**Date:**

|  |  |  |
| --- | --- | --- |
| **To:** |  |  |
| Company Name & Address: |  | **Pick Up: :** |

Please be informed that by action of The School Board of Broward County, Florida, at its meeting on \_\_\_\_\_\_\_\_\_\_\_\_a contract has been awarded to you for the project named below in the amount of\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| Project No.:  Location No.: |  |
| Project Title: |  |
| Facility Name: |  |

The required performance and payment bonds must be executed in quadruplicate, certificates of insurance in quadruplicate, and other post-award information listed below in quadruplicate within 20 calendar days from the date of your receipt (as established by delivery receipts or registered mail) of this Notice of Award.

Your office will be contacted if a formal contract signing ceremony is necessary which will take place at:

**Procurement & Warehousing Services Department**

**7720 W. Oakland Park Blvd., Suite 323**

**Sunrise, FL 33351**

**Tel: (754) 321-0505**

**Fax: (754) 321-0534**

If your firm is a Corporation, please ensure that your corporate President and Secretary attend the contract signing ceremony and have your corporate seal available for executing the contract documents.

The following documents are required in the bidding documents and must be executed and submitted in order to process your contract:

|  |  |
| --- | --- |
| **Number** | **Document Title** |
|  |  |
| 00433 | Subcontractor List |
| 00435 | Schedule of Values |
| 00455 | Background Screening of Contractual Personnel |
| 00470 | S/M/WBE Statement of Intent |
| 00475 | S/M/WBE Subcontractors Participation Schedule |
| 00480 | S/M/WBE Good Faith Effort Form (If necessary) |
| 00600 | Performance Bond |
| 00610 | Payment Bond |
| Agreement | Estimated Progress Payment schedule and Dollar/Time Graph (Article 96) |
| Agreement | Insurance Certificates indicating compliance with all coverage requirements including but not limited to General Liability, Auto Liability, Worker Compensation, Products/Completed Operations Liability, Professional Liability (If required), Builders Risk, and including listing The School Board of Broward County, Florida as additional insured. (Article 8) |
| Agreement | Article 26 – Workforce Composition Documentation (Article 2) |
|  | Copies of Contractor and Subcontractor Licenses |
| 01320 | Initial Construction Schedule including phasing and durations according to the contract requirements. Shortened completion times or out of sequence schedules are unacceptable |
| 01330 | Submittal Schedule |

The Agreement Form, Performance Bond Form and Payment Bond Form provided to you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_are to be executed by your surety in quadruplicate. Please ensure that the corporate name appearing on each of the Agreement Form, Performance Bond, Payment Bond, and the Certificates of Insurance are precisely the same as that appearing on your corporate seal. Additionally, the dates appearing on the Agreement Form, Performance Bond and the Payment Bond (and the Power of Attorney documents attached to these bonds) must be the date of the meeting that The School Board of Broward County, Florida approved the Award of Contract as indicated above.

The required insurance coverage and subcontractor bonds are included in the Agreement. These documents must be submitted as indicated below.

Other post-award submittals as listed above, should be delivered to the Procurement & Warehousing Services Department not later than 20 days from the date of your receipt of this Notice. The Owner will not issue a Notice to Proceed (NTP) or conduct the Preconstruction Conference until it has received, reviewed and approved (where specified) all post-award submittals. No extensions of contract time or sum shall accrue to the Contractor for any such failure of the Contractor to submit said post-award submittals.

The project site will be made available to you, and your contract will commence after the formal contract signing, signature of the Contract by the Chairperson and Secretary of The School Board of Broward County, Florida and your receipt of Document 00550, Notice to Proceed.

**Submit the required documents to:**

**Luis E. Perez**

**Procurement & Warehousing Services Department**

**7720 W. Oakland Park Blvd., Suite 323**

**Sunrise, FL 33351**

If you have any questions concerning the attached documents or other matters related to the execution of the contract, please contact Luis E. Perez at (754) 321-0505. We are looking forward to working with your Firm towards a successful and rewarding project.

Sincerely,

Mary C. Coker

Director, Procurement & Warehousing Services Department

NOTE TO PROCUREMENT STAFF: RETURN BID SECURITY TO ALL UNSUCCESSFUL BIDDERS AND DELETE THIS NOTE PRIOR TO THE DIRECTOR, PROCUREMENT & WAREHOUSING SERVICES SIGNING.

|  |  |
| --- | --- |
| **Copies:** |  |
|  | , Principal |
|  | Leo Bobadilla Jr., Chief Facilities Officer |
|  | Shelley Meloni, Pre-Construction |
|  | Frank Girardi, Director, Construction |
|  | , Project Manager |
|  | Robert Hamberger, Chief Building Official |
|  | Omar Shim, Director, Capital Payments |
|  | Project File (With Original Attachments) |
|  | , Project Consultant (With Copy of Attachments) |
|  |  |