



**THE SCHOOL DISTRICT OF PALM BEACH COUNTY
CONSTRUCTION PURCHASING DEPARTMENT**

BID SUMMARY FORM

CONTRACTOR:

Name of Firm _____

Current License # _____

Authorized Representative _____

Title _____

Street Address _____

Phone/Fax# _____

City, State, Zip _____

Email Address _____

PROJECT NAME: _____

ITB NO.: _____

PROJECT NO.: _____

Having become familiar with conditions at the Project Site and having carefully examined the Bidding Documents, including the Advertisement for Bid, Instructions to Bidders, and the Contract Documents, including but not limited to the General Conditions, Special Conditions, Specifications, Details, Schedules, Addenda and Drawings, the undersigned proposes to furnish all materials, labor, equipment and anything else required for the entire Project in accordance with the Documents for the following Total Bid amount:

TOTAL BID:

_____ **TOTAL** _____
(PRICE IN WORDS) **(FIGURES)**

Name of Surety Company: _____

The Contract Time shall commence upon the issuance of the Construction Notice to Proceed. Substantial Completion of the Work shall be on _____. All Work and requirements of the Contract Documents shall be fully and finally complete on _____. No Work shall be commenced until the Contractor has furnished the Owner the Performance and Payment Bonds, Insurance Certificates and other documents required by the General and Special Conditions. Time is of the essence in this Contract.

The undersigned declares that they have examined the Site of the Work and informed themselves fully in regard to all conditions pertaining; that they have examined the Contract Documents furnished prior to the opening of the Bids; and that they have satisfied themselves in all matters relative to the Work to be performed.

When notified of the intended award of this Bid within sixty (60) days of the time set for the opening of Bids, the Undersigned agrees to execute a Contract for the above Work after notice that their Bid has been accepted for the above stated compensation, plus or minus any accepted alternates, in the form of a Contract presented by the Owner. The Contract is subject to Board Approval.

They further agree that from the compensation to be paid, the Owner will retain Liquidated Damages as provided in the Contract, which sum is agreed upon as the proper measure of Liquidated Damages which the Owner will sustain each day by the failure of the undersigned to complete the Work in the time stipulated, and this sum is not to be deemed as penalty.

The undersigned further agrees that security in the form of a Bid Bond, or Cashier's Check in the amount of not less than \$_____ payable to the Owner, accompanies this Bid; that the amount is the measure of Liquidated Damages which said Owner will sustain by failure of the undersigned to execute and deliver the Contract and Bond within eight (8) Owner business days of the written notification of the Award of the Contract to him; thereupon the Security shall become the property of the Owner, but if this Bid is not accepted within sixty (60) days of the time set for the submission of Bids, or if the undersigned executes and delivers the Contract and Bond, the Security shall be returned to him on receipt of the same.

The following Addenda, if any, were received:

(FILL IN INFORMATION)

No: _____ Date Issued: _____ Initials: _____

No: _____ Date Issued: _____ Initials: _____

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The Bidder certifies by submission of their Bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

In witness whereof, the undersigned has signed and sealed this Bid this ____ day of _____, 20____.

Corporate Seal

Contractor Name _____

Address _____

Authorized Signature _____

Title _____

NOTE: Submit this form with your bid.



**THE SCHOOL DISTRICT OF PALM BEACH COUNTY
CONSTRUCTION PURCHASING DEPARTMENT**

BID BOND FORM

KNOW ALL MEN BY THESE PRESENTS, that _____

(Insert full name and address or legal title of Contractor)

as Principal, hereafter called, "the Principal," and _____

(Insert full name and address of Bonding Agency)

hereafter called, "the Surety," and,

**The School Board of Palm Beach County, Florida
3300 Forest Hill Boulevard
West Palm Beach, Florida 33406-5813**

as Obligee, hereafter called, "the Obligee," in the sum of \$_____ for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a Bid for: _____

ITB NO.: _____

PROJECT NO.: _____

NOW, THEREFORE, if the Obligee shall accept the Bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such Bid, and give such bond or bonds as may be specified in the Bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said Bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said Bid, then this obligation shall be null and void, otherwise to remain in full force and effect. This bond shall be in compliance with Section 255.05, Florida Statutes.

In witness whereof, the undersigned has signed and sealed this Bid this _____ day of _____, 20__.

Corporate Seal

Principal _____

Witness _____

Title _____

Surety _____

NOTE: Submit this form with your bid.

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY
CONSTRUCTION PURCHASING DEPARTMENT****SBE SUBCONSULTANT/SUBCONTRACTOR PARTICIPATION****PROJECT NAME:** _____**ITB NO.:** _____ **PROJECT NO.:** _____**PROPOSAL CERTIFICATION:**

I hereby certify full, complete and unconditional acceptance of the SBE Subconsultant/Subcontractor Participation Requirement established for this Contract. The Participation Requirement may be met with any combination of Design Services and/or Construction Services as specified below which meets or exceeds a cumulative total of the established SBE Participation Requirement.

Only a Subcontractor or Subconsultant Certified as a Small Business Enterprise (**SBE**) firm by the School Board of Palm Beach County Office of Diversity in Business Practices shall qualify for Subcontractor or Subconsultant participation for this Project.

As described in School Board Policy 6.143, graduation from the School Board of Palm Beach County SBE Certification or denial of SBE Certification by the School Board of Palm Beach County shall void acceptance of Certification by the State of Florida Office of Supplier Diversity or its successors. A copy of the Subconsultant's/Subcontractor's current SBE Certification shall be included in the Bidder's Response to satisfy the requirement for this Category. The School Board of Palm Beach County Office of Diversity in Business Practices (ODBP) shall validate the Subconsultants/Subcontractors Certification.

By virtue of executing and returning this Required Response Form, I further certify full, complete and unconditional acceptance of the contents of this Invitation to Bid, and all Appendices and the contents of any Addendum released hereto.

PROPOSER (firm name): _____**STREET ADDRESS:** _____**CITY/STATE/ZIP:** _____**PRINT NAME OF AUTHORIZED REPRESENTATIVE:** _____**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** _____**TITLE:** _____ **DATE:** _____**CONTACT PERSON:** _____**CONTACT PERSON'S ADDRESS:** _____**TELEPHONE NO.:** _____ **CELL NO.:** _____**INTERNET E-MAIL ADDRESS:** _____**PROPOSER TAX PAYER IDENTIFICATION NUMBER:** _____**NOTE: Submit this form with your bid.**



**THE SCHOOL DISTRICT OF PALM BEACH COUNTY
CONSTRUCTION PURCHASING DEPARTMENT**

DISCLOSURE OF DISCRIMINATION COMPLAINTS STATEMENT

PROJECT NAME: _____

ITB NO.: _____

PROJECT NO.: _____

Pursuant to School Board Policy 6.144 - Commercial Nondiscrimination and as part of its proposal, Bidder or Proposer shall provide to the School District a list of all instances within the past ten (10) years where a complaint was filed or pending against Bidder/Proposer in a legal or administrative proceeding alleging that Bidder or Proposer discriminated on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age, or disability against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of each such complaint, including any remedial action taken.

Please check the appropriate box:

I, the undersigned Authorized Representative for the Bidder/Proposer, certify that the Bidder/Proposer has not, within the past ten (10) years from the proposal due date, had any instances where a complaint was filed or pending against Bidder/Proposer in a legal or administrative proceeding alleging that Bidder/Proposer discriminated on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age, or disability against its subcontractors, vendors, suppliers, or commercial customers.

The Bidder/Proposer, within the past ten (10) years from the Bid/Proposal due date, has had instances where a complaint has been filed or has a pending complaint against it in a legal or administrative proceeding alleging that the Bidder/Proposer discriminated on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age, or disability against one of its subcontractors, vendors, suppliers, or commercial customers.

The Bidder/Proposer must provide a detailed description of each discrimination complaint and the status or resolution of each complaint, including any remedial action taken by the Bidder/Proposer.

BIDDER (firm name): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

An original manual signature is required

PRINT NAME & TITLE OF AUTHORIZED REPRESENTATIVE: _____

NOTE: Submit this form with your bid.