



# TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE PEMBROKE PARK, FLORIDA 33023 BROWARD (954) 966-4600 FAX (954) 966-5186

**Geoffrey Jacobs**  
*Mayor*

May 16, 2022

**Reynold Dieuveille**  
*Vice Mayor*

Stephen C. Smith, P.E.  
President

**Bill Hodgkins**  
*Clerk-Commissioner*

**CRAIG A. SMITH & ASSOCIATES**  
21045 Commercial Trail  
Boca Raton, Florida 33486

**J.C. Jimenez**  
*Town Manager*

**Melissa P. Anderson**  
*Town Attorney*

RE: Notice of Award  
Bid Package: ITB Number 22-04 **UNDERGROUND UTILITY LOCATION SERVICES**

**Marlen D. Martell**  
*Town Clerk*

Dear Mr. Smith:

After a methodical evaluation of your bid package for ITB Number 22-04, and on behalf of the Town Commission, I am pleased to inform you that **CRAIG A. SMITH & ASSOCIATES** has been awarded the contract for the UNDERGROUND UTILITY LOCATION SERVICES based on the bid submitted on March 31, 2022 in the amount as bid in your offer. The contract availability date is immediately upon execution of the contract and the contract expiration date is three (3) years from the contract execution date.

Your offer in response to solicitation# 22-04, has been evaluated and was determined the most advantageous to the Town of Pembroke Park.

A fifty percent (50%) performance bond is required for this contract. CRAIG A. SMITH & ASSOCIATES shall within fifteen (15) working days after notification of award, furnish to TOWN a Performance Bond, payable to the Town of Pembroke Park, Florida, in the face amount specified as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to TOWN thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

The certificate of insurance must verify coverage as required by TOWN and must name the Town of Pembroke Park as an additional insured on the commercial general liability policy.

Please submit along with the executed contract the name of those individuals (if any) within your organization who will be authorized to sign supplemental agreements that may be necessary in the performance of the work under this contract.

If you have additional questions or need information, please contact Myriam Jacques, Deputy Public Service Director at (954) 966-4600, ext. 200.

Sincerely,

*Robert Clark*

Robert Clark  
Public Services Director