync.com](http://www.bidsync.com) if submitting an electronic bid. Web forms require Bidders to use their [www.bidsync.com](http://www.bidsync.com) password to submit, which serves as a signature from Bidder.**

**Please also attach any additional information or documentation requested in this Invitation to Bid. There is no need to include the preceding Sections 1, 2, and 3 in your Bid Submittal package.**

**INSTRUCTIONS**

Sealed Bids must be received on or before the due date and time (local time) via electronic submission at [www.bidsync.com](http://www.bidsync.com) **All Bids will be publicly opened.**

If the Solicitation Summary is not included in the electronic submission, the City may deem the Bid non-responsive. Bids must contain all information required to be included in the submittal, as described in this Solicitation.

Invitation to Bid No.: 2022-21

Invitation to Bid Title: Roof Maintenance & Repair Services

Due Date and Time: March 16, 2022 @ 2:00PM EST

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Name of Bidder (print or type)

END OF SECTION 3

**SECTION 4  
 PRICING SCHEDULE**

Bids will be accepted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the Deadline for Submission as indicated in this ITB. The Due Date and Time for submission of Bids is **March 16, 2022**, at 2:00 p.m. local time. The City will only accept electronic bids for this ITB. At that time, the Bids will be publicly opened and read aloud virtually thru Microsoft Teams. Late Bids will not be accepted.

**4.1 PRICES AND RATES**

The Bidder shall indicate in the spaces provided the firm and fixed prices and rates offered to the City for all of the goods and/or services described below in Groups 1, 2 and 3.

<b>GROUP 1 - Business hours of 7:30 a.m. through 4:30 p.m.</b>				
Item	Labor Type	Total Est. Annual Hours	Hourly Rate	Total Est. Annual Labor Cost (Hours x Rate)
1	Foreman/Supervisor	75	\$	\$
2	Roofing Carpenter	300	\$	\$
3	Roofing Laborer	300	\$	\$
4	Apprentice	75	\$	\$
<b>TOTAL GROUP 1</b>				\$

<b>Group 2 - After hours of 4:30 p.m. through 7:30 a.m.</b>				
Item	Labor Type	Total Est. Annual Hours	Hourly Rate	Total Est. Annual Labor Cost (Hours x Rate)
1	Foreman/Supervisor	15	\$	\$
2	Roofing Carpenter	75	\$	\$
3	Roofing Laborer	75	\$	\$
4	Apprentice	10	\$	\$
<b>TOTAL GROUP 2</b>				\$

<b>Group 3 - Material and Mark-Up</b>		
<b>Material Mark-Up (Not to Exceed 10%)</b> 1+ _____ % Mark-Up	<b>Estimated Expenditure</b> \$ 300,000	<b>Group 3 Total</b> (1 + % Mark-Up x 300,000) \$ _____

<b>TOTAL GROUP 1</b>	\$ _____
<b>TOTAL GROUP 2</b>	\$ _____
<b>TOTAL GROUP 3</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

**Materials must be billed at cost. Contractor must provide the City with a copy of the invoice showing the actual cost paid for the material.**

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Name of Bidder (Print or Type)

There is no web form available for this form. Please submit pricing via [www.bidsync.com](http://www.bidsync.com) or as otherwise indicated in this solicitation.

END OF SECTION 4

## SECTION 5 MINIMUM QUALIFICATIONS

Bidder shall submit information and documentation requested in this Section that confirms it meets the following qualification requirement(s). For the purposes of this ITB, a responsible Bidder is a Bidder that meets the minimum qualification requirements below.

- 5.1 Bidder is registered with the States of Florida, Division of corporations to do business in Florida.  
**No documentation is required. The City will verify.**
- 5.2 Bidder has submitted pricing utilizing the pricing form contained in this ITB.  
**No additional documentation is required. The City will verify from Bidder's Bid.**
- 5.3 Bidder Is NOT listed on the Florida Department of Management Services, Convicted Vendor List as defined in Florida Statute Section 287.133(3) (d).  
**No documentation is required. The City will verify the status.**
- 5.4 Bidder has no reported conflict of interests in relation to this ITB.  
**Disclose the name of any officer, director or agent who is also an employee of the City. Disclose the name of any City employee who owns, directly or indirectly, any interest in the Bidder's firm or any of its branches. If no conflicts of interests are present, Bidder must submit a statement to that affect.**
- 5.5 The awarded Bidder(s) shall hold a **Certified Roofing Contractor License from the Florida Department of Business and Professional Regulation**, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations, and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the City or an awarded Bidder for failure to obtain and maintain required licenses, certifications, permits, and/or inspections shall be borne by the awarded Bidder.  
**Bidder shall submit information and documentation to confirm the above request.**
- 5.6 Bidder must have been in the business for a minimum of five years prior to the Due Date and Time. **Bidder shall submit information and documentation to confirm the above request.**
- 5.7 Bidder must have completed a minimum of three commercial or municipal building roof maintenance and repairs projects in the past twenty-four months  
**Bidder shall submit information and documentation to confirm the above request.**

END OF SECTION 5

**SECTION 6  
RESPONSE REQUIREMENTS**

A. Provide the following information for Five (5) clients, for whom the bidder has provided similar services which are willing and able to confirm the projects.

- I. **Entity Name**
- II. **Entity's Primary Contact for contract**
- III. **Name**
- IV. **Title**
- V. **Phone Number**
- VI. **Email Address**
- VII. **Project Term (Start/End Date)**
- VIII. **Types and Amount of Work Self-performed**
- IX. **Beginning and ending contract/PO amounts**
- X. **Number of change orders or stop work notices**

END OF SECTION 6

**SECTION 7  
ACKNOWLEDGEMENT OF ADDENDA**

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

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

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

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

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

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

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

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

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

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

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

END OF SECTION 7

**SECTION 8  
BID SUBMITTAL SIGNATURE PAGE**

By signing this Bid the Bidder certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name:

\_\_\_\_\_

Street Address:

\_\_\_\_\_

Mailing Address (if different than Street Address):

\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Fax Number(s): \_\_\_\_\_

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

Federal Employer Identification Number: \_\_\_\_\_

Prompt Payment Terms: \_\_\_\_\_% \_\_\_\_\_ days' net \_\_\_\_\_ days

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

(Signature of authorized agent)

Print Name: \_\_\_\_\_

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

By signing this document, the Bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract/Agreement.

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER, FOR NOT LESS THAN 90 DAYS, AND THE BIDDER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS INVITATION TO BID. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE, BY AN AUTHORIZED REPRESENTATIVE, SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.**

END OF SECTION 8

8

**SECTION 9****AFFIDAVITS, PERFORMANCE AND PAYMENT BONDS FORMAT, LETTER OF CREDIT FORMAT****7.1 AFFIDAVITS**

The forms listed below must be completed by an official having legal authorization to contractually bind the company or firm. Each signature represents a binding commitment upon the Bidder to provide the goods and/or services offered to the City if the Bidder is determined to be the lowest responsive and responsible Bidder.

- a. Conflict of Interest Disclosure Form
- b. Notification of Public Entity Crimes Law
- c. Notification of Public Records Law
- d. Drug-Free Workplace
- e. Non-Collusion Affidavit
- f. Sample Bid Bond (if required) **<NOT REQUIRED. DO NOT SUBMIT>**
- g. Sample Performance Bond Format (if required, will be requested from bidder recommended for award)
- h. Sample Payment Bond Format (if required, will be requested from bidder recommended for award)
- i. Sample Letter of Credit Format (if required, will be requested from bidder recommended for award) **<NOT REQUIRED. DO NOT SUBMIT>**

**CONFLICT OF INTEREST DISCLOSURE FORM**

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Bidders must disclose within their Bids: the name of any officer, director, or agent who is also an employee of the City of Delray Beach.

Furthermore, all Bidders must disclose the name of any City employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Bidder’s firm or any of its branches.

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

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

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

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

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

Acknowledged by:

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**NOTIFICATION OF PUBLIC ENTITY CRIMES LAW**

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a 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 or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records Pursuant to Chapter 119, Florida Statutes**

Pursuant to Chapter 119, Florida Statutes, Contractor shall comply with the public records law by keeping and maintaining public records required by the City of Delray Beach in order to perform the service. Upon request from the City of Delray Beach' custodian of public records, contract shall provide the City of Delray Beach with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract If the Contractor does not transfer the records to the City of Delray Beach. Contractor upon completion of the contract, shall transfer, at no cost, to the City of Delray Beach all public records in possession of the Contractor or keep and maintain public records required by the City of Delray Beach in order to perform the service. If the Contractor transfers all public records to the City of Delray Beach upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City of Delray Beach, upon request from the City of Delray Beach' custodian of public records, in a format that is compatible with the information technology systems of the City of Delray Beach.

**IF THE AWARDED BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDED BIDDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF DELRAY BEACH, CITY CLERK, 100 N.W. 1<sup>ST</sup> AVE., DELRAY BEACH FLORIDA. THE CITY CLERK'S OFFICE MAY BE CONTACTED BY PHONE AT 561-243-7050 OR VIA EMAIL AT [CITYCLERK@MYDELRAYBEACH.COM](mailto:CITYCLERK@MYDELRAYBEACH.COM).**

**Acknowledged:**

\_\_\_\_\_

**Firm Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Name and Title (Print or Type)**

\_\_\_\_\_

**Date**

**DRUG-FREE WORKPLACE**

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

Acknowledged by:

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**NON-COLLUSION AFFIDAVIT**

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

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

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

ITB No.: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Signature

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

SEAL

Notary Signature \_\_\_\_\_  
Notary Name: \_\_\_\_\_  
Notary Public (State): \_\_\_\_\_  
My Commission No: \_\_\_\_\_  
Expires on: \_\_\_\_\_

**SAMPLE PERFORMANCE BOND FORMAT**

KNOW ALL MEN BY THESE PRESENTS: that \_\_\_\_\_

\_\_\_\_\_

(Insert full name and address or legal title of awarded Bidder)

as Principal, hereinafter called Contractor, and \_\_\_\_\_,  
(Name of Insurer)

as Surety, hereinafter called Surety, are held and firmly bound unto the City of Delray Beach, Palm Beach County, Florida.

As Obligee, hereinafter called the City, in the amount of \_\_\_\_\_,

(\$ \_\_\_\_\_), for the payment whereof, Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severably, firmly by the presents.

WHEREAS, Contractor has by written agreement dated \_\_\_\_\_, 20\_\_, entered into Contract No. \_\_\_\_\_ with the City in accordance with the Solicitation specifications prepared by the City, which Contract is by reference made a part hereof and is hereinafter referred as the Contract, for the performance of the following Work:

\_\_\_\_\_

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform said Contract, then this obligation shall be null and void; otherwise, it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the City.

Whenever Contractor shall be and declared by the City to be in default under the Contract, the City having performed City's obligations thereunder, the Surety may promptly remedy the default or shall promptly:

- a. Complete the Contract in accordance with its terms and conditions; or
- b. Obtain a Bid or Bids for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the most responsible Bidder, or if the City elects, upon determination by the City and the Surety jointly of the most responsible Bidder, arrange for a Contract between such Bidder and the City, and make available as work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof.

The term "balance of the contract price", as used in this paragraph, shall mean the total amount payable by the City to Contractor under the contract and any amendments thereto, less the amount properly paid by the City to the Contractor.

Any suit under this bond must be instituted before the expiration of twenty-five (25) months from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the City named herein or the heirs, executors, administrators, or successors of the City.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Principal) (Seal)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Title)

(Seal)

\_\_\_\_\_  
(Name of Insurer) Surety

\_\_\_\_\_  
(Witness)

By: \_\_\_\_\_  
(Attorney-in-Fact)

**SAMPLE PAYMENT BOND FORMAT**

KNOW ALL MEN BY THESE PRESENTS: that -

\_\_\_\_\_

(Insert full name and address or legal title of awarded Bidder)

as Principal, hereinafter called Contractor, and \_\_\_\_\_

(Name of Insurer)

as Surety, hereinafter called Surety, are held and firmly bound unto the City of Delray Beach, Palm Beach County, Florida.

As Obligee, hereinafter called the City, in the amount of \_\_\_\_\_

(\$ \_\_\_\_\_), for the payment whereof, Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by the presents.

WHEREAS, Contractor has by written agreement dated \_\_\_\_\_, 20\_\_ entered into Contract No. \_\_\_\_\_ with the City in accordance with the Solicitation specifications prepared by the City, which Contract is by reference made a part hereof and is hereinafter referred as the Contract, for the performance of the following Work:

\_\_\_\_\_

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if said Contractor and all subcontractors to whom any portion of the work provided for in said Contract is sublet and all assignees of said Contract and of such subcontractors shall promptly make payments to all persons supplying him or them with labor, products, services, or supplies for or in the prosecution of the work provided for in such Contract, or in any amendment or extension of or addition to said Contract, and for the payment of reasonable attorney's fees, incurred by the claimants in suits on this bond, then the above obligation shall be void; otherwise, it shall remain in full force and effect.

HOWEVER, this bond is subject to the following conditions and limitations:

a) Any person, firm or corporation that has furnished labor, products, or supplies for or in the prosecution of the work provided for in said Contract shall have a direct right of action against the Contractor and Surety on this bond, which right of action shall be asserted in a proceeding, instituted in the county in which the work provided for in said Contract is to be performed or in any county in which Contractor or Surety does business. Such right of action shall be asserted in proceedings instituted in the name of the claimant or claimants for his or their use and benefit against said Contractor and Surety or either of them (but not later than one year after the final settlement of said Contract) in which action such claim or claims shall be adjudicated and judgment rendered thereon.

b) The Principal and Surety hereby designate and appoint \_\_\_\_\_ as the agent of each of them to receive and accept service of process or other pleading issued or filed in any proceeding instituted on

this bond and hereby consent that such service shall be the same as personal service on the Contractor and/or Surety.

c) In no event shall the Surety be liable for a greater sum than the penalty of this bond, or subject to any suit, action or proceeding thereon that is instituted later than one year after the final settlement of said Contract.

d) This bond is given pursuant to and in accordance with the provisions of Florida Statutes, and all the provisions of the law referring to this character of bond as set forth in any sections or as may be hereinafter enacted, and these are hereby made a part hereof to the same extent as if set out herein in full.

Any suit under this bond must be instituted before the expiration of twenty-five (25) months from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the City named herein or the heirs, executors, administrators, or successors of the City.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Principal) (Seal)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Title)

(Seal)

\_\_\_\_\_  
(Name of Insurer) Surety

\_\_\_\_\_  
(Witness)  
Fact)

By: \_\_\_\_\_  
(Attorney-in-

**SAMPLE LETTER OF CREDIT FORMAT (NOT USED)**

LETTER OF CREDIT NO.: \_\_\_\_\_  
ISSUANCE DATE: \_\_\_\_\_

APPLICANT:  
{Name of Corporation} \_\_\_\_\_  
{Address} \_\_\_\_\_  
{City, State, Zip} \_\_\_\_\_

BENEFICIARY:  
CITY OF DELRAY BEACH  
100 N.W. 1<sup>ST</sup> AVENUE  
DELRAY BEACH, FLORIDA 33444

FOR U.S.D. \$ \_\_\_\_\_  
DATE OF EXPIRATION: \_\_\_\_\_

WE HEREBY ESTABLISH OUR IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_ IN FAVOR OF THE BENEFICIARY, THE CITY OF DELRAY BEACH, FLORIDA (HEREINAFTER "CDB") FOR THE ACCOUNT OF THE ABOVE-REFERENCED APPLICANT, AVAILABLE BY YOUR DRAFTS DRAWN ON (Insert name of Bank) PAYABLE AT SIGHT FOR ANY SUM OF MONEY NOT TO EXCEED A TOTAL OF (Insert the amount of money), THE AMOUNT REFERENCED ABOVE.

DEMANDS OF THE LETTER OF CREDIT MUST BE ACCOMPANIED BY A STATEMENT FROM THE CITY MANAGER OF THE CITY OF DELRAY BEACH CERTIFYING EITHER: (1) THAT SAID LETTER OF CREDIT IS ABOUT TO EXPIRE AND HAS NOT BEEN RENEWED, OR (2) THAT WORK HAS NOT BEEN COMPLETED IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, AND AGREEMENTS (INCLUDING ANY AMENDMENTS THEREOF) FOR THE FOLLOWING PROJECT: **{Name of Project}** \_\_\_\_\_ (THE 'PROJECT').

IT IS A CONDITION OF THIS LETTER OF CREDIT THAT IT WILL BE AUTOMATICALLY EXTENDED FOR PERIODS OF ONE YEAR FROM EXPIRY DATE HEREOF, OR ANY FUTURE EXPIRATION DATE, WITHOUT ANY AMENDMENT, UNLESS THIRTY (30) DAYS BUT NO MORE THAN SIXTY (60) DAYS PRIOR TO ANY EXPIRATION DATE WE SHALL NOTIFY CDB IN WRITING BY CERTIFIED MAIL RETURN RECEIPT REQUESTED, OR BY COURIER VIA HAND DELIVERY AT THE ABOVE-LISTED ADDRESS, THAT WE ELECT NOT TO CONSIDER THIS LETTER OF CREDIT RENEWED FOR ANY SUCH ADDITIONAL PERIOD.

WE HEREBY AGREE WITH THE DRAWERS, ENDORSERS, AND BONA FIDE HOLDERS OF ALL DRAFTS DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS OF THE CREDIT THAT SUCH DRAFTS WILL BE DULY HONORED UPON PRESENTATION TO **{Name of Bank}** \_\_\_\_\_ (THE 'BANK'), WHICH IS DULY AUTHORIZED TO CONDUCT BUSINESS IN THE STATE OF FLORIDA IN ACCORDANCE WITH THE TERMS HEREOF. IF A DRAFT, AS DESCRIBED IN THIS LETTER OF CREDIT, IS PRESENTED PRIOR TO THE EXPIRATION DATE AND IN CONFORMITY WITH THE TERMS OF THIS LETTER OF CREDIT AND UPON PRESENTATION IT IS WRONGFULLY DISHONORED BY THE BANK, THE BANK AGREES

TO PAY REASONABLE ATTORNEYS FEES AND COSTS, INCLUDING FEES AND COSTS ON APPEAL, INCURRED BY THE CITY OF DELRAY BEACH TO ENFORCE THIS LETTER OF CREDIT SHOULD CDB PREVAIL.

DOCUMENTS MUST BE PRESENTED FOR PAYMENT TO:

**{Name of Bank Branch}** \_\_\_\_\_  
**{Address}** \_\_\_\_\_  
**{City, State, Zip}** \_\_\_\_\_  
ATTN: **{Department}** \_\_\_\_\_

ALL DRAWINGS UNDER THIS LETTER OF CREDIT MUST BE ACCOMPANIED BY THE ORIGINAL LETTER OF CREDIT INSTRUMENT WHICH WILL BE RETURNED TO THE BENEFICIARY AFTER ENDORSING THE BACK OF SAME WITH THE AMOUNT OF EACH DRAWING BY US.

PARTIAL DRAWINGS ARE PERMITTED.

THE AMOUNT OF ANY DRAFT DRAWN UNDER THIS CREDIT MUST BE ENDORSED ON THE REVERSE OF THE ORIGINAL CREDIT. ALL DRAFTS MUST BE MARKED "DRAWN UNDER **{Name of Bank}** \_\_\_\_\_ LETTER OF CREDIT NUMBER \_\_\_\_\_ DATED \_\_\_\_\_, 20\_\_."

THIS CREDIT IS SUBJECT TO THE "UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS, (2007 REVISION), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 600", AND TO THE PROVISIONS OF FLORIDA LAW. IF A CONFLICT BETWEEN THE UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS AND FLORIDA LAW SHOULD ARISE, FLORIDA LAW SHALL PREVAIL. IF A CONFLICT BETWEEN THE LAW OF ANOTHER STATE OR COUNTRY AND FLORIDA LAW SHOULD ARISE, FLORIDA LAW SHALL PREVAIL. VENUE FOR ANY DISPUTES RELATING TO THE ENFORCEMENT OF THIS LETTER OF CREDIT SHALL BE PALM BEACH COUNTY, FLORIDA.

**{Name of Bank}** \_\_\_\_\_

BY: \_\_\_\_\_  
**{Name}** \_\_\_\_\_  
**{Title}** \_\_\_\_\_

END OF SECTION 9

**SECTION 10  
SAMPLE AGREEMENT FORMAT**

Below is the standard agreement format for this Invitation to Bid. This is a sample agreement only and is subject to revisions. **DO NOT COMPLETE.**

**AGREEMENT**

THIS AGREEMENT is hereby made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the "effective date") by and between the City of Delray Beach, a Florida municipal corporation ("City"), whose address is 100 N.W. 1<sup>st</sup> Avenue, Delray Beach, Florida 33444, and \_\_\_\_\_, a corporation (hereafter referred to as "Contractor"), whose address is \_\_\_\_\_.

WHEREAS, the City desires to retain the services of the Contractor to provide the goods and services in accordance with the City's Invitation to Bid No. 2022-021, and the Contractor's response thereto, all of which are incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereafter set forth, the Contractor and the City agree as follows:

**ARTICLE 1. INCORPORATION OF INVITATION TO BID**

The terms and conditions of this Agreement shall include and incorporate the terms, conditions, and specifications set forth in the City's Invitation to Bid No. 2022-021, and the Contractor's response to the Invitation to Bid, including all documentation required thereunder.

**ARTICLE 2. DESCRIPTION OF GOODS OR SCOPE OF SERVICES**

The Contractor shall provide the goods and/or perform those services identified in the specifications accompanying the City's Invitation to Bid, which are incorporated herein by reference.

**ARTICLE 3. COMPENSATION**

The City shall pay to the Contractor, in compliance with the Pricing Schedule attached hereto and incorporated herein, according to the terms and specifications of the referenced Invitation to Bid.

**ARTICLE 4. MISCELLANEOUS PROVISIONS**

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall be hand delivered, telecommunicated, or mailed by registered or certified mail (postage prepaid), return receipt requested, to the following addresses:

- i. As to the City:
  - City of Delray Beach
  - 100 N.W. 1<sup>st</sup> Avenue
  - Delray Beach, Florida 33444
  - Attn: City Manager
  - Email:

ii. with a copy to: City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, Florida 33444  
Attn: City Attorney  
Email:

iii. As to the Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn.: \_\_\_\_\_  
Email: \_\_\_\_\_

b. Headings. The headings contained in this Agreement are for convenience of reference only, and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

c. Effective Date. The effective date of this Agreement shall be as of the date it has been executed by both the parties hereto.

ARTICLE 5. CONTRACT TERM

This term of this Agreement shall be from the effective date through \_\_\_\_\_, 20\_\_, unless terminated earlier in accordance with terms set forth in the ITB.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates hereinafter written.

CITY OF DELRAY BEACH, FLORIDA

[SEAL]

By: \_\_\_\_\_  
Shelly Petrolia, City Mayor

ATTEST:

By: \_\_\_\_\_  
Katerri Johnson, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: \_\_\_\_\_  
Lynn Gelin, City Attorney

CONTRACTOR

[SEAL]

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ (name of person), as \_\_\_\_\_ (type of authority) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

Personally known \_\_\_ OR Produced Identification

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
Notary Public – State of Florida

END OF SECTION 10

**SECTION 11  
 GENERAL TERMS AND CONDITIONS**

1. **DEFINITIONS**
  - a. *Bid: any offer(s) submitted in response to an Invitation to Bid.*
  - b. *Bidder: person or firm submitting a Bid in response to an Invitation to Bid.*
  - c. *Bid Solicitation or Invitation to Bid: this Solicitation documentation, including any and all addenda.*
  - d. *Bid Submittal Form: describes the goods or services to be purchased, and must be completed and submitted with the Bid.*
  - e. *City: shall refer to the City of Delray Beach, Florida.*
  - f. *Contract or Agreement: Invitation to Bid, all addenda issued thereto, all affidavits, the signed agreement, and all related documents which comprise the totality of the contract or agreement between the City and the Bidder.*
  - g. *Contractor: awarded Bidder or Bidder who is awarded a contract to provide goods or services to the City.*
  - h. *Invitation to Bid: formal request for Bids from qualified Bidders.*
  - i. *Purchasing Department: Purchasing Department of the City of Delray Beach, Florida.*
  - j. *Responsible Bidder: Bidder which has the capability in all respects to perform in full the contract requirements, as stated in the Invitation to Bid, and the integrity and reliability that will assure good-faith performance.*
  - k. *Responsive Bidder: Bidder whose Bid conforms in all material respects to the terms and conditions included in the Invitation to Bid.*

2. **CONE OF SILENCE**  
 Pursuant to Section 2-355 of Palm Beach County Ordinance No. 2011-039, and the purchasing policies of the City of Delray Beach, all Solicitations, once advertised and until the appropriate authority has approved an award recommendation, are under the "Cone of

Silence". This limits and requires documentation of communications between potential Bidders and/or Bidders on City Solicitations, the City's professional staff, and the City Council members.

3. **ADDENDUM**  
 The Purchasing Department may issue an addendum in response to any inquiry received, prior to the close of the Solicitation period, which changes, adds, or clarifies the terms, provisions, or requirements of the Solicitation. The Bidder should not rely on any representation, statement, or explanation, whether written or verbal, other than those made in the Solicitation document or in the addenda issued. Where there appears to be a conflict between the Solicitation and any addenda, the last addendum issued shall prevail. It is the vendor's responsibility to ensure receipt of all addenda, and any accompanying documentation. The vendor is required to submit with its Bid or Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.

4. **LEGAL REQUIREMENTS**  
 This Solicitation is subject to all legal requirements contained in the applicable City Ordinances and Resolutions, as well as all applicable City, State, and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State, and local.

5. **CHANGE OF BID**  
 Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid (as indicated on the cover page) with a letter on the firm's letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.

6. **WITHDRAWAL OF BID**  
 A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only a written letter received by the Purchasing Department prior to the Bid opening date may withdraw a Bid. A Bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the Purchasing

and Contracts Director. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

7. **CONFLICTS WITHIN THE BID SOLICITATION**  
 Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Form, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Form, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

8. **PROMPT PAYMENT TERMS**  
 It is the policy of the City of Delray Beach that payment for all purchases by City departments shall be made in a timely manner. The City will pay the awarded Bidder upon receipt and acceptance of the goods or services by a duly authorized representative of the City. In accordance with Section 218.74, Florida Statutes, the time at which payment shall be due from the City shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. Proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the City Manager or designee, not later than sixty (60) days after the date on which the proper invoice was received by the City.

9. **DISCOUNTS (PROMPT PAYMENTS)**  
 The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during Bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid submittal signature page of the Solicitation.

10. **PREPARATION OF BIDS**  
 a. The Bid forms define requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other forms will result in the rejection of the Bidder's offer. The Bid submittal forms must be legible. Bidders shall use typewriter, computer, or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.  
 b. An authorized agent of the Bidder's firm must sign the Bid submittal form. **Failure**

**to sign the Signature Page of the Bid shall render the Bid non-responsive.**

- c. The Bidder may be considered non-responsive if Bids are conditioned upon modifications, changes, or revisions to the terms and conditions of this Solicitation.
- d. The Bidder may submit alternate Bid(s) for the same Solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted as a separate Bid submittal marked "Alternate Bid".
- e. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- f. Late Bids will not be accepted and will be returned to the sender unopened. It is the Bidder's responsibility to ensure timely delivery by the due date and time, and at the place stated in this Solicitation. No exceptions will be made due to weather, carrier, traffic, illness, or other issues.

11. **CANCELLATION OF BID SOLICITATION**  
 The City of Delray Beach reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the City.

12. **AWARD OF CONTRACT**  
 a. The contract may be awarded to the responsive and responsible Bidder meeting all requirements as set forth in the Solicitation. The City reserves the right to reject any and all Bids, to waive irregularities or technicalities, and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The City shall be the sole judge of its best interest.

- b. The City reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the City's best interest to do so.
- c. The City reserves the right to negotiate prices **with the responsive and responsible low Bidder**, provided that the scope of work of this Solicitation remains the same.
- d. The Bidder's performance as a prime contractor or subcontractor on previous

- City contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- e. The City will provide a copy of the Bid Tabulation to all Bidders responding to this Solicitation.
  - f. The Bid Solicitation, any addenda and/or properly executed modifications, the signed Agreement, the purchase order, and any change order(s) shall constitute the contract.
  - g. The Purchasing and Contracts Director will decide all tie Bids.
  - h. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.
  - i. The City reserves the right to request and evaluate additional information from any Bidder after the submission deadline as the City deems necessary.
13. **CONTRACT EXTENSION**  
 The City reserves the right to automatically extend any agreement for a maximum period not to exceed ninety (90) calendar days in order to provide City departments with continual service and supplies while a new agreement is being solicited, evaluated, and/or awarded.
14. **WARRANTY**  
 All warranties express and implied shall be made available to the City for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the awarded Bidder against factory defects and workmanship. At no expense to the City, the awarded Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty.
15. **ESTIMATED QUANTITIES**  
 Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the City's anticipated needs and/or usage; and (b) the City may use these estimates to determine the low Bidder. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The City is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.
16. **NON-EXCLUSIVITY**  
 It is the intent of the City to enter into an agreement with the awarded Bidder that will satisfy its needs as described herein. However, the City reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to, award of other contracts, use of any contractor, or perform the work with its own employees.
17. **CONTINUATION OF WORK**  
 Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the City and the awarded Bidder, continue until completion at the same prices, terms, and conditions.
18. **BID PROTEST**
- a. A recommendation for contract award or rejection of award may be protested by a Bidder. The Bidder may file a written protest with the City Clerk's office. The Bidder shall file its written protest with the City Clerk, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., excluding legal holidays. Protests shall contain the name, address, and phone number of the petitioner, name of the petitioner's representative (if any), and the title and Bid number of the Solicitation. The protest shall specifically describe the subject matter, facts giving rise to the protest, and the action requested from the City.
  - b. The written protest must be received no later than seventy-two (72) consecutive hours (excluding Saturdays, Sundays, and legal holidays) after the time of initial posting of the intended award. Failure to file a timely formal written protest within the time period specified shall constitute a waiver by the Bidder of all rights of protest.
  - c. The letter of protest shall be accompanied by a non-refundable protest application fee in an amount equal to one percent (1%) of the protestor's bid or five thousand dollars (\$5,000.00), whichever is less. The protest application fee must be a cashier's check, a certified check, or an attorney's trust account check made payable to the City of Delray Beach. Failure to provide the required protest application fee shall deem the protest as incomplete and invalid.

employees of the awarded Bidder shall wear proper identification.

19. **LAWS AND REGULATIONS**  
 The awarded Bidder shall comply with all laws and regulations applicable to provide the goods or services specified in this Bid Solicitation. The Bidder shall be familiar with all federal, state, and local laws that may affect the goods and/or services offered.

It is the awarded Bidder's responsibility to ensure that all its employees and subcontractors comply with the employment regulations required by the US Department of Homeland Security. The City shall have no responsibility to check or verify the legal immigration status of any employee of the awarded Bidder.

20. **LICENSES, PERMITS AND FEES**  
 The awarded Bidder(s) shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations, and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the City or an awarded Bidder for failure to obtain and maintain required licenses, certifications, permits, and/or inspections shall be borne by the awarded Bidder.

25. **INDEMNIFICATION**  
 The awarded Bidder shall indemnify and hold harmless the City and its officers, employees, agents, and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the City or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the agreement by the awarded Bidder or its employees, agents, servants, partners, principals, or subcontractors. The awarded Bidder shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The awarded Bidder expressly understands and agrees that any insurance protection required by this contract agreement or otherwise provided by the awarded Bidder shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City or its officers, employees, agents, and instrumentalities as herein provided.

21. **SUBCONTRACTING**  
 Unless otherwise specified in this Bid Solicitation, the awarded Bidder shall not subcontract any portion of the work without the prior written consent of the City. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the City may result in termination of the contract for default.

22. **ASSIGNMENT**  
 The awarded Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title, or interest therein, or its power to execute such contract to any person, company, or corporation without the prior written consent of the City. Assignment without the prior consent of the City may result in termination of the contract for default.

26. **COLLUSION**  
 A Bidder recommended for award as the result of a competitive Solicitation for any City purchases of supplies, materials, and services (including professional services, other than professional architectural, engineering, and other services subject to Sec. 287.055 Florida Stats.), purchase, lease, permit, concession, or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the City, stating either that the contractor is not related to any of the other parties Bidding in the competitive Solicitation or identifying all related parties, as defined in this Section, which Bid in the Solicitation; and attesting that the contractor's Bid is genuine and not a sham or

23. **SHIPPING TERMS**  
 Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

24. **RESPONSIBILITIES AS EMPLOYER**  
 The employee(s) of the awarded Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the City or any of its departments. The awarded Bidder shall provide physically competent employee(s) capable of performing the work as required. The City may require the awarded Bidder to remove any employee it deems unacceptable. All

collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other Bidder to put in a sham Bid, or any other person, firm, or corporation to refrain from proposing, and that the Bidder has not in any manner sought by collusion to secure to the Bidder an advantage over any other Bidder. In the event a recommended Bidder identifies related parties in the competitive Solicitation its Bid shall be presumed to be collusive and the recommended Bidder shall be ineligible for award unless that presumption is rebutted to the satisfaction of the City. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

- 27. **MODIFICATION OF CONTRACT**  
 The contract may be modified by mutual consent, in writing, through the issuance of a modification to the contract, a supplemental agreement, purchase order, or change order, as appropriate.
- 28. **TERMINATION FOR CONVENIENCE**  
 The City, at its sole discretion, reserves the right to terminate any contract entered into pursuant to this Invitation to Bid (ITB) with or without cause immediately upon providing written notice to the awarded Bidder. Upon receipt of such notice, the awarded Bidder shall not incur any additional costs under the contract. The City shall be liable only for reasonable costs incurred by the awarded Bidder prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."
- 29. **TERMINATION FOR DEFAULT**  
 The City reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the awarded Bidder fails to perform in accordance with the terms and conditions stated herein by providing written notice of such failure or default and by specifying a reasonable time period within which the awarded Bidder must cure any such failure to perform or default. If the awarded Bidder fails to cure the default within the time specified, the City may then terminate the subject contract by providing written notice to the awarded Bidder. The City further reserves the right to suspend or debar the awarded Bidder in accordance with the appropriate City ordinances, resolutions, and/or policies. The vendor will be notified by letter of the City's intent to terminate. In the event of termination for default, the City may procure the required goods and/or services from any source and use

- any method deemed in its best interest. All re-procurement costs shall be borne by the incumbent Bidder.
- 30. **FRAUD AND MISREPRESENTATION**  
 Any individual, corporation, or other entity that attempts to meet its contractual obligations with the City through fraud, misrepresentation, or material misstatement, may be debarred for up to five (5) years. The City, as a further sanction, may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.
- 31. **ACCESS AND AUDIT OF RECORDS**  
 The City reserves the right to require the awarded Bidder to submit to an audit by an auditor of the City's choosing at the awarded Bidder's expense. The awarded Bidder shall provide access to all of its records, which relate directly or indirectly to this Agreement, at its place of business during regular business hours. The awarded Bidder shall retain all records pertaining to this Agreement, and upon request, make them available to the City for three (3) years following expiration of the Agreement. The awarded Bidder agrees to provide such assistance as may be necessary to facilitate the review or audit by the City to ensure compliance with applicable accounting and financial standards.
- 32. **OFFICE OF THE INSPECTOR GENERAL**  
 Palm Beach County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County programs, contracts, transactions, accounts and records. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records, and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all City contracts.
- 33. **PRE-AWARD INSPECTION**  
 The City may conduct a pre-award inspection of the Bidder's site or hold a pre-award qualification hearing to determine if the Bidder is capable of performing the requirements of this Bid Solicitation.
- 34. **PROPRIETARY AND/OR CONFIDENTIAL INFORMATION**  
 Bidders are hereby notified that all information submitted as part of, or in support of Bid

submittals will be available for public inspection after the opening of Bids in compliance with Chapter 119 of the Florida Statutes, popularly known as the "Public Record Law." The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary, or confidential. The submission of any information to the City in connection with this Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection which would otherwise be available to the Bidder. In the event that the Bidder submits information to the City in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the Bid as protected or confidential, the City may, in its sole discretion, either (a) communicate with the Bidder in writing in an effort to obtain the Bidder's withdrawal of the confidentiality restriction, or (b) endeavor to redact and return that information to the Bidder as quickly as possible, and if appropriate, evaluate the balance of the Bid. The redaction or return of information pursuant to this clause may render a Bid non-responsive.

35. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Any person or entity that performs or assists the City of Delray each with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. HIPAA mandates for privacy, security, and electronic transfer standards include, but are not limited to:

- a. Use of information only for performing services required by the contract or as required by law;
- b. Use of appropriate safeguards to prevent non-permitted disclosures;
- c. Reporting to the City of Delray Beach any non-permitted use or disclosure;
- d. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder and reasonable assurances that IIHI/PHI will be held confidential;
- e. Making Protected Health Information (PHI) available to the customer;

- f. Making PHI available to the customer for review and amendment, and incorporating any amendments requested by the customer;
- g. Making PHI available to the City of Delray Beach for an accounting of disclosures; and
- h. Making internal practices, books, and records related to PHI available to the City of Delray Beach for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records and/or electronic transfer of data). The Bidder must give its customers written notice of its privacy information practices, including specifically, a description of the types of uses and disclosures that would be made with protected health information.

36. ADDITIONAL FEES AND SURCHARGES  
 Unless provided for in the contract/agreement, the City will not make any additional payments such as fuel surcharges, demurrage fees, or delay-in-delivery charges.

37. COMPLIANCE WITH FEDERAL STANDARDS  
 All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

38. COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING  
 If the goods or services to be acquired under this Solicitation are to be purchased, in part or in whole, with Federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5, and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this Solicitation and resultant contract by reference.

39. BINDING EFFECT  
 All of the terms and provisions of this contract/agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, successors, and permitted assigns.

40. **SEVERABILITY**  
 In the event any term or provision of any contract or agreement entered into pursuant to this Solicitation is found by a court of competent jurisdiction to be invalid, the remaining terms and provisions shall continue to be effective and shall be interpreted and given meaning to the greatest possible extent in the absence of any severed terms or provisions.
41. **GOVERNING LAW AND VENUE**  
 This contract and all transactions contemplated by this agreement shall be governed by and construed and enforced in accordance with the laws of the State of Florida without regard to any contrary conflicts of law principle. Venue of all proceedings in connection herewith shall lie exclusively in Palm Beach County, Florida, and each party hereby waives whatever its respective rights may have been in the selection of venue.
42. **ATTORNEY'S FEES**  
 It is hereby understood and agreed that in the event any lawsuit in the judicial system, federal or state, is brought to enforce compliance with this contract or interpret same, or if any administrative proceeding is brought for the same purposes, each party shall pay their own attorney's fees and costs, including appellate fees and costs.
43. **EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION**  
 The City of Delray Beach complies with all laws prohibiting discrimination on the basis of age, race, gender, religion, creed, political affiliation, sexual orientation, physical or mental disability, color or national origin, and therefore is committed to assuring equal opportunity in the award of contracts and encourages small, local, minority, and female-owned businesses to participate.
- During the performance of this contract, the awarded Bidder agrees it will not discriminate or permit discrimination in its hiring practices or in its performance of the contract. The awarded Bidder shall strictly adhere to the equal employment opportunity requirements and any applicable requirements established by the State of Florida, Palm Beach County and the federal government.
- The awarded Bidder further acknowledges and agrees to provide the City with all information and documentation that may be requested by the City from time to time regarding the
- Solicitation, selection, treatment and payment of subcontractors, suppliers, and vendors in connection with this Contract.
44. **AVAILABILITY OF CONTRACT TO OTHER CITY DEPARTMENTS**  
 It is agreed and understood that any City department or agency may access this contract and purchase the goods or services awarded herein. Each City department will issue a separate purchase order to the awarded Bidder for the department's specific purchases.
45. **CRIMINAL HISTORY BACKGROUND CHECKS**  
 Prior to hiring a contract employee or contracting with a Bidder, the City may conduct a comprehensive criminal background check by accessing any Federal, State, or local law enforcement database available. The contract employee or Bidder will be required to sign an authorization for the City to access criminal background information. The costs for the background checks shall be borne by the City.
46. **LABOR, MATERIALS, AND EQUIPMENT**  
 Unless specified elsewhere in the Solicitation or resultant contract, all labor, materials, and equipment required for the performance of the requirements of the Contract shall be supplied by the awarded Bidder.
47. **MINIMUM WAGE REQUIREMENTS**  
 The awarded Bidder shall comply with all minimum wage and living wage requirements, such as Living Wage requirements, minimum wages based on Federal Law, minimum wages based on the Davis-Bacon Act, and the provisions of any other wages laws, as may be applicable to this Contract.
48. **PACKING SLIP AND DELIVERY TICKET**  
 A packing slip and/or delivery ticket shall accompany all items during delivery to the City. The documents shall include information on the contract number or purchase order, any back order items, and the number or quantity of items being delivered.
49. **PURCHASE OF OTHER ITEMS**  
 The City reserves the right to purchase other related goods or services, not listed in the Solicitation, during the contract term. When such requirements are identified, the City may request price quote(s) from the awarded Bidder(s) on the contract. The City, at its sole discretion, will determine if the prices offered are reasonable, and may choose to purchase the goods or services from the awarded Bidder,

another contract vendor, or a non-contract vendor.

further disqualification from participating in any future Bids with the City.

50. PUBLIC RECORDS  
 Florida law provides that municipal records shall at all times be available to the public for inspection. Chapter 119, Florida Statutes, the Public Records Law, requires that all material submitted in connection with a Bid response shall be deemed to be public record subject to public inspection upon award, recommendation for award, or thirty (30) days after Bid opening, whichever occurs first. Certain exemptions to public disclosure are statutorily provided for in Section 119.07, Florida Statutes. If the Bidder believes any of the information contained in his/her/its Bid is considered confidential and/or proprietary, inclusive of trade secrets as defined in Section 812.081, Florida Statutes, and is exempt from the Public Records Law, then the Bidder, must in its response, specifically identify the material which is deemed to be exempt and state the legal authority for the exemption. All materials that qualify for exemption from Chapter 119, Florida Statutes or other applicable law must be submitted in a separate envelope, clearly identified as "EXEMPT FROM PUBLIC DISCLOSURE" with the firm's name and the Bid number clearly marked on the outside. The City will not accept Bids when the entire Bid is labeled as exempt from disclosure. The City's determination of whether an exemption applies shall be final, and the Bidder agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.

The awarded Bidder(s) shall keep and maintain public records and fully comply with the requirements set forth at Section 119.0701, Florida Statutes, as applicable; failure to do so shall constitute a material breach of any and all agreements awarded pursuant to this Solicitation.

51. CONFLICTS OF INTEREST  
 All Bidders must disclose with their Bid the name of any officer, director, or agent who is also an employee of the City of Delray Beach. Further, all Bidders must disclose the name of any City employee who has any interest, financial or otherwise, direct or indirect, of five percent (5%) or more in the Bidders' firm or any of its branches. Failure to disclose any such affiliation will result in disqualification of the Bidder from this Invitation to Bid and may be grounds for

52. PUBLIC ENTITY CRIMES  
 As provided in Section 287.133(2) (a), Florida Statutes, a person or affiliate who has been placed on the convicted vendors 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 contractor, supplier, subcontractor, or consultant under a contract with any public entity.

53. OTHER GOVERNMENTAL AGENCIES  
 If a Bidder is awarded a contract as a result of this ITB, the Bidder shall allow other governmental agencies to access this contract and purchase the goods and services under the terms and conditions at the prices awarded, as applicable.

54. COMPLETION OF WORK AND DELIVERY  
 All work shall be performed and all deliveries made in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the awarded Bidder(s), except in such cases where the completion date will be delayed due to acts of nature, force majeure, strikes, or other causes beyond the control of the awarded Bidder. In these cases, the awarded Bidder shall notify the City of the delays in advance of the original completion so that a revised delivery schedule can be appropriately considered by the City.

55. FAILURE TO DELIVER OR COMPLETE WORK  
 Should the awarded Bidder(s) fail to deliver or complete the work within the time stated in the contract, it is hereby agreed and understood that the City reserves the authority to cancel the contract with the awarded Bidder and secure the services of another vendor to purchase the items or complete the work. If the City exercises this authority, the City shall be responsible for reimbursing the awarded Bidder for work that was completed, and items delivered and accepted by the City in accordance with the contract specifications. The City may, at its option, demand payment from the awarded Bidder, through an invoice or credit memo, for any additional costs over and beyond the original contract price which were incurred by the City as

- a result of having to secure the services of another vendor.
- 56. **CORRECTING DEFECTS**  
 The awarded Bidder shall be responsible for promptly correcting any deficiency, at no cost to the City, within three (3) calendar days after the City notifies the awarded Bidder of such deficiency in writing. If the awarded Bidder fails to correct the defect, the City may (a) place the awarded Bidder in default of its contract; and/or (b) procure the products or services from another source and charge the awarded Bidder for any additional costs that are incurred by the City for this work or items, either through a credit memorandum or through invoicing.
  - 57. **ACCIDENT PREVENTION AND BARRICADES**  
 Precautions shall be exercised at all times for the protection of persons and property. All awarded Bidders performing services or delivering goods under this contract shall conform to all relevant OSHA, State, and County regulations during the course of such effort. Any fines levied by the above-mentioned authorities for failure to comply with these requirements shall be borne solely by the awarded Bidder. Barricades shall be provided by the awarded Bidder when work is performed in areas traversed by persons, or when deemed necessary by the City.
  - 58. **OMISSIONS IN SPECIFICATIONS**  
 The specifications and/or statement of work contained within this Solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the Bidder from furnishing, installing, or performing such work where required to the satisfactory completion of the project.
  - 59. **MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS**  
 The awarded Bidder hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the awarded Bidder in conjunction with this Solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the City by the awarded Bidder are found to be defective or do not conform to specifications, (1) the materials may be returned to the awarded Bidder at the Bidder's expense and the contract cancelled; or (2) the City may require the awarded Bidder to replace the materials at the Bidder's expense.
  - 60. **TOXIC SUBSTANCES/FEDERAL "RIGHT TO KNOW" REGULATIONS**  
 The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.  
  
 Accordingly, the awarded Bidder(s) performing under this contract are required to provide two (2) complete sets of Material Safety Data Sheets to each City department utilizing the any awarded products that are subject to these regulations. This information should be provided at the time when the initial delivery is made, on a department-by-department basis.
  - 61. **TAXES**  
 The City of Delray Beach is exempt from Federal and State taxes for tangible personal property.
  - 62. **BIDDER'S COSTS**  
 The City shall not be liable for any costs incurred by Bidders in responding to this Invitation to Bid.
  - 63. **SUBSTITUTION OF PERSONNEL**  
 It is the intention of the City that the awarded Bidder's personnel proposed for the contract shall be available for the initial contract term. In the event the awarded Bidder wishes to substitute personnel, the awarded Bidder shall propose personnel of equal or higher qualifications, and all replacement personnel are subject to the City's approval. In the event the substitute personnel are not satisfactory to the City, and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the contract for cause.
  - 64. **FORCE MAJEURE**  
 The City and the awarded Bidder are excused from the performance of their respective obligations under the contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control, including fire, flood, explosion, strikes or other labor disputes, natural disasters, public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental

authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance provided that:

- a. The non-performing party gives the other party prompt written notice describing the particulars of the force majeure, including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the force majeure.
- b. The excuse of performance is of no greater scope and of no longer duration than is required by the force majeure.
- c. No obligations of either party that arose before the force majeure causing the excuse of performance are excused as a result of the force majeure.
- d. The non-performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the awarded Bidder shall not constitute a force majeure. The term of the contract shall be extended by a period equal to that during which either party's performance is suspended under this section.

65.

**NOTICES**

Notices shall be effective when received at the addresses specified in the contract/agreement. Changes in respective addresses to which such notices are to be directed may be made from time to time by either party by written notice to the other party. Facsimile and email transmissions are acceptable notice effective when received; however, facsimile and email transmissions received after 5:00 p.m. or on weekends or holidays will be deemed received on the next business day. The original of the notice must also be mailed to the receiving party.

Nothing contained in this section shall be construed to restrict the transmission of routine communications between representatives of the successful Proposer and the City of Delray Beach.

66.

**POOL CONTRACTS**

During the term of contracts and agreements that are executed as vendor pools, awarding vendors in prequalified pools of vendors, either as a general pool or by categories, sub-categories, or groups, the City reserves the right to add new vendors to these contracts for goods or services not awarded for the original Solicitation or as part of the general pool category, sub-category or group. To be eligible to be added to these pool contracts, a vendor must meet the same eligibility requirements established in the original Invitation to Bid.

67.

**FISCAL FUNDING OUT**

The City's obligation pursuant to any contract or agreement entered into in accordance with this Solicitation is specifically contingent upon the lawful appropriation of funds. Failure to lawfully appropriate funds for any contract or agreement awarded shall result in automatic termination of the contract or agreement.

END OF SECTION 11

**SECTION 12**  
**EXHIBITS**

Exhibit A – Subcontractor Questionnaire  
Exhibit B – Equipment Questionnaire

END OF SECTION 12

**SECTION 13  
SOLICITATION SUMMARY**

**The City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444**

**PURCHASING DEPARTMENT**

**SOLICITATION SUMMARY**

**IMPORTANT NOTICE**

The information you provide on this page will be read aloud at the PUBLIC OPENING for this Solicitation. It is VERY IMPORTANT that the summary information you provide below is exactly the same information contained in your Bid. If subsequent to the opening of Bids, the City determines that the information contained in the electronic version of your Bid is different from the information on this Solicitation Summary, the City reserves the right to deem your Bid NON-RESPONSIVE, and remove your Bid from further evaluation and consideration for contract award.

**BID INFORMATION**

Bid Number: ITB No. 2022-021  
 Title: Roof Maintenance & Repair Services

Due Date and Time: March 16, 2022 @ 2:00PM EST

Name of Bidder: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Bid Amount: \$ \_\_\_\_\_

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

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

By signing and submitting this Solicitation Summary, the Bidder affirms that the information provided above is an exact and correct summary of the information contained in the electronic version of the Bidder's Bid to the City of Delray Beach.

**THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ORIGINAL HARDCOPY IN THE SEALED PACKAGE CONTAINING YOUR BID THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ELECTRONIC COPY IN THE SEALED PACKAGE CONTAINING YOUR BID OR SIGNED AND INCLUDED WITH YOUR SECURE ELECTRONIC BID SUBMITTAL THROUGH [WWW.BIDSYNC.COM](http://WWW.BIDSYNC.COM).**

## Question and Answers for Bid #ITB 2022-021 - Roof Maintenance and Repair

### Overall Bid Questions

There are no questions associated with this bid.

RESOLUTION NO. 68-22

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH CJ CONTRACTING, LLC, FOR ROOF MAINTENANCE AND REPAIR SERVICES, AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AMENDMENTS AND TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THIS AGREEMENT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Delray Beach (City) is authorized to enter into agreements to provide services, programming, and products in accordance with its Charter; and

WHEREAS, the City requires roof maintenance and repair services; and

WHEREAS, the City desires to enter into an agreement with CJ Contracting, LLC, for roof maintenance and repair services; and

WHEREAS, the City Commission deems approval of this Resolution to be in the best interest of the health, safety, and welfare of the residents and citizens of the City of Delray Beach and the public at large.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are hereby affirmed and ratified.

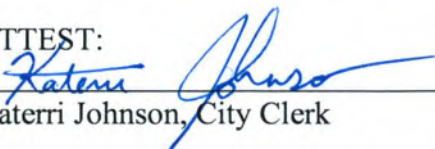
Section 2. The City Commission of the City of Delray Beach has reviewed and hereby approves this Agreement between the City and CJ Contracting Services, LLC., which is attached to this Resolution as Exhibit "A".

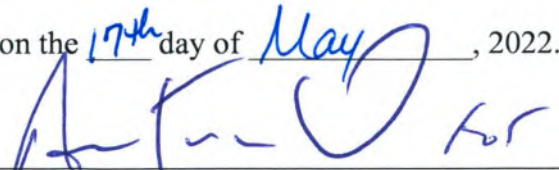
Section 3. The City Commission authorizes the City Manager to execute any amendments and to take any and all actions necessary to effectuate this Agreement.

Section 4. This Resolution shall become effective immediately upon adoption.

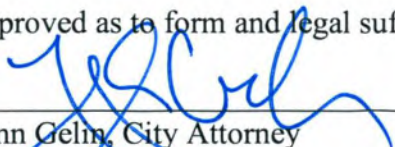
PASSED AND ADOPTED in regular session on the 17<sup>th</sup> day of May, 2022.

ATTEST:

  
Katerri Johnson, City Clerk

  
Shelly Petrolia, Mayor

Approved as to form and legal sufficiency:

  
Lynn Gelin, City Attorney

## CITY ATTORNEY OFFICE - LEGAL REVIEW CHECKLIST

Name of Agreement: Agreement with CJ Contracting, LLC for roof repair and maintenance

Department: Purchasing

Contact person: Chris Snyder

City Manager approval

City Commission approval

Reviewed by Purchasing

Agenda item #:

Agenda meeting date:

Resolution #:

Agreement Action:

New

Renewal\*

Amendment\*

\*Renewal: Only change is the agreement term

\*Amendment: For changes other than/in addition to term

Does the Contractor require the City to sign first?: No

For City Attorney Use only:

**Agreement Terms:**

**Comments/Specific Provision in Agreement**

Term (Duration of Agreement)	Article 5 of Agreement; 5 years; 3 year term with 2 one-year renewal options
Termination Clause	Convenience (P28 ITB Standard Terms) and Default (P29 ITB)
Renewal Clause	Article 5 of Agreement
Insurance	City standard
Indemnification	City standard
Assignment	P22 of ITB Standard Terms; written consent required
Fiscal Funding Requirement	P67 of ITB Standard Terms
FL. Public Records Provision (2016)	P50 of ITB Standard Terms
Inspector General Provision	P32 of ITB Standard Terms
Governing Law	Florida
Venue	Palm Beach County
Attorney's fees	P42 of ITB Standard Terms; each bears own
E-verify	Article 6 of Agreement

**Business Principles:**

**Comments**

Fees: Total Value	\$750,000
Fees: Per Fiscal Year	\$150,000

**Other Issues:**

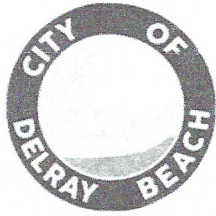
**Comments**

Non-Negotiable Issues/ Miscellaneous Issues/ Special Considerations	Agreement for roof repair and maintenance entered into pursuant to City Solicitation.
---	---

Consistent with applicable policies including, but not limited to, Procurement policies. Yes

Attorney: William Bennett, Esq.

Reviewed and approved as to form and legal sufficiency only



# CITY OF DELRAY BEACH

PURCHASING AND CONTRACT ADMINISTRATION DIVISION  
100 N.W. 1<sup>ST</sup> AVENUE • DELRAY BEACH • FLORIDA 33444

Delray Beach

Florida



1993 • 2001 • 2017

April 7, 2025

CJ Contracting LLC  
11924 Forest Hill Blvd, Suite 10A-267  
Wellington, FL 33414  
Via email: [Cjcontracting9@aol.com](mailto:Cjcontracting9@aol.com)

REFERENCE: Renewal of ITB2022-021 Roof Maintenance and Repair

Dear Vendor:

The City of Delray Beach has enjoyed the working relationship we have developed with your firm. It has been a pleasure working with you and your team and we look forward to continuing that relationship.

The subject Contract will expire on May 16, 2025.

In accordance with the terms and conditions of the subject Contract, the Contract may, by mutual consent of the parties, be renewed for an additional one (1) year. The City would like to exercise the option to renew this Contract for an additional one (1) year effective May 17, 2025, at the existing terms and conditions.


Please indicate your consent to renew this Contract by having an officer of the firm execute the acceptance portion below and returning this letter by email to: Joel Burzynski at [burzynskij@mydelraybeach.com](mailto:burzynskij@mydelraybeach.com) on or by April 12, 2025.

Upon execution below by your firm's authorized representative, this letter will be your official notice that the contract has been renewed for one (1) year and no additional documentation will be required. Please be sure that any required Insurance Certificates are up to date and attached to your response.

Thank you for your immediate attention to this matter.

Sincerely,

  
Joel Burzynski  
Contracts Administrator

  
Eugene Bitteker  
Chief Procurement Officer

Renewal of ITB2022-021 Roof Maintenance and Repair  
April 7, 2025

ACCEPTANCE

By:   
Official Signature

Carl Fleury Manager  
Name Title

4/11/25  
Date

**PLEASE CHECK ONE BOX:**

- Yes, we agree to renew the Agreement.
- No, we do not agree to renew the Agreement. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cc: Public Works Department  
Renewal of ITB2022-021 Roof Maintenance and Repair

CITY OF DELRAY BEACH

Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: CJ Contracting, LLC

Vendor FEIN: 26-3730772

Vendor's  
Authorized  
Representative  
Name and Title:

Carl Fleury - Manager

Address: 11924 Forest Hill Blvd STE10A-267

City: Wellington State: FL Zip: 33414

Phone Number: 561-662-4514

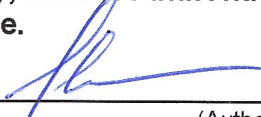
Email Address: Carl.CJContracting@gmail.com

Florida Statute §787.06(13) requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The City of Delray Beach, Florida is a governmental entity for the purposes of this statute.

As the officer or representative of the company, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against his or her will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied towards the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit;
- Provide controlled substances as outlined in Schedule I or Schedule II of Florida State Statute §893.03 to any person for the purpose of exploitation of that person.

**Under penalties of perjury, I declare that I have read the foregoing document and the at the facts stated in it are true.**

Signature:   
(Authorized Signature)

Print Name and Title: Carl Fleury - Manager

Date: 4/11/25



**CITY OF DELRAY BEACH**  
PURCHASING AND CONTRACT ADMINISTRATION DIVISION  
100 N.W. 1<sup>ST</sup> AVENUE • DELRAY BEACH • FLORIDA 33444



February 25, 2026

CJ Contracting LLC  
11924 Forest Hill Blvd, Suite 10A-267  
Wellington, FL 33414  
Via email: [Cjcontracting9@aol.com](mailto:Cjcontracting9@aol.com)

REFERENCE: Renewal of ITB2022-021 Roof Maintenance and Repair

Dear Vendor:

The City of Delray Beach has enjoyed the working relationship we have developed with your firm. It has been a pleasure working with you and your team and we look forward to continuing that relationship.

The subject Contract will expire on May 16, 2026.

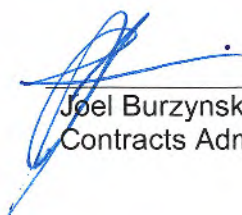
In accordance with the terms and conditions of the subject Contract, the Contract may, by mutual consent of the parties, be renewed for an additional one (1) year. The City would like to exercise the option to renew this Contract for an additional one (1) year effective May 17, 2026, at the existing terms and conditions.


Please indicate your consent to renew this Contract by having an officer of the firm execute the acceptance portion below and returning this letter by email to: Joel Burzynski at [burzynskij@mydelraybeach.com](mailto:burzynskij@mydelraybeach.com) on or by March 12, 2026.

Upon execution below by your firm's authorized representative, this letter will be your official notice that the contract has been renewed for one (1) year and no additional documentation will be required. Please be sure that any required Insurance Certificates are up to date and attached to your response.

Thank you for your immediate attention to this matter.

Sincerely,

  
February 25, 2026  
Joel Burzynski  
Contracts Administrator

  
Henry Dachowitz  
Chief Financial Officer

Renewal of ITB2022-021 Roof Maintenance and Repair  
February 25, 2026

ACCEPTANCE

By: Carl Fleury  
Official Signature

Carl Fleury Manager  
Name Title

3/11/2026  
Date

**PLEASE CHECK ONE BOX:**

- Yes, we agree to renew the Agreement.
- No, we do not agree to renew the Agreement. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cc: Public Works Department  
Renewal of ITB2022-021 Roof Maintenance and Repair

Exhibit “B”  
Example Work Assignment

**WORK ASSIGNMENT  
BETWEEN**

**THE DELRAY BEACH  
COMMUNITY REDEVELOPMENT AGENCY**

**AND**

**CJ CONTRACTING, LLC**

This Work Assignment is entered into this \_\_\_ day of \_\_\_\_ 2026, by and between the **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**, hereinafter referred to as "CRA" and **CJ Contracting, LLC**, a Florida limited liability company, hereinafter referred to as "CONTRACTOR."

**W I T N E S S E T H:**

**WHEREAS**, the CRA and the CONTRACTOR previously entered into an agreement on April 28, 2026, (the "Original Agreement) authorizing the CRA piggyback on the City of Delray Beach’s agreement with Contractor for professional roof maintenance and repair service; and

**WHEREAS**, the CRA and the CONTRACTOR are authorized to enter into Work Assignments in order to provide for additional services to be provided by the CONTRACTOR for the CRA, pursuant to the Original Agreement; and

**WHEREAS**, the CRA and the CONTRACTOR desire to enter into this Work Assignment in order for the CONTRACTOR to provide professional roof maintenance and repair services pursuant to the Original Agreement, except as modified herein.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises herein contained, the CRA and the CONTRACTOR agree as follows:

1. The "WHEREAS" clauses recited above are hereby incorporated herein by reference.
2. The CRA authorizes the CONTRACTOR to perform provide professional roof maintenance and repair services as provided in this Work Assignment for the following CRA Projects:
3. The Scope of Services for the Project, as provided in the Original Agreement, is hereby amended in order to authorize the CONTRACTOR to provide the

Scope of Services as described on **Exhibit "A"**, to this Work Assignment, which is attached hereto and incorporated herein by reference.

4. The CONTRACTOR agrees to perform the Scope of Services, and the CRA agrees to pay the CONTRACTOR for the Scope of Services an amount not to exceed, without prior written authorization by the CRA Executive Director, (\$\_\_\_), as provided in **Exhibit "A"**, attached hereto.

In the event that additional services related to the aforementioned "\_\_\_" are required, the CRA may, with prior written authorization by the CRA Executive Director, engage the CONTRACTOR on an hourly basis at the rates stated within the Original Agreement.

5. The Budget for the Project as stated in the Original Agreement is hereby amended to reflect the adjustments indicated on **Exhibit "A"**, to this Work Assignment, which is attached hereto and incorporated herein by reference.

6. This Work Assignment is approved contingent upon the CRA's acceptance of and satisfaction with the completion of the services rendered in the previous phase or as encompassed in the Original Agreement, as may have been amended by any prior Work Assignments entered into between the CRA and the CONTRACTOR. If the CRA, in its sole discretion, is unsatisfied with the services provided in the previous phase, or prior Work Assignment, the CRA may terminate the Original Agreement without incurring any further liability.

7. The CONTRACTOR may not commence work on any Work Assignment, including this Work Assignment, as approved by the CRA, without a further notice to proceed issued in writing by the CRA Executive Director, or her authorized representative.

8. The Original Agreement, except as may have been modified by this Work Assignment, shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have executed this Work Assignment as of the day and year indicated above.

ATTEST:

**DELRAY BEACH COMMUNITY  
REDEVELOPMENT AGENCY**

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

BY: \_\_\_\_\_  
Juli Casale, CRA Board Chair

I HEREBY CERTIFY THAT I HAVE  
APPROVED THIS AGREEMENT  
AS TO FORM:

\_\_\_\_\_  
CRA General Counsel

**CONTRACTOR:  
CJ CONTRACTING, LLC, FLORIDA  
LIMITED LIABILITY COMPANY**

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

Attest:

\_\_\_\_\_  
Secretary

STATE OF FLORIDA            )  
  )ss:  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 2026, by \_\_\_\_\_, as \_\_\_\_\_ (name of officer or agent, title of officer or agent), of CJ Contracting LLC, a Florida Limited Liability Company, on behalf of the corporation. He/She is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Commission Number

**EXHIBIT "A"**  
**SCOPE OF SERVICES**