

# CITY OF CORAL GABLES, FL

2800 SW 72<sup>nd</sup> Avenue, Miami, FL 33155

FINANCE DEPARTMENT / PROCUREMENT DIVISION

Tel: 305-460-5103 / Fax: 305-261-1601

## BIDDER ACKNOWLEDGEMENT

<p><b>IFB Title:</b> <b>Miracle Theater Marquee Repair</b></p> <hr/> <p><b>IFB No. 2012.09.07</b></p> <p>A cone of silence is in effect with respect to this IFB. The Cone of Silence prohibits certain communication between potential vendors and the City. For further information, please refer to the City Code Section 2-1059 of the City of Coral Gables Procurement Code.</p>	<p>Bids must be received prior to <b>3:00 p.m., Thursday, October 4, 2012</b> and may not be withdrawn for a period of up to 90 calendar days after bid opening. Bids received by the date and time specified will be opened in the Procurement Office located at 2800 SW 72<sup>nd</sup> Avenue, Miami, FL 33155. All Bids received after the specified date and time will be returned unopened.</p> <p>Contact: Margie Gomez          Telephone: 305-460-5103          Facsimile: 305-261-1601          mgomez@coralgables.com          contracts@coralgables.com</p>
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### BIDDERS ACKNOWLEDGEMENT

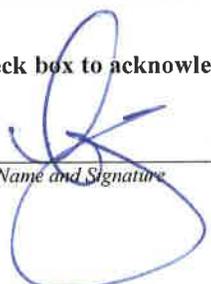
**THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETE BID PRIOR TO THE DATE AND THE TIME OF BID OPENING. THE BID SUMMARY SHEET PAGES ON WHICH THE BIDS ACTUALLY SUBMITS A BID AND ANY PAGES UPON WHICH INFORMATION IS REQUIRED MUST BE COMPLETED AND ATTACHED WITH ALL PAGES OF THE BID DOCUMENT.**

Bidders Name: <b>LEE Construction Group, Inc.</b>	Fed. ID No. or SS Number: <b>14-1984840</b>
Complete Mailing Address: <b>9485 NW 12 Street - Doral, FL 33172</b>	Telephone No.: <b>786-487-0876</b>
	Fax No.: <b>305-599-7154</b>
Indicate type of organization below: Corporation: <input checked="" type="checkbox"/> Partnership: <input type="checkbox"/> Individual: <input type="checkbox"/> Other: <input type="checkbox"/>	Email: <b>leenriquez@leecgi.com</b>
Bid Bond / Security Bond (if applicable) <u>5</u> %	Reason for no Response:

**ATTENTION: FAILURE TO SIGN (PREFERABLY IN BLUE INK) OR COMPLETE ALL IFB SUBMITTAL FORMS, INSURANCE, ADDENDUM(S) ACKNOWLEDGEMENT AND ALL PAGES OF THE IFB DOCUMENT MAY RENDER YOUR IFB NON-RESPONSIVE.**

THE BIDDER CERTIFIES THAT THIS BID IS BASED UPON ALL CONDITIONS AS LISTED IN THE BID DOCUMENTS AND THAT THE BIDDER HAS MADE NO CHANGES IN THE BID DOCUMENT AS RECEIVED. THE BIDDER FURTHER AGREES, IF THE BID IS ACCEPTED, THE BIDDER WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN THE BIDDER AND THE CITY OF CORAL GABLES, FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS BID PERTAINS. FURTHER, BY CHECKING THE AGREE BOX LISTED BELOW AND BY SIGNING BELOW **IN BLUE INK** ALL IFB PAGES ARE ACKNOWLEDGED AND ACCEPTED, AS WELL AS, ANY SPECIAL INSTRUCTION SHEET(S), IF APPLICABLE. I AM AUTHORIZED TO BIND PERFORMANCE OF THIS IFB FOR THE ABOVE BIDDER.

Agree  (Please check box to acknowledge this bid)

<p><b>Luis E. Enriquez</b>    <i>Authorized Name and Signature</i></p>	<p><b>President</b>  <i>Title</i></p>	<p><b>10/12/2012</b>  <i>Date</i></p>
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## SECTION 5

### Invitation for Bid (IFB) No 2012.09.07

**5.0: IFB RESPONSE FORMS**

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**SUBMITTED TO:**

City of Coral Gables  
Office of the Chief Procurement Officer  
2800 SW 72 Avenue  
Miami, Florida 33155

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the Bid and Contract Documents for the Contract price and within the Contract time indicated in the Bid and in accordance with the Other terms and conditions of the bid and Contract Documents.
2. Bidder accepts and hereby incorporates by reference in this Bid Response Form all of the terms and conditions of the Invitation for Bid.
3. Bidder proposes to furnish all labor, services and supervision for the work described in this Invitation for Bid.
4. **Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the Invitation for Bid.**

Addendum No.	<u>1</u>	Date	<u>9/27/2012</u>	Initials	<u>LE</u>
Addendum No.	<u>2</u>	Date	<u>10/1/2012</u>	Initials	<u>LE</u>
Addendum No.	<u>3</u>	Date	<u>10/1/2012</u>	Initials	<u>LE</u>
Addendum No.	<u>4</u>	Date	<u>10/10/2012</u>	Initials	<u>LE</u>

5. Bidder accepts the provisions of the Contract as to penalties in the event of failure to provide services as indicated.
6. Bidders correct legal name: LEE Construction Group, Inc.  
Address: 9485 NW 12 Street  
City/State/Zip: Doral, FL 33172  
Telephone No./Fax No.: 786-487-0876 / 305-599-7154  
Social Security or Federal I.D. No.: 14-1984840  
Officer signing Bids: Luis E. Enriquez Title: President

**STATEMENT OF NO BID**

**NOTE: If you do not intend to submit a Response on this commodity or service, please return this form in the bid envelope on or before bid opening. Failure to submit a response after three (3) times without a sufficient justification of "No Bid" will be cause for removal from the vendor/bidder's list.**

City of Coral Gables  
Procurement Division  
2800 S.W. 72<sup>nd</sup> Avenue  
Miami, FL 33155

We, the undersigned, have declined to submit a bid on your **IFB No. 2012.09.07 – Miracle Theater Marquee Repair:**

- Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- Insufficient time to respond to the Invitation for Bid.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Remove us from your bidders' list for this commodity or service.
- Other (specify below).

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We understand that if this statement is not completed and returned, our company may be deleted from the City of Coral Gables bidders' list for this commodity or service.

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

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

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

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 6

### Invitation for Bid (IFB) No 2012.09.07

#### 6.0: BID PRICING SCHEDULE

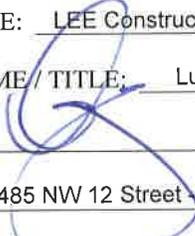
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##### Bid Pricing Schedule Form

Bidder should carefully follow the instructions outlined below, particularly with respect to the format and number of pages allotted to each topic, if applicable. Failure to follow these instructions may be considered grounds for excluding a bid from further consideration.

Bidder shall submit a Bid expressing its interest in providing the services described herein. To receive consideration, this Invitation for Bid must be submitted in its entirety, with all forms executed. Bids must be typed or printed in blue ink. Use of erasable ink is not permitted. All corrections to prices made by the Bidder must be initialed. Any additional information to be submitted as part of the Bid may be attached behind the Bid Pricing Schedule Form. Additional information shall be attached behind this form, carefully cross-referencing each item number and/or letter.

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BIDDERS NAME: LEE Construction Group, Inc.  
CONTACT NAME / TITLE: Luis E. Enriquez - President  
SIGNATURE:  DATE: 10/12/2012  
ADDRESS: 9485 NW 12 Street - Doral, FL 33172  
TELEPHONE 786-487-0876 FACSIMILE 305-599-7154 EMAIL: leenriquez@leecgi.com

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**6.1 BID PRICING SCHEDULE**

The bidder shall provide the following preliminary Bid Price Schedule for administrative purposes. This information is required with the submission of bid and when approved the the Architect/Engineer, will be used to evaluate application for Payment by the successful bidder. The bidder may add line items, but must provide those items indicated as a minimum. The total amount shall equal the Total Base Bid Price.

ITEM	SERVICES	PRICE
1	Demolition	\$ <u>6,000.00</u>
2	Horizontal Marquee Sign	\$ <u>156,000.00</u>
3	Vertical Marquee Sign	\$ <u>19,600.00</u>
4	Electrical	\$ <u>11,700.00</u>
5	Outer Lobby Painting	\$ <u>2,100.00</u>
6	Roofing	\$ <u>3,400.00</u>
7	Parapet Wall	\$ <u>3,600.00</u>
8	Owner's Contingency Allowance	\$25,000.00
9	Other (specify) General Conditions	\$ <u>8,400.00</u>
<b>Total Base Bid (Items 1 thru 9)</b>		\$ <u>235,800.00</u>
<b>Total Base Bid (Written)</b> Two hundred thirty-five thousand eight hundred and zero cents		
<b>ALTERNATES</b>		
<b>Alternate #1:</b> Re-roof entire canopy (see sheet A1.03)		Add \$ <u>2,100.00</u>
Not Applicable as per discussion with Acolite Claude United <b>Alternate #2:</b> (tempered glass panels are not available) Tempered glass panels instead of polycarbonate		Add \$ <u>0.00</u> Deduct \$ <u>0.00</u>

**Note:** The prices stated in the Bid shall include full compensation for overhead and profit, taxes, labor, equipment, materials, home expenses, insurance, bond and any and all other costs and expenses for performing and completing the work as shown on the plans and specifications.

# ATTACHMENT A

## PROCUREMENT FORMS

**(Bidder shall prepare and submit (1) original of the Procurement Forms signed in blue ink as part of its response.)  
If a form does not apply, please draw a line across it and mark "Not Applicable" (N/A).**



# CITY OF CORAL GABLES, FL PROPOSER QUALIFICATIONS STATEMENT

This questionnaire is to be submitted to the City of Coral Gables Procurement Division by the Proposer, along with the Proposal being submitted for the goods and/or services required by the City of Coral Gables. Do not leave any questions unanswered. When the question does not apply, write the word(s) "None" or "Not Applicable", as appropriate. Failure to complete this form, when applicable, may disqualify Proposal.

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

PROPOSERS NAME: LEE Construction Group

CONTACT NAME: Luis E. Enriquez

TITLE: President

ADDRESS: 9485 NW 12 St Doral, FL 33172

TELEPHONE 786-487-0876 FACSIMILE 305-599-7154

EMAIL: leenriquez@leecgi.com

FEDERAL EMPLOYER ID NO: 14-1984840

MARK ONE: CORPORATION  PARTNERSHIP  INDIVIDUAL  OTHER

List all current licenses held and provide copies

(a) STATE OF FLORIDA CGC 1513409

(b) MIAMI DADE COUNTY \_\_\_\_\_

(c) CITY OF CORAL GABLES MUNICIPAL LICENSE \_\_\_\_\_

(d) OTHERS City of Doral 2012004415

1. State the true, exact, correct and complete name of the partnership, corporation, and trade of fictitious name in which business is transacted and the address of the place of business.

Proposers Name: LEE Construction Group

The address of the principal place of business is: 9485 NW 12 St Doral, FL 33172

a. Date of Incorporation: November 29, 2006

b. State of Incorporation: Florida

c. President's: Luis E. Enriquez

d. Vice President's: Luis E. Enriquez

e. Secretary: Luis E. Enriquez

f. Treasurer: Luis E. Enriquez

g. Name and address of Resident Agent: Luis E. Enriquez  
9485 NW 12 St Doral, FL 33172

Telephone: 786-487-0876 Facsimile: 305-599-7154

Email: leenriquez@leecgi.com

2. If proposer is an individual or a partnership, answer the following:
- a. Date of organization: \_\_\_\_\_
  - b. Name, address and ownership units of all partners:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  - c. State whether general or limited partnership: \_\_\_\_\_

3. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals and their titles:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Are any of the principals of this company employed by the City of Coral Gables? If so, please disclose their names below:  
**No.**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. If Proposer is operating under a fictitious name, submit evidence of compliance with Florida Fictitious Name Statue. **None.**

7. How many years has organization been in business under present business name?  
**5 years.**
- a. Under what other former names has organization operated?  
**None.**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Indicate registration, license numbers or certificate numbers for the business or professions which are the subject of this Proposal. Please attach certificate of competency and/or state registration.  
**Certified General Contractor CGC 1513409**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Are you a certified Minority business? (Y)  / (N)   
 If yes, then provide a copy of your certificate, certificate expiration date: \_\_\_\_\_

<i>African American</i>	<input type="checkbox"/>	<i>Hispanic American</i>	<input type="checkbox"/>	<i>Native American</i>	<input type="checkbox"/>
<i>American Woman</i>	<input type="checkbox"/>	<i>Asian American</i>	<input type="checkbox"/>	<i>Service Disable Vet.</i>	<input type="checkbox"/>

10. Have you personally inspected the site of the proposed work? (Y)  / (N)
11. Do you have a complete set of documents, including drawings and addenda? (Y)  / (N)
12. Did you attend the Pre-Proposal Conference, if any such conference was held? (Y)  / (N)
13. Have you ever failed to complete any work awarded to you? If so, state when, where and why?  
(Please provide the name and contact information of the entity which was involved)

No.

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- a. Has any other entity held you in default of a contract? If so, which entity? Please provide the name and number of the contact.

No.

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14. State the names, telephone numbers and last known addresses of three (3) owners, individuals or representatives of owners with the most knowledge of work which you have performed or goods you have provided. (*Governments are preferred as references.*)

Jackson Health Systems - Kevin Guhl	1500 NW 12 Ave Miami, FL 33136	305-585-7829
<i>(name)</i>	<i>(address)</i>	<i>(phone number)</i>
General Services Administration - Bernice Jackson	77 Forsyth Street Room T8 Atlant, GA 30303	404-331-4616
<i>(name)</i>	<i>(address)</i>	<i>(phone number)</i>
Miami Dade Water & Sewer Dept - Joaquin Roa	6800 SW 87 Avenue Miami, FL 33173	786-552-4063
<i>(name)</i>	<i>(address)</i>	<i>(phone number)</i>

15. State the name of individual who will have personal supervision of the work:

Project Manager Name: Luis E. Enriquez  
 Title: President / Senior Project Manager  
 Telephone: 786-487-0876 Facsimile: 305-599-7154  
 Email address: leenriquez@leecgi.com

Provide the following information regarding your Insurance Requirements:

- a. Name of Insurance Carrier: Amerisure Insurance Co.  
 b. Type of Coverage: General Liability, Automobile Liability, Umbrella Liability and Workers Comp.  
 c. Limits of Liability: Ocurrence \$1,000,000/Aggregate \$2,000,000/Umbrella \$4,000,000  
 d. Coverage/Policy Dates: 9/10/2012-9/10/2013  
 e. Name of Insurance Agent(s): Collinsworth, Alter, Fowler & French, LLC.  
 f. Agent(s) telephone including area code: 305-822-7800

16. Has your insurance coverage ever been cancelled for any reason?, including payment. Yes  / No   
 If yes, what was the reason? \_\_\_\_\_

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17. **Experience Record:** List past and/or present contracts, work, and jobs, that PROPOSER has performed of a type similar to what is required by specifications of the City's Proposal:

FIRM NAME/ADDRESS	DATE OF JOB	DESCRIPTION OF JOB
Please see attached list.		

18. State whether you or any officers of your company have been involved in any claims or litigation in the last five (5) years in any way relating to the business being procured in this RFP. Provide detail as to the cause and outcome (judgments and settlements) of those claims or litigation, whether it is the present company, a predecessor or related company.

None.

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19. **References:** List references that may be contacted to ascertain experience and ability of Proposer. Provide a minimum of three (3) references including COMPANY NAME, ADDRESS, CONTACT PERSON, TELEPHONE, FACSIMILE AND EMAIL ADDRESS:

Please see attached list.

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20. Provide any additional information as to qualifications and/or experience, attach documentation to this form.
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Signed:  Title: President

Type Name: Luis E. Enriquez  
 Company: LEE Construction Group, Inc. Date: 10/12/2012

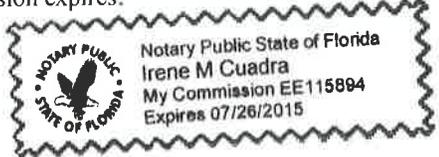
  
 Signature of Company Owner

STATE OF Florida  
 COUNTY OF Miami-Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority Luis E. Enriquez  
(Name of individual signing)

Who, after being sworn by me, affixed signature in the space provided above on this 12th date of October, 20 12

Commission expires:



  
 Notary Public

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to City of Coral Gables  
[print name of the public entity]

by Luis E. Enriquez - President  
[print individual's name and title]

for LEE Construction Group, Inc.  
[print name of entity submitting sworn statement]

Whose business address is:

9485 NW 12 St Doral, FL 33172

and (if applicable) its Federal Employer Identification Number (FEIN) is 14-1984840

If the entity has no FEIN, include the Social Security Number of the individual signing this

sworn statement: \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[Indicate which statement applies.]**

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list.

[attach a copy of the final order]

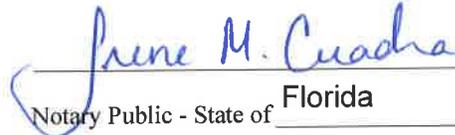
**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

  
\_\_\_\_\_  
[signature]

Sworn to and subscribed before me this 12th day of October, 2012.

Personally known X \_\_\_\_\_

OR Produced identification \_\_\_\_\_

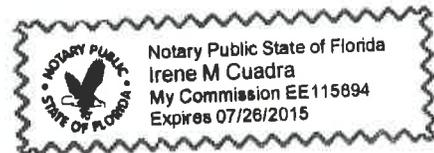
  
\_\_\_\_\_  
Notary Public - State of Florida

My commission expires 07/26/2015

\_\_\_\_\_  
(Type of identification)

Irene M. Cuadra

(Printed, typed, or stamped  
commissioned name of  
notary public)



**CONE OF SILENCE**  
**(Revised 11-17-2009)**

**Sec. 2-1059. Cone of silence; contracts for the provision of goods and services.**

The requirements of section 2-11.1(t) ("Cone of Silence Ordinances") of the Code of Miami-Dade County, Florida, as amended, shall not be applicable to the City of Coral Gables.

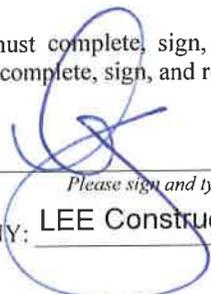
- (1) *Purpose and intent.* It is the intent of this article to prevent city commissioners, potential vendors, bidders, offerors or service providers from communicating with city department directors, their staff or selection and evaluation committee members during the period of time in which the cone of silence is imposed on the request for proposals (RFP), request for qualifications (RFQ), or invitations for bids (IFB).
- (2) *Cone of silence* is defined to mean a prohibition on:
  - a. Any communication regarding a particular request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) or any other advertised solicitation between a potential offeror, vendor, service provider, bidder, lobbyist, or consultant and city department directors, their staff, selection committee or evaluation committee members;
  - b. Any communication regarding a particular request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) or any other advertised solicitation between the city commissioners and city department directors, the city departments' staff, selection committee or evaluation committee members.
- (3) *Applicability.*
  - a. The cone of silence shall be applicable only to contracts for the provision of supplies, services and construction for amounts greater than \$25,000.00.
  - b. The cone of silence shall not apply to:
    1. Informal bids as defined in the procurement code;
    2. Emergency purchases of supplies, services or construction;
    3. Duly noticed pre-bid or pre-proposal conferences;
    4. Duly noticed site visits;
    5. Sole source procurements;
    6. Bid waivers;
    7. Oral presentations during duly noticed meetings;
    8. Competitive negotiations;
    9. Public presentations made to the city commission during any duly noticed public meeting;
    10. Contract negotiations and electronic commerce;
    11. Inquiries by the city commissioners or third parties to the city manager or assistant city managers to determine responsibility or responsiveness of bidders/offerors regarding a particular solicitation, or with regard to the process;
    13. Communications with the city attorney, **city manager or chief procurement officer**;
    14. Communications between a city commissioner, the city manager, assistant city managers, the city clerk and the city attorney;
    15. Communications between a city commissioner, the city manager, assistant city managers, the city clerk, the city attorney and potential offeror, vendors, service providers, lobbyists or consultants;
- (4) *Procedure.*
  - a. *Imposition.* A cone of silence shall be imposed upon each request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) and any other solicitation when advertised. At the time of imposition of the cone of silence, the city manager shall provide public notice of the cone of silence and shall advise the affected department(s) in writing. The affected departments includes, but is not

limited to, selection committee members, user departments, department directors, city attorney, city manager, assistant city manager(s), and the city commission.

b. *Termination.* Except as otherwise provided herein, the cone of silence shall terminate at the time of the city manager's approval of the award, or the city manager's written recommendation to the city commission, as may be applicable, is received by the city clerk, or at such time that bids or proposals are rejected by the city commission or the city manager; provided, however, that if the commission refers the city manager's recommendation back to the city manager or staff for further review, the cone of silence shall be re-imposed until such time as the city manager's subsequent written recommendation is received by the city clerk.

(5) *Penalties.* Violation of the cone of silence by a particular bidder or offeror shall render any award to said person voidable by the city commission. In addition to any other penalty provided by law, violation of any provision of this ordinance by a city employee shall subject said employee to disciplinary action up to and including dismissal. Any person who violates a provision of this ordinance shall be prohibited from serving on a city competitive selection or evaluation committee unless such appointment is approved by a four-fifths vote of the city commission. A violation of this section by a particular bidder, offeror, lobbyist or consultant shall subject such person or persons to potential debarment pursuant to the provisions of this chapter.

Proposer must complete, sign, and enclose Cone of Silence document, to ensure the proper intent to comply. Failures to complete, sign, and return this form may disqualify your response.

SIGNED:  \_\_\_\_\_ TITLE: President  
*Please sign and type or Print Name*  
COMPANY: LEE Construction Group, Inc. DATE: 10/12/2012

**CODE OF ETHICS AND CONFLICT OF INTEREST**  
**(Revised 11-17-2009)**

**Sec. 2-1055. Ethics**

Any attempt by city employees to realize personal gain by conduct inconsistent with proper discharge of their duties is a breach of public trust. Any effort to influence any public employee to breach the standards of ethical conduct set forth in this division is also a breach of ethical standards. The provisions of city ordinances, county ordinances, and state statutes shall be strictly enforced to preserve the public trust.

**Sec. 2-1056. Prohibition on transacting business with the city**

No commissioner, appointed official, member of an advisory board or committee, member of a quasi-judicial board or committee, or employee shall enter into any contract or transact any business in which that person or a member of the immediate family has a financial interest, direct or indirect with the board or committee of the City of Coral Gables on which that person serves, and any such contract, agreement or business engagement entered in violation of this subsection shall render the transaction voidable. Willful violations of this subsection shall constitute malfeasance in office and shall affect forfeiture of office or position. Nothing in this subsection shall prohibit or make illegal (1) the payment of taxes, special assessments or fees for services provided by the city government; (2) the purchase of bonds, anticipation notes or other securities that may be issued by the city through underwriters or directly from time to time. This provision shall not apply to boards and committees which have been exempted by the city commission from the requirement of the city's ethic code.

(1) *Waiver of prohibition.* The requirements of this subsection may be waived for a particular transaction only by four affirmative votes of the city commission after public hearing upon finding that:

- a. An open-to-all sealed competitive proposal has been submitted by the offeror; or
- b. The proposal has been submitted by a person or firm offering services within the scope of the practice of architecture, professional engineering, or registered land surveying, as defined by the laws of the State of Florida and pursuant to the provisions of the Consultants' Competitive Negotiation Act, and when the proposal has been submitted by an offeror defined above; or
- c. The property or services to be involved in the proposed transaction are unique and the city cannot avail itself of such property or services without entering a transaction which would violate this subsection but for waiver of its requirements; or
- d. That the property or services to be involved in the proposed transaction are being offered to the city at a cost of no more than 80 percent of fair market value based on a certified appraisal paid for by the offeror; and
- e. That the proposed transaction will be in the best interest of the city. Such findings shall be spread on the minutes of the commission. This subsection shall be applicable only to prospective transactions, and the city commission may in no case ratify a transaction entered in violation of this subsection.

(2) *Provisions cumulative.* This subsection shall be taken to be cumulative and shall not be construed to amend or repeal any other law pertaining to the same subject matter.

**Sec. 2-1057. Further prohibition on transacting business with the city**

No commissioner, appointed official, member of an advisory board or committee, member of a quasi-judicial board or committee, or employee shall enter into any contract or transact any business through a firm, corporation, partnership or business entity in which that person or any member of the immediate family has a controlling financial interest, direct or indirect, with the city board or committee on which they serve, or with any person or agency acting for the city board or committee, and any such contract, agreement or business engagement entered in violation of this subsection shall render the transaction voidable. Waiver of this section may only be obtained by following the provisions of section 2-1056.

Additionally, no commission member shall vote on or participate in any way in any matter presented to the city commission if that person has any of the following relationships with any persons or entities which would be or might be directly or indirectly affected by any action of the city commission: (i) officer, director, partner, of counsel, consultant, employee, fiduciary or beneficiary; or (ii) stockholder, bondholder, debtor, or creditor, if in any instance the transaction or matter would affect the commission member in a manner distinct from the manner in which it would affect the public generally. Any commission member

who has any of the specified relationships or who would or might, directly or indirectly, realize a profit by the action of the city commission shall not vote on or participate in any way in the matter.

**Sec. 2-1058. Compulsory disclosure by employees of firms doing business with the city**

Should any commissioner, appointed official, member of an advisory board or committee, member of a quasi-judicial board or committee, or employee be employed, by a corporation, firm, partnership or business entity in which that person or the immediate family does not have a controlling financial interest, and should the corporation, firm, partnership or business entity have substantial business commitments to or from the city or any city agency, or be subject to direct regulation by the city or a city agency, then the person shall file a sworn statement disclosing such employment and interest with the clerk of the City within 15 days after the person has actual or constructive notice of the relationship.

---

Proposer must complete, sign, and enclose Conflict of Interest and Code of Ethics documents, to ensure the proper intent to comply. Failures to complete, sign, and return this form may disqualify your response.

SIGNED: \_\_\_\_\_ TITLE: President

*Please sign and type or Print Name*

COMPANY: LEE Construction Group, Inc. DATE: 10/12/2012

## FORMAL SOLICITATIONS PROTEST PROCEDURES

### Sec. 2-950. Resolution of protested solicitations and awards-Formal.

- (a) *Right to protest on solicitations.* The following procedures shall be used for resolution of protested solicitations.
- (b) *Protest of solicitation.* Any actual or prospective bidder or offeror who perceives itself aggrieved in connection with the formal solicitation of a contract or who intends to contest bid specifications or a bid solicitation may file a written notice of intent to file a protest with the city clerk's office within three calendar days prior to the date set for opening of bids or receipt of proposals. A notice of intent to file a protest is considered filed when received by the city clerk's office.
- (c) *Protest of award.* Any actual responsive and responsible bidder whose bid is lower than that of the recommended bidder or an offeror who perceives itself aggrieved in connection with the recommended award of contract may file a written notice of intent to file a protest with the city clerk's office within three calendar days after notice of the city manager's written recommendation to the city commission for award of contract. A notice of intent to file a protest is considered filed when received by the city clerk's office.
- (d) *Contents of protest.* A written protest based on any of the foregoing must be submitted to the city clerk's office within five calendar days after the date the notice of protest was filed. A written protest is considered filed when received by the city clerk's office. The written protest shall state with particularity the specific facts and law upon which the protest of the solicitation or the award is based, and shall include all pertinent documents and evidence and shall be accompanied by the required filing fee as provided in subsection (h) below. This shall form the basis for review of the written protest and no facts, grounds, documentation or evidence not contained in the protester's submission at the time of filing the protest shall be permitted in the consideration of the written protest.
- (e) *Computation of time.* No time will be added to the above time limits for service by mail. The last day of the period so computed shall be included unless it is a Saturday, Sunday, or legal holiday in which event the period shall run until the next day which is not a Saturday, Sunday or legal holiday.
- (f) *Challenges.* The written protest may not challenge the relative weight of the evaluation criteria or the formula for assigning points in making an award determination.
- (g) *Authority to resolve protests.* The chief procurement officer, after consultation with the city attorney, shall issue a written recommendation within ten calendar days after receipt of the written protest. Said recommendation shall be sent to the city manager with a copy to the protesting party. The city manager may then either resolve the protest or reject all proposals. **On any protest on a contract for supplies and services not exceeding \$100,000.00 or a contract for construction not exceeding \$25,000.00 the city manager as authorized in Section 2-651 shall have sole authority to resolve in the best interests of the City. Otherwise, the city manager shall submit a recommendation to the city commission for approval or disapproval thereof.** A protest of an award of a contract by the city commission may be filed with the circuit court pursuant to the Florida Rules of Appellate Procedure.
- (h) *Stay of procurement during protests.* Upon receipt of a written protest filed pursuant to the requirements of this section, the city shall not proceed further with the solicitation or with the award of the contract until the protest is resolved by the city manager or the city commission as provided in subsection (f) above, unless the city manager, after consultation with the head of the user department, the chief procurement officer, and the city attorney, makes a written determination that the solicitation process or the contract award must be continued without delay in order to avoid an immediate and serious danger to the public health, safety or welfare and protect substantial interests of the city.
- (i) *Costs.* All costs accruing from a protest shall be assumed by the protestor.
- (j) *Filing fee.* The written protest must be accompanied by a filing fee in the form of a money order or cashier's check payable to the city in an amount equal to one percent of the amount of the bid or proposed contract, or \$2,500.00, whichever is less. The filing fee shall guarantee the payment of all costs which may be adjudged against the protestor in any administrative or court proceeding. If the protest is denied, the filing fee shall be forfeited to the city in lieu of payment of costs for the administrative proceedings. If the protest is upheld by the city, the filing fee shall be refunded to the protestor less any costs assessed under subsection (i) above.

- (k) *Compliance with filing requirements.* Failure of a party to timely file either the notice of intent to file a protest or the written protest, or submit the filing fee, with the city clerk's office within the time provided in subsections (a), (b) and/or (c), above, shall constitute a forfeiture of such party's right to file a protest pursuant to this section. The protesting party shall not be entitled to seek redress before the city commission or seek judicial relief without first having followed the procedure set forth in this section.

---

Proposer must complete, sign, and enclose Formal Solicitations Protest Procedures documents, to ensure the proper intent to comply. Failures to complete, sign, and return this form may disqualify your response.

SIGNED: \_\_\_\_\_

*Please sign and type or Print Name*

TITLE: President

COMPANY: LEE Construction Group, Inc.

DATE: 10/12/2012

**CITY OF CORAL GABLES  
AMERICANS WITH DISABILITIES ACT (ADA)  
DISABILITY NONDISCRIMINATION STATEMENT**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to City of Coral Gables  
(print name of public entity)

by Luis E. Enriquez - President  
(print individual's name and title)

for LEE Construction Group, Inc.  
(print name of entity submitting sworn statement)

whose business address is: 9485 NW 12 St Doral, FL 33172

and (if applicable) its Federal Employer Identification Number (FEIN) is 14-1984840  
(If the entity has not FEIN, include Social Security Number of the individual signing this sworn statement:  
\_\_\_\_\_.)

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

**CITY OF CORAL GABLES  
AMERICANS WITH DISABILITIES ACT (ADA)  
DISABILITY NONDISCRIMINATION STATEMENT**

The Rehabilitation Act of 1973, 229 U.S.C. Section 794  
The Federal Transit Act, as amended, 49 U.S.C. Section 1612  
The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

[Signature]

Sworn to and subscribed before me this 12th day of October, 2012

Personally known X

or produced identification: \_\_\_\_\_  
Notary Public, State of Florida

Irene M. Cuadra  
Notary Public, State of Florida

My Commission Expires 07/26/2015

Irene M. Cuadra  
[Printed, typed or stamped commissioned name of Notary Public]

[Type of Identification]



**CERTIFIED RESOLUTION**

I, Luis E. Enriquez, duly elected Secretary of LEE Construction Group, Inc., a corporation organized and existing under the laws of the State of Florida, do hereby certify that the following Resolution was unanimously adopted and passed by a quorum of the Board of Directors of said corporation at a meeting held in accordance with law and the by-laws of said corporation.

**IT IS HEREBY RESOLVED** that Luis E. Enriquez (*insert name*), the duly elected President (*insert title of officer*) of LEE Construction Group, Inc. submit a Proposal and Bid Bond, if such bond is required, to the City of Coral Gables and such other instruments in writing as may be necessary on behalf of the said corporation; and that the Proposal, Bid Bond and other such instruments signed shall be binding upon the said corporation as its own acts and deeds. The secretary shall certify the names and signatures of those authorized to act by the foregoing resolution.

The City of Coral Gables shall be fully protected in relying on such certification of the secretary and shall be indemnified and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or growing out of honoring the signature of any person so certified or for refusing to honor any signature not so certified.

I further certify that the above resolution is in force and effect and has not been revised, revoked or rescinded.

I further certify that the following are the names, titles and official signatures of those persons authorized to act by the foregoing resolution.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Luis E. Enriquez</u>	<u>President</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>

Given under my hand and the Seal of said corporation this 12th day of October, 2012

(SEAL)

By: , Secretary

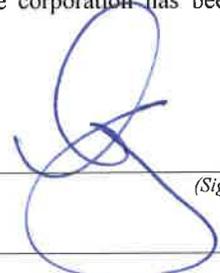
LEE Construction Group, Inc.  
Name of Corporation

**NOTE:**

The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed explicitly, but the Certified Resolution submitted must clearly show to the satisfaction of the City of Coral Gables that the person signing the Proposal and Bid Bond for the corporation has been properly empowered by the corporation to do so in its behalf.

Signed, sealed and deliver in the presence of:

  
*Witness*

By:   
*(Signature)*

**FOREIGN (NON-FLORIDA) CORPORATIONS MUST COMPLETE THIS FORM**

**DEPARTMENT OF STATE CORPORATE CHARTER NO.** \_\_\_\_\_

If your corporation is exempt from the requirements Section 607.1501, Florida Statutes, **YOU MUST CHECK BELOW** the reason(s) for the exemption. Please contact the Department of State, Division of Corporations at (904) 488-9000 for assistance with corporate registration or exemptions.

607.1501 Authority of foreign corporation to transact business required.

- (1) A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.
- (2) The following activities, among others, do not constitute transacting business within the meaning of subsection (1):
  - (a) Maintaining, defending, or settling any proceeding.
  - (b) Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs.
  - (c) Maintaining bank accounts.
  - (d) Maintaining officers or agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositories with respect to those securities.
  - (e) Selling through independent contractors.
  - (f) Soliciting or obtaining orders, whether by mail or through employees, agents, or otherwise, if the orders require acceptance outside this state before they become contracts.
  - (g) Creating or acquiring indebtedness, mortgages, and security interests in real or personal property.
  - (h) Securing or collecting debts or enforcing mortgages and security interests in property securing the debts.
  - (i) Transacting business in interstate commerce.
  - (j) Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature.
  - (k) Owning and controlling a subsidiary corporation incorporated in or transacting business within this state or voting the stock of any corporation which it has lawfully acquired.
  - (l) Owning a limited partnership interest in a limited partnership that is doing business within this state, unless such limited partner manages or controls the partnership or exercises the powers and duties of a general partner.
  - (m) Owning, without more, real or personal property.
- (3) The list of activities in subsection (2) is not exhaustive.
- (4) This section has no application to the question of whether any foreign corporation is subject to service of process and suit in this state under any law of this state.

Please check one of the following if your firm is **NOT** a corporation:

- (I)  Partnership, Joint Venture, Estate or Trust
- (II)  Sole Proprietorship or Self Employed

**NOTE:** This sheet **MUST** be enclosed with your Proposal if you claim an exemption or have checked I or II above. If you do not check I or II above, your firm will be considered a corporation and subject to all requirements listed herein.

\_\_\_\_\_  
PROPOSER'S CORRECT LEGAL NAME

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT OR PROPOSER

**Offeror's Certification**

**WHEN OFFERER IS A PARTNERSHIP**

**IN WITNESS WHEREOF**, the Offeror hereto has executed this Proposal Form this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Print Name of Partnership

By: \_\_\_\_\_  
Signature of General or Managing Partner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name of Partner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Business Telephone Number

\_\_\_\_\_  
State of Registration

State of Florida  
County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me, the undersigned Notary Public of the State of Florida, personally appeared \_\_\_\_\_ as whose name(s) is/are \_\_\_\_\_ to the within instrument, and he/she/they acknowledged that he/she/they executed it.

**WITNESS** my hand  
and official seal

**NOTARY PUBLIC**  
**SEAL OF OFFICE:**

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp or Type  
as Commissioned.)

Personally known to me or  
Produced identification:

\_\_\_\_\_  
(Type of Identification Produced)

**DID** take an oath, or **DID NOT** take an oath

Offeror's Certification

WHEN OFFERER IS A CORPORATION

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this 12th day of October, 2012.

LEE Construction Group, Inc.

Print Name of Corporation

Florida

Print State of Incorporation

(CORPORATE SEAL)

By:

Signature of President /other Authorized Officer

Luis E. Enriquez

Print Name of President/other Authorized Officer

9485 NW 12 Street

Address of Corporation

Doral, FL 33172

City/State/Zip

786-487-0876

Business Telephone Number

ATTEST:

By:

Secretary

On this 12th day of October, 2012, before me, the undersigned Notary Public of the State of Florida, the foregoing instrument was acknowledge by

Luis E. Enriquez - President

(Name of Corporate Officer(s) and Title(s))

of LEE Construction Group, Inc. - Florida

on behalf of the Corporation.

(Name of Corporation and State of Place of Incorporation)

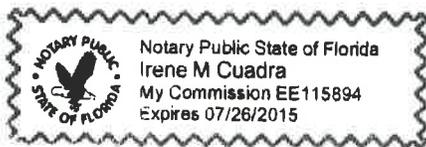
WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC SEAL OF OFFICE:

Irene M. Cuadra

(Name of Notary Public: Print, Stamp or Type as Commissioned)



Personally known to me, or Produced identification:

(Type of Identification Produced)

DID take an oath, or DID NOT did not take an oath

**Offeror's Certification**

**WHEN OFFERER IS A SOLE PROPRIETORSHIP OR  
OPERATES UNDER A FICTITIOUS OR TRADE NAME**

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Print Name of Firm

By: \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name of Individual

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_

\_\_\_\_\_  
Business Telephone Number

State of Florida  
County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me, the undersigned Notary Public of the

State of Florida, personally appeared \_\_\_\_\_  
*(Name(s) of individuals(s) who appeared before notary)*

and whose name(s) is/are Subscribed to the within instrument, and he/she/they acknowledged that he/she/they executed it.

WITNESS my hand  
and official seal

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**

**NOTARY PUBLIC  
SEAL OF OFFICE:**

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp or Type  
as Commissioned.)

Personally known to me, or  
Produced identification:

\_\_\_\_\_  
(Type of Identification Produced)

**DID** take an oath, or **DID NOT** did not take an oath

NON-COLLUSION AFFIDAVIT

State of Florida )

)ss.

County of Miami-Dade )

Luis E. Enriquez being first duly sworn, deposes  
and says that:

- (1) Affiant is the President  
*(Owner, Partner, Officer, Representative or Agent) of*  
LEE Construction Group, Inc. the Proposer that has submitted the  
attached Proposal;
- (2) Affiant is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Proposer nor and of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer or firm, or person to submit a collusive or sham Proposal in connection with the work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

**DRUG-FREE WORK PLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that  
**LEE Construction Group, Inc.** \_\_\_\_\_ does:  
*(Name of Business)*

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a drug-free workplace, any available drug counseling, Employee Assistance Programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee a copy of the statement specified in subsection (1) that are engaged in providing the commodities or contractual services that are proposed.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are proposed, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
**Proposer's Signature** 10/12/2012  
\_\_\_\_\_  
**Date**

**I CERTIFY THAT I AM AUTHORIZED TO EXECUTE THIS QUALIFICATION STATEMENT ON BEHALF OF THE APPLICANT. THE PROPOSER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATION STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY PROPOSER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE PROPOSER'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE CITY TO REJECT THE PROPOSAL, AND IF, AFTER TERMINATE THE AWARD AND/OR CONTRACT.**

\_\_\_\_\_  
*Signature*

State of Florida  
County of Miami-Dade

On this the 12th day of October, 2012, before me, the undersigned Notary Public of the State of Florida, personally appeared Luis E. Enriquez and whose name(s) is/are subscribes to the within instrument, and acknowledge it's execution.

NOTARY PUBLIC  
SEAL OF OFFICE:



Irene M. Cuadra  
\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**  
**Irene M. Cuadra**  
(Name of Notary Public: Print, Stamp or Type as Commissioned.)

Personally known to me, or  
Produced identification:

\_\_\_\_\_  
(Type of Identification Produced)



**CITY OF CORAL GABLES  
LOBBYIST  
ISSUE APPLICATION**

**REGISTRATION #:** \_\_\_\_\_

**HAVE YOU BEEN RETAINED TO LOBBY ANY OF THE FOLLOWING FOR THE STATED PURPOSE?**

Mayor, City Commissioners, City Attorney, City Manager, City Clerk, Assistant City Manager, Special Assistant to City Manager, Heads or Directors of Departments, and their Assistant or Deputy, Police Major or Chief, Fire Major or Chief, Building and Zoning Inspectors, Board, Committee Members, or any City Official or staff.

**FOR THIS PURPOSE:**

To encourage the passage, defeat or modification of any ordinance, resolution, action or decision of the City Commission; or any action, decision or recommendation of any Board, Committee or City Official.

**IF THE FOREGOING APPLIES TO YOU, YOU ARE REQUIRED TO REGISTER AS A LOBBYIST AND TO FILE THE FOLLOWING INFORMATION, UNDER OATH, WITH THE CITY CLERK FOR EACH ISSUE ADDRESSED. ISSUE FEE: NO CHARGE, PROVIDING YOU HAVE A CURRENT ANNUAL LOBBYIST REGISTRATION DOCUMENT ON FILE.**

Print Your Name

\_\_\_\_\_ LOBBYIST

Print Your Business Name

Business Telephone Number

Business Address

\_\_\_\_\_ ADDRESS

\_\_\_\_\_ CITY, STATE

\_\_\_\_\_ ZIP CODE

Corporation, Partnership, or Trust Represented:

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

Principal Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**ISSUE:** Describe in detail, including address, if applicable, of the specific issue on which you will lobby: **(Separate Application is required for each specific issue)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_ hereby swear or affirm under penalty of per-  
jury that all the facts contained in this Application are true and that I am aware  
that these requirements are in compliance with the provisions of the City of Coral  
Gables Ordinance No. 2006-11, governing Lobbying.

\_\_\_\_\_  
Signature of Lobbyist

\_\_\_\_\_  
Date

STATE OF FLORIDA     )  
  )  
COUNTY OF DADE     )

BEFORE ME personally appeared \_\_\_\_\_ to me well known and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed.

WITNESS my Hand and Official Seal this \_\_\_\_\_.

\_\_\_\_ Personally Known

\_\_\_\_ Produced ID

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

**For Office Use Only**

Data Entry Date: October, 20    .

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

Annual Fees Waived for Not-for-Profit Organization. Please attach documentary proof.



**CITY OF CORAL GABLES  
LOBBYIST ANNUAL REGISTRATION APPLICATION  
FOR EACH PRINCIPAL REPRESENTED**

REGISTRATION #: \_\_\_\_\_

**HAVE YOU BEEN RETAINED TO LOBBY ANY OF THE FOLLOWING FOR THE STATED PURPOSE?**

**CITY OFFICIALS:** Mayor, City Commissioners, City Attorney, City Manager, City Clerk, Assistant City Manager, Special Assistant to City Manager, Heads or Directors of Departments, and their Assistant or Deputy, Police Major or Chief, Fire Major or Chief, Building and Zoning Inspectors Board, Committee Members, or any other City Official or staff.

**FOR THIS PURPOSE:** To encourage the approval, disapproval, adoption, repeal, passage, defeat or modification of any ordinance, resolution, action or decision of the City Commission; or any action, decision or recommendation of the City Commission, any Board, Committee or City Official.

**IF THE FOREGOING APPLIES TO YOU, YOU ARE REQUIRED TO REGISTER AS A LOBBYIST:**

Print Your Name \_\_\_\_\_ LOBBYIST

Print Your Business Name, if applicable \_\_\_\_\_

Business Telephone Number \_\_\_\_\_

Business Address \_\_\_\_\_  
ADDRESS CITY, STATE ZIP CODE

Federal ID#: \_\_\_\_\_

State the extent of any business or professional relationship you have with any current member of the City Commission.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME \_\_\_\_\_ COMPANY NAME, , IF APPLICABLE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_



# ATTACHMENT B

## CONSTRUCTION FORMS

### **Bid Bond**

**Contractor's Performance & Payment Bond (Surety)**

**Contractor's Performance & Payment Bond (Cash)**

**Partial Release of Lien**

**Final Release of Lien**



BID BOND

IN WITNESS HEREOF, the above bounded parties have executed this instrument under their several seals this 4th day of October, A.D., 2012, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

WITNESS  
(If Sole Ownership or Partnership,  
Two (2) Witnesses Required.  
If Corporation, Secretary Only  
will attest and affix seal).

(1) \_\_\_\_\_  
(2) \_\_\_\_\_

WITNESS:  
(1) \_\_\_\_\_  
(2) \_\_\_\_\_

PRINCIPAL

Lee Construction Group, Inc.  
Name of Firm

\_\_\_\_\_  
(SEAL)  
Signature of Authorized Officer

President  
Title

9485 Northwest 12th Street  
Business Address

Doral, Fl 33172  
City, State

SURETY:

Western Surety Company  
Corporate Surety

Charles D. Nielson  
Attorney-In-Fact Charles D. Nielson (SEAL)

P.O. Box 5077  
Business Address

Sioux Falls, SD 57117-5077  
City, State

Nielson, Hoover & Associates  
Name of Local Agency

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Laura D Mosholder, John R Neu, Charles J Nielson, Brett M Rosenhaus, Kevin Wojtowicz, Mary C Aceves, Glenn Arvanitis, Charles D Nielson, David R Hoover, Katherine S Grimsley, Edward M Clark, Individually**

of Miami Lakes, FL, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Senior Vice President and its corporate seal to be hereto affixed on this 17th day of November, 2011.

WESTERN SURETY COMPANY

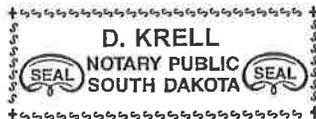


Paul T. Bruflat  
Paul T. Bruflat, Senior Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 17th day of November, 2011, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Senior Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires  
November 30, 2012



D. Krell  
D. Krell, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 4th day of October, 2012



WESTERN SURETY COMPANY

L. Nelson  
L. Nelson, Assistant Secretary

**Ongoing Contracts**

Owner	Project	Contract Amount	Anticipated Completion
Miami Dade County Water and Sewer	EMD Generators Ventilation	\$247,470	August 2012
General Service Administration	Moisture Protection Repairs Courthouse Albany, GA	\$827,699	July 2012
General Service Administration	CSO Station Ballistic Hardening James L. King Courthouse Miami	\$104,513	November 2012
General Service Administration	Renovation of Five Courthouses located in Georgia	\$324,142	November 2012
National Park Service	Replace Garage/Entry Doors National Military Park GA	\$119,544	April 2012
U.S. Navy	Key West Fire Suppression	\$515,558	December 2012
Miami Dade County Port of Miami	Terminal J Upgrades (Interior Renovation)	\$805,283	January 2013
National Park Service	Andersonville Monuments Clean and Repoint	\$19,764	May 2012
Miami Dade County Water and Sewer	Small Diameter Watermain Replacement	\$303,138	November 2012



LEE Construction Group, Inc.  
**References**

- National Park Service  
100 Alabama Street – Atlanta, GA 30303  
Contact: Laurie Chestnut  
Phone: (404) 507-5745  
Fax: (404) 562-3256  
Email: laurie\_chestnut@nps.gov
- Jackson Health System  
1500 NW 12 Avenue, Suite 814 – Miami, FL 33136  
Contact: Kevin Guhl  
Phone: (305) 585-7829  
Fax: (305) 585-6719  
Email: Kevin.Guhl@jhsmiami.org
- NAVFAC Southeast  
PWD FEAD Key West P.O.BOX 9018 – Key West, FL 33040  
Contact: Jeanette Sweeting  
Phone: (305) 293-3863  
Fax: (305) 293-2631  
Email: Jeanette.sweeting@navy.mil
- U.S. General Services Administration  
77 Forsyth Street Room T8 – Atlanta, GA 30303  
Contact: Bernice Jackson  
Phone: (404) 331-4616  
Email: bernice.jackson@gsa.gov

# LUIS E. ENRIQUEZ

## SUMMARY OF QUALIFICATIONS

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- Experience with a wide range of construction trades and techniques; field and management skills utilizing communication and leadership.
- Computer literate in:
  - Windows, Excel Word, Primavera P3, Quantum, AutoCAD, etc
- Experience with multi-tasking.
- Goal-oriented, hard-working, committed, team player and apt to working under pressure and stressful environments.
- Exceptional customer service skills: ability to help customers with questions or concerns.
- Excellent oral and written communication skills, interpersonal skills, and organizational skills.
- Bilingual: Fluent in both English and Spanish.
- Certified General Contractor CGC#1513409
- OSHA Certified
- Knowledgeable and familiar with job order contracting and various unit price books.
- On-hand Construction Knowledge

## CURRENT DUTIES

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### **President, CEO**

- Directly oversees the day to day operation of the company.
- Duties include contract negotiations, project management, estimating and scheduling projects.
- Work with subcontractors and workers as needed
- On field work as needed.

## CONSTRUCTION EXPERIENCE

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- Over 12 years of field and management experience working for various local companies in the Miami Dade Area. Starting as a field worker and ending as a project manager, therefore familiar with all aspects of construction.
- Obtained a construction management degree while working full time.
- Licensed general contractor in the State of Florida.

## EDUCATION

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<b>6/1999 – 6/2008</b>	<b>Florida International University</b>	<b>Miami, FL</b>
	<b>Bachelor's in Construction Management</b>	
<b>8/1995 - 5/1999</b>	<b>Christopher Columbus High School</b>	<b>Miami, FL</b>
	<b>High School diploma</b>	

## REFERENCES

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Available upon request



STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD  
1940 NORTH MONROE STREET  
TALLAHASSEE FL 32399-0783

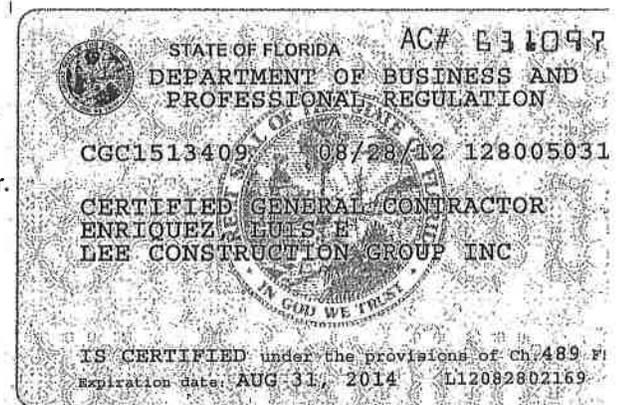
(850) 487-1395

ENRIQUEZ, LUIS E  
LEE CONSTRUCTION GROUP INC  
9485 NW 12 STREET  
DORAL FL 33172

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto [www.myfloridalicense.com](http://www.myfloridalicense.com). There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



DETACH HERE

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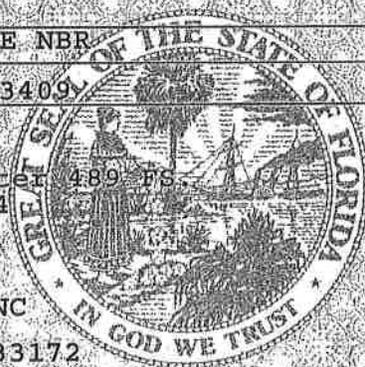
STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
CONSTRUCTION INDUSTRY LICENSING BOARD

SEQ# L12082802169

DATE	BATCH NUMBER	LICENSE NBR
08/28/2012	128005031	CGC1513409

The GENERAL CONTRACTOR  
Named below IS CERTIFIED  
Under the provisions of Chapter 489 FS  
Expiration date: AUG 31, 2014



ENRIQUEZ, LUIS E  
LEE CONSTRUCTION GROUP INC  
9485 NW 12 STREET  
DORAL FL 33172

RICK SCOTT  
GOVERNOR

KEN LAWSON  
SECRETARY

DISPLAY AS REQUIRED BY LAW



CITY OF DORAL  
LOCAL BUSINESS TAX RECEIPT  
RENEWAL

2012-201

LEE CONSTRUCTION GROUP, INC.

9485 NW 12 ST  
DORAL, FL 33172

BUSINESS CODE:

GENERAL BUILDING CONTRACTOR

LICENSE NO. 2013004250

DESCRIPTION OF TAXES		TAXES LEVIED		
BUSINESS TAX RECEIPT FEE		\$30.00		
AMOUNT DUE BY SEPTEMBER 30, 2012		\$30.00		
October 2012 10%	November 2012 15%	December 2012 20%	January 2013 25%	February 2013 25% + \$100
\$ 33.00	\$ 34.50	\$ 36.00	\$ 37.50	\$ 137.50

www.cityofdoral.com • 305-593-6631 • Fax 305-593-6768  
RETAIN THIS PORTION FOR YOUR RECORDS