

**SECTION IV
REQUIRED FORMS**

BID REQUIREMENTS CHECKLIST

Bidder has completed the required documents listed in the checklist below. The required documents shall be executed, notarized (if applicable), and submitted as a condition to this Invitation for Bids. Bidder shall electronically submit all required documents and any other pertinent information electronically through the eBid System.

Required Documents	Yes	No
Section E: Bid Sheets and Bid Schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section F: Bid Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section G: Non-Collusive Affidavit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section H: Sworn Statement on Public Entity Crimes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section I: Drug-Free Workplace Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section J: Indemnification Clause	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section K: Bidder's Qualification Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section L: Certified Resolution	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section M: Florida (Non-Florida) Corporations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section N: References	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section O: Acknowledgement of Conformance with O.S.H.A. Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section P: Bidder's Affidavit in Compliance with Florida Trench Safety Act	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section Q: Scrutinized Companies Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section R: E-Verify Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Financials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Tax Receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copies of Valid Licenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Work Plan

SECTION E

BID SHEETS

PROJECT NAME: Recreation Complex HVAC Replacement Project
PROJECT NO.: IFB No. 01-04-23-11

THIS BID SUBMITTED BY: Master Mechanical Services, Inc.
Company Name
Tina Pinna-Flowers
Authorized Company Representative
15181 NW 33 Pl.
Address
Miami FL 33054
City, State, Zip

1. The undersigned Bidder proposes and agrees, if this bid is accepted, to enter into an agreement with City in the form included in the Contract Documents to perform and furnish all work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this bid and in accordance with the other terms and conditions of the Contract Documents.
2. Bidder accepts all of the terms and conditions of the Invitation for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of bid security. This bid will remain subject to acceptance for ninety (90) days after the day of bid opening. Bidder will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within ten (10) days after the date of City's Notice of Award.
3. In submitting this bid, Bidder represents, as more fully set forth in the Agreement, that:
 - (a) Bidder has examined copies of all the Contract Documents and of the following Addenda (receipt of all which is hereby acknowledged.)

Addendum No: <u>Q+A</u>	Dated: <u>12/20/22</u>
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
 - (b) Bidder has familiarized himself with the nature and extent of the contract documents, work, site, locality, and all local conditions and law and regulations that in any manner may affect cost, progress, performance or furnishing of the work.
 - (c) Bidder has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests and studies which pertain to the subsurface or physical conditions at the site or otherwise may affect the cost, progress performance or furnishing of the work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract

Documents, and no additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by Bidder for such purposes.

- (d) Bidder has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports or similar information or data in respect of said Underground Facilities are or will be required by Bidder in order to perform and furnish the work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents.
- (e) Bidder has correlated the results of all such observations, examinations, investigations, explorations, tests, reports and studies with the terms and conditions of the Contract Documents.
- (f) Bidder has given Procurement Manager written notice of all conflicts, errors, discrepancies that it has discovered in the Contract Documents and the written resolution by the Procurement Manager is acceptable to Bidder.
- (g) This bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the City.

4. Bidder will complete the work for the following price:

Lump Sum \$ 584,800

Five hundred eighty four thousand eight hundred dollars
Lump Sum (Written)

5. Bidder agrees that the work will be completed within one hundred fifty (150) calendar days after the date stipulated in the Notice to Proceed.

6. Communications concerning this bid shall be addressed to:

Company Name: Master Mechanical Services, Inc.

Bidder's Name: Tina Pinna-Flowers

Bidder's Title: CEO

Address: 15181 NW 33 Pl.

City/State/Zip: miami, FL 33054

Phone: 305-825-3004 Fax: 305-825-1607

Email: info@mastermechanicalservices.com

Web Address: mastermechanical-services

7. The terms used in this bid are the same as defined in the General Conditions, Specifications and other parts of the Contract Documents

SUBMITTED on January 3rd, 2023,

If BIDDER is:

An Individual

By _____
(SEAL) (Individual's Name)

doing business as _____

Business address: _____

Phone No: _____

A Partnership

By _____
(SEAL) (Firm's Name)

(General Partner)

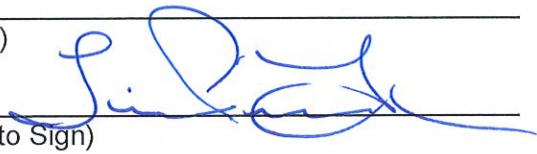
Business address: _____

Phone No: _____

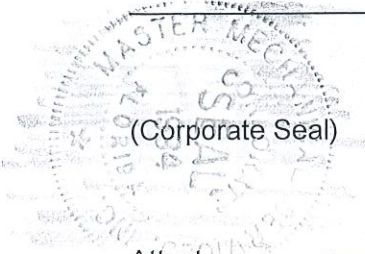
A Corporation

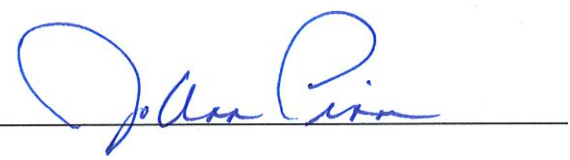
By Master Mechanical Services, Inc.
(Corporation name)

Florida
(State of Incorporation)

By Tina Pinna-Flowers 
(Name of Person Authorized to Sign)

CFO
(Title)



Attest JoAnn Pinna 
(President)

Business address: 15181 NW 33 Pl.
Miami, FL 33054

Phone No: 305-825-3004

A Joint Venture

By _____
(Name)

(Address)

By _____
(Name)

(Address)

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder: Master Mechanical
Services, Inc

Bid Schedule

Manufacturer	Description	Model #	Serial #	Filter	Freon	Belts	Quantity	Total
CARRIER	Condenser	38AUZA16AOK5A0A00	1510U06893	N/A	R410A	DD		
CARRIER	Air Handler	38AUZA16AOK5A0A00	2193t37084	16x25x2 (4)	410A	A36	1	\$ 37,500
CARRIER	Condenser	38AUZ07AOK5	1510006880	N/A	R410A	DD		
CARRIER	Air Handler	40RUAA07A2A6A0A0A0	2110U11236	16x25x2 (4)	R410A	A36	1	\$ 19,300
CARRIER	Condenser	30AUZA16AOK5A	1510U06880	N/A	R22	B52		
CARRIER	Air Handler	39ID1122AB1131S	2193T37085	16x25x2 (4)	R410A	A36	1	\$ 37,500
CARRIER	Package	50PGAM09JA50	1510G30014	20x25x2 (4)	R410A	A62	1	\$ 32,100
CARRIER	Package	50PGAM14JA50	1510G30016	20x25x2 (4)	R410A	AX64	1	\$ 36,400
CARRIER	Package	50PGAM09JA50	1510G30015	20x25x2 (4)	R410A	AX62	1	\$ 31,600
CARRIER	Package	50PMM24KB51AA	1410G30034	16x25x2 (9)	R410A	BX38	1	\$ 48,100
CARRIER	Package	50PMM24KB51AA	1410G30035	16x25x2 (9)	R410A	BX38	1	\$ 48,100
CARRIER	Package	50PMM24KB51AA	1410G40036	16x25x2 (9)	R410A	BX38	1	\$ 48,100
CARRIER	Package	50PMM24KB51AA	1410G40037	16x25x2 (9)	R410A	BX38	1	\$ 48,100
CARRIER	Package	50HCD24ABB5AOK30A	2216P15639	16x25x2 (9)	R410A	B46	1	\$ 43,600
CARRIER	Package	50HCD08A2B5AOK30A	2116P96326	20x20x2 (4)	R410A	A48	1	\$ 26,200
CARRIER	Package	50HCD14A2B5AOK30	2116PO5753	18x24x2 (6)	R410A	A46	1	\$ 37,900
CARRIER	Package	50PMAM16KB50AA	1410G20038	16x25x2 (9)	R410A	B38	1	\$ 36,700
CARRIER	Package	50TCD24ABB5AOAOAO	2195P22355	20x25x2 (6)	R410A	B46	1	\$ 43,600
Removal of Existing HVAC Units (Including Legal Disposal)							Lump Sum	0
Owner's Contingency Allowance								\$10,000
Total Cost Replacement Units (Including Installation)								584,800
Note: The prices quoted must include all costs and expenses for taxes, installation, labor, equipment, materials, delivery, permits, inspections, and any other costs for performing and completing HVAC replacement for the units above.								

SECTION F

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, Master Mechanical Services, Inc.

as Principal and Contractor, and United States Fire Insurance Company

hereinafter called Surety, are held and firmly bound unto City of Coconut Creek, a political subdivision of the State of Florida, and represented by its City Manager, in the sum of five percent (5%) of the total amount bid of:

Five Percent of Amount Bid
 (Written Dollar Amount)

5% of
 dollars (\$ Amount Bid) lawful money of the United States of America, for the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally by these presents.

WHEREAS, the Principal contemplates submitting or has submitted, a bid to the City of Coconut Creek for the furnishing of all labor, materials (except those to be specifically furnished by the City), equipment, machinery, tools, apparatus, means of transportation for, and the performance of the work covered in the bid and the detailed Drawings and Specifications, entitled:

**Recreation Complex HVAC
 Replacement Project
 IFB NO. 01-04-23-11**

WHEREAS, it was a condition precedent to the submission of said bid that a cashier's check, certified check, or bid bond in the amount of five percent (5%) of the Base Bid be submitted with said bid as a guarantee that the Bidder would, if awarded the Contract, enter into a written Contract with the City for the performance of said Contract, within ten (10) consecutive calendar days after written notice having been given of the award of the Contract.

NOW, THEREFORE, the conditions of this obligation are such that if the Principal within ten (10) consecutive calendar days after written notice of such acceptance, enters into a written Contract with the City of Coconut Creek and furnishes the Performance and Payment Bonds, each in an amount equal to one hundred percent (100%) of the awarded bid, satisfactory to the City, then this obligation shall be void; otherwise the sum herein stated shall be due and payable to the City of Coconut Creek and the Surety herein agrees to pay said sum immediately upon demand of the City in good and lawful money of the United States of America, as liquidated damages for failure thereof of said Principal.

IN WITNESS WHEREOF, the said Master Mechanical Services, Inc.

as Principal herein, has caused these presents to be signed in its name by its _____

_____ and attested by its _____

_____ under its corporate seal, and the said _____

United States Fire Insurance Company as Surety herein, has caused these presents

to be signed in its name by its Attorney-in-Fact _____

_____ and attested in its name by its Secretary _____

_____ under its corporate seal, this 4th day of January A.D.,

2023

Signed, sealed and delivered
in the presence of:



Tina Pinna-Flowers

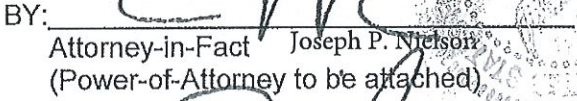
As to Principal

PRINCIPAL: Master Mechanical Services, Inc.

BY: 

NAME: JoAnn Pinna, President

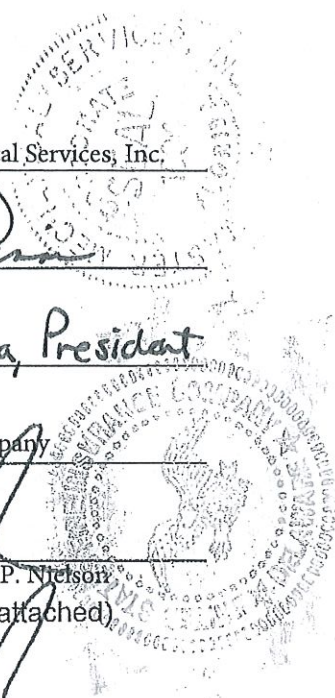
United States Fire Insurance Company
Surety

BY: 
Attorney-in-Fact Joseph P. Nielson
(Power-of-Attorney to be attached)

BY: 
Resident Agent Joseph P. Nielson

As Per Attached Power of Attorney

As Per Attached Power of Attorney
As to Surety



POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY

0092722

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

*Ian A. Nipper, David Russell Hoover, Joseph Penichet Nielson,
Charles David Nielson, Charles Jackson Nielson, Shawn Alan Burton, Jarrett Merlucci*

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: **Seven Million, Five Hundred Thousand Dollars (\$7,500,000)**.

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 31, 2023.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

- (a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;
- (b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

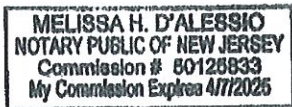
IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 28th day of September, 2021.

UNITED STATES FIRE INSURANCE COMPANY

Matthew E. Lubin, President

State of New Jersey }
County of Morris }

On this 28th day of September, 2021, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.



Melissa H. D'Alessio

(Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 4th day of January 20 23

UNITED STATES FIRE INSURANCE COMPANY

Alfred N. Wright, Senior Vice President



Completion Time: 150 Calendar Days

Work shall be commenced in accordance with the Agreement date and shall be completed within 150 calendar days as stipulated in the Notice to Proceed.

Bidder: Master Mechanical Services, Inc.

Address: 15181 NW 33 Pl.

City/State/Zip miami, FL 33054

By: Tina Pinna-Flowers

Title: CFD

Signature: [Handwritten Signature]

Attest: [Handwritten Signature]

(CORPORATE SEAL)



REMAINDER OF THIS PAGE WAS LEFT INTENTIONALLY BLANK

SECTION G

NON-COLLUSIVE AFFIDAVIT

State of Florida)
County of Miami-Dade)ss

Tina Pinna-Flowers being first duly sworn, deposes and says that:

- (1) He/she is the Owner/CFO
(Owner, Partner, Officer, Representative or Agent)
of Master Mechanical Services, Inc. the Bidder that has submitted the attached bid;
- (2) He/she is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
- (3) Such bid is genuine and is not a collusive or sham bid;
- (4) Neither the said Bidder nor any 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 Bidder, 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 Bidder, firm or person to fix the price or prices in the attached bid of any other Bidder, or to fix an overhead, profit, or cost elements of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- (5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

[Signature]
[Signature]

By: [Signature]

Tina Pinna-Flowers
(Printed Name)

CFO
(Title)

ACKNOWLEDGEMENT

State of Florida

County of Miami-Dade

The foregoing instrument was acknowledged before me this 2 day of January,
2023, by Tina Pinna-Flowers, who is personally known to me or who has produced
_____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal

[Signature]
NOTARY PUBLIC

STEPHANIE PINERO
Commission # HH 078505
Expires February 5, 2025
Bonded Thru Budget Notary Services

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

SECTION H

SWORN STATEMENT ON PUBLIC ENTITY CRIMES UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).

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

1. This sworn statement is submitted with IFB No. 01-04-23-11 for Recreation Complex HVAC Replacement Project.
2. This sworn statement is submitted by Master Mechanical Services Inc. (name of entity submitting sworn statement) whose business address is 15181 NW 53 Pl. Miami FL 33054 and (if applicable) its Federal Employer Identification Number (FEIN) is 65-0460474. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
3. My name is Tina Pinna-Flowers and my
(Please print name of individual signing)
relationship to the entity named above is CFO / owner.
4. 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 with the United States, including, but not limited to, any bid 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.
5. I understand that a "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, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, includes but is not limited to:
 1. A predecessor or successor of a person convicted of a public entity crime: or
 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 thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Section 287.133(1)(e), Florida Statutes as amended from time to time, 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 bids or applies to bid 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, who are active, or who have been active, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity within the last five (5) years of this sworn statement.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **Please check all statements that are applicable.**

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, AND (Please indicate which additional statement applies.)

There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

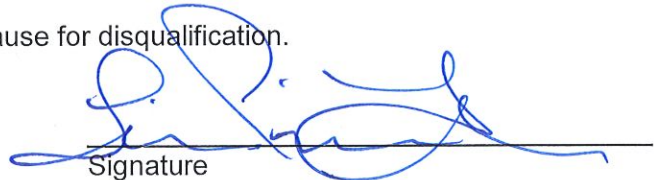
9. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **Please check if statement is applicable.**

The person or affiliate has not been placed on the convicted vendor list. (If the box is not checked, please describe any action taken by or pending with the Department of General Services.)

10. The herein sworn statement shall be subject to and incorporate all the terms and conditions contained in Section 287.133, Florida Statutes as amended from time to time.

11. Conviction of a public entity crime shall be cause for disqualification.

Master Mechanical Services, Inc.
Bidder's Name


Signature

Date: 1/2/23

State of: Florida

County of: Miami Dade

The foregoing instrument was acknowledged before me this 2 day of January, 2023, by Tina Pima-Flowers, who is (who are) personally known to me or who has produced _____ as identification and who did (did not) take an oath.

[Signature]
Notary Public Signature



STEPHANIE PINERO
Commission # HH 078505
Expires February 5, 2025
Bonded Thru Budget Notary Services

Notary Name, Printed, Typed or Stamped

Commission Number: _____

My Commission Expires: _____



5440 NW 33rd Avenue Suite 106
Ft. Lauderdale, Florida 33309
(954) 677-1200 Phone
(954) 677-1201 Fax

March 9, 2011

To Whom it May Concern:

Total Compliance Network implemented a State of Florida Drug Free Workplace Program for the company listed below. TCN also provided the below-indicated services. If you have any questions, please feel free to contact me at my office, (800) 881-4826.

Company Name: **MASTER MECHANICAL SERVICES, INC.**
Address: **15181 NW 33RD PLACE**
MIAMI, FL 33054
Telephone #: **(305) 825-3004**
Contact Person: **Tina P Flowers**

Date TCN Implemented program with the above contact person: March 2011

TCN provided the above-named company with a Compliance Manual which includes:

1. An Employee handbook containing company policy and all necessary information (i.e., Information on where to seek help, medications that affect the outcome of a drug test, etc.).
2. Initial 60-day Drug Free Workplace notification.
3. Employee agreement forms, including company disciplinary action.
4. A Supervisor's handbook.
5. Information to post in conspicuous locations (signs, posters).
6. Additional forms and agreements (rehabilitation, notification of positive test results, etc.).

TCN has also set up a drug screen collection site, AHCA or NIDA certified testing laboratory, on-staff Medical Review Officer, results reporting (telephone and hard copy) and billing.

TCN has instructed the above-named contact person on the following procedures:

1. Distribution of 60-day Drug Free Workplace notification.
2. Conducting the Employee meeting including distribution of Employee handbook, educational material and collection of signed paperwork.
3. Drug testing requirements and procedures for testing:
 - a. Job Applicants
 - b. Post-accident
 - c. Reasonable suspicion
 - d. Return-to-work.
 - e. Random (if applicable).
 - f. Routine fitness-for-duty.

TCN will also continue to act as a consultant for any questions regarding this program, but will not be held responsible for any company's negligence or inability to perform the State of Florida Drug Free Workplace requirements using TCN or TCN materials.

Total Compliance Network Representative
Nick Mirowsky

A handwritten signature in black ink, appearing to read "Nick Mirowsky", is written over a horizontal line. The signature is stylized and extends to the right of the line.

SECTION J

INDEMNIFICATION CLAUSE

The parties agree that one percent (1%) of the total compensation paid to Contractor for the work of the Contract shall constitute specific consideration to Contractor for the indemnification to be provided under the Contract. The Contractor shall indemnify and hold harmless the City Commission, the City of Coconut Creek, and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the City, or any of their agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on this amount or type of damages compensation or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation Acts, Disability Benefit Acts or other Employee Benefit Acts. Nothing in this section shall affect the immunities of the City pursuant to Chapter 768, Florida Statutes, as amended from time to time, nor shall it constitute an agreement by the City to indemnify Contractor, its officers, employers, subcontractors or agents against any claim or cause of action. This section shall not be construed as consent to be sued by any third parties in any matter arising out of this Agreement. The foregoing indemnification and release shall survive the termination of this Agreement.

Master Mechanical Services, Inc. [Signature] 1/2/23
Contractor's Name Signature Date

State of: Florida

County of: Miami-Dade

The foregoing instrument was acknowledge before me this 2 day of January, 2023 by Tina Pinna-Flowers, who is (who are) personally known to me or who has produced _____ as identification and who did (did not) take an oath.

[Signature]
Notary Public Signature

STEPHANIE PINERO
Commission # HH 078505
Expires February 5, 2025
Bonded Thru Budget Notary Services

Notary Name, Printed, Typed or Stamped _____

Commission Number: _____

My Commission Expires: _____

SECTION K

BIDDER'S QUALIFICATIONS

NOTE: This statement of Bidder's Qualifications must be completely filled out, properly executed and returned as part of your bid.

- 1. List the true, exact and proper names of the company, partnership, corporation, trade or fictitious name under which you do business and principals by name and titles:

Name of Company: Master Mechanical Services, Inc

Address: 15181 NW 33 Pl.

City: Miami State: FL Zip: 33054

Phone No.: 305-825-3004 Fax No.: 305-825-1607

Federal Tax I.D.: 65-0460474

Principals: JoAnn Pinna Titles: President

William Pinna V. Pres

Tina Pinna-Flowers CFO

Sean Pinna Secretary / William Flowers Dir

- 2. a. Are you licensed, as may be required, in the designated area(s) of Broward County, Florida?

Yes [checked] No

- b. List Principals Licensed:

Name(s): William Flowers CMC057200 Title: Dir.

Sean Pinna CMC056729 Secretary

Remarks:

- 3. How long has your company been in business and so licensed? 1/1994

- 4. If Bidder is an individual or a partnership, answer the following: N/A

- a. Date of organization:

BIDDER'S QUALIFICATIONS

b. Name, address and Ownership percentage of all partners:

JoAnn Pinna 31.0 %
William Pinna 13.3 %
Tina Pinna-Flowers 20 %
Sean Pinna 20 %
William Flowers 15.67 %

c. State whether general or limited partnership: Corp.

If Bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals.

5. If Bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute. N/A

6. How many years has your organization been in business under its present business name?

January 1994

a. Under what other former names has your organization operated?

N/A

7. a. Has your company ever failed to complete a bonded obligation or to complete a Contract?

Yes _____ No

b. If so, give particulars including circumstances, where and when, name of bonding company, name and address of City and disposition of matter:

N/A

BIDDER'S QUALIFICATIONS

8. Litigation/Judgments/Settlements/Debarments/Suspensions:
Submit information on any pending litigation and any judgments and settlements of court cases relative to providing the services requested herein that have occurred within the last three (3) years. Also indicate if your firm has been debarred or suspended from doing business with any government agency and/or professional board.

N/A

9. a. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

Resumes provided for all owners

b. State the name of the individual(s) and titles who will personally supervise the work:

Sean Pinna, owner
William Flowers, owner

10. List name and title of persons in your company who are authorized to enter into a Contract with the City of Coconut Creek, Florida for the proposed work should your company be the Successful Bidder.

Name:	Tina Pinna-Flowers	JoAnn Pinna	Sean Pinna
Title:	owner/cfo	President	Secretary

11. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

N/A

12. Will you subcontract any part of this work? If so, give details including a list of each subcontractor(s) that will perform work in excess of ten percent (10%) of the contract amount, the approximate percentage, and the work that will be performed by each such subcontractor(s). Include the name of the subcontractor(s) and the approximate percentage of work.

N/A

13. Under what conditions does the Bidder request Change Orders.

For any work not specified in the contract
and thought to be out of stated scope of work

14. Bank References:

Bank	Address/City/State/Zip	Telephone
FSU CU	Tallahassee, FL	Grant Abbott 850/309-8812
JP morgan chase	miami, FL	Adrian Romero 305/498-0640

15. Attach a financial statement including Bidder's latest balance sheet and income statement showing the following items: (Attached) 2021

- a) Current Assets (e.g. cash, joint venture accounts, accounts receivable, notes, receivable, accrued income, deposits, materials, real estate, stocks and bonds, equipment, furniture and fixtures, inventory and prepaid expenses)
- b) Net Fixed Assets
- c) Other Assets
- d) Current Liabilities (e.g. accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, real estate encumbrances and accrued payroll taxes)
- e) Other Liabilities (e.g. capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earnings)

16. State the name of the firm preparing the financial statement and date thereof:

Keefe McCullough

17. Is this financial statement for the identical organization named on page one? Yes No

18. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g. parent-subsidiary).

N/A

19. Have you personally inspected the site of the proposed work?

Yes No (by Sean Pinna)

20. Do you have a complete set of documents, including drawings and addenda, if applicable?

Yes No

21. Did you attend the pre-bid conference if any such conference was held?

Yes No No Conference Held

The undersigned guarantees the authenticity of the foregoing statements and does hereby authorize and request any person, firm or corporation to furnish any information requested by the City of Coconut Creek, Florida to verification of the recitals comprising this statement of the Bidder's qualifications. **DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE BIDDER'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE CITY TO REJECT THE BID, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.**

Date: 1/3/23

[Signature]
Signature

Tina Pinna-Flowers
Print Name

Master Mechanical Services, Inc
Company

CEO/owner
Title

If Corporation (Seal) If Individual or Partnership, two Witnesses are required:

[Signature]
Witness

[Signature]
Witness

Respectfully submitted
(CORPORATE SEAL)




Master Mechanical Services, Inc.
Company - Contractor

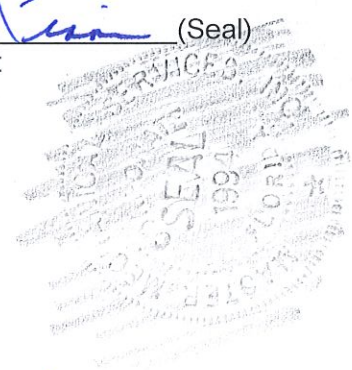
REMAINDER OF PAGE WAS LEFT INTENTIONALLY BLANK

BIDDER'S QUALIFICATIONS

ATTEST:



Secretary

By  (Seal)
President



Witness

Witness


Contractor Signature

Construction Industry Licensing Board

Registration No.: _____

Certification No.: CMC 057200

Qualifying Individual: William Flowers

Tina Marie Pinna-Flowers

15220 S River Dr
Miami, FL 33169
305/825-3004 (work)
305/769-9243

Email: tpinna@mastermechanicalservices.com

EDUCATION: Bachelor of Science in Finance and Entrepreneurship/Small Business Management
The Florida State University: Tallahassee, Florida
Graduation Date: May 1998, Summa Cum Laude

WORK EXPERIENCE:

May 1998 – Present **Master Mechanical Services, Inc.:** Miami, Florida
Comptroller. Establish and maintain computer accounting system, create invoice forms and customer and vendor databases, close fiscal year records, accounts payable, accounts receivable, and purchasing.

January 1998 – April 1998 **Florida North Shore Technology Center.:** Tallahassee, Florida
Research Management Intern. Assist in the research and writing of business plans for new and existing businesses.

October 1995 – December 1997 **Margaret Lynn Duggar & Associates.:** Tallahassee, Florida
Staff Assistant. All aspects of association management; maintained membership databases of up to 750 records, layout and design of monthly newsletters and other printed materials, accounts receivable, organized conference workshops and registration for up to 1,000 attendees, trained conference volunteers, developed annual association budget.

LICENSES/CERTIFICATIONS:

June 2002 State of Florida Certified General Building Contractor, CGC 1506699

ACTIVITIES & HONORS:

Betta Gamma Sigma
Golden Key National Honor Society
Florida Academic Scholar
Florida State University Dean's List (1994-1998)
Florida State Water Polo Club
Summa Cum Laude
Nations Bank Scholarship recipient
Phi Eta Sigma
Robert C. Byrd Scholarship recipient

Sean Pinna

18241 NW 85 Avenue
Miami, FL 33015
305/558-1250

E mail: spinna@mastermechanicalservices.com

EDUCATION: **Miami-Dade Community College:** Emergency Medical Technician
Graduation Date: August 2003
Miami-Dade Community College: Miami, Florida
Building Code/Fire Safety/Mechanical Code
Graduation Date: February 22. 2002
Miami-Dade Community College: Miami, Florida, 1990-1992
American Senior High School: Miami, Florida
Graduation Date: June 1990

WORK EXPERIENCE:

January 2004 - Present **JEM Engineering:** Miami, Florida
Field Mechanical Inspector/Plans Reviewer. Private provider and Village of Pinecrest

January 2008- Present **City Of Doral,** Doral ,Florida
Field Mechanical Inspector/Plans Reviewer

January 2004 – Present **Master Mechanical Services, Inc.:** Miami, Florida
Vice President of Operations. Oversee journeymen and mechanic helpers in service repair and installation of HVAC, process plans and oversee inspections.

May, 2001 – January 2004 **City of Miami Beach:** Miami Beach, Florida
Senior Mechanical Inspector. Process permit applications, review building plans for code compliance, perform field inspections of projects for code compliance. Project scopes include hi-rise multifamily, hi-rise business, single family, and hospitals.

1990 – May, 2001 **Master Mechanical Services, Inc.:** Miami, Florida
Service Manager/Mechanic Supervisor. Oversee journeymen and mechanic helpers in service repair and installation of HVAC, process plans and oversee inspections.

LICENSES/CERTIFICATIONS:

2002 Miami Dade County Board of Rules and Appeals Mech. Inspector/Mech. Plans Examiner
1994 State of Florida Certified Mechanical Contractor, CMC 056729

ACTIVITIES & HONORS:

Eagle Scout/Order of the Arrow

COMPUTER SKILLS:

Knowledge of Windows XP, Microsoft Word, Excel, Power Point

REFERENCES:

Chief George Taylor, *City of Doral*, 305/593-6375
Jesse Baez, *JEM Engineering*, 786/286-2500

William Flowers

15220 S River Dr.
Miami, FL 33169
305/769-9243

EDUCATION:

Trane Company: Miami, Florida
Continuing Education
Graduation Date: June 2000

Carrier Company: Miami, Florida
Continuing Education
Graduation Date: June 1999

The Florida State University: Tallahassee, Florida
Bachelor of Arts in Economics
Graduation Date: December 1995

Miami-Dade Community College: Miami, Florida, 1990-1994

Northwest Christian Academy: Miami, Florida
Graduation Date: June 1990

WORK EXPERIENCE:

- 1998 – Present **Master Mechanical Services, Inc.:** Miami, Florida
Personnel Director. Directing apprentices in the servicing and repair of HVAC systems, installation of new HVAC equipment, supervising new construction jobs. Maintaining job sites with necessary materials and tools.
- 1994 – 1998 **Publix Supermarkets.:** Tallahassee, Florida
Stock Clerk/Cashier. Worked as a full time stock clerk and cashier. Ordered all sections of the store via scanner, maintained proper levels of inventory. Team leader/key person on POG team - worked as a roving stock clerk to all Publix's in Leon County and rearranged displays/aisles as per diagram.

LICENSES/CERTIFICATIONS:

- July 2004 State of Florida Certified Plumbing Contractor, CFC 1426279
- June 2000 State of Florida Certified Mechanical Contractor, CMC 057200
- December 1998 Broward County Mechanical Journeyman

COMPUTER SKILLS:

Knowledge of Windows 95, Microsoft Word, Internet savvy

JoAnn Pinna

49 NE 158 Street
Miami, FL 33169
305/945-4237

E mail: jpinna@mastermechanicalservices.com

EDUCATION: **Broward Community College:** Miami, Florida, 1976-1978
Legal Secretary Degree

United States Navy Yeoman Class A School: Bainbridge, MD, 1970-1971

Carol City High School: Miami, Florida
Graduation Date: June 1970

WORK EXPERIENCE:

1994 – **Master Mechanical Services, Inc.:** Miami, Florida
Present *President.* Accounts receivable, accounts payable, customer relations,
collections, contracts, day to day operations of HVAC small business.

1980 – **M.M. & I, Services, Inc.:** Miami, Florida
May, 1994 *Vice President.* Accounts receivable, accounts payable, customer
relations, collections, contracts, day to day operations of HVAC small
business.

1977 – **Rubin & Friedman Law Office.:** Miami, Florida
1980 *Legal Secretary.* Filing of business Articles of Incorporation, clerical
duties, scheduling of lawyers.

LICENSES/CERTIFICATIONS:

1980- State of Florida Notary Public
Present

COMPUTER SKILLS:

Knowledge of Windows 95, Microsoft Word, Peachtree Accounting.

SECTION L

CERTIFIED RESOLUTION

I, Sean Pinna (Name), the duly elected Secretary of Master Mechanical Services, Inc (Corporate Title), 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 the Said corporation at a meeting held in accordance with law and the by-laws of the said corporation.

"IT IS HEREBY RESOLVED THAT Tina Pinna-Flowers (Name)" The duly elected CFO (Title of Officer) of Master Mechanical Services, Inc (Corporate title) be and is hereby authorized to execute and submit a Bid and Bid Bond, if such bond is required, to the City of Coconut Creek and such other instruments in writing as may be necessary on behalf of the said corporation; and that the Bid, Bid Bond, and other such instruments signed by him/her 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.

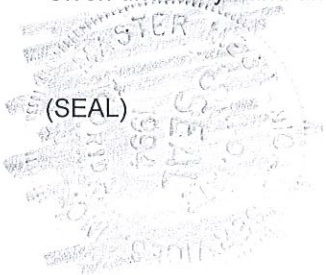
The City of Coconut Creek shall be fully protected in relying upon such certification of the secretary and shall be indemnified and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or growing out of honoring, the signature of any person so certified or for refusing 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.

Name	Title	Signature
<u>Tina Pinna-Flowers</u>	<u>CFO / owner</u>	<u>[Signature]</u>
<u>Sean Pinna</u>	<u>Secretary</u>	<u>[Signature]</u>
<u>JoAnn Pinna</u>	<u>President</u>	<u>[Signature]</u>

Given under my hand and the Seal of the said corporation this 2 day of January, 2023.



By: [Signature]
Secretary

Master Mechanical
Corporate Services, Inc

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 Coconut Creek that the person signing the Bid and Bid Bond for the corporation has been properly empowered by the corporation to do so in its behalf.

SECTION M

FOREIGN (NON-FLORIDA) CORPORATIONS MUST COMPLETE THIS FORM

DEPARTMENT OF STATE CORPORATE CHARTER NO. _____

If your corporation is exempt from the requirements of Section 607.1501, Florida Statutes as amended from time to time, **YOU MUST CHECK BELOW** the reason(s) for the exemption. Please contact the Department of State, Division of Corporations at (850) 245-6051 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 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 depositaries 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.

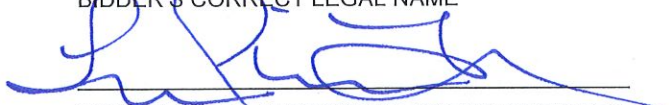
Please check one of the following if your firm is NOT a corporation:

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

NOTE: This sheet **MUST** be enclosed with your bid 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.

Master Mechanical Services, Inc

BIDDER'S CORRECT LEGAL NAME



SIGNATURE OF AUTHORIZED AGENT OF BIDDER

SECTION N

REFERENCES

The following is a list of at least four (4) references that Contractor has provided similar service in the past three (3) years. Government agency references are preferred.

1. Name of Firm, City, County or Agency: Monroe County School Board
 Address: 241 Trumbo Road
 City/State/Zip: Key West, FL 33040
 Contact: Jeff Barrow Title: _____
 Email Address: Jeff.Barrow@KeysSchools.com
 Telephone: 305/293-1400 Fax: _____
 Scope of Work: A/c replacements @ multiple school locations

2. Name of Firm, City, County or Agency: City of Miami Beach
 Address: 1245 Michigan Ave
 City/State/Zip: miami Beach, FL 33139
 Contact: Orlando DelSol Title: _____
 Email Address: Orlandodelsol@miamibeachfl.gov
 Telephone: 305/673-7000 x7631 Fax: _____
 Scope of Work: Facility maintenance and replacement

3. Name of Firm, City, County or Agency: City of Coconut Creek
 Address: 4800 West Copans Rd
 City/State/Zip: Coconut Creek, FL 33063
 Contact: Sal Magliarisi Title: _____
 Email Address: Smagliarisi@coconutcreek.net
 Telephone: 954/973-6730 Fax: _____
 Scope of Work: HVAC Replacement and service contract

4. Name of Firm, City, County or Agency: Miami Dade College
 Address: 11011 SW 104 St
 City/State/Zip: miami FL 33176
 Contact: Bill Fehl Title: _____
 Email Address: wfehl@mdc.edu
 Telephone: 305/219-2259 Fax: _____
 Scope of Work: AVAC Replacement

NOTE: Additional references may be attached and provided.



Master Mechanical Services, Inc.

CMC 056729
CMC057200
15181 NW 33 Pl
Miami, FL 33054

Tel.: 305/825-3004
Fax: 305/825-1607

Client References

Miami Dade College
11011 SW 104 Street
Miami, FL 33176
Contact: Bill Fehl
Email: wfehl@mdc.edu
Phone: 305/219-2259

Monroe County
1100 Simonton St
Key West, FL
Contact: Robert Glassmer
Email: Glassmer-Robert@MonroeCounty-FL.Gov
Phone: 305/797-1466

City of Coconut Creek
4800 West Copans Road
Coconut Creek, FL 33063
Contact: Sal Magliarisi
Email: SMagliarisi@coconutcreek.net
Phone: 954/973-6730

City of Miami Beach
1245 Michigan Ave
Miami Beach, FL 33139
Contact: Orlando DelSol
Email: OrlandoDelSol@miamibeachfl.gov
Phone: 305/673-7000 x7631

Monroe County School Board
241 Trumbo Road
Key West, FL 33040
Contact: Jeff Barrow
Email: Jeff.Barrow@KeysSchools.com
Phone: 305/293-1400



Master Mechanical Services, Inc.

CMC 056729
CMC057200
15181 NW 33 Pl
Miami, FL 33054

Tel.: 305/825-3004
Fax: 305/825-1607

Recently Completed Projects 1/31/22

City of Miami Beach
North Shore Youth Center
Completed Project January 2022
PO Amount \$118,333.95

City of Miami Beach
Water Station #1
Completed Project January 2022
Contract Amount \$12976

Monroe County Public Works
Roth Building
Completed Project July 2021
Contract Amount \$11827

Monroe County School Board
Marathon High School
Completed Project August 2021
PO Amount \$136,452

City of Dania Beach
Frost Park
Completed Project September 2021
Contract Amount \$16970

City of Ft Lauderdale
Peele Dixie Water Plant
Completed Project December 2021
Contract amount \$17712

SECTION O

**ACKNOWLEDGEMENT OF CONFORMANCE
WITH O.S.H.A. STANDARDS**

TO: CITY OF COCONUT CREEK

We, Master Mechanical Services, Inc., hereby acknowledge and
(Prime Contractor)

agree that as Contractors for _____, IFB No. 01-04-23-11. _____, as specified have the sole responsibility for compliance with all the requirements of the Federal Occupational Safety and Health Act of 1970, and all state and local safety and health regulations, and agree to indemnify and hold harmless the City of Coconut Creek against any and all liability, claims, damages, losses and expenses they may incur due to the failure of

(Subcontractors Names) N/A

to comply with such act or regulation.

[Signature]
ATTEST

[Signature]
ATTEST

[Signature]
CONTRACTOR
Master Mechanical Services, Inc.
BY Tina Pinner-Flowers

1/2/23
DATE

SECTION P

**BIDDER'S AFFIDAVIT IN COMPLIANCE WITH
FLORIDA TRENCH SAFETY ACT (SECTION 553.60-553.64, FLORIDA STATUTES)**

STATE OF FLORIDA)
) SS
CITY OF COCONUT CREEK)

BEFORE ME, the undersigned authority, personally appeared Tina Pinna-Flowers who being duly sworn deposes and says as follows:

That he/she is duly authorized representative of Master Mechanical Services, Inc and such (City) (Partner) (President or other Corporate Officer)

has full authority to execute this Bidder's Affidavit.

1. The full legal name and business address of the person or entity submitting this bid:

Master Mechanical Services, Inc.
15181 NW 33 Pl.
miami, FL 33054

2. By submission of this bid and subsequent execution of this Contract, the undersigned Bidder certifies that as Successful Bidder (Contractor) all trench excavation done within his control (by his own forces or by his Subcontractors) shall be accomplished in strict adherence with OSHA trench safety standards contained in 29 C.F.R., s. 1926.650, Subpart P, including all subsequent revisions or updates to these standards as adopted by the Department of Labor and Employment Security.

3. The undersigned Bidder certifies that as Successful Bidder (Contractor) he has obtained or will obtain identical certification from his proposed Subcontractors that will perform trench excavation prior to award of the subcontracts and that he will retain such certifications in his files for a period of not less than three years following final acceptance.

4. The Bidder acknowledges that included in the various items listed in the Schedule of Prices Bid and in the Total Amount Bid are costs for complying with the Florida Trench Safety Act (Sections 553.60-553.64, Florida Statutes as amended from time to time). The Bidder further identifies the costs to be summarized on the following page*:

	Trench Safety Measure	Units of Measure	Unit Quantity	Extended Unit Cost	Cost
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____

N/A

TOTAL: N/A

Method of Compliance (Specify) _____

Date: 1/3/23

Tina Pinna-Flowers, Master Mechanical Services, Inc
Name of Affiant

[Signature]

SWORN to and subscribed before me this 3 day of Jan 2023

[Signature]
NOTARY PUBLIC, State of Florida at Large

(Notary Seal)



STEPHANIE PINERO
Commission # HH 078505
Expires February 5, 2025
Bonded Thru Budget Notary Services

My Commission expires:

*Bidders: Add extra sheet(s), if needed.

If Bidder fails to complete and execute this sworn statement/affidavit, his bid may be declared non-responsive and rejected by City of Coconut Creek.

SECTION Q

SCRUTINIZED COMPANIES CERTIFICATION
PURSUANT TO FLORIDA STATUTE § 215.4725 AND § 215.473

I, Tina Pinna-Flowers, on behalf of Master Mechanical Services, Inc
Print Name Company Name

certifies that Master Mechanical Services, Inc does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Cuba or Syria.

[Handwritten Signature]
Signature

CFO
Title

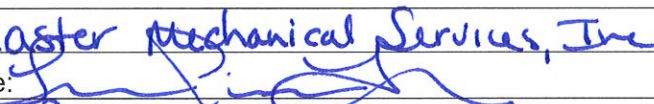
305/825-3004 Phone 1/2/23 Date

SECTION R

E-VERIFY FORM

Project Name:	Recreation Complex HVAC Replacement Project
Project No.:	IFB No. 01-04-23-11

ACKNOWLEDGEMENT	<p>Definitions:</p> <p>“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.</p> <p>“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.</p> <p>Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:</p> <p>(a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and</p> <p>(b) All persons (including subvendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Coconut Creek; and</p> <p>Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.</p>
-----------------	--

COMPANY CONTACT INFORMATION	<p>Company Name: <i>Master Mechanical Services, Inc</i></p> <p>Authorized Signature: </p> <p>Print Name: <i>Tina Pinna-Flowers</i></p> <p>Title: <i>CFO</i></p> <p>Date: <i>1/2/23</i></p> <p>Phone: <i>305/825-3004</i></p> <p>Email: <i>info@mastermechanicalservices.com</i></p> <p>Website: <i>mastermechanical.services</i></p>
-----------------------------	--



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/31/2022

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

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

PRODUCER RSC Insurance Brokerage, Inc. 3350 S Dixie Hwy Miami FL 33133		CONTACT NAME: PHONE (A/C, No, Ext): (305) 446-2271 FAX (A/C, No): E-MAIL ADDRESS: RSCcertrequest@risk-strategies.com	
INSURED Master Mechanical Services Inc 15181 NW 33 Place Miami FL 33054		INSURER(S) AFFORDING COVERAGE INSURER A: National Trust Insurance Co NAIC # 20141 INSURER B: National Union Fire Insurance Co 19445 INSURER C: FCCI Insurance Co 10178 INSURER D: Federal Insurance Co 20281 INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2233165453

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	X		GL100041840-04	3/31/2022	3/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EBU 020790573	3/31/2022	3/31/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC010006785402	3/31/2022	3/31/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Leased/Rented Equipment			0664-21-83-ECE	3/31/2022	3/31/2023	Limit \$100,000 Deductible \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is Additional Insured with respects to General Liability per form attached.

CERTIFICATE HOLDER**CANCELLATION**

City of Coconut Creek 4800 West Copans Road Coconut Creek, FL 33063	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE R Ins. Brokerage/STED <i>RSC Insurance Brokerage, Inc.</i>

© 1988-2014 ACORD CORPORATION. All rights reserved.

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY



4549821

RECEIPT NO.

RENEWAL

4749843

BUSINESS NAME/LOCATION

MASTER MECHANICAL
SERVICES INC
15181 NW 33RD PL
MIAMI GARDENS, FL
33054-2400



EXPIRES
SEPTEMBER 30, 2023

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER

MASTER MECHANICAL SERVICES
INC
WILLIAMS FLOWERS QUALIFIER
Worker(s) 4

SEC. TYPE OF BUSINESS

196 GENERAL MECHANICAL
CONTRACTOR
CMC057200

**PAYMENT RECEIVED
BY TAX COLLECTOR**

45.00 07/11/2022
INT-22-353830

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

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

FLOWERS, WILLIAM SHAWN

MASTER MECHANICAL SERVICES INC

15181 NW 33 PLACE

MIAMI

FL 33054

LICENSE NUMBER: CMC057200

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

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





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

2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

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. 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!

dbpr Florida STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CMC057200 ISSUED: 07/01/2022
 CERTIFIED MECHANICAL CONTRACTOR
 FLOWERS, WILLIAM SHAWN
 MASTER MECHANICAL SERVICES INC

 Signature
 LICENSED UNDER CHAPTER 489, FLORIDA STATUTES
 EXPIRATION DATE: AUGUST 31, 2024

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

LICENSE NUMBER: CMC057200

EXPIRATION DATE: AUGUST 31, 2024

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

FLOWERS, WILLIAM SHAWN
 MASTER MECHANICAL SERVICES INC
 15181 NW 33 PLACE
 MIAMI FL 33054



ISSUED: 07/01/2022

Always verify licenses online at 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.



Master Mechanical Services, Inc.

CMC 056729
CMC057200
15181 NW 33 Pl
Miami, FL 33054

Tel.: 305/825-3004
Fax: 305/825-1607

January 3, 2023

City of Coconut Creek
4800 West Copans Rd
Coconut Creek, FL 33063

RE: Recreation Complex HVAS Replacement Program, IFB 01-04-
23-11

Work Plan

- Order Equipment ASAP
- Field Measure for custom curb adaptors
- Stage equipment in parking lot
- Work with City Project Management Team to schedule unit shutdowns in a way to minimize center disruptions
- Approx (6) different crane days
- Remove old equipment from facility
- Start-up/operational check
- Final Inspection