

**SDP, Inc. DBA SDP Consultants Corp.**

Bid Contact **Natacha Brea**  
**nbrea@sdp-consultants.com**  
**Ph 954-598-3317**

Address **14359 Miramar Pkwy**  
**Suite 343**  
**Miramar, FL 33027**

Qualifications CBE SBE WBE

| Item #                | Line Item   | Notes                                 | Unit Price                   |   |               |
|-----------------------|---|---------------------------------------|------------------------------|---|---------------|
| PNC2119543R1--01-01   | Request for<br>Qualifications - Job<br>Order Contract | <b>Supplier<br/>Product<br/>Code:</b> | <b>First Offer -</b> 1 / n/a | Y | Y             |
| <b>Supplier Total</b> |   |                                       |                              |   | <b>\$0.00</b> |

SDP, Inc. DBA SDP Consultants Corp.

Item: **Request for Qualifications - Job Order Contract**

Attachments

BC CBE certificate.pdf

Bid PNC2119543R1 - VOLUME OF PREVIOUS WORK ATTESTATION FORM - Letter.pdf

Broward County Business Tax Receipt- 2020.pdf

COI.pdf

Contractors Assurance Statement.pdf

Daniel E. Kral General Contractor License.pdf

OSD\_MBE\_Certificate - State of Florida WBE Certification.pdf

PCN2119543R1 - CBE letter of Intent.pdf

PCN2119543R1 - Executed 12-5 Bid Bond.pdf

PNC2119543R1 - EVALUATION CRITERIA.pdf

PNC2119543R1 Job Order Contract Vendor Reference Verification Form APOTEX.pdf

PNC2119543R1 Job Order Contract Vendor Reference Verification Form CBI End Stamp Bldg.pdf

PNC2119543R1 Job Order Contract Vendor Reference Verification Form Starplex.pdf

PNC2119543R1 Job Order Contract Vendor Reference Verification Form USDC.pdf

PNC2119543R1, Job Order Contract Summary\_Sheet\_\_Vendor\_s\_Submittal -.pdf

REVISED\_PNC2119543R1\_Evaluation\_Criteria\_Attachment\_A - Project Manager.pdf

REVISED\_PNC2119543R1\_Evaluation\_Criteria\_Attachment\_B - General Superintendent.pdf

REVISED\_PNC2119543R1\_Evaluation\_Criteria\_Attachment\_C - Comparable Construction Exp..pdf

RFP-RFQ-RLI Standard Instruction - Vendors 2 yr tax returns.pdf

State of Florida Corp authorization - December 2019.pdf

WBENC Certificate 01-31-2020 - .pdf

WBENC Certificate 01-31-2020.pdf



Governmental Center Annex  
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674 • TTY 954-357-5664

**Office of Economic and  
Small Business Development**

*This Certificate is Awarded to:*  
**SDP, INC.**

As set forth in the Broward County Business Opportunity Act of 2012, the certification requirements have been met for:

**County Business Enterprise  
Anniversary Date: April 18<sup>th</sup>**

*[Signature]*  
Authorized Representative

The Office of Economic and Small Business Development must be notified within 30 days of any material changes in the business which may affect ownership and control. Failure to do so may result in the revocation of this certificate and/or imposition of other sanctions.  
**A Service of the Broward County Board of County Commissioners**  
[www.broward.org/smallbusiness](http://www.broward.org/smallbusiness)



December, Wednesday 04, 2019

**BID# PNC2119543R1 – Request for Qualifications – Job Order Contract.**

In reference to Volume of Previous work Attestation Form response:

SDP. Inc, DBA SDP Consultants Corp. We have performed no work paid by the county at this time.

Thank you,

Thomas W. Kral

***SDP, Inc, DBA SDP Consulting Corp. – 14359 Miramar Pkwy suite 343 Miramar, FL 33027 - 954-598-3317  
SDP. Inc, 714 Cherry Street Chattanooga, TN 37402***

# BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

**VALID OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020**

**DBA:**  
**Business Name:** SDP CONSULTANTS CORP

**Receipt #:** 180-281516  
**Business Type:** GENERAL CONTRACTOR (CERTIFIED BUILDING CONTRACTOR)

**Owner Name:** DANIEL EDWARD KRAL  
**Business Location:** 2501 SW 160 AVE STE 250  
MIRAMAR

**Business Opened:** 01/04/2017  
**State/County/Cert/Reg:** CBC1261233  
**Exemption Code:**

**Business Phone:**

**Rooms**                      **Seats**                      **Employees**                      **Machines**                      **Professionals**  
4

| For Vending Business Only |              |         |               |             |                 |            |
|---------------------------|--------------|---------|---------------|-------------|-----------------|------------|
| Number of Machines:       |              |         | Vending Type: |             |                 |            |
| Tax Amount                | Transfer Fee | NSF Fee | Penalty       | Prior Years | Collection Cost | Total Paid |
| 27.00                     | 0.00         | 0.00    | 2.70          | 0.00        | 0.00            | 29.70      |

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

**THIS BECOMES A TAX RECEIPT**

**WHEN VALIDATED**

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

**Mailing Address:**

DANIEL EDWARD KRAL  
306 SW 29 ST  
CAPE CORAL, FL 33914

**Receipt #** WWW-19-0000963  
**Paid** 10/08/2019 29.70

## 2019 - 2020

# BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

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| For Vending Business Only |            |              |               |         |             |                 |            |
|---------------------------|------------|--------------|---------------|---------|-------------|-----------------|------------|
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| Signature                 | Tax Amount | Transfer Fee | NSF Fee       | Penalty | Prior Years | Collection Cost | Total Paid |
|                           | 27.00      | 0.00         | 0.00          | 2.70    | 0.00        | 0.00            | 29.70      |

**Receipt #** WWW-19-0000963  
**Paid** 10/08/2019 29.70





**CONTRACTOR ASSURANCE STATEMENT**

PROJECT DESCRIPTION: Bid #PNC2119543RI - Request for Qualifications - Job Order Contract

I, Tom Kral, (Authorized Official/Agent) on behalf of the SDP, Inc. DBA SDP Consultants Corp. (Vendor) hereby agree to comply with the County Business Enterprise (CBE) requirements of the solicitation, between Broward County and SDP, Inc. dba SOP Consultants Corp (Vendor) for Bid #PNC2119543RI - Request for Qualifications - Job Order Contract.

1. Affirm that your company will comply with the County's non-discrimination policy by providing a non-discrimination Statement and;
2. Acknowledge the CBE percentage goal established on the project and;
3. Agree to engage in good faith effort solicitation of approved Broward County Small Business Development Program firms to achieve the project goals as indicated in the solicitation.

  
\_\_\_\_\_  
Authorized Agent of Vendor

Tom Kral Vice President  
\_\_\_\_\_  
Printed Name & Title

423-298-2017  
\_\_\_\_\_  
Telephone Number

Date: 12/03/2019

SDP, INC, DBA SDP CONSULTING CORP.  
14359 MIRAMAR PKWY SUITE 343 MIRAMAR, FL 33027 – 954-598-3317 / 954-678-7724  
SDP, INC, 714 CHERRY STREET CHATTANOOGA, TN 37402 – 423-490-7400 / 423-421-3251



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



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

**CONSTRUCTION INDUSTRY LICENSING BOARD**

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

**KRAL, DANIEL EDWARD**

SDP-CONSULTANTS CORP  
6111 HERITAGE PARK DR SUITE A-200  
CHATTANOOGA TN 37416



**LICENSE NUMBER: CBC1261233**

**EXPIRATION DATE: AUGUST 31, 2020**

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.

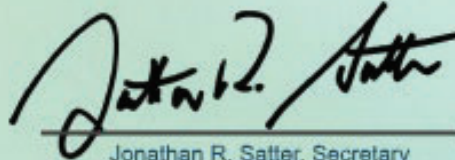
# State of Florida

## Woman Business Certification

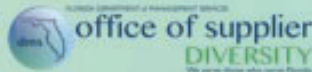
### SDP Inc. DBA SDP Consultants Corp

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:

03/26/2019 to 03/26/2021



Jonathan R. Satter, Secretary  
Florida Department of Management Services





## LETTER OF INTENT

### BETWEEN BIDDER/OFFEROR AND COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

**Solicitation No.:** Bid #PNC2119543R1

**Project Title:** Request for Qualifications - Job Order

**Bidder/Offeror Name:** SDP. Inc, DBA SDP Consultants Corp

**Address:** 14359 Miramar Pkwy suite 343 **City:** Miramar **State:** FL **Zip:** 33027

**Authorized Representative:** Thomas W. Kral **Phone:** 954-678-7724

**CBE Firm/Supplier Name:** SDP. Inc, DBA SDP Consultants Corp

**Address:** 14359 Miramar Pkwy. suite 343 **City:** Miramar **State:** FL **Zip:** 33027

**Authorized Representative:** Thomas W. Kral **Phone:** 954-678-7724

- A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
- B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
- C. By signing below, the above-named CBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

### Work to be performed by CBE Firm

| Description | NAICS <sup>1</sup> | CBE Contract Amount <sup>2</sup> | CBE Percentage of Total Project Value |
|-------------|--------------------|----------------------------------|---------------------------------------|
| Concrete    | 238110             |                                  | 25.00 %                               |
| Safety      | 922190             |                                  | 5.00 %                                |
|             |                    |                                  | %                                     |

**AFFIRMATION:** I hereby affirm that the information above is true and correct.

**CBE Firm/Supplier Authorized Representative**

Signature:  Title: Vice President Date: 12/04/2019

**Bidder/Offeror Authorized Representative**

Signature:  Title: Vice President Date: 12/04/2019

<sup>1</sup> Visit [Census.gov](http://Census.gov) and select [NAICS](#) to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

*In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.*

Rev.: June 2018

Compliance Form No. 004



*Managing Risk · Insuring Success · Since 1972*

November 18, 2019

SDP, Inc.  
2501 SW 160<sup>th</sup> Ave, Suite 250  
Miramar, FL 33027

RE: SDP, Inc. – Bond Program

To Whom It May Concern:

Brunswick Companies serves as the bonding agent for SDP, Inc. (SDP). SDP is underwritten and bonds are provided by American Contractors Indemnity Company (ACIC). ACIC is rated A++ (Superior) by AM Best. SDP has been with ACIC for one year.

The current bond program with ACIC has a single limit of \$3 million and an aggregate limit of \$6 million. ACIC will favorably consider projects within these limits. They will also consider projects outside these limits on a case-by-case basis.

As always, ACIC reserves the right to perform their normal underwriting at the time of any bond request. This includes, without limitation, prior review and approval of relevant contract documents, bond forms, and project financing. ACIC assumes no liability if for any reason they choose not to approve a bond.

If we can provide any further assurance or assistance, please do not hesitate to call us.

Best Regards,

Jeff McQuate  
Vice President – Surety

Brunswick Companies  
5309 Transportation Blvd  
Cleveland, OH 44125  
Phone: 330-864-8800

[www.brunswickcompanies.com](http://www.brunswickcompanies.com)

Toll Free: 800-686-8080

Fax: 330-864-8661

RISK MANAGEMENT | COMMERCIAL | PROFESSIONAL | SURETY | PERSONAL



**TOKIOMARINE**  
**HCC**

**POWER OF ATTORNEY**  
**AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY**  
**UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY**

KNOW ALL MEN BY THESE PRESENTS: That American Contractors Indemnity Company, a California corporation, Texas Bonding Company, an assumed name of American Contractors Indemnity Company, United States Surety Company, a Maryland corporation and U.S. Specialty Insurance Company, a Texas corporation (collectively, the "Companies"), do by these presents make, constitute and appoint:

Jeff McQuate, Todd A. Stein or Mark Levinson of Cleveland, Ohio

its true and lawful Attorney(s)-in-fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include riders, amendments, and consents of surety, providing the bond penalty does not exceed** \*\*\*\*\*Six Million Five Hundred Thousand\*\*\*\*\* Dollars (\*\*\*6,500,000.00\*\*\*). This Power of Attorney shall expire without further action on April 23<sup>rd</sup>, 2022. This Power of Attorney is granted under and by authority of the following resolutions adopted by the Boards of Directors of the Companies:

*Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, The Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 1<sup>st</sup> day of June, 2018.

**AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY**  
**UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY**

State of California  
County of Los Angeles



By: [Signature]  
Daniel P. Aguilar, Vice President

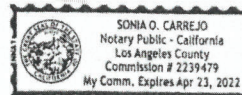
*A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document*

On this 1<sup>st</sup> day of June, 2018, before me, Sonia O. Carrejo, a notary public, personally appeared Daniel P. Aguilar, Vice President of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Signature] (seal)



I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Los Angeles, California this 5th day of December, 2019.

Corporate Seals  
Bond No. 1001128679-7  
Agency No. 9129



[Signature]  
Kio Lo, Assistant Secretary

visit [tmhcc.com/surety](http://tmhcc.com/surety) for more information

HCCSMANPOA05/2019

# AMERICAN CONTRACTORS INDEMNITY COMPANY

is hereby authorized to transact  
insurance in the state of Florida.

This certificate signifies that the company  
has satisfied all requirements of the  
Florida Insurance Code for the issuance  
of a license and remains subject to  
all applicable laws of Florida.

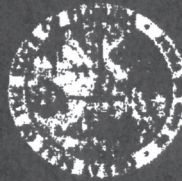
Date of Issuance: December 01, 1998

No. 98-95-4290651



Bill Netson

Treasurer and Insurance Commissioner



Florida  
Department  
of Insurance

AMERICAN CONTRACTORS INDEMNITY COMPANY  
STATUTORY STATEMENT OF ADMITTED ASSETS,  
LIABILITIES, CAPITAL AND SURPLUS (1)  
December 31, 2018

**Admitted Assets**

|   |                    |
|---|--------------------|
| Investments:  |                    |
| Fixed Maturities, at amortized cost                 | 344,563,572        |
| Cash and short term investments                     | 10,807,797         |
| <b>Total cash and Invested assets:</b>              | <u>355,371,369</u> |
| Investment income due and accrued                   | 3,525,186          |
| Premium receivable                                  | 2,705,286          |
| Recoverable from reinsurers                         | 2,075,143          |
| Net deferred tax asset                              | 2,249,070          |
| Electronic data processing equipment                | 23,890             |
| Receivable from parent, subsidiaries and affiliates | 1,887,081          |
| Other miscellaneous assets                          | 59,157             |
|   | <u>12,524,812</u>  |
| <b>Total admitted assets</b>                        | <u>367,896,181</u> |

(1) - In accordance with the statutory financial statements as filed on March 1, 2019.

**Liabilities and Capital and Surplus**

|  |                    |
|--|--------------------|
| Liabilities:                                     |                    |
| Unpaid loss and loss adjustment expense          | 15,840,011         |
| Commissions payable                              | 1,322,625          |
| Accrued expenses                                 | 5,392,189          |
| Taxes, licenses and fees                         | 383,300            |
| Current federal income taxes                     | 778,850            |
| Unearned premiums                                | 10,378,636         |
| Advance premiums                                 | 1,003,214          |
| Ceded reinsurance balance payable                | 1,133,811          |
| Amounts withheld or retained for others          | 190,055,656        |
| Provision for reinsurance                        | 6,004              |
| Payable to parent, subsidiaries and affiliates   | 11,671,682         |
| Unearned fee revenue                             | 273,982            |
| Deferred ceding commission                       | 3,196,620          |
|  | <u>241,436,579</u> |
| <b>Total liabilities</b>                         |                    |
| Capital and Surplus:                             |                    |
| Capital Stock                                    | 2,520,000          |
| Additional paid-in and contributed capital       | 32,063,473         |
| Unassigned surplus                               | 91,876,130         |
|  | <u>126,459,602</u> |
| <b>Total liabilities and capital and surplus</b> | <u>367,896,181</u> |

I, Peter W. Carman, Chief Financial Officer of American Contractors Indemnity Company, hereby certify that to the best of my knowledge and belief, the foregoing is a full and true Statutory Statement of Admitted Assets, Liabilities and Capital and Surplus of the Company as of December 31, 2018, prepared in conformity with accounting practices prescribed or permitted by the State of California Department of Insurance. The foregoing statement should not be taken as a complete statement of financial condition of the Company. Such a statement is available upon written request at the Company's home office located at 801 South Figueroa Street, Suite 700, Los Angeles, California 90017

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Corporation at Los Angeles, California.



Peter W. Carman  
Senior Vice President & CFO



EVALUATION CRITERIA  
(for non- CCNA Projects)

**1. ABILITY OF PROFESSIONAL PERSONNEL:**

SDP, Inc. is staffed with a strong group of construction, engineering and Financial Professionals. This group has a vast and diverse knowledge of Commercial and Industrial Construction and Engineering. All levels of management (to include executive management) are involved in the day to day operation, and are actively reviewing all projects currently engaged.

**Administrative:** Principals, CFO, Controller, Office Manager, Engineering, Procurement, OA/OC, Safety, Document Control, Project Coordinator and Admin.

**Construction:** Principal in Charge, Senior Project Manager, Project Managers, General Superintendent, Superintendents, Foreman, Field Safety and Laborers.

**Subconsultants:** Architectural, Engineering, EPA, Materials Testing, Soils Testing, and Surveying.

CATAYA & Associates Architects – Delta G – MEP Engineering Design – Thorton Tomsetti Structural Engineers – Calvin Giordanio – Civil & Surveying, and GFA - Testing.

**Trades:** Carpenters, Cement Finishers, Masons, Iron Workers, Operating Operating Engineers.

**2. PROJECT APPROACH:**

1) **Job order contracting (JOC)**, is a construction delivery method, which uses individual job orders written against a “master” contract, is one method that Municipalities Capital Project Management staff uses to procure construction services. Job order contracting is used for contracting public municipality projects. This method is most appropriate

for relatively small, straightforward projects such as: uncomplicated new builds – renovations – repairs - maintenance work.

**2) General approach to JOC process:**

Generally, SDP will handle this JOC as we do many of the similar contracts we maintain. During the development and documentation stage of the SOW for each Job Order, SDP's management & executive team will attend the Joint Scope Meeting to assure that the base understanding of the Job Order is achieved even prior to the issuance of the Job Order for execution. During this meeting, budgets, schedules, impacting conditions at the location, and the desired needs of the county for the specific Job Order. As the Job Order is developed and the conditions and requirements are considered, a Reasonable Order of Magnitude (ROM) Budget will be developed to assure the understanding of the Job Order impacts is understood during the development stage. Impacting information presented by the SDP Team will include the current work load in the market place for projects of this type, current schedule constraints, budget factors, and best approaches to the work depending on the current and possibly active operating environment that they will be constructed in and around.

Upon release of the Job order, our projects team including Principle in Charge and Project Manager for the Job will evaluate the job order SOW and complexity. Once established the job will be preliminarily budgeted and the divisional heads for all direct performed work and all prime sub-contracting partners for evaluation. Once the budget is assembled, the project team then will issue all documents out through our pricing process for sub-contracting pricing. Utilizing our Sharefile platform, all documents are transmitted to all applicable sub-contractors for pricing including any schedule, general conditions, or design information that will impact the project proposals. During the pricing phase of the job order, deadlines are set for questions and proposals due that are a few days prior to the desired deadline of the County to allow for attentive evaluation of each proposal and clarity to be gained for all proposals to assure no details are missed.

Upon completion of the approved firm pricing for the Job Order, and a commitment is issued by the county, a pre-construction meeting will be

scheduled and all stake holders at the location will be consulted to assure that any and all impacts of the Job Order at the site location. Once completed, the sub-contracts and material acquisition will be issued to all sub-contractors and vendors. The Project Manager and Coordinators, will develop the schedule and issue the project schedule.

At this phase of the project BIM design and interference review will be held to determine which of the MEP division leads will be chief on the BIM coordination and will lead the BIM coordination effort.

Weekly/Bi-Monthly status meetings will be scheduled to assure that the Job Order Project remains on schedule and budget for completion. During this meeting all on-going, RFIs, Submittals, Schedules,

At milestone completions of work, documentation of completed systems will be gathered and as-built documentation and OEM manuals will be compiled. This will assure that each division of work is actively recording work while it is active and in reasonable proximity to the execution of the work.

At the full completion of the Job cost project the full close out package is prepared and delivered to the client. This package will include but not be limited to Certificate of occupancy, all final inspection documentation, OEM manuals for all equipment, as-built drawings for the entire project/Job order, commissioning reports, and inventoried materials.

SDP, Inc. has utilized a combination of Subcontracting and work performed by our own forces for a good part of its existence. Espically with the utilization of MEP subcontractors, providing the highly technical expertise, required for some MEP system installations. It also enhances the colorbaration process for developing scope and securing the best price per scope.

- 3) SDP, Inc. will assist the County putting together a unit pricing, a compilation of jobs and projects that need to be completed. SDP, will assit with scope development for each different job and estimated price

point for each. Each job is listed in the County's Capital Catalog unit price book, along with a clearly defined scope of work, and an estimated price for the job. The cost of each project is estimated based on the material, labor, and equipment costs that will go into completing the work. SDP then takes these estimates in the unit price book and multiplies them by their own costs of doing business (i.e. overhead, profit, etc. would be needed). Finally, they use their calculation to create a bid and submit it for the right to secure the County jobs. By submitting a bid, SDP, Inc. is binding themselves to a multi-year, fixed price contract. Negotiating the cost for individual projects is critical to ensuring the County receives quality work at a fair and reasonable price.

- 4) Safety will be evaluated for each JOC to assure the proper PPE and Safety Training requirements will be implemented based on project scope. Daily safety meetings, personnel equipment inspections air quality tests, etc. A safety representative will be on site at all times, while work is being performed. All OSHA, State, County or other Jurisdictional Safety requirements, will be adhered to during construction.

- 3. PAST PERFORMANCE:** JOC work performed in Miramar, FL 2017 -2018  
48MM Master Contract for Building renovation and Construction.  
Phase I - Design and Construction of 6,000 SF Office - \$600,000.  
Phase II – Design, Demolition and Construction of a 225,000 SF 2<sup>nd</sup> floor mezzanine – 15,000,000.

JOC work performed in conjunction with our Facility Maintenance Contract 2014 to Present.

JOC work performed for the State of Tennessee thru JLL Real Estate Mgmt Grp.

**4. WORKLOAD OF FIRM:** Closing out December 2019 into Q1 of 2020  
Construction and Maintenance projects on books - 2.5MM.

**5. FINANCIAL ABILITY:**

- 1) Please see attached Bonding Company Letter. When utilizing subcontractors for any work not self performed by SDP, we require those subcontractors to Bond their work, in addition to our project bonding.
- 2) SDP, Inc. has \$450,000 Credit Line with two Banks, in addition to Lines of credit with Equipment and materials suppliers.



**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

**Bid #PNC2119543R1 - Request for Qualifications - Job Order Contract**

Reference for: SDP, Inc.

Organization/Firm Name providing reference:

APOTEX

Contact Name: Larry Rock

Title: SR Vice President

Reference date: 11/04/2019

Contact Email: ljrock18@gmail.com

Contact Phone: 705-619-2659

Name of Referenced Project: APOTEX US EXPANSION

Contract No.

Date Services Provided:

Project Amount:

US5507-001-013

02/01/2017 to 01/15/2018

\$ 50,000,000.00

Vendor's role in Project:  Prime Vendor  Subconsultant/Subcontractor

Would you use this vendor again?  Yes  No If No, please specify in Additional Comments (below).

**Description of services provided by Vendor:**

Design/Build Pharmaceutical Company Commercial Building Renovation and Construction R&D Lab, Pilot Production Line and Base Building Infrastructure.

**Please rate your experience with the referenced Vendor:**

**Needs Improvement      Satisfactory      Excellent      Not Applicable**

|                                      |                          |                          |                                     |                          |
|--------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| 1. Vendor's Quality of Service       |                          |                          |                                     |                          |
| a. Responsive                        | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Accuracy                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Deliverables                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Vendor's Organization:            |                          |                          |                                     |                          |
| a. Staff expertise                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Professionalism                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Turnover                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Timeliness of:                    |                          |                          |                                     |                          |
| a. Project                           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Deliverables                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Project completed within budget   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Cooperation with:                 |                          |                          |                                     |                          |
| a. Your Firm                         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Subcontractor(s)/Subconsultant(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Regulatory Agency(ies)            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Additional Comments:** (provide on additional sheet if needed)

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Verified via:  EMAIL  VERBAL Verified by: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_



**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

**Bid #PNC2119543R1 - Request for Qualifications - Job Order Contract**

Reference for: **SDP, Inc.**

Organization/Firm Name providing reference:

**CB&I Chicago Bridge& Iron**

Contact Name: **Tim Butzke**

Title: **SR Project Mgr.**

Reference date: **11/04/2019**

Contact Email: **tim,butzke@mcdermott.com**

Contact Phone: **713-805-5909**

Name of Referenced Project: **CB&I End Stamp Building**

Contract No.

Date Services Provided:

Project Amount:

**05/01/2009 to 10/30/2019**

**\$ 650,000.00**

Vendor's role in Project:  Prime Vendor  Subconsultant/Subcontractor

Would you use this vendor again?  Yes  No If No, please specify in Additional Comments (below).

**Description of services provided by Vendor:**

Design/Build Green Field Site - Construction Maintenance Bldg., initially utilized for the Nuclear End Stamp Certification of a Nuclear Containment Steel and Vessel Fabrication Manufacturing Plant to be built on site.

**Please rate your experience with the referenced Vendor:**

**Needs Improvement      Satisfactory      Excellent      Not Applicable**

|                                      |                          |                          |                                     |                          |
|--------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| 1. Vendor's Quality of Service       |                          |                          |                                     |                          |
| a. Responsive                        | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Accuracy                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Deliverables                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Vendor's Organization:            |                          |                          |                                     |                          |
| a. Staff expertise                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Professionalism                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Turnover                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Timeliness of:                    |                          |                          |                                     |                          |
| a. Project                           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Deliverables                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Project completed within budget   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Cooperation with:                 |                          |                          |                                     |                          |
| a. Your Firm                         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Subcontractor(s)/Subconsultant(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Regulatory Agency(ies)            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Additional Comments:** (provide on additional sheet if needed)

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**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

**Bid #PNC2119543R1 - Request for Qualifications - Job Order Contract**

Reference for: SDP, Inc.

Organization/Firm Name providing reference:

Starplex Scientific

Contact Name: Frank Cerminara

Title: SR Project Mgr.

Reference date: 11/04/2019

Contact Email: fcermina@yahoo.com

Contact Phone: 416-801-7965

Name of Referenced Project: APOTEX US EXPANSION

Contract No.

Date Services Provided:

Project Amount:

07/06/2009 to 04/26/2010

\$ 7,800,000.00

Vendor's role in Project:  Prime Vendor  Subconsultant/Subcontractor

Would you use this vendor again?  Yes  No If No, please specify in Additional Comments (below).

**Description of services provided by Vendor:**

Design/Build/Green Field Site Plastic Bottling Manufacturing Plant. New Construction 85,916 SF. Initial build with a Facility Maintenance Contract through 20

**Please rate your experience with the referenced Vendor:**

**Needs Improvement      Satisfactory      Excellent      Not Applicable**

|                                      |                          |                          |                                     |                          |
|--------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| 1. Vendor's Quality of Service       |                          |                          |                                     |                          |
| a. Responsive                        | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Accuracy                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Deliverables                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Vendor's Organization:            |                          |                          |                                     |                          |
| a. Staff expertise                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Professionalism                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Turnover                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Timeliness of:                    |                          |                          |                                     |                          |
| a. Project                           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Deliverables                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Project completed within budget   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Cooperation with:                 |                          |                          |                                     |                          |
| a. Your Firm                         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Subcontractor(s)/Subconsultant(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Regulatory Agency(ies)            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Additional Comments:** (provide on additional sheet if needed)

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**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

**Bid #PNC2119543R1 - Request for Qualifications - Job Order Contract**

Reference for: **SDP, Inc.**

Organization/Firm Name providing reference:

**APOTEX USDC**

Contact Name: **Jim Rodebush**

Title: **Director USDC**

Reference date: **11/20/2019**

Contact Email: **jrodebush@apotex.com**

Contact Phone: **954-614-9962**

Name of Referenced Project: **APOTEX US Pharma Distribution Center**

Contract No.

Date Services Provided:

Project Amount:

**11/01/2012 to 10/20/2017**

**\$ 4,500,000.00**

Vendor's role in Project:  Prime Vendor  Subconsultant/Subcontractor

Would you use this vendor again?  Yes  No If No, please specify in Additional Comments (below).

**Description of services provided by Vendor:**

Design/Build Pharmaceutical Distribution Center Renovations Offices, Server room, Base building infrastructure upgrage, Security, DEA Cage, Hazmat Unit , Drive in Cooler, BBAS, Racking System and Shipping & Receiving.

**Please rate your experience with the referenced Vendor:**

**Needs Improvement      Satisfactory      Excellent      Not Applicable**

|                                      |                          |                          |                                     |                          |
|--------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| 1. Vendor's Quality of Service       |                          |                          |                                     |                          |
| a. Responsive                        | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Accuracy                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Deliverables                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Vendor's Organization:            |                          |                          |                                     |                          |
| a. Staff expertise                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Professionalism                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Turnover                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Timeliness of:                    |                          |                          |                                     |                          |
| a. Project                           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Deliverables                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Project completed within budget   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Cooperation with:                 |                          |                          |                                     |                          |
| a. Your Firm                         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Subcontractor(s)/Subconsultant(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Regulatory Agency(ies)            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Additional Comments:** (provide on additional sheet if needed)

\*\*\*THIS SECTION FOR COUNTY USE ONLY\*\*\*

Verified via:  EMAIL  VERBAL Verified by: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_

Summary Sheet – Vendor's Submittal

Solicitation Name: PNC2119543R1, Job Order Contract

Vendor should complete below form and submit with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

Firm Name: SDP Inc. DBA SDP Consultants Corp

In accordance with RFQ No. PNC2119543R1, Job Order Contract, Broward County is seeking to shortlist qualified contractors for a Job Order Contract Program. A Job Order Contract is an indefinite quantity construction contract pursuant to which the Contractor may perform an ongoing series of individual projects at different locations throughout the County.

This is Step One of a Two-Step procurement. In Step One, the County will qualify (shortlist) contractors by group. In Step Two, the County will issue bids to shortlisted contractors; recommended contractors for award will be based on low responsive, responsible bids by group, up to the recommended number of contracts by group. The County anticipates awarding separate contracts for Public Works, Aviation, and Port Everglades Departments.

Refer to solicitation for additional detail by group and any requirements.

Check below what areas your firm is submitting qualifications for Step One: (Vendor may select more than one based on submitted experience and certifications).

Aviation:

SBE     CBE     CBE Reserve Goals

Port Everglades:

SBE     CBE     CBE Reserve Goals

Public Works:

SBE     CBE     CBE Reserve Goals

Note – the Office of Economic and Small Business Development will verify certification status for SBE and CBE contracts (for responsibility requirements).

**ATTACHMENT A**  
**KEY PERSONNEL**  
**PROJECT MANAGER**

1) Firm's Name: SDP Inc. DBA Consultants Corp.

2) Project Manager's Name : John Whatcott

3) Type of Key Personnel:  Primary Assigned to the Contract Full Time  Additional Staff on As-Needed Basis

4) # of Years with the Firm: 9

5) # of Years Experience with Job Order Contracting: 25

6) Client Type Experience & # of Years Experience: Years 12

Public Works  Aviation  Port  Other: \_\_\_\_\_

7) Experience: (Check ALL boxes that apply)

- Interior Renovation  Mechanical Upgrades  Electrical Upgrades  Concrete Floor
- Medical Center  Exterior / Interior painting  Roofing Replacement/Repair  Boiler Replacement
- Bituminous Paving  Concrete  Masonry  Exterior Facade  Security Camera Installation
- Canopy Replacement/Repair  Elevator Repair/Replacement  Escalator Repair/Replacement
- Duct bank repair / installation  Outdoor light installation  Fire Suppression System Installation
- Steel Erection  Landscaping  Fencing  Earthwork / Site Work  Other (Attach Additional Sheet)

8) **ATTACH RESUME**  Yes

9) Licenses, Training, and Industry Recognized Certifications. List any and all State and County Licenses, Specialty Training, and Industry Recognized Certifications

**See Resume**

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|  |  |

**John Whatcott**  
**3401 Timberview Trl**  
**Lapeer, Michigan 48446**  
**(810) 441-1820 home**  
**(704) 999-3431**

***Qualifications:***

I have over thirty-six (37) years of direct heavy construction experience in Civil, Structural and Mechanical disciplines. I have a sound understanding of codes and standards which help assure quality installation of components, and assemblies. Management skills provide for an excellent relationship between Client and craft personnel, which properly incorporates necessary safety attitudes, and policies/procedure adherence.

**Professional Qualifications:**

- TVA Supervisory Training
- URS/Washington Group PEP training
- STS (safety train supervisor training)
- Mott Community College, Lapeer, Michigan General Education
- Salt Lake Community College, Salt Lake City, Utah General Education
- Western States Boilermakers Apprenticeship School (local 182), Delta Utah  
Received certifications in Welding rigging and layout
- Olympus High School, Salt Lake City, Utah Diploma

**EXPERIENCE:**

**WACH's Services (Exelon Construction Manager) 11-7-2018 to Present**

Peach Botton Atom Plant Installation of new ISFSI pad, fabrication pad, crane pad and dry cask storage building. Associated 4,000 KV power reroute and phone and fiber supporting plant communication relocated. Upgrade existing security features (lights, cameras and X-field installation).

**WACH's Services (Seconded to HOLTEC int.) 09/15/16 to 11-1-17**

SONG's Nuclear power plant San Onofre Ca.  
Construction Manager for ISFSI and new security building. Added to existing facilities for support of SONG's decommissioning.

**WACH's Services 02/01/16 to 09/15/16**

SMCI Fabrication and assembly of Nuclear grade parts (support of Plant Vogtle and VC Summers. Also working in WACH's fabrication facility, Review and Develop ISO 9001 and B31.1 piping project.

**WACHs Services (seconded to CBI power), 01/21/14 to 01/15/16**

Plant Vogtle Unit 3 and 4 Waynesboro, GA

MAB Manager (Modular Assembly Building) responsible for fabrication of all civil and mechanical modules. This includes installation of all mechanical and electrical components. I am responsible for over 400 craft and supporting groups i.e. (FE, CQC, and subcontractors).

**Babcock and Wilcox (Black Diamond), 10/2/13 to 12/27/13**

Prairie Island power plant in Welch MN 55089

Construction Manager for Babcock and Wilcox Duties include implementation of planned SGR replacement project. Assumed duties 2 weeks after project commenced. Coordinated construction activities through completion of project and startup of unit 2.

**Xcel (Black Diamond), 3/31/13 to 10-1-13**

Prairie Island power plant in Welch MN 55089

Construction Manager for Xcel steam generator replacement project. Responsible for coordinating all RSG activities between the contractor and plant personnel. Review and approve Work Plans. Support vertical slice of pre-outage, outage, and post outage activities. Validate procedure compliance and training adherence. Verify equipment and materials on site. Review, support and help implement planned work activities. Working with mechanical contractor responsible for all machining activities, welding of both primary and secondary side large bore systems.

**URS, (SGT) Chattanooga TN 6/1/09 to 3/28/13**

Sequoyah Nuclear Power Generation

Project assignment: Site Manager Responsible for all construction and field engineering activities. This includes all construction reviews and approvals of Design documents, Development of Work Packages and site-specific procedures. Interface with plant personnel coordinate with responsible disciplines to support construction activities. Interface with client and company site safety procedures, Insure compliance through

review and planning. Develop schedule and manpower requirements. Identified Craft jurisdiction and worked with local labor management on craft qualification needs.

**Rust Constructors**, Eunice New Mexico 9/16/08 to 5/22/09

National Enrichment Facility

Construction Manager: Responsible for Direct hire contract to build 2 concrete buildings, one to install centrifuge equipment used to enrich uranium and the second to receive and distribute site utilities to the site. Both buildings built to a QA 1 and 3 quality programs. The Peak manpower for this site was 500 plus, covering all disciplines.

**Washington Group International**, Eunice New Mexico 3/4/06 to 9/15/08

National Enrichment Facility

Site Manager: Responsible for all site construction activities at the National Enrichment Facility, coordination between client representatives, Washington Group personnel and Sub-Contractors during the construction phase of this project. Safety, Quality, and Schedule were the 3 points of focus.

**Washington Group International**, St. Clair Michigan 1/3/06 to 3/2/06

Detroit Energy Fossil Power Plant

Assistant site manager, Responsibilities include safety procedures, quality assurance, Schedule and interfacing with locate labor unions. All of this done during scheduled power outages with aggress client schedule. No loss times during these 2 outages.

**Washington Group International**, Russellville Arkansas 11/9/05 to 12/15/06

**Arkansas Nuclear One Power Plant**

**Task Manager:** (SGR replacement Project) Responsible for Polar crane modification during replacement activities. Coordinate with all disciplines and during removal of construction equipment.

**ATTACHMENT B**  
**KEY PERSONNEL**  
**GENERAL SUPERINTENDENT**

1) Firm's Name: SDP Consultants, Corp

2) General Superintendent's Name : Joe Minorie

3) Type of Key Personnel:  Primary Assigned to the Contract Full Time  Additional Staff on As-Needed Basis

4) # of Years with the Firm: 3

5) # of Years Experience with Job Order Contracting: 25

6) Client Type Experience & # of Years Experience: Years 18  
 Public Works  Aviation  Port  Other: Multi-purpose high rise.

7) Experience: (Check ALL boxes that apply)

- Interior Renovation  Mechanical Upgrades  Electrical Upgrades  Concrete Floor
- Medical Center  Exterior / Interior painting  Roofing Replacement/Repair  Boiler Replacement
- Bituminous Paving  Concrete  Masonry  Exterior Facade  Security Camera Installation
- Canopy Replacement/Repair  Elevator Repair/Replacement  Escalator Repair/Replacement
- Duct bank repair / installation  Outdoor light installation  Fire Suppression System Installation
- Steel Erection  Landscaping  Fencing  Earthwork / Site Work  Other (Attach Additional Sheet)

8) **ATTACH RESUME**  Yes

9) **Licenses, Training, and Industry Recognized Certifications.** List any and all State and County Licenses, Specialty Training, and Industry Recognized Certifications

see resume

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**Joseph Minore**  
4000 Towerside terrace PH – 8  
Miami Shores, Fl 33138  
josephminore61@gmail.com

Education

|                                  |             |
|----------------------------------|-------------|
| Florida International University | 1977 - 1979 |
| Miami Dade community college     | 1974 - 1976 |

MILITARY

1979 - 1985  
Special Forces Marine Corps Reserves 3<sup>rd</sup> ANGLICO, Arctic Warfare Training, Naval Gunfire Training, Forward Air Controller, Parachute unit out of West Palm Beach, Florida

CERTIFICATIONS/LICENSE

**State of Florida Certified General Contractor CGC - 037301** 1984 - Present

WORK EXPERIENCE

**Comar – Castle; Trident Center** 2016 – Present

General Superintendent

Responsibilities; reviewing all contracts, keeping track of all owner changes in owner permits pulled during construction, approving all requests for payments to subcontractors, reviewing of all requests for information, working with architects, engineers, fire department and city inspections, calling for inspections and ordering of materials. Consultant.

**APOTEX & SDP Consultants** 2017 - Present

General Superintendent

Responsibilities; Lead Superintendent for a 300,000 square foot pharmaceutical plant being built for the APOTEX Company out of Canada. Work performed 200,000 square feet of steel frame construction from the ground up. Bidding the project, reviewing all plans, reviewing all contracts, working with city inspectors, fire department and private providers. Supervised all subcontractors.

**Area 61, LLC; Miami Florida** 2005 - 2015

General Contractor

Responsibilities; Working with Owner and architects, engineers, Fire Department City inspectors, calling for inspections, ordering of materials, supervision of all interior and exterior work needed in the construction of the interior living quarters or 7 different warehouse buildings in the Lemon City area of Miami And the interior buildout of 5 different condominium units in the Miami area .

**Turnberry; Ocean Colony** 2003 - 2005

Structural & Interior Superintendent

Structural Superintendent of the tower for the first non-typical floors and 30 typical floors, Interior Superintendent of all work needed in the construction of the first tower of Turnberry Ocean Colony.

Responsibilities; Reviewing all contracts, keeping track of all owner changes and owner permits pulled during construction, approving all request for payments to subcontractors, reviewing of all request for information, working with Architects, Engineers, Fire Department and City Inspectors, calling for inspections, ordering of materials.

**Joseph Minore**  
4000 Towerside terrace PH – 8  
Miami Shores, Fl 33138  
josephminore61@gmail.com

Work Experience

**Pavarini Construction**

2002 - 2003

Interior Superintendent Interior Division

Responsibilities; Constructing the new Pavarini Construction Main office, getting the companies delayed interior projects back on track, reviewing all contracts, approval of all requests for payments to subcontractors, reviewing all request for information, working with Architects, Engineers, Fire Department and City inspectors, calling for inspections, ordering of all materials, working directly with owners of the company.

**State One General Contractors**

2000 – 2002

Interior Superintendent

Interior Superintendent of all work needed in the construction of the Intracoastal Yacht Club and it's 3 buildings totaling 795 units 2 - 25 Story buildings, 1- 16 Story building, including a separate Gym, 2 story recreation room and 2 story main office complex including parking garages.

Interior Superintendent of the Pinnacle Condominium and Sands Point Condominium.

Responsibilities; Working directly with the owners of State One General Contractors, finishing interior superintendent of Sands Point Condominium and the Pinnacle Condominium located in the City of Sunny Isles, reviewing all contracts, approval request for payments to subcontractors, reviewing all request for information, working with Architects, Engineers, Fire Department, City inspectors, calling for all inspections and ordering of materials.

**Morse diesel international, incorporated.**

1999 - 2000

Superintendent; Green Diamond Tower

Responsibilities; supervision of all interior and exterior work on the Green Diamond Tower 1- 45 story building, working with Architects, calling for City inspections, recording for litigation any delays by subcontractors and others that would interfere with the completion of the project in a timely manner, submission of request for information, reviewing all contracts, reviewing all payments to subcontractors, supervision and coordination of all subcontractors, hiring and firing of all workers, ordering of materials.

**Minotech, Inc.**

1993 - 1998

General Contractor 037301

Responsibilities; Working with high end Interior Designers on all aspects of interior design throughout Dade County. Including the building of custom interior wood furniture. Exterior landscaping including design. Building and renovations of high-end custom homes.

**Joseph Minore**  
4000 Towerside terrace PH – 8  
Miami Shores, Fl 33138  
josephminore61@gmail.com

Work experience

**Plantation Project**

1992 - 1993

Superintendent

Baker Mckenzie Attorneys

Responsibility; coordinating the completion the plantation project at Marco Island, reviewing plans and making sure that the building was being built to code, directing all payments to subcontractors depending help on do you work percentage completed, removal of unqualified subcontractors, recording for litigation all inferior work performed by subcontractors

**Key Colony Ocean Sound**

1984 -1986

Superintendent

Earl Haygood Systems Testing and Balancing

Responsibilities; Coordination of litigation and repairs of Key Colony Ocean Sound Condominium 1 - 12 story building. Working with Project Owner, Lawyers, building manager and unit owners to repair building code violations.

**Towers of Quayside**

1981 – 1983

Interior superintendent

Responsibility; quality control supervisor Tower #4 a 20 story building and Tower #1 a 25 story building, supervising all subcontractors, performing daily inspections of all subcontractors, inspecting work prior to inspections, providing punch list to all subcontractors, ordering of materials, calling for inspections.

**ATTACHMENT C**  
**COMPARABLE CONSTRUCTION EXPERIENCE**

1) Firm's Name: SDP Inc. DBA SDP Consultants Corp

2) Agency/Client Name: The Greater Fort Lauderdale Alliance

3) Project Name: APOTEX Pharmaceutical US

4) Project Number: 211170 Miramar Project 5) Project Value: 150Million

6) **Achieved or Anticipated Final Acceptance after January 1, 2014**  Yes  No

7) **Company Role:**  Sub Contractor  Prime Contractor

8) **Agency:**  County  City  Private  Other: \_\_\_\_\_

9) **Project Type:**  Public Works  Aviation  Port  Other: \_\_\_\_\_

10) **Percentage of Self Performed Work with the Company's Trades:** 25 %

11) **Project Type:** (Check ALL boxes that apply to the Scope of Work)

- Interior Renovation  Mechanical Upgrades  Electrical Upgrades  Concrete Floor
- Medical Center  Exterior / Interior painting  Roofing Replacement/Repair  Boiler Replacement
- Bituminous Paving  Concrete  Masonry  Exterior Facade  Security Camera Installation
- Canopy Replacement/Repair  Elevator Repair/Replacement  Escalator Repair/Replacement
- Duct bank repair / installation  Outdoor light installation  Fire Suppression System Installation
- Steel Erection  Landscaping  Fencing  Earthwork / Site Work  Other (Attach Additional Sheet)

12) **Client Reference for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Reference's contact:**

Name: Todd Holt Title: Director- Business Development

Telephone: 954-627-0124 Email Address: tholt@gflalliance.org

13) **Description of Any Problems or Major Issues Encountered During the Project (If Any) and What Was Done to Resolve:** *(Attach Additional Information As Necessary)*

APOTEX Prime/OR/CM pre- construction services working with the  
Greater Ft Lauderdale Alliance for an incentive package for job creation and commercial facility

# *State of Florida*

## *Department of State*

I certify from the records of this office that SDP-CONSULTANTS CORP is a Tennessee corporation authorized to transact business in the State of Florida, qualified on July 20, 2015.

The document number of this corporation is F15000003169.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on March 19, 2019, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Nineteenth day of March, 2019*



*Randy Be*  
**Secretary of State**

Tracking Number: 7379483237CC

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

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



WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

HEREBY GRANTS WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO

SDP, INC. DBA SDP Consults Corp.

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at www.sba.gov/wosb.

The WOSB Certification expires on the date herein unless there is a change in the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

|   |
|---|
| NAICS: 236220, 532490, 561210<br>UNSPSC: 23151800, 81101513 |
| Certification Number: W080191                               |
| Expiration Date: January 31, 2020                           |



*Phala Mire*

Phala Mire, Women's Business Enterprise Council - South President

*Pamela Prince-Eason*

Pamela Prince-Eason, WBENC President & CEO

*Laura Taylor*

Laura Taylor, WBENC Vice President

# WBENC

WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

## National Women's Business Enterprise Certification

to

### SDP, INC. DBA SDP Consults Corp.

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by  
Women's Business Enterprise Council - South, a WBENC Regional Partner  
Organization.

Certification Granted: January 31, 2014

Expiration Date: January 31, 2020

WBENC National Certification Number: 2005123937



**WBENC SOUTH**  
WOMEN'S BUSINESS ENTERPRISE COUNCIL  
JOIN FORCES. SUCCEED TOGETHER.

Authorized by Phala Mire, President  
Women's Business Enterprise Council - South

NAICS: 236220  
UNSPSC: 22101900, 81101513



Supplier: **SDP, Inc. DBA SDP Consultants Corp.**

## Standard Instructions to Vendors Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

**Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync. Refer to the [Purchasing Division website](#) or contact BidSync for submittal instructions.**

### A. Responsiveness Criteria:

In accordance with Broward County Procurement Code Section 21.8.b.65, a Responsive Bidder [Vendor] means a person who has submitted a proposal which conforms in all material respects to a solicitation. The solicitation submittal of a responsive Vendor must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the solicitation documents to be submitted at the time of proposal opening.

Failure to provide the information required below at the time of submittal opening may result in a recommendation Vendor is non-responsive by the Director of Purchasing. The Selection or Evaluation Committee will determine whether the firm is responsive to the requirements specified herein. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.30.f.1(c) of the Broward County Procurement Code.

Below are standard responsiveness criteria; refer to **Special Instructions to Vendors**, for Additional Responsiveness Criteria requirement(s).

#### 1. Lobbyist Registration Requirement Certification

Refer to **Lobbyist Registration Requirement Certification**. The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

#### 2. Addenda

The County reserves the right to amend this solicitation prior to the due date. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. If a "must" addendum is issued, Vendor must follow instructions and submit required information, forms, or acknowledge addendum, as instructed therein. It is the responsibility of all potential Vendors to monitor the solicitation for any changing information, prior to submitting their response.

### B. Responsibility Criteria:

Definition of a Responsible Vendor: In accordance with Section 21.8.b.64 of the Broward County Procurement Code, a Responsible Vendor means a Vendor who has the capability in all respects to perform the contract requirements, and the integrity and reliability which will assure good faith performance.

The Selection or Evaluation Committee will recommend to the awarding authority a determination of

a Vendor's responsibility. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award.

Failure to provide any of this required information and in the manner required may result in a recommendation by the Director of Purchasing that the Vendor is non-responsive.

Below are standard responsibility criteria; refer to **Special Instructions to Vendors**, for Additional Responsibility Criteria requirement(s).

## 1. **Litigation History**

- a. All Vendors are required to disclose to the County all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. Additionally, all Vendors are required to disclose to the County all "material" cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the "material" cases against the principal, during the last three (3) years prior to the solicitation response. A case is considered to be "material" if it relates, in whole or in part, to any of the following:
  - i. A similar type of work that the vendor is seeking to perform for the County under the current solicitation;
  - ii. An allegation of fraud, negligence, error or omissions, or malpractice against the vendor or any of its principals or agents who would be performing work under the current solicitation;
  - iii. A vendor's default, termination, suspension, failure to perform, or improper performance in connection with any contract;
  - iv. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or
  - v. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.
- b. For each material case, the Vendor is required to provide all information identified in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.
- c. The County will consider a Vendor's litigation history information in its review and determination of responsibility.
- d. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.
- e. A vendor is required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor's subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.
- f. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor's subcontractors/subconsultants litigation history against the County, may result in the Vendor being deemed non-responsive.

## 2. **Financial Information**

- a. All Vendors are required to provide the Vendor's financial statements at the time of submittal

in order to demonstrate the Vendor's financial capabilities.

- b. Each Vendor shall submit its most recent two years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements will be in the form of:
  - i. Balance sheets, income statements and annual reports; or
  - ii. Tax returns; or
  - iii. SEC filings.

If tax returns are submitted, ensure it does not include any personal information (as defined under Florida Statutes Section 501.171, Florida Statutes), such as social security numbers, bank account or credit card numbers, or any personal pin numbers. If any personal information data is part of financial statements, redact information prior to submitting a response the County.

- c. If a Vendor has been in business for less than the number of years of required financial statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.
- d. The County may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.
- e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer to **Standard Instructions to Vendors**, Confidential Material/ Public Records and Exemptions for instructions on submitting confidential financial statements. The Vendor's failure to provide the information as instructed may lead to the information becoming public.
- f. Although the review of a Vendor's financial information is an issue of responsibility, the failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Confidential Material/ Public Records and Exemptions section) may result in a recommendation of non-responsiveness by the Director of Purchasing.

### 3. Authority to Conduct Business in Florida

- a. A Vendor must have the authority to transact business in the State of Florida and be in good standing with the Florida Secretary of State. For further information, contact the Florida Department of State, Division of Corporations.
- b. The County will review the Vendor's business status based on the information provided in response to this solicitation.
- c. It is the Vendor's responsibility to comply with all state and local business requirements.
- d. Vendor should list its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names) in the **Vendor Questionnaire**, Question No. 10.
- e. If a Vendor is an out-of-state or foreign corporation or partnership, the Vendor must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida, upon request of the County.
- f. A Vendor that is not in good standing with the Florida Secretary of State at the time of a

submission to this solicitation may be deemed non-responsible.

- g. If successful in obtaining a contract award under this solicitation, the Vendor must remain in good standing throughout the contractual period of performance.

#### 4. **Affiliated Entities of the Principal(s)**

- a. All Vendors are required to disclose the names and addresses of “affiliated entities” of the Vendor’s principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County. The Vendor is required to provide all information required on the **Affiliated Entities of the Principal(s) Certification Form**.
- b. The County will review all affiliated entities of the Vendor’s principal(s) for contract performance evaluations and the compliance history with the County’s Small Business Program, including CBE, DBE and SBE goal attainment requirements. “Affiliated entities” of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor’s principals in its review and determination of responsibility.

#### 5. **Insurance Requirements**

The **Insurance Requirement Form** reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal, but it is necessary to submit certificates indicating that the Vendor currently carries the insurance or to submit a letter from the carrier indicating it can provide insurance coverages.

#### C. **Additional Information and Certifications**

The following forms and supporting information (if applicable) should be returned with Vendor’s submittal. If not provided with submittal, the Vendor must submit within three business days of County’s request. Failure to timely submit may affect Vendor’s evaluation.

##### 1. **Vendor Questionnaire**

Vendor is required to submit detailed information on their firm. Refer to the **Vendor Questionnaire** and submit as instructed.

##### 2. **Standard Certifications**

Vendor is required to certify to the below requirements. Refer to the **Standard Certifications** and submit as instructed.

- a. **Cone of Silence Requirement Certification**
- b. **Drug-Free Workplace Certification**
- c. **Non-Collusion Certification**
- d. **Public Entities Crimes Certification**
- e. **Scrutinized Companies List Certification**

##### 3. **Subcontractors/Subconsultants/Suppliers Requirement**

The Vendor shall submit a listing of all subcontractors, subconsultants, and major material suppliers, if any, and the portion of the contract they will perform. Vendors must follow the instructions included on the **Subcontractors/Subconsultants/Suppliers Information Form** and submit as instructed.

#### D. Standard Agreement Language Requirements

1. The acceptance of or any exceptions taken to the terms and conditions of the County's Agreement shall be considered a part of a Vendor's submittal and will be considered by the Selection or Evaluation Committee.
2. The applicable Agreement terms and conditions for this solicitation are indicated in the **Special Instructions to Vendors**.
3. Vendors are required to review the applicable terms and conditions and submit the **Agreement Exception Form**. If the **Agreement Exception Form** is not provided with the submittal, it shall be deemed an affirmation by the Vendor that it accepts the Agreement terms and conditions as disclosed in the solicitation.
4. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.
5. Submission of any exceptions to the Agreement does not denote acceptance by the County. Furthermore, taking exceptions to the County's terms and conditions may be viewed unfavorably by the Selection or Evaluation Committee and ultimately may impact the overall evaluation of a Vendor's submittal.

#### E. Evaluation Criteria

1. The Selection or Evaluation Committee will evaluate Vendors as per the **Evaluation Criteria**. The County reserves the right to obtain additional information from a Vendor.
2. Vendor has a continuing obligation to inform the County in writing of any material changes to the information it has previously submitted. The County reserves the right to request additional information from Vendor at any time.
3. For Request for Proposals, the following shall apply:
  - a. The Director of Purchasing may recommend to the Evaluation Committee to short list the most qualified firms prior to the Final Evaluation.
  - b. The Evaluation Criteria identifies points available; a total of 100 points is available.
  - c. If the Evaluation Criteria includes a request for pricing, the total points awarded for price is determined by applying the following formula:
$$\frac{\text{(Lowest Proposed Price/Vendor's Price)}}{\text{Maximum Number of Points for Price}} = \text{Price Score}$$
  - d. After completion of scoring, the County may negotiate pricing as in its best interest.
4. For Requests for Letters of Interest or Request for Qualifications, the following shall apply:
  - a. The Selection or Evaluation Committee will create a short list of the most qualified firms.
  - b. The Selection or Evaluation Committee will either:

- i. Rank shortlisted firms; or
- ii. If the solicitation is part of a two-step procurement, shortlisted firms will be requested to submit a response to the Step Two procurement.

## **F. Demonstrations**

If applicable, as indicated in Special Instructions to Vendors, Vendors will be required to demonstrate the nature of their offered solution. After receipt of submittals, all Vendors will receive a description of, and arrangements for, the desired demonstration. In accordance with Section 286.0113 of the Florida Statutes and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the vendor team and County staff.

## **G. Presentations**

Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) will have an opportunity to make an oral presentation to the Selection or Evaluation Committee on the Vendor's approach to this project and the Vendor's ability to perform. The committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, presentations during Selection or Evaluation Committee Meetings are closed. Only the Selection or Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period.

## **H. Public Art and Design Program**

If indicated in **Special Instructions to Vendors**, Public Art and Design Program, Section 1-88, Broward County Code of Ordinances, applies to this project. It is the intent of the County to functionally integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The Vendor may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. For additional information, contact the Broward County Cultural Division.

## **I. Committee Appointment**

The Cone of Silence shall be in effect for County staff at the time of the Selection or Evaluation Committee appointment and for County Commissioners and Commission staff at the time of the Shortlist Meeting of the Selection Committee or the Initial Evaluation Meeting of the Evaluation Committee. The committee members appointed for this solicitation are available on the Purchasing Division's website under [Committee Appointment](#).

## **J. Committee Questions, Request for Clarifications, Additional Information**

At any committee meeting, the Selection or Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Vendor's answers may impact evaluation (and scoring, if applicable). Upon written request to the Purchasing Agent prior to the meeting, a conference call number will be made available for Vendor participation via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) are requested to participate in a final (or presentation) Selection or Evaluation committee meeting.

## **K. Vendor Questions**

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County will respond to questions via Bid Sync.

## **L. Confidential Material/ Public Records and Exemptions**

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the County's public website or included in a public records request response, unless there is a declaration of "confidentiality" pursuant to the public records law and in accordance with the procedures in this section.
2. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential", and marked with the specific statute and subsection asserting exemption from Public Records.
3. To submit confidential material, three hardcopies must be submitted in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division  
115 South Andrews Avenue, Room 212  
Fort Lauderdale, FL 33301

4. Material will not be treated as confidential if the Vendor does not cite the applicable Florida Statute (s) allowing the document to be treated as confidential.
5. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor's claim for confidentiality will be deemed as waived.
6. Submitting confidential material may impact full discussion of your submittal by the Selection or Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

## **M. Copyrighted Materials**

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County to make copies (including electronic copies) as reasonably necessary for the use by County staff and agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

## **N. State and Local Preferences**

If the solicitation involves a federally funded project where the fund requirements prohibit the use of state and/or local preferences, such preferences contained in the Local Preference Ordinance and Broward County Procurement Code will not be applied in the procurement process.

## **O. Local Preference**

Except where otherwise prohibited by federal or state law or other funding source restrictions, a local Vendor whose submittal is within 5% of the highest total ranked Vendor outside of the preference area will become the Vendor with whom the County will proceed with negotiations for a

final contract. Refer to **Local Vendor Certification Form (Preference and Tiebreaker)** for further information.

## **P. Tiebreaker Criteria**

In accordance with Section 21.31.d of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation. In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. **Local Vendor Certification Form (Preference and Tiebreaker);**
2. **Domestic Partnership Act Certification (Requirement and Tiebreaker);**
3. **Tiebreaker Criteria Form: Volume of Work Over Five Years**

## **Q. Posting of Solicitation Results and Recommendations**

The Broward County Purchasing Division's [website](#) is the location for the County's posting of all solicitations and contract award results. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

## **R. Review and Evaluation of Responses**

A Selection or Evaluation Committee is responsible for recommending the most qualified Vendor(s). The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to agency staff for summarization for the committee members. Agency staff prepares a report, including a matrix of responses submitted by the Vendors. This may include a technical review, if applicable.
2. Staff identifies any incomplete responses. The Director of Purchasing reviews the information and makes a recommendation to the Selection or Evaluation Committee as to each Vendor's responsiveness to the requirements of the solicitation. The final determination of responsiveness rests solely on the decision of the committee.
3. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award. The awarding authority may consider the following factors, without limitation: debarment or removal from the authorized Vendors list or a final decree, declaration or order by a court or administrative hearing officer or tribunal of competent jurisdiction that the Vendor has breached or failed to perform a contract, claims history of the Vendor, performance history on a County contract(s), an unresolved concern, or any other cause under this code and Florida law for evaluating the responsibility of a Vendor.

## **S. Vendor Protest**

Sections 21.118 and 21.120 of the Broward County Procurement Code set forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and state in part the following:

1. Any protest concerning the solicitation or other solicitation specifications or requirements must be made and received by the County within seven business days from the posting of the solicitation or addendum on the Purchasing Division's website. Such protest must be made in writing to the Director of Purchasing. Failure to timely protest solicitation specifications or requirements is a waiver of the ability to protest the specifications or requirements.

2. Any protest concerning a solicitation or proposed award above the award authority of the Director of Purchasing, after the RLI or RFP opening, shall be submitted in writing and received by the Director of Purchasing within five business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.
3. Any actual or prospective Vendor who has a substantial interest in and is aggrieved in connection with the proposed award of a contract that does not exceed the amount of the award authority of the Director of Purchasing, may protest to the Director of Purchasing. The protest shall be submitted in writing and received within three (3) business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.
4. For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:00 p.m. Failure to timely file a protest within the time prescribed for a proposed contract award shall be a waiver of the Vendor's right to protest.
5. As a condition of initiating any protest, the protestor shall present the Director of Purchasing a nonrefundable filing fee in accordance with the table below.

| <u>Estimated Contract Amount</u> | <u>Filing Fee</u> |
|----------------------------------|-------------------|
| \$30,000 - \$250,000             | \$ 500            |
| \$250,001 - \$500,000            | \$1,000           |
| \$500,001 - \$5 million          | \$3,000           |
| Over \$5 million                 | 5,000             |

If no contract proposal amount was submitted, the estimated contract amount shall be the County's estimated contract price for the project. The County may accept cash, money order, certified check, or cashier's check, payable to Broward County Board of Commissioners.

## **T. Right of Appeal**

Pursuant to Section 21.83.d of the Broward County Procurement Code, any Vendor that has a substantial interest in the matter and is dissatisfied or aggrieved in connection with the Selection or Evaluation Committee's determination of responsiveness may appeal the determination pursuant to Section 21.120 of the Broward County Procurement Code.

1. The appeal must be in writing and sent to the Director of Purchasing within ten (10) calendar days of the determination by the Selection or Evaluation Committee to be deemed timely.
2. As required by Section 21.120, the appeal must be accompanied by an appeal bond by a Vendor having standing to protest and must comply with all other requirements of this section.
3. The institution and filing of an appeal is an administrative remedy to be employed prior to the institution and filing of any civil action against the County concerning the subject matter of the appeal.

## **U. Rejection of Responses**

The Selection or Evaluation Committee may recommend rejecting all submittals as in the best interests of the County. The rejection shall be made by the Director of Purchasing, except when a solicitation was approved by the Board, in which case the rejection shall be made by the Board.

## V. Negotiations

The County intends to conduct the first negotiation meeting no later than two weeks after approval of the final ranking as recommended by the Selection or Evaluation Committee. At least one of the representatives for the Vendor participating in negotiations with the County must be authorized to bind the Vendor. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the Vendor) an impasse will be declared and negotiations with the first-ranked Vendor will cease. Negotiations will begin with the next ranked Vendor, etc. until such time that all requirements of Broward County Procurement Code have been met. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, negotiations resulting from Selection or Evaluation Committee Meetings are closed. Only County staff and the selected vendor and their team will be present during negotiations.

## W. Submittal Instructions:

1. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. **DO NOT INCLUDE** any personal information data in any document submitted to the County. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the County.
2. **Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync.** It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation.
3. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through Bid Sync, immediately notify the Purchasing Agent and then contact BidSync for technical assistance.
4. Vendor must view, submit, and/or accept each of the documents in BidSync. Web-fillable forms can be filled out and submitted through BidSync.
5. After all documents are viewed, submitted, and/or accepted in BidSync, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financials Statements) in the Item Response Form in BidSync, under line one (regardless if pricing requested).
6. Vendor should upload responses to Evaluation Criteria in Microsoft Word or Excel format.
7. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/ Public Records and Exemptions for instructions on submitting confidential material.
8. After all files are uploaded, Vendor must submit and **CONFIRM** its offer (by entering password) for offer to be received through BidSync.

9. If a solicitation requires an original Proposal Bond (per Special Instructions to Vendors), Vendor must submit in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division  
115 South Andrews Avenue, Room 212  
Fort Lauderdale, FL 33301

A copy of the Proposal Bond should also be uploaded into Bid Sync; this does not replace the requirement to have an original proposal bond. Vendors must submit the original Proposal Bond, by the solicitation due date and time.

Supplier: **SDP, Inc. DBA SDP Consultants Corp.**

**VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS**  
**Request for Proposals, Request for Qualifications, or Request for Letters of Interest**

Vendor should complete questionnaire and complete and acknowledge the standard certifications and submit with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

**If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number.** The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name:**SDP Inc. DBA SDP Consultants Corp**
2. Doing Business As/ Fictitious Name (if applicable):
3. Federal Employer I.D. no. (FEIN):**45-5559274**
4. Dun and Bradstreet No.:**078273128**
5. Website address (if applicable): **www.sdp-consultants.com**
6. Principal place of business address: **714 Cherry Street  
Chattanooga, TN 37402**
7. Office location responsible for this project: **14359 Miramar Pkwy suite 343  
Miramar, FL 33027**
8. Telephone no.:**954-598-3317** Fax no.:
9. Type of business (check appropriate box):
  - Corporation (specify the state of incorporation):**Tennessee**
  - Sole Proprietor
  - Limited Liability Company (LLC)
  - Limited Partnership
  - General Partnership (State and County Filed In)
  - Other - Specify
10. List Florida Department of State, Division of Corporations document number (or registration number if fictitious name):
11. List name and title of each principal, owner, officer, and major shareholder:
  - a) **Sue Kral**
  - b) **Thomas W. Kral**
  - c) **Daniel E. Kral**
  - d)
12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:

Name: **Kathy Kulisek**

Title: **CFO**

E-mail: **kkulisek@sdp-consultants.com**

Telephone No.: **423-332-3011**

Name: **David Kulisek**

Title: **Controller**

E-mail: **djkulisek@sdp-consultants.com**

Telephone No.: **423-30-5259**

- 13. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response.  Yes  No
- 14. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted.  Yes  No
- 15. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response.  Yes  No
- 16. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response.  Yes  No
- 17. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response.  Yes  No
- 18. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety.  Yes  No
- 19. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response.  Yes  No
- 20. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response.  Yes  No
- 21. Living Wage solicitations only: In determining what, if any, fiscal impacts(s) are a result of the Ordinance for this solicitation, provide the following for informational purposes only. Response is not considered in determining the award of this contract.  
Living Wage had an effect on the pricing.  Yes  No  
 N/A  
If yes, Living Wage increased the pricing by% or decreased the pricing by%.

**Cone of Silence Requirement Certification:**

The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances prohibits certain communications among Vendors, Commissioners, County staff, and Selection or Evaluation Committee members. Identify on a separate sheet any violations of this Ordinance by any members of the responding firm or its joint ventures. After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Director of Purchasing or designee. The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

The Vendor hereby certifies that: (check each box)

- The Vendor has read Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances; and
- The Vendor understands that the Cone of Silence for this competitive solicitation shall be in effect beginning

upon the appointment of the Selection or Evaluation Committee, for communication regarding this solicitation with the County Administrator, Deputy County Administrator, Assistant County Administrators, and Assistants to the County Administrator and their respective support staff or any person, including Evaluation or Selection Committee members, appointed to evaluate or recommend selection in this RFP/RLI process. For Communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the initial Evaluation or Selection Committee Meeting.

- The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

**Drug-Free Workplace Requirements Certification:**

Section 21.31.a. of the Broward County Procurement Code requires awards of all competitive solicitations requiring Board award be made only to firms certifying the establishment of a drug free workplace program. The program must consist of:

1. Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing a continuing drug-free awareness program to inform its employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The offeror's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph 1;
4. Notifying all employees, in writing, of the statement required by subparagraph 1, that as a condition of employment on a covered contract, the employee shall:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.
5. Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision 4.b above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
6. Within 30 calendar days after receiving notice under subparagraph 4 of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
  - a. Taking appropriate personnel action against such employee, up to and including termination; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
7. Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs 1 through 6.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that it has established a drug free workplace program in accordance with the above requirements.

**Non-Collusion Certification:**

Vendor shall disclose, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor's business, who is in a position to influence this procurement. Any Broward

County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

The Vendor hereby certifies that: (select one)

- The Vendor certifies that this offer is made independently and free from collusion; or
- The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

**Public Entities Crimes Certification:**

In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and 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 s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in the statutes.

**Scrutinized Companies List Certification:**

Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than \$1 million.

The Vendor hereby certifies that: (check each box)

- The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4275, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- If awarded the Contract, the Vendor, owners, or principals will immediately notify the County in writing if any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

I hereby certify the information provided in the Vendor Questionnaire and Standard Certifications:

|                            |                                 |                   |
|----------------------------|---------------------------------|-------------------|
| <b>Natacha Brea</b>        | <b>Lead Project Coordinator</b> | <b>12/01/2019</b> |
| <hr/>                      | <hr/>                           | <hr/>             |
| *AUTHORIZED SIGNATURE/NAME | TITLE                           | DATE              |

Vendor Name: **SDP, Inc. DBA SDP Consultants Corp.**

\* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor's authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor's response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor's response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code. I certify that the Vendor's response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION FORM**

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.
- It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

**Authorized Signature/Name: Thomas W. Kral Date: December 02, 2019**

**Title: Vice President**

**Vendor Name: SDP Inc. DBA SDP Consultants Corp**

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**Office of Economic and Small Business Requirements: Small Business Enterprises**

- A. In accordance with the Broward County Business Opportunity Act of 2012, codified in Section 1-81 of the Broward County Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for Small Business Enterprises (SBE).
- B. Only Vendors that are currently certified as SBEs or obtain SBE certification prior to the solicitation due date will be eligible for award of this contract award. Vendors are SBE-certified to provide goods and/or services to the County based on the Vendors' demonstration to the Office of Economic and Small Business Development (OESBD) that they provide such goods and/or services during the normal course of their respective businesses. Brokers are not eligible for certification.
- C. An SBE-certified Vendor must provide a commercially useful function for a project. A SBE-certified Vendor that seeks to act as a broker or does not provide a commercially useful function on a project shall be subject to decertification by OESBD.
- D. It is the Vendor's responsibility to ensure it is compliant with the Business Opportunity Act related requirements and solicitation deadlines by contacting OESBD to verify the Vendor's current SBE status or to obtain the applicable SBE certification.
- E. For detailed information regarding SBEs or to find the application for certification, contact OESBD at (954) 357-6400 or visit the website at: [www.broward.org/EconDev/SmallBusiness](http://www.broward.org/EconDev/SmallBusiness).

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**Office of Economic and Small Business Requirements: CBE Reserve**

- A. In accordance with the Broward County Business Opportunity Act of 2012, Section 1-81, Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for County Business Enterprise (CBE) firms (CBE Reserve).
- B. CBEs and nonCBEs may respond to the solicitation.
- C. The low, responsive and responsible, or the highest-ranked, responsive and responsible CBE, with capacity to perform, will be recommended for award, consistent with all applicable terms and conditions of Broward County's Procurement Code and subject to entering into an agreement acceptable to the County, as applicable. If no CBE is determined responsive and responsible, a non-CBE may be awarded the contract, with the establishment of at least a twenty-five percent (25%) CBE participation goal (unless the CBE goal is waived or otherwise modified by Board action), or the County may reject all responses submitted.
- D. It is the Vendor's responsibility to ensure compliance with the CBE requirements and adhere to solicitation deadlines. The Vendor must contact OESBD to verify current CBE status or to obtain CBE certification.
- E. The Work may only be performed by CBEs. The Vendor must perform one hundred percent (100%) of the Work as the prime Vendor or the prime Vendor may subcontract portions of Work to other CBEs. If the prime Vendor intends subcontract any portion of the Work, the Vendor must complete a Letter of Intent (refer to Section F below).
- F. CBE Program Requirements: Vendor should submit all required forms and information with its solicitation submittal as matter of responsibility. If the required forms and information are not provided with the Vendor's solicitation submittal, then Vendor must supply the required forms and information no later than three (3) business days after request by OESBD. Vendor may be deemed non-responsible for failure to fully comply with this solicitation and CBE Program Requirements within these stated timeframes.
1. Vendor should include in its solicitation submittal a **Letter of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier (LOI)** for each CBE the Vendor intends to use to achieve the assigned reserve or CBE participation goal. If the Vendor is a CBE performing 100% of the work, an LOI should be submitted stating that 100% of the work will be completed by the CBE.
- The form is available at the following link:  
<http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf>
2. If Vendor is unable to attain the CBE participation goal or reserve, Vendor should include in its solicitation submittal an **Application for Evaluation of Good Faith Efforts** and all of the required supporting information.
- The form is available at the following link:  
<http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf>
- G. A certified firm must provide a commercially useful function for the Project and may not act as a broker. A certified firm that seeks to act as a broker, or that does not provide a commercially useful function for the Project shall be subject to decertification by OESBD.
- H. Vendors are encouraged to purchase materials from certified CBE firms whenever possible.

- I. A joint venture is only eligible for award if all members of the joint venture are certified CBE firms.
- J. OESBD maintains an online directory of CBE firms. The online directory is available for use by Vendors at <https://webapps4.broward.org/smallbusiness/sbdirectory.aspx>.
- K. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the office's website at: <http://www.broward.org/EconDev/SmallBusiness/>
- F. If awarded the contract, Vendor agrees to and shall comply with all applicable requirements of this solicitation, the Business Opportunity Act, and the CBE Program in the award and administration of the contract, including the following:
  1. No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.
  2. All entities that seek to conduct business with the County, including Vendor or any Prime Contractors, Subcontractors, and Bidders, shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.
  3. If Vendor fails to meet or make Good Faith Efforts (as defined in the Business Opportunity Act) to meet the CBE participation commitment (the "Commitment"), including CBE reserve, then Vendor shall pay the County liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.
  4. Vendor shall comply with all applicable requirements of the Business Opportunity Act in the award of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the County to terminate this contract or to exercise any other remedy provided under this contract, the Broward County Code of Ordinances, the Broward County Administrative Code, or other applicable laws, with all such remedies being cumulative.
  5. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the County, for all completed subcontracted work and supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from the County.
  6. Vendor understands that the County will monitor Vendor's compliance with the CBE Program requirements. All Vendors must provide OESBD with a Monthly Utilization Report (MUR) to confirm its compliance with the Commitment agreed to in the contract; timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition of the County's payment of Vendor under the contract.

This form is also available online at:

[www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx](http://www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx)

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**LITIGATION HISTORY FORM**

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- There are no material cases for this Vendor; or
- Material Case(s) are disclosed below:

|  |   |
|--|---|
| Is this for a: (check type)<br><input type="checkbox"/> Parent, <input type="checkbox"/> Subsidiary,<br>or<br><input type="checkbox"/> Predecessor Firm? | If Yes, name of Parent/Subsidiary/Predecessor:  |
|  | Or No <input type="checkbox"/>  |
| Party  |   |
| Case Number, Name,<br>and Date Filed   |   |
| Name of Court or other<br>tribunal   |   |
| Type of Case   | Bankruptcy <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/>   |
| Claim or Cause of Action<br>and Brief description of<br>each Count   |   |
| Brief description of the<br>Subject Matter and Project<br>Involved   |   |
| Disposition of Case<br><br>(Attach copy of any<br>applicable Judgment,<br>Settlement Agreement and<br>Satisfaction of Judgment.)                         | Pending <input type="checkbox"/> Settled <input type="checkbox"/> Dismissed <input type="checkbox"/><br><br>Judgment Vendor's Favor <input type="checkbox"/> Judgment Against Vendor <input type="checkbox"/><br><br>If Judgment Against, is Judgment Satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Opposing Counsel   | Name:<br>Email:<br>Telephone Number:  |

**Vendor Name: SDP, Inc, DBA SDP Consultants Corp**

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION FORM**

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County.
- b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Program, including CBE, DBE and SBE goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

The Vendor hereby certifies that: (select one)

- No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"
- Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name: **Thomas W. Kral and Suzanne P. Kral**

Names of Affiliated Entities: **SDP Procurement, Inc.**

Principal's Name: **Thomas W. Kral and Suzanne P. Kral**

Names of Affiliated Entities: **NAP International, Inc.**

Principal's Name: **Thomas W. Kral, Suzanne P. Kral and Daniel E. Kral**

Names of Affiliated Entities: **SDP Maintenance, Inc.**

Authorized Signature Name: **Thomas W. Kral**

Title: **Vice President**

Vendor Name: **SDP, Inc, DBA SDP Consultants Corp**

Date: **12/01/2019**

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**DOMESTIC PARTNERSHIP ACT CERTIFICATION FORM (REQUIREMENT AND  
TIEBREAKER)**

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed form should be returned with the Vendor's submittal. If the form is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, the Vendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, requires all Vendors contracting with the County, in an amount over \$100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees' spouses, with certain exceptions as provided by the Ordinance.

For all submittals over \$100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).

- 1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses
- 2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.
- 3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.
- 4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(check only one below)**.
  - The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.
  - The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.
  - The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).
  - The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

|                                  |                       |   |                   |
|----------------------------------|-----------------------|---|-------------------|
| <b>Thomas W. Kral</b>            | <b>Vice President</b> | <b>SDP, Inc. DBA SDP<br/>Consultants Corp</b> | <b>12/01/2019</b> |
| <b>Authorized Signature/Name</b> | <b>Title</b>          | <b>Vendor Name</b>                            | <b>Date</b>       |



**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**AGREEMENT EXCEPTION FORM**

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, it shall be deemed an affirmation by the Vendor that it accepts the terms and conditions of the County's Agreement as disclosed in the solicitation.

The Vendor must either provide specific proposed alternative language on the form below. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

- There are no exceptions to the terms and conditions of the County Agreement as referenced in the solicitation; or
- The following exceptions are disclosed below: (use additional forms as needed; separate each Article/ Section number)

| Term or Condition<br>Article / Section | Insert version of exception or specific proposed alternative language | Provide brief justification for change |
|--|---|--|
|  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |

**Vendor Name: SDP, Inc. DBA SDP Consultants Corp**

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

### **RFP-RFQ-RLI LOCATION ATTESTATION FORM (EVALUATION CRITERIA)**

The completed and signed form and supporting information (if applicable, for Joint Ventures) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting information may affect the Vendor's evaluation. Provided information is subject to verification by the County.

A Vendor's principal place of business location (also known as the nerve center) within Broward County is considered in accordance with Evaluation Criteria. The County's definition of a principal place of business is:

1. As defined by the Broward County Local Preference Ordinance, "Principal place of business means the nerve center or center of overall direction, control and coordination of the activities of the bidder [Vendor]. If the bidder has only one (1) business location, such business location shall be considered its principal place of business."
2. A principal place of business refers to the place where a corporation's officers direct, control, and coordinate the corporation's day-to-day activities. It is the corporation's 'nerve center' and in practice it should normally be the place where the corporation maintains its headquarters; provided that the headquarters is the actual center of direction, control, and coordination, i.e., the 'nerve center', and not simply an office where the corporation holds its board meetings (for example, attended by directors and officers who have traveled there for the occasion).

The Vendor's principal place of business in Broward County shall be the Vendor's "Principal Address" as indicated with the Florida Department of State Division of Corporations, for at least six months prior to the solicitation's due date.

Check one of the following:

- The Vendor certifies that it has a principal place of business location (also known as the nerve center) within Broward County, as documented in Florida Department of State Division of Corporations (Sunbiz), and attests to the following statements:

1. Vendor's address listed in its submittal is its principal place of business as defined by Broward County;
2. Vendor's "Principal Address" listed with the Florida Department of State Division of Corporations is the same as the address listed in its submittal and the address was listed for at least six months prior to the solicitation's opening date. A copy of Florida Department of State Division of Corporations (Sunbiz) is attached as verification.
3. Vendor must be located at the listed "nerve center" address ("Principal Address") for at least six (6) months prior to the solicitation's opening date;
4. Vendor has not merged with another firm within the last six months that is not headquartered in Broward County and is not a wholly owned subsidiary or a holding company of another firm that is not headquartered in Broward County;
5. If awarded a contract, it is the intent of the Vendor to remain at the referenced address for the duration of the contract term, including any renewals, extensions or any approved

interim contracts for the services provided under this contract; and

- 6. The Vendor understands that if after contract award, the County learns that the attestation was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis exercise any contractual right to terminate the contract. Further any misleading, inaccurate, false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as outlined in the Procurement Code, Section 21.119.

If the Vendor is submitting a response as a Joint Venture, the following information is required to be submitted:

- a. Name of the Joint Venture Partnership
- b. Percentage of Equity for all Joint Venture Partners
- c. A copy of the executed Agreement(s) between the Joint Venture Partners

Vendor does not have a principal place of business location (also known as the nerve center) within Broward County.

**Vendor Information:**

Vendor Name: **SDP Inc. DBA SDP Consultants Corp**

Vendor's address listed in its submittal is:

**14359 Miramar Pkwy  
Suite 343  
Miramar, FL 33027**

The signature below must be by an individual authorized to bind the Vendor. The signature below is an attestation that all information listed above and provided to Broward County is true and accurate.

|                              |                       |   |                   |
|------------------------------|-----------------------|---|-------------------|
| <b>Thomas W. Kral</b>        | <b>Vice President</b> | <b>SDP. Inc, DBA SDP<br/>Consultants Corp</b> | <b>12/01/2019</b> |
| Authorized<br>Signature/Name | Title                 | Vendor Name                                   | Date              |

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**RFP-RLI-RFQ LOCAL PREFERENCE AND TIE BREAKER CERTIFICATION FORM**

The completed and signed form should be returned with the Vendor's submittal to determine Local Preference eligibility, however it must be returned at time of solicitation submittal to qualify for the Tie Break criteria. If not provided with submittal, the Vendor must submit within three business days of County's request for evaluation of Local Preference. Proof of a local business tax should be submitted with this form. Failure to timely submit this form or local business tax receipt may render the business ineligible for application of the Local Preference or Tie Break Criteria.

In accordance with Section 21.31.d. of the Broward County Procurement Code, to qualify for the Tie Break Criteria, the undersigned Vendor hereby certifies that (check box if applicable):

- The Vendor is a local Vendor in Broward County and:
  - a. has a valid Broward County local business tax receipt;
  - b. has been in existence for at least six-months prior to the solicitation opening;
  - c. at a business address physically located within Broward County;
  - d. in an area zoned for such business;
  - e. provides services from this location on a day-to-day basis, and
  - f. services provided from this location are a substantial component of the services offered in the Vendor's proposal.

In accordance with Local Preference, Section 1-74, et. seq., Broward County Code of Ordinances, a local business meeting the below requirements is eligible for Local Preference. To qualify for the Local Preference, the undersigned Vendor hereby certifies that (check box if applicable):

- The Vendor is a local Vendor in Broward and:
  - a. has a valid Broward County local business tax receipt issued at least one year prior to solicitation opening;
  - b. has been in existence for at least one-year prior to the solicitation opening;
  - c. provides services on a day-to-day basis, at a business address physically located within the Broward County limits in an area zoned for such business; and
  - d. the services provided from this location are a substantial component of the services offered in the Vendor's proposal.

Local Business Address: **14359 Miramar Pkwy**  
**Suite 343**  
**Miramar, FL 33027**

Vendor does not qualify for Tie Break Criteria or Local Preference, in accordance with the above requirements. The undersigned Vendor hereby certifies that (check box if applicable): The Vendor is not a local Vendor in Broward County.

|                                      |                       |   |                   |
|--------------------------------------|-----------------------|---|-------------------|
| <b>Thomas W. Kral</b>                | <b>Vice President</b> | <b>SDP, Inc. DBA<br/>SDP Consultants<br/>Corp</b> | <b>12/01/2019</b> |
| <b>AUTHORIZED<br/>SIGNATURE/NAME</b> | <b>TITLE</b>          | <b>COMPANY</b>                                    | <b>DATE</b>       |

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**VOLUME OF PREVIOUS WORK ATTESTATION FORM**

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to provide timely may affect the Vendor's evaluation.

**This completed form MUST be included with the Vendor's submittal at the time of the opening deadline to be considered for a Tie Breaker criterion (if applicable).**

Points assigned for Volume of Previous Work will be based on the amount paid-to-date by the County to a prime Vendor **MINUS** the Vendor's confirmed payments paid-to-date to approved certified County Business Enterprise (CBE) firms performing services as Vendor's subcontractor/subconsultant to obtain the CBE goal commitment as confirmed by County's Office of Economic and Small Business Development. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must list all received payments paid-to-date by contract as a prime vendor from Broward County Board of County Commissioners. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must also list all total confirmed payments paid-to-date by contract, to approved certified CBE firms utilized to obtain the contract's CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date.

In accordance with Section 21.31.d. of the Broward County Procurement Code, the Vendor with the lowest dollar volume of work previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

**The Vendor attests to the following:**

| Item No. | Project Title | Contract No. | Department/ Division | Date Awarded | Prime: Paid to Date | CBE: Paid to Date |
|----------|---------------|--------------|----------------------|--------------|---------------------|-------------------|
| 1.       |               |              |                      |              |                     |                   |
| 2.       |               |              |                      |              |                     |                   |
| 3.       |               |              |                      |              |                     |                   |
| 4.       |               |              |                      |              |                     |                   |
| 5.       |               |              |                      |              |                     |                   |
| 6.       |               |              |                      |              |                     |                   |
| 7.       |               |              |                      |              |                     |                   |

Grand Total

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County?

Yes  No

If Yes, Vendor must submit a **Joint Vendor Volume of Work Attestation Form**.

**Vendor Name:**

**Authorized Signature/Name**

**Title**

**Date**

**VOLUME OF PREVIOUS WORK ATTESTATION JOINT VENTURE FORM**

If applicable, this form and additional required documentation should be submitted with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

If a Joint Venture, the payments paid-to-date by contract provided must encompass the Joint Venture and each of the entities forming the Joint Venture. Points assigned for Volume of Previous Work will be based on the amount paid-to-date by contract to the Joint Venture firm **MINUS** all confirmed payments paid-to-date to approved certified CBE firms utilized to obtain the CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date. Amount will then be multiplied by the member firm's equity percentage.

In accordance with Section 21.31.d. of the Broward County Procurement Code, the Vendor with the lowest dollar volume of work previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

**The Vendor attests to the following:**

| Item No. | Project Title | Contract No. | Department/ Division | Date Awarded | JV Equity Percent | Prime: Paid to Date | CBE: Paid to Date |
|----------|---------------|--------------|----------------------|--------------|-------------------|---------------------|-------------------|
| 1.       |               |              |                      |              |                   |                     |                   |
| 2.       |               |              |                      |              |                   |                     |                   |
| 3.       |               |              |                      |              |                   |                     |                   |
| 4.       |               |              |                      |              |                   |                     |                   |
| 5.       |               |              |                      |              |                   |                     |                   |
| 6.       |               |              |                      |              |                   |                     |                   |
| 7.       |               |              |                      |              |                   |                     |                   |
| 8.       |               |              |                      |              |                   |                     |                   |

Grand  
Total

Vendor is required to submit an executed Joint Venture agreement(s) and any amendments for each project listed above. Each agreement must be executed prior to the opening date of this solicitation.

**Vendor Name:**

**Authorized Signature/Name**

**Title**

**Date**

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**Insurance Requirements: (Refer to the Insurance Requirement Form)**

- A. The insurance requirement designated in the **Insurance Requirement Form** indicates the minimum coverage required for the scope of work, as determined by the Risk Management Division. Vendor shall provide verification of compliance such as a Certificate of Insurance, or a letter of verification from the Vendor's insurance agent/broker, which states the ability of the Vendor to meet the requirements upon award. The verification must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Final award shall be subject to receipt and acceptance by the County of proof of meeting all insurance requirements of the bid.
- B. Without limiting any of the other obligations or liabilities of Vendor, Vendor shall provide, pay for, and maintain on a primary basis in force until all of its work to be performed under this Contract has been completed and accepted by County (or for such duration specified), at least the minimum insurance coverage and limits set forth in the Insurance Requirement Form under the following conditions listed below. If a limit or policy is not indicated on Insurance Requirement certificate by a checked box, it is not required as a condition of this contract.
1. Commercial General Liability with minimum limits per occurrence, combined single limit for bodily injury and property damage, and when indicated a minimum limit per aggregate. County is to be expressly included as an Additional Insured in the name of Broward County arising out of operations performed for the County, by or on behalf of Vendor, or acts or omissions of Vendor in connection with general supervision of such operation. If Vendor uses a subcontractor, then Vendor shall require that subcontractor names County as an Additional Insured.
  2. Business Automobile Liability with minimum limits per occurrence, combined single limit for bodily injury and property damage. Scheduled autos shall be listed on Vendor's certificate of insurance. County is to be named as an additional insured in the name of Broward County.

Note: Insurance requirements for Automobile Liability are not applicable where delivery will be made by a third party carrier. All vendors that will be making deliveries in their own vehicles are required to provide proof of insurance for Automobile Liability and other pertinent coverages as indicated on the Insurance Requirement certificate, prior to award. If deliveries are being made by a third party carrier, other pertinent coverages listed on the Insurance Requirement certificate are still required.

Vendor should indicate how product is being delivered:

Vendor Name: **SDP Inc. DBA SDP Consultants Corp**

Company Vehicle: Yes  or No

If Common Carrier (indicate carrier):

Other:

3. Workers' Compensation insurance to apply for all employees in compliance with Chapter 440, the "Workers' Compensation Law" of the State of Florida and all applicable federal

laws. The policy must include Employers' Liability with minimum limits each accident. If any operations are to be undertaken on or about navigable waters, coverage must be included for the U.S. Longshoremen & Harbor Workers Act and Jones Act.

4. Excess Liability/Umbrella Insurance may be used to satisfy the minimum liability limits required; however, the annual aggregate limit shall not be less than the highest "each occurrence" limit for the underlying liability policy. Vendor shall endorse County as an Additional Insured unless the policy provides coverage on a pure/true "Follow-form" basis.
5. Builder's Risk or equivalent coverage (such as Property Insurance or Installation Floater) is required as a condition precedent to the issuance of the Second Notice to Proceed for projects involving but not limited to: changes to a building's structural elements, work compromising the exterior of the building for any extended period of time, installation of a large single component, or remodeling where the cost of remodeling is 20% or more the value of the property. Coverage shall be, "All Risks" Completed Value form with a deductible not to exceed Ten Thousand Dollars (\$10,000.00) each claim for all perils except for wind and flood.
6. For the peril of wind, the Vendor shall maintain a deductible that is commercially feasible which does not exceed five percent (5%) of the value of the Contract price. Such Policy shall reflect Broward County as an additional loss payee.
7. For the peril of flood, coverage must be afforded for the lesser of the total insurable value of such buildings or structures, and the maximum amount of flood insurance coverage available under the National Flood Program. Vendor shall maintain a deductible that is commercially feasible and does not exceed five percent (5%) of the value of the Contract price. Such Policy shall reflect Broward County as an additional loss payee.
8. The County reserves the right to provide Property Insurance covering the Project, materials, equipment and supplies intended for specific installation in the Project while such materials, equipment and supplies are located at the Project site, in transit, or while temporarily located away from the Project site. This coverage will not cover any of the Vendor's or subcontractors' tools, equipment, machinery or provide any business interruption or time element coverage to the Vendor(s).
9. If the County decides to purchase Property Insurance or provide for coverage under its existing insurance policy for this Project, then the insurance required to be carried by the Vendor may be modified to account for the insurance being provided by the County. Such modification may also include execution of Waiver of Subrogation documentation.
10. In the event that a claim occurs for this Project and is made upon the County's insurance policy, for other than a windstorm, Vendor will pay at least Ten Thousand Dollars (\$10,000.00) of the deductible amount for such claim.
11. Waiver of Occupancy Clause or Warranty: Policy must be specifically endorsed to eliminate any "Occupancy Clause" or similar warranty or representation that the building (s), addition(s) or structure(s) in the course of construction shall not be occupied without specific endorsement of the policy. The Policy must be endorsed to provide that the Builder's Risk coverage will continue to apply until final acceptance by County.
12. Pollution Liability or Environmental Impairment Liability: including clean-up costs, with minimum limits per claim, subject to a maximum deductible per claim. Such policy shall remain in force for the minimum length of time indicated, include an annual policy aggregate and name Broward County as an Additional Insured. Vendor shall be responsible for all deductibles in the event of a claim.

13. Professional Liability Insurance with minimum limits for each claim, subject to a maximum deductible per claim. Such policy shall remain in force for the minimum length of time indicated. Vendor shall notify County in writing within thirty (30) days of any claim filed or made against its Professional Liability Insurance policy. Vendor shall be responsible for all deductibles in the event of a claim. The deductible shall be indicated on the Vendor's Certificate of Insurance.
- C. Coverage must be afforded on a form no more restrictive than the latest edition of the respective policy form as filed by the Insurance Services Office. If the initial insurance expires prior to the completion and acceptance of the Work, renewal certificates shall be furnished upon expiration. County reserves the right to obtain a certified copy of any insurance policy required by this Section within fifteen (15) calendar days of a written request by County.
  - D. Notice of Cancellation and/or Restriction: the policy(ies) must be endorsed to provide Broward County with at least thirty (30) days' notice of cancellation and/or restriction.
  - E. The official title of the Certificate Holder is Broward County. This official title shall be used in all insurance documentation.
  - F. Broward County's Risk Management Division reserves the right, but not the obligation, to review and revise any insurance requirements at the time of contract renewal and/or any amendments, not limited to deductibles, limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work/specifications affecting the applicability of coverage.

**Supplier: SDP, Inc. DBA SDP Consultants Corp.**

**Workforce Investment Program Requirements:**

- A. In accordance with Broward County Workforce Investment Program, Administrative Code, Section 19.211, the Workforce Investment Program (Program) this solicitation is a covered contract if the open-end contract award value exceeds \$500,000 per year or if the individual project value exceeds \$500,000 under a fixed-term contract. The Program encourages Vendors to utilize CareerSource Broward (CareerSource) and their contract partners as a first source for employment candidates for work on County-funded projects, and encourages investment in Broward County economic development through the hiring of economically disadvantaged or hard-to-hire individuals.
- B. Compliance with the Program, including compliance with First Source Referral and the Qualifying New Hires goals, is a matter of responsibility. Vendor should submit the **Workforce Investment Program Certification Form** with its response. If not provided with solicitation submittal, the Vendor must supply within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.
- C. The following is a summary of requirements contained in the Program. This summary is not all-inclusive of the requirements of the Program. If there is any conflict between the following summary and the language in the Program, the language in the Program shall prevail. In compliance with the Program, Vendor (and/or its subcontractors) shall agree to:
1. be bound to contractual obligations under the contract;
  2. use good faith efforts to meet First Source Referral goal for vacancies that result from award of this contract;
  3. publicly advertise any vacancies that are the direct result of this contract, exclusively with CareerSource for at least five (5) business days;
  4. review qualifications of CareerSource's Qualified Referrals and use good faith efforts to interview Qualified Referrals that appear to meet the required qualifications;
  5. use good faith efforts to hire Qualifying New Hires (as defined by the Program) for at least fifty percent (50%) of the vacancies (rounded up) that are the direct result of this contract;
  6. obtain a hired worker's written certification, attesting to a status as a Qualifying New Hire, Economically Disadvantaged Worker, or Hard-to-Hire worker (if applicable);
  7. retain records relating to Program requirements, including: records of all applicable vacancies; job order requests to CareerSource; qualified referral lists; and records of candidates interviewed and the outcome of the interviews.
  8. provide to the County any documents and records demonstrating Vendor's compliance and good faith efforts to comply with the Program;
  9. submit to the County an annual report by January 31<sup>st</sup> and within 30 days of contract completion or expiration; and

10. ensure that all of its subcontractors comply with the requirements of the Program.

- D. Further information about the Program, Vendor's obligations, and the Qualifying New Hire's certification form may be obtained on the Office of Economic and Small Business Development website:

[broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx](http://broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx). Vendor is responsible for reading and understanding requirements of the Program.

- E. Subcontractors: Vendor's subcontractors shall use good faith efforts to meet the First Source Referral and the Qualifying New Hires goals, in accordance with the Program. The Vendor shall include in any subcontracts a requirement that the all subcontractors comply with the Program requirements. The Vendor shall be responsible for compliance by any subcontractor with the Program as it applies to their subcontract.
- F. Reporting: Vendor shall maintain and make available to County upon request all records documenting Vendor's compliance and its subcontractors' compliance with the requirements of the Program, and shall submit the required reports to the Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of this contract. Failure to timely comply with reporting requirements shall constitute a material breach of this contract.
- G. Evaluation: The Contract Administrator will document the Vendor's compliance and good faith efforts as part of the Vendor's Performance Evaluation.
- H. Failure to demonstrate good faith efforts to meet the First Source Referral and the Qualifying New Hires goal shall constitute a material breach of this contract.

## WORKFORCE INVESTMENT PROGRAM CERTIFICATION FORM

This form(s) should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

In accordance with the Workforce Investment Program:

**SDP Inc. DBA SDP Consultants Corp** (Vendor) agrees to be bound to the contractual obligations of the Workforce Investment Program, Broward County Administrative Code Section 19.211, requiring our firm to use good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm. Receipt of the signed statement from the Vendor is a matter of responsibility. A firm not offering an affirmative response in this regard will be found "non-responsible" to the solicitation and not eligible for further evaluation or award.

**Thomas W. Kral**

AUTHORIZED SIGNATURE/NAME

**Vice President**

TITLE

**12/04/2019**

DATE