

## **Solicitation 375-11852**

### **Turf Grass and Landscaping Maintenance Services - NE Quadrant**

**Bid Designation: Public**



**City of Fort Lauderdale**

## Bid 375-11852

### Turf Grass and Landscaping Maintenance Services - NE Quadrant

**Bid Number** 375-11852  
**Bid Title** Turf Grass and Landscaping Maintenance Services - NE Quadrant  
  
**Bid Start Date** Dec 16, 2016 4:08:06 PM EST  
**Bid End Date** Jan 18, 2017 2:00:00 PM EST  
**Question & Answer End Date** Jan 13, 2017 5:00:00 PM EST  
  
**Bid Contact** Ginah Joseph  
 Procurement Specialist I  
 Finance - Procurement Division  
 gjoseph@fortlauderdale.gov  
  
**Pre-Bid Conference** Jan 11, 2017 10:00:00 AM EST  
 Attendance is optional  
 Location: City of Fort Lauderdale - Parks and Recreation Administration  
 1350 W Broward Blvd  
 Conference Room  
 Fort Lauderdale, FL 33312  
 Please confirm attendance via email by Thursday January 5, 2017 so that we can make accommodation for the site visit.

#### Addendum # 1

New Documents      Bid Tabulation.pdf

**Changes were made to the following items:**

Turf Grass and Landscaping Maintenance Services - NE Quadrant

#### Addendum # 2

New Documents      Sign-in Form.pdf

**Changes were made to the following items:**

Turf Grass and Landscaping Maintenance Services - NE Quadrant

#### Description

The City of Fort Lauderdale, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide Turf Grass and Landscape Maintenance Services for the City's Parks and Recreation Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

#### Added on Dec 23, 2016:

Added Bid Tabulation from previous contract.

All other terms, conditions and specification remain unchanged.

**Added on Jan 13, 2017:**

Added Sign-in Form.

All other terms, conditions and specification remain unchanged.

**Addendum # 1**

**Addendum # 2**

City of Fort Lauderdale  
Turf Grass and Landscaping Maintenance Services, NE Quadrant  
RFP # 375-11852

## SECTION I – INTRODUCTION AND INFORMATION

### 1.1 Purpose

The City of Fort Lauderdale, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide Turf Grass and Landscape Maintenance Services for the City's Parks and Recreation Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

### 1.2 Submission Deadline

Sealed proposals shall be delivered during the City's normal business hours in a sealed envelope and addressed to the City of Fort Lauderdale Procurement Services Division, 100 N. Andrews Avenue, #619, Fort Lauderdale, FL 33301 (City Hall) no later than the date and time specified, at which time and place the proposals will be publicly opened and the names of the firms will be read. After the deadline, proposals will not be accepted. Firms are responsible for making certain that their proposal is received at the location specified by the due date and time. The City of Fort Lauderdale is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence or condition. The City's normal business hours are Monday through Friday, 8:00 a.m. through 5:00 p.m. excluding holidays observed by the City.

### 1.3 Pre-proposal Conference and Site Visit

There will be a pre-proposal conference and site visit scheduled for this Request for Proposal on Wednesday January 11<sup>th</sup>, 2017 at 10:00 am at Parks and Recreation Bldg, 1350 W Broward Blvd. Fort Lauderdale, FL 33312.

While attendance is not mandatory, tours at other times might not be available. It is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. It is strongly suggested that all Contractors attend the pre-proposal meeting and/or site visit. Submission of a proposal will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

### 1.4 BidSync

The City of Fort Lauderdale uses BidSync ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, posting results and issuing notification of an intended decision. There is no charge to register and download the RFP from BidSync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a proposal to ensure familiarity with the use of BidSync. The City shall not be responsible for a Proposers inability to submit a Proposal by the end date and time for any reason, including issues arising from the use of BidSync.

### 1.5 Point of Contact

For information concerning procedures for responding to this solicitation, contact Procurement Specialist Ginah Joseph at (954) 828-5142 or email at [gjoseph@fortlauderdale.gov](mailto:gjoseph@fortlauderdale.gov). Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com). Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractors please note: Proposals shall be submitted as stated in PART IV – Submittal Requirements. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in BidSync shall become part of any contract that is created from this RFP.

*END OF SECTION*

## SECTION II - SPECIAL TERMS AND CONDITIONS

### 2.1 General Conditions

RFP General Conditions (Form G-107, Rev. 02/15) are included and made a part of this RFP.

### 2.2 Addenda, Changes, and Interpretations

It is the sole responsibility of each firm to notify the Buyer utilizing the question / answer feature provided by BidSync and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the question / answer feature provided by BidSync and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to BidSync as a separate addendum to the RFP. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

### 2.3 Changes and Alterations

Proposer may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Proposal deadline.

### 2.4 Proposer's Costs

The City shall not be liable for any costs incurred by proposers in responding to this RFP.

### 2.5 Pricing/Delivery

All pricing should be identified on the Cost Proposal page provided in this RFP. No additional costs may be accepted, other than the costs stated on the Cost Proposal page. Failure to use the City's Cost Proposal page and provide costs as requested in this RFP may deem your proposal non-responsive.

Prices proposed shall be valid for at least One-Hundred and Twenty (120) days from time of RFP opening unless otherwise extended and agreed upon by the City and proposer.

### 2.6 Invoices/Payment

Payment terms will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last, in accordance with the Florida Local Government Prompt Payment Act. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award.

### 2.7 Related Expenses/Travel Expenses

All costs including travel are to be included in your proposal. The City will not accept any additional costs.

### 2.8 Payment Method

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed. Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract. See Contract Payment Method form attached.

## **2.9 Mistakes**

The consultant shall examine this RFP carefully. The submission of a Proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

## **2.10 Acceptance of Proposals / Minor Irregularities**

**2.10.1** The City reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variances to specifications contained in proposals which do not make the proposal conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely impact the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue a Request for Proposal.

**2.10.2** The City reserves the right to disqualify Proposer during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer.

## **2.11 Modification of Services**

**2.11.1** While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Successful Proposer agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Proposer.

**2.11.2** The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this RFP, the Successful Proposer shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

**2.11.3** The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Proposer agrees to provide such items or services, and shall provide the City prices on such additional items or services. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Successful Proposer thirty (30) days written notice.

**2.11.4** If the Successful Proposer and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Proposer will submit a revised budget to the City for approval prior to proceeding with the work.

**2.12 No Exclusive Contract**

Proposer agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

**2.13 Sample Contract Agreement**

A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website

[http://fortlauderdale.gov/purchasing/AWARDS/CONTRACT\\_TEMPLATE\\_SERVICES.pdf](http://fortlauderdale.gov/purchasing/AWARDS/CONTRACT_TEMPLATE_SERVICES.pdf)

**2.14 Responsiveness**

In order to be considered responsive to the solicitation, the firm's proposal shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

**2.15 Responsibility**

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

**2.16 Minimum Qualifications**

Proposers shall be in the business of Turf Grass and Landscape Maintenance Services and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a Contract. Proposers must demonstrate that they, or the key staff assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one entity similar in size and complexity to the City of Fort Lauderdale or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Proposers shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive.

**2.16.1** Proposer or principals shall have relevant experience in Turf Grass and Landscape Maintenance Services. Project manager assigned to the work must have experience in Turf Grass and Landscape Maintenance Services and have served as project manager on similar projects.

**2.16.2** Before awarding a contract, the City reserves the right to require that a Proposer submit such evidence of qualifications as the City may deem necessary. Further, the City may consider any evidence of the financial, technical, and other qualifications and abilities of a firm or principals, including previous experiences of same with the City



and performance evaluation for services, in making the award in the best interest of the City.

**2.16.3** Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.

**2.16.4** Neither firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

**2.16.5** Firm and those performing the work must be appropriately licensed and registered in the State of Florida.

## **2.17 Lobbying Activities**

Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:

[http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyist\\_ordinance.pdf](http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyist_ordinance.pdf).

## **2.18 Local Business Preference**

**2.18.1** Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, provides for a local business preference. In order to be considered for a local business preference, a proposer must include the Local Business Preference Certification Statement of this RFP, as applicable to the local business preference class claimed at the time of Proposal submittal:

**2.18.2** Upon formal request of the City, based on the application of a Local Business Preference the Proposer shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

- a. Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, and
- b. List of the names of all employees of the proposer and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

**2.18.3** Failure to comply at time of Proposal submittal shall result in the Proposer being found ineligible for the local business preference.

**2.18.4** The complete local business preference ordinance may be found on the City's web site at the following link: <http://fortlauderdale.gov/home/showdocument?id=6422>

## **2.18.5 Definitions**

The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City and shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City or shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

## **2.19 Protest Procedure**

**2.19.1** Any Proposer or Bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city's procurement ordinance or any applicable law may protest to the director of procurement services division (director), by delivering a letter of protest to the director within five (5) days after a notice of intent to award is posted on the city's web site at the following link:  
<http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>.

**2.19.2** The complete protest ordinance may be found on the city's web site at the following link: <http://www.fortlauderdale.gov/purchasing/protestordinance.pdf>

## **2.20 Public Entity Crimes**

Contractor, by submitting a proposal attests she/he/it has not been placed on the convicted vendor list. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

## **2.21 Subcontractors**

**2.21.1** If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

**2.21.2** Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

**2.21.3** Contractor shall require all of its subcontractors to provide the required insurance coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

**2.22 Insurance Requirements – Must include Right-of-Way Insurance**

**2.22.1** The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

**2.22.2** The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

**2.22.3** The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

**Workers' Compensation and Employers' Liability Insurance**

Limits: Workers' Compensation – Per Florida Statute 440  
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at [www.fldfs.com](http://www.fldfs.com).

**Commercial General Liability Insurance**

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000. This coverage must include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability
- e. Independent Contractors

### **Automobile Liability Insurance**

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury      \$250,000 each person, \$500,000 each occurrence  
Property damage      \$100,000 each occurrence

**2.22.4** A copy of **ANY** current Certificate of Insurance should be included with your proposal.

**2.22.5** In the event that you are the successful Proposer, you will be required to provide a certificate naming the City as an “additional insured” for General Liability. Certificate holder should be addressed as follows:

City of Fort Lauderdale  
Procurement Services Division  
100 N. Andrews Avenue, Room 619  
Fort Lauderdale, FL 33301

### **2.23 Award of Contract**

A Contract (the “Agreement”) may be awarded by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Proposer(s) that is determined to be in the City’s best interests. The City reserves the right to award a contract to more than one Proposer, at the sole and absolute discretion of the in the City.

### **2.24 Unauthorized Work**

The Successful Proposer(s) shall not begin work until a Contract has been awarded by the City Commission and a notice to proceed has been issued. Proposer(s) agree and understand that the issuance of a Purchase Order and/or Task Order shall be issued and provided to the Successful Proposer(s) following Commission award; however, receipt of a purchase order and/or task order shall not prevent the Successful Proposer(s) from commencing the work once the City Commission has awarded the contract and notice to proceed is issued.

### **2.25 Damage to Public or Private Property**

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property

shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

## **2.26 Safety**

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

## **2.27 Uncontrollable Circumstances ("Force Majeure")**

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

**2.27.1** The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

**2.27.2** The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

**2.27.3** No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

**2.27.4** The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

## **2.28 Canadian Companies**

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

## **2.29 News Releases/Publicity**

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

## **2.30 Contract Period**

The initial contract term shall commence upon date of award by the City or March 7, 2017, whichever is later, and shall expire one year from that date. The City reserves the right to

extend the contract for three (3), additional one-year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than 120 days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

### **2.31 Cost Adjustments**

Prices quoted shall be firm for the initial contract term of two years. No cost increases shall be accepted in this initial contract term. Please consider this when providing pricing for this request for proposal.

Thereafter, any extensions which may be approved by the City shall be subject to the following: costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

### **2.32 Service Test Period**

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract. This trial period will then become part of the initial contract period.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

### **2.33 Contract Coordinator**

The City may designate a Contract Coordinator whose principal duties shall be:

Liaison with Contractor.

Coordinate and approve all work under the contract.

Resolve any disputes.  
 Assure consistency and quality of Contractor's performance.  
 Schedule and conduct Contractor performance evaluations and document findings.  
 Review and approve for payment all invoices for work performed or items delivered.

### **2.34 Contractor Performance Reviews and Ratings**

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
Non-compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

### **2.35 Substitution of Personnel**

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

Or

In the event the Contractor wishes to substitute trained, qualified, personnel for those listed in the proposal, the City shall receive prior notification and have the right to review, test and approve such substitutions, if deemed necessary. If the City has reasonable evidence to believe that an employee of the Contractor is incompetent, or has performed his or her employment in an objectionable manner, the City shall have the right to require the Contractor to resolve the situation to the City's satisfactions, provided, however, that the Contractor shall not be required to institute or pursue to completion any action if to do so would violate any law, state statute, city ordinance, contract or employment or union agreement.

### **2.36 Insurance for Collection of Credit Card Payments**

The successful contractor will need to provide proof that they maintain insurance coverage in an amount of not less than \$1,000,000 specifically for cyber related crimes relating to the transmission of credit card information over their website that can include but are not limited to criminal activity involving the information technology infrastructure, including illegal access (unauthorized access), illegal interception (by technical means of non-public transmissions of computer data to, from or within a computer system), data interference (unauthorized

damaging, deletion, deterioration, alteration or suppression of computer data), systems interference (interfering with the functioning of a computer system by inputting, transmitting, damaging, deleting, deteriorating, altering or suppressing computer data), misuse of devices, forgery (ID theft), and electronic fraud.

### **2.37 Warranties of Usage**

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

*END OF SECTION*



## SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

### 3.1 GENERAL INFORMATION/INTENT

The successful bidder, as Contractor, shall furnish all labor, management, supervision, trucks, tractors, mowers, edging equipment, gas, oil, safety equipment, hand trimmers, or any other equipment necessary for debris pickup, weeding, vegetation mowing, trimming, and any other function that may be required to properly maintain the areas of responsibility. A list of all equipment available to complete the services of this contract should be included with the submission this Invitation to Bid (ITB).

### 3.2 CONTRACTOR RESPONSIBILITIES

- A. The Contractor shall notify the Contract Administrator in the event of scheduling delays, changes, or comments/complaints received from the general public.
- B. Contractor shall provide sufficient manpower to perform safe, thorough and expeditious work.
- C. Contractor's employees shall present a neat, clean, well groomed, appearance and shall conduct themselves in a respectable manner while performing the duties of the contract and while on City property.
- D. All vehicles shall be plainly marked with the Contractor's company name.
- E. The City may request the Contractor to remove any employee if it is determined that services are not being performed in accordance with the terms and conditions of the contract.
- F. All work shall be performed no earlier than 7 a.m. and no later than 6 p.m., every workday. Exceptions to this schedule can only be made with the prior approval of the Contract Administrator.
- G. The Contractor shall have their crew supervised by a qualified foreman. As a fully authorized agent of the Contractor, the foreman must be capable of making on-site decisions to perform the work in accordance with the specifications contained in this proposal.
- H. Management or supervisory personnel must be made available at all times. The Contractor shall provide the Contract Administrator with a list of all supervisory personnel assigned to the contract. The list shall include the names and emergency telephone, cellular or beeper numbers of supervisory personnel who are assigned to the contract. The Contractor shall be responsible for keeping this list up to date during the contract's term.
- I. The Contractor's materials and equipment shall be well marked and easily identifiable. No materials or equipment shall left on site overnight unless prior arrangements and approval have been obtained from the Contract Administrator.
- J. The Contractor's equipment shall be maintained in good, safe operating condition.
- K. Any loss of materials or equipment due to theft, vandalism, etc., shall be the responsibility

of the Contractor. Such losses shall be replaced or repaired by the Contractor with no additional charges to the City of Fort Lauderdale.

- L. As determined by the Parks & Recreation Director or his designee, Contractor shall repair or replace, at his own expense, any City property damaged by the Contractor's employees. This shall include, but is not limited to damaged trees, turf grass, plant material, irrigation systems or any of its components.

### **3.3 SCOPE OF WORK**

- A. The Contractor shall not mow over litter and must clean the areas of all debris prior to servicing, removing from the site any debris, palm fronds, branches or any other items. All clippings, trimmings, branches, etc., shall be removed upon completion of that day's mowing. Disposal of all such debris in a proper manner shall be the responsibility of the Contractor. Debris shall not be deposited into City or privately owned trash receptacles or dumpsters.
- B. In accordance with City Ordinance #24-7, no grass, weeds, trash, debris, etc. shall be blown into the streets or gutters. Grass and clippings must be blown back onto the cut surface.
- C. The Contractor must remove any signs or bulletins of a temporary nature advertising items such as open houses, garage sales, lost pets, sale notices, political elections, etc., located on City swales, medians and rights-of-way. These must be taken away and properly disposed of before the end of each day of service. They may not be placed in City trash receptacles.
- D. The Contractor shall notify the Contract Administrator (or designee) of any illegally dumped building debris, yard waste or storm damage including, but not limited to, furniture, mattresses, construction debris and miscellaneous refuse before starting work in that area. Upon the authorization of the Contract Administrator, Contractor shall remove and dispose of such debris utilizing the bulk trash removal rate quoted. Bid prices quoted should include the removal and disposal of such items. Bulk trash items shall not be deposited into any City or privately owned trash receptacles or dumpsters without the authorization of the Contract Administrator.
- E. The Contractor shall leave each work site in a clean and orderly condition at the end of the workday. Sidewalks and roadways shall be cleaned of grass clippings and other debris.
- F. The Contractor shall also remove debris and litter from all areas including any obstructions such as hedges, plant beds, signs, posts, fences, poles, trees, walls, sprinkler heads, etc., with every service.
- G. The Contractor shall rake the leaves and blow grass trimmings at each site upon completion of that day's service. Raking of leaves and other debris shall also be performed at the base of shrubbery and all other areas to maintain the area, sidewalks, gutters, and paved surfaces in a neat and aesthetic appearance.
- H. Contractor may use a blower to clear sidewalks, pathways roadways or walkways of leaves and similar obstructions. Contractor shall not operate a blower before 7:00 am. Contractor shall ensure that leaf pilings are raked and properly disposed of.

- I. The Contractor shall edge along walks, curbs, roadways, hedges, and beds as required maintaining a vertical edge with every service to prevent the growth of plant material that may encroach onto sidewalks, curbs, easements, pavements and plant beds. The vertical edges shall be at a minimum depth of 1 inch to prevent such encroachment. A blade-edger shall be required as determined by the City.
- J. The Contractor shall line trim around all obstructions such as signs, posts, structures, test wells, fences, poles, trees, walls and slabs, etc. with every service. Care must be taken so as not to cause damage to tree trunks or any plant material. Contractor will be responsible for the replacement of damaged plant material as determined by Contract Administrator or designee.
- K. The Contractor shall ring around the sprinkler heads and boxes with every service to allow for proper operation of sprinkler systems and prevent plant material encroachment. Damage caused to irrigation heads or lines from Contractor's equipment must be replaced by Contractor in an agreed upon timeframe or the City will bill Contractor for parts.
- L. The Contractor shall ring around trees with a blade-edger and remove weeds with every service.
- M. The Contractor shall mow turf areas to a height of not less than 3" or more than 4." The Contractor shall not mow or line trim the grass at a height of less than 3" down to and exposing the soil, thus causing damage to the turf. Uncut or choppy sections of turf are unacceptable.
- N. All specified areas must be maintained for weed control with each service. The mowing cycle will also include with each service the manual removal of all weeds in beds and around trees, invasive species and foreign growth from all plant beds, flowerbeds and shrubs/hedges as well as all areas devoid of grass and vines. All plant growth in cracks, seams and/or joints such as sidewalks, curbs, paved areas and driveways must be removed at the end of each service. This weed eradication must include areas of hardscape medians and median continuations that are adjoined to the landscaped medians. Such growth must be mechanically cut down to the pavement surface with a line trimmer during the completion of each service.
- O. The Contractor shall not utilize any defoliant, herbicide, pesticide, or growth retardant for the purpose of restricting or removing growth in any manner without prior written approval of the Parks Superintendent, Parks Supervisor or designee.
- P. If authorization is granted to utilize a growth retardant, the Contractor shall not spray around inanimate objects. Trimming around items such as signs, poles and valve boxes will be performed by line trimmer. Herbicides sprayed around trees may not extend beyond 12" from the trunk of the tree.
- Q. The Contractor's mowing equipment shall be maintained in good, sharp condition to insure an even, clean cut to prevent tearing the blades of grass.
- R. Where hedge trimming is required, hedges must be trimmed according to the schedule unless designated otherwise, to ensure they are uniform and neatly maintained. Dead wood of hedge must be trimmed down to green tissue. Hedge service will include removal of any vines, volunteer plant/tree seedlings and removal of cut vegetation from amongst

hedge. Volunteer plant/tree seedlings, i.e. foreign growth, must be completely removed. Woody foreign growth may be removed by cutting the stem 2-4" above the ground and treating the stump with herbicide with approval from City Contract Administrator. All cut plant materials including shrub pieces and foreign growth must be removed and disposed of by Contractor.

All hedges must have new growth removed to be trimmed to current height of established /mature growth. The City reserves the right to instruct the Contractor to trim hedges lower than established/mature growth in cases where sight distances or aesthetics become a consideration.

S. Contractor shall prune trees of any extraneous growth (tree suckers) from tree trunks to maintain limits of clear sight. Contractor will be responsible for manual removal of all sucker growth from the bases and lower trunks of trees within the project area.

T. Any reachable dead palm fronds shall be removed or trimmed back.

### **3.4 SERVICE FREQUENCY**

Mowing – Though subject to change, mowing frequency currently stands at 26 cycles for main road and 21 cycles for non-main road cycles. Tabulations will be based on these frequencies.

The following are main roads:

State Road 84, Davie Blvd, 17th St/A1A, Broward Blvd, Sunrise Blvd, Oakland Park Blvd, Las Olas Blvd, Commercial Blvd, 62<sup>nd</sup> St/Cypress Creek Rd, Sistrunk Blvd, Federal Hwy, Powerline Rd, SR441, NE 18<sup>th</sup> St.

Hedge Service - 9 times per year - schedule to be determined by Contract Administrator.

A year consists of 52 one-week periods (mowing schedule to be provided by City after Contract execution).

All servicing shall be scheduled and completed Monday through Saturday. Servicing on Sundays and holidays is not permitted without the approval of the Parks Superintendent or designee. All services shall occur between the hours of 7:00 A.M. and dusk each day. No other times are permitted.

If, due to inclement weather or other acts of God the service is not performed according to schedule, make-up servicing shall be rescheduled as soon as possible. The City of Fort Lauderdale reserves the right to revise the mowing frequency for weather, fiscal, or budgetary reasons.

### **3.5 SAFETY**

Extreme care shall be taken to safeguard all existing facilities, site amenities, sprinkler systems, turf-grass, trees, shrubs, plant material, windows, and all vehicles on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be replaced or repaired by the Contractor at no additional cost to the City. In the event any damage is done to City property, caused by Contractor's personnel, the Contractor shall notify the Contract Administrator, NO LATER THAN THE NEXT WORKING DAY. If the Contractor has not repaired or replaced damaged property within 48 hours, the City reserves the right to correct the situation and deduct all charges from the Contractor's invoice(s).

Contractor must exercise extreme caution and discernment when operating equipment or vehicles near pedestrians and when maneuvering through crowds when present. The Contractor shall adhere to the Florida DOT's Uniform Manual on Traffic Control for maintenance work zones. It will be the sole responsibility of the Contractor to familiarize himself and his employees with these provisions.

All Contractor vehicles must be properly parked in observance of all regulatory signs and street markings. The Contractor shall also comply with all Federal, State and local laws, codes, rules and regulations that govern and control the operations of this proposal.

### **3.6 WORK SCHEDULES**

All work must be performed within a six-day cycle (Monday through Saturday) unless otherwise approved by the City.

### **3.7 JOB COMPLETION NOTICES AND DAILY TASK SCHEDULES**

The Contractor shall be responsible to submit to the Parks Division Contract Administrator, BEFORE THE BEGINNING OF EACH SCHEDULED WORK CYCLE, a Daily Task Schedule outlining projects for the workweek, via e-mail by midnight of the Sunday before the Cycle starts. The City of Fort Lauderdale reserves the right to amend, change and/or redirect the pre-cycle scheduled locations that are turned in by the Contractor as mentioned above.

The Contractor shall be responsible to submit to the Parks Division Contract Administrator and supervisor, AFTER EACH WORK DAY via e-mail by 11 p.m. Job Completion Notice(s), detailing those areas completed and service times.

Contractors must e-mail completion notices and daily task schedules to Parks Supervisor or as designated.

Parks Division Contract Administrator shall notify the Contractor by email, no more than 72 hours after notification by Contractor of job completion, if an area does not pass City inspection for satisfactory completion. Contractor will have 24 hours from notification to correct any deficiencies.

No payment will be made for work in which a Job Completion Notice has not been received. This procedure is necessary as to allow Parks Division personnel the opportunity to verify the completion of scheduled work to prescribed specifications and confirmation that the Contractor is complying with the established work schedules.

*END OF SECTION*

## SECTION IV – SUBMITTAL REQUIREMENTS

### 4.1 Instructions

- 4.1.1** Although proposals are accepted 'hard copy', the City of Fort Lauderdale uses Bidsync ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, responding to questions / requests for information. There is no charge to register and download the RFP from Bidsync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in Bidsync well in advance of their intention of submitting a proposal to ensure familiarity with the use of Bidsync. The City shall not be responsible for a Proposer's inability to submit a proposal by the end date and time for any reason, including issues arising from the use of Bidsync.
- 4.1.2** Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit proposals in accordance with the requirements of this RFP. Please read entire solicitation before submitting a proposal. Proposers must provide a response to each requirement of the RFP. Proposals should be prepared in a concise manner with an emphasis on completeness and clarity. Notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.
- 4.1.3** All information submitted by Proposer shall be typewritten or provided as otherwise instructed to in the RFP. Proposers shall use and submit any applicable or required forms provided by the City and attach such to their proposal. Failure to use the forms may cause the proposal to be rejected and deemed non-responsive.
- 4.1.4** Proposals shall be submitted by an authorized representative of the firm. Proposals must be submitted in the business entities name by the President, Partner, Officer or Representative authorized to contractually bind the business entity. Proposals shall include an attachment evidencing that the individual submitting the proposal, does in fact have the required authority stated herein.
- 4.1.5** All proposals will become the property of the City. The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes. Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person

or entity as a result of the city's treatment of records as public records. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT. CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (954-828-5002, [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV), CITY CLERK'S OFFICE, 100 NORTH ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301)**

**4.1.6** One original and plus one electronic (soft) copy of your proposal shall be delivered in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside by the due date and time (deadline) to the address specified in Section I, 1.2 – Submission Deadline. It is the sole responsibility of the respondent to ensure their proposal is received on or before the date and time stated, in the specified number of copies and in the format stated herein.

**4.1.7** By submitting a response Proposer is confirming that the firm has not been placed on the convicted vendors list as described in Section §287.133 (2) (a) Florida Statutes; that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the firm.

## **4.2 Contents of the Proposal**

The City deems certain documentation and information important in the determination of responsiveness and for the purpose of evaluating proposals. Proposals should seek to avoid information in excess of that requested, must be concise, and must specifically address the issues of this RFP. The City prefers that proposals be no more than 50 pages double-sided, be bound in a soft cover binder, and utilize recyclable materials as much as practical. Elaborate binders are neither necessary nor desired. Please place the labeled DVD/CD in a paper sleeve. The proposals shall be organized and divided into the sections indicated herein. These are not inclusive of all the information that may be necessary to properly evaluate the proposal and meet the requirements of the scope of work and/or specifications. Additional documents and information should be provided as deemed appropriate by the respondent in proposal to specific requirements stated herein or through the RFP.

### **4.2.1 Table of Contents**

The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages should be consecutively numbered and correspond to the Table of Contents.

### **4.2.2 Executive Summary**

Each Offeror must submit an executive summary that identifies the business entity, its background, main office(s), and office location that will service this contract. Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations. The executive summary should also summarize the key elements of the proposal.

**4.2.3 Experience and Qualifications**

Indicate the firm's number of years of experience in providing the professional services as it relates the work contemplated. Provide details of past projects for agencies of similar size and scope, including information on your firm's ability to meet time and budget requirements. Indicate the firm's initiatives towards its own sustainable business practices that demonstrate a commitment to conservation. Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc. Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted.

**4.2.4 Approach to Scope of Work**

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. Describe your proposed approach to the project. As part of the project approach, the proposer shall propose a scheduling methodology (time line) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

**4.2.5 References**

Provide at least three references, preferably government agencies, for projects with similar scope as listed in this RFP. Information should include:

- Client Name, address, contact person telephone and E-mail addresses.
- Description of work.
- Year the project was completed.
- Total cost of the project, estimated and actual.

**Note:** Do not include City of Fort Lauderdale work or staff as references to demonstrate your capabilities. The Committee is interested in work experience and references other than the City of Fort Lauderdale.

**4.2.6 Minority/Women (M/WBE) Participation**

If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If your firm is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts in meeting M/WBE procurement goals under Florida Statutes 287.09451.

**4.2.7 Subcontractors**

Proposer must clearly identify any subcontractors that may be utilized during the term of this contract.

**4.2.8 Required Forms**



**a. Proposal Certification**

Complete and attach the Proposal Certification provided herein.

**b. Cost Proposal**

Provide firm, fixed, costs for all services/products using the form provided in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

**c. Non-Collusion Statement**

This form is to be completed, if applicable, and inserted in this section.

**d. Local Business Preference (LBP)**

This form is to be completed, if applicable, and inserted in this section

**e. Contract Payment Method**

This form must be completed and returned with your proposal. Proposers must presently have the ability to accept these credit cards or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

**f. Sample Insurance Certificate**

Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for the required coverage and limits.

**g. Business License**

Evidence that your firm and/or persons performing the work are licensed to do business in the State of Florida

*END OF SECTION*

## SECTION V – EVALUATION AND AWARD

### 5.1 Evaluation Procedure

#### 5.1.1 Bid Tabulations/Intent to Award

Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at <http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>. Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/departments/finance/procurement-services/bid-results>, or any interested party may call the Procurement Office at 954-828-5933.

**5.1.2** Evaluation of proposals will be conducted by an Evaluation Committee, consisting of a minimum of three members of City Staff, or other persons selected by the City Manager or designee. All committee members must be present at scheduled evaluation meetings. Proposals shall be evaluated based upon the information and references contained in the responses as submitted.

**5.1.3** The Committee may short list no less than three Proposals, assuming that three proposals have been received, that it deems best satisfy the weighted criteria set forth herein. The committee may then conduct interviews and/or require oral presentations from the short listed Proposers. The Evaluation Committee shall then re-score and re-rank the short listed firms in accordance with the weighted criteria.

**5.1.4** The City may require visits to the Proposer's facilities to inspect record keeping procedures, staff, facilities and equipment as part of the evaluation process.

**5.1.5** The final ranking and the Evaluation Committee's recommendation may then be reported to the City Manager for consideration of contract award.

### 5.2 Evaluation Criteria

**5.2.1** The City uses a mathematical formula to determine the scoring for each individual responsive and responsible firm based on the weighted criteria stated herein. Each evaluation committee member will rank each firm by criteria, giving their first ranked firm a number 1, the second ranked firm a number 2, and so on. The City shall multiply that average ranking by the weighted criterion identified herein to determine the total the points for each proposer. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

#### 5.2.2 Weighted Criteria

<b><u>ABILITY TO MEET OBJECTIVES</u></b>	
Understands the scope of the project	20%
Meets technical specifications	10%
<b><u>QUALIFICATIONS</u></b>	
References, past performance, years in business	40%
Total Project Cost	30%

TOTAL PERCENT AVAILABLE:	100%
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**5.3 Contract Award**

The City reserves the right to award a contract to that Consultant who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations of the submittal requirements and RFP process.

*END OF SECTION*

**SECTION VI - COST PROPOSAL PAGE**

**Proposer Name:** \_\_\_\_\_

Proposer agrees to supply the products and services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor must quote firm, fixed, costs for all services/products identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

Item Number	Description of Locations	# of Services Annually	U/M	Unit Price	Total
1	City Hall, 100 N. Andrews Ave & east parking lot - Andrews & NE 1	21	Service		
2	North Federal Highway, medians from Broward Blvd to US1/Sunrise Blvd. Interchange (includes median and ROW )	26	Service		
3	Hedge trim Item 2	9	Service		
4	Sistrunk Blvd (NE 6 St) from Andrews Ave to US1 – Hedge Service, median and swale (north and south sides of the street)	9	Service		
5	North Federal Highway, medians from US1/Sunrise Blvd. Interchange (includes median and ROW on N. side) to Oakland Park Blvd.	26	Service		
6	Hedge trim Item 5	9	Service		
7	North Federal Highway, medians from Oakland Park Blvd. to NE 65 Street /Port Royale	26	Service		
8	Hedge trim Item 7	9	Service		
9	NE 4th Avenue medians from Sunrise Blvd. to South Middle River (NE 18 St)	21	Service		
10	Hedge trim Item 9	9	Service		
11	NE 9 St., medians and ROW triangles from Middle River Dr to NE 26 Ave	21	Service		
12	Hedge trim Item 11	9	Service		

13	NE 13 Street, medians from Andrews Ave – Federal Hwy	21	Service		
14	NE 15 Ave, medians from NE 13 St to NE 20 St includes roundabout and swale areas around roundabout	21	Service		
15	Hedge trim Item 14	9	Service		
16	Oakland Park Blvd, medians, parking ROWS, & Bridge (4 sides) from NE 21 Terr to A1A (including Intracoastal Waterway SE Bridge seawall at NE 31 St ramp and Oakland & A1A Parking Lot @ NW corner (Miles Corner/Walgreen's Lot)	26	Service		
17	Hedge trim Item 16	9	Service		
18	NE 26 Avenue, medians from NE 47 St to NE 49 St	21	Service		
19	Commercial Blvd, medians, parking ROWS, & bridge west side, from Dixie Hwy to Dupont Blvd @ Bridge (west side)	26	Service		
20	Hedge Trim Item 19	9	Service		
21	NE 18 Ave, medians from NE 50 St to NE 65 St	26	Service		
22	Hedge Trim Item 21	9	Service		
23	Landings Entranceway - medians, entranceway, & bridge ROWS - NE 55 St, from US 1 to Bayview Dr (including swale behind wall on north end of entrance)	21	Service		
24	Hedge trim (Landings Entrance from US1 to NE 26 Avenue)	9	Service		
25	Bayview Drive & Bay Colony ROW, medians & ROW; Bayview Dr & NE 59 St Bridge ROW 4 sides; and NE 51 St Bridge on NW side - NE 51 St to US 1/Fed Hwy	21	Service		
26	Hedge trim Item 25	9	Service		
27	Bayview Dr., medians from Sunrise Blvd to NE 12 St	21	Service		
28	Hedge trim Item 27	9	Service		
29	Imperial Point Entranceway & Imperial Point Drive, 5900 N Federal Hwy - Entry & medians - N Federal Hwy to NE 21 Lane	21	Service		
30	Hedge trim Item 29	9	Service		
31	Cypress Creek Road/NE 62 St; medians, North & South ROWs, from Andrews Ave to NE 7 Ave including	26	Service		

	the SE corner at NE 7 Avenue				
32	Hedge trim Item 31	9	Service		
33	NE 62 St, Medians from NE 18 Ave to Dixie Hwy	26	Service		
34	Hedge trim Item 33	9	Service		
35	N Dixie Hwy, Median north of NE 62 St to City Limit	21	Service		
36	A1A/N. Ocean Blvd, medians from Flamingo Ave/ NE 42 St to NE 20 St	26	Service		
37	Hedge trim Item 36	9	Service		
38	NE 15 Ave medians from NE 4 Court to NE 6 Street	21	Service		
39	Hedge trim Item 38	9	Service		
40	NE 11 St, swale on south side from 2449 NE 11 St to Seminole Dr. and on NE 25 Ave west side from NE 11 St to Sunrise Blvd at parking meters	21	Service		
41	Bayview Drive, canal-ends on east side of Bayview Dr between NE 18 St – 17 St, NE 17 St – 16 St, NE 16 St – 15 St and NE 15 – 14 St.	21	Service		
42	Triangle ROWS at SE corner of NE 28 Ave & Bayview Dr & NW corner of NE 24 St and Bayview Dr.	21	Service		
43	Bermuda Riviera, swale along east side of NE 34 Ave between fence and road and NE 36 St - Flamingo Avenue. Leaf removal each service. Clearing of all leaves regardless of origin, swale along east side of NE 34 Ave between fence and road and NE 36 St - Flamingo Avenue	21	Service		
44	NE 34 Ave at Fort Royale and Castle Harbor Bridge areas	21	Service		
45	Lake Estates/NE 27 Ave ROWs & plant-beds, ROWs on north & south sides of NE 57 St from Federal Hwy to NE 27 Ave, and North & South sides of NE 59 St from Federal Hwy to NE 27 Ave, ROW on west side of NE 27 Ave from NE 56 Ct to NE 59 St, ROW on north side of NE 59 St to NE 28 Ave, ROW on west side of NE 28 Ave from NE 59 St - NE 60 St	21	Service		
46	Hedge trim Item 45 – Hedge is to be maintained at height of wall	9	Service		
47	Sunrise Blvd. From Andrews Ave. to Middle River Bridge	26	Service		

48	Sunrise Blvd From Middle River Bridge to A1A – includes medians, swales on north and south side and ROW triangles on NW and SW corners of A1A & Sunrise	26	Service		
49	Hedge trim Item 48	9	Service		
50	Seven Isle at Desoto Dr., median/ROW & pump station swale on west side – Barcelona Dr./NE 3rd Street & DeSoto Dr.	21	Service		
51	NE 16 Terrace cul-de-sac, behind wall at 1624 E. Sunrise Blvd – Sunrise Blvd and NE 9 St	21	Service		
52	Terramar from A1A to Birch Road (center median)	21	Service		
53	Hedge trim Item 52	9	Service		
54	Vistamar from A1A to Birch Road (center median) – Hedge Trim only	9	Service		
55	Breakers Avenue from Vistamar to Riomar (center median) – Hedge Trim only	9	Service		
56	Cortez passive park (between Seabreeze and Birch from Cortez Street north to across from 109 Birch Ave.)	21	Service		
57	Hedge trim Item 56	9	Service		
58	Sebastian West - Seabreeze and Sebastian Street –outside perimeter of lot and all shrubs inside lot. Hedge trim	9	Service		
59	Sebastian East - A1A and Sebastian Street - Hedge trim (price shall include small grass section at north end of lot)	9	Service		
60	ROW at Seabreeze and Alhambra (across from Casablanca Restaurant) – Hedge Trim	9	Service		
61	ROW at Seabreeze and Sebastian St. – Hedge trim	9	Service		
62	NE 16 Terrace cul-de-sac, behind wall at 1624 E. Sunrise Blvd – Sunrise Blvd and NE 9 St	21	Service		
63	Middle River Dr & Coral Ridge Dr., Triangle at 1840 Middle River Dr	21	Service		
64	Bal Harbour Entranceway, ROWs - NE 19 St at NE 22 Ave	21	Service		
65	Bal Harbour west swale area of NE 22 Ave from NE 19 St to NE 15 Court	21	Service		
66	NE 20 Ave., circle at 5251 NE 20 Ave – NE 53 St at NE 20 Ave	21	Service		
67	Flagler Drive, between Sunrise Blvd and Andrews Ave swales on east and west side of roadway	21	Service		
68	Hedge trim Item 67(includes swales on east and west side of road and all hedges up to fence on east side of railroad tracks)	9	Service		

69	Pump Station A21, 630 NE 2nd Ave	21	Service		
70	Old City Hall Annex Bulidng, 300 NW 1 Ave (entire property from Andrews Ave to NW 1 Ave between NW 2 St and NW 4 St) - Hedge trim ADDED	9	Service		
71	Andrews Ave medians (3 medians north of N 62 St to McNab Rd) – Mow and weed	21	Service		
72	Palm Aire West. Hedges along the wall. (starting just north of NW 69 court, south to NW 62nd Street on NW 31Ave.) and from (NW 31 Ave. west to NW 34 Ave. on NW 62nd Street) HEDGE TRIM 9 Services	9	Service		

**Submitted by:**


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 Name (printed)

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 Signature

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 Date

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 Title



**ADDITIONAL SERVICE ITEMS**

(You must provide a quote for each item listed below):

(See Section 1.22 Additional Services)

Failure to provide information may result in your bid being declared non-responsive.

**TM = time and material**

1. Price per acre for any additional service to existing locations as determined by the City.

 /acre – include TM

2. Price per acre for any new location added.

 /acre – include TM

3. Price per acre for any on call (one time) service.

 /acre – include TM

4. Price per linear foot for hedge trimming added to contract

 /linear foot – include TM

5. Price per yard for removal and dumping of storm damage and debris.  
Provide TM (time & material) rate for removal of limbs or bulk trash items.  
Hauling and Disposal (receipt from certified landfill must be submitted):

 /yard, removal and dumping – include TM

 /yard, hauling only (City to provide dump site) – include TM

6. Price per square foot for mulching of plant beds

 /square foot – include TM
**QUESTIONNAIRE**

1. Have you or an authorized member of your company inspected the areas under consideration for award of contract prior to submitting this bid proposal?

☐ Yes ☐ No

2. Provide three references (not relatives), preferably other governmental entities, for which you have performed similar work. See Eligibility requirements, Section 1.05.

**Failure to provide references may result in your bid being declared non-responsive. These references may be contacted. If the City cannot locate any of these references, your bid may be declared non-responsive.**

Company Name:

Address:

Contact Name:  Telephone:

Company Name:

Address:

Contact Name:  Telephone:

Company Name:

Address:

Contact Name:  Telephone:

3. Number of years' experience this company has been in operation providing similar services:

years

4. Describe the most recent project of this nature you have completed:

5. Please indicate the number of employees available to perform the requirements of this contract:

Workers and  Supervisors

6. Have you ever failed to complete work awarded to you? If so, where and why?

7. How soon after award can you begin work?  days

8. List any licenses, permits or certifications, etc., you hold for performing this type of work:

9. Do you have the required insurances and will you furnish an original certificate with the City named as additionally insured prior to the commencement of work?

General Liability ☐ yes ☐ no

Auto Liability ☐ yes ☐ no

Worker's Compensation ☐ yes ☐ no

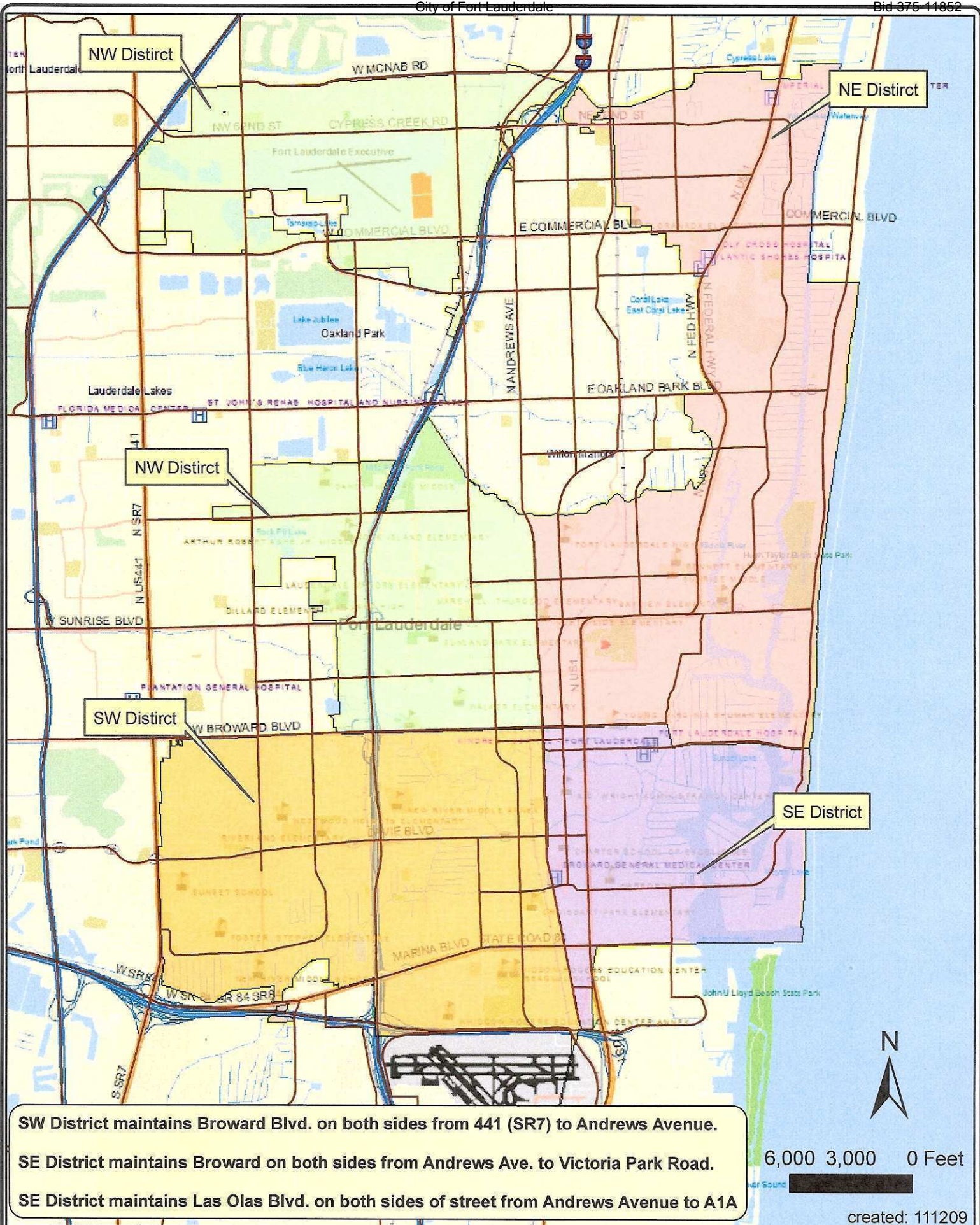
10. A general listing of currently owned and operated equipment that would be utilized in fulfilling the requirements of this contract should be provided. Include make, model and year of manufacture.

Have you included a list of currently owned and operated equipment?

☐ yes ☐ no

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**CITY OF FORT LAUDERDALE  
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB), Request for Qualifications (RFQ), and Request for Proposal (RFP) are interchangeable.

**PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:**

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PACKING SLIPS:** It will be the responsibility of the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.
- 1.04 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.05 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.06 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of bid opening unless otherwise stated in the ITB.
- 1.07 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.08 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.09 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

#### 1.10 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

#### 1.11 SCRUTINIZED COMPANIES

Subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), *affirmed*, *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), with regard to the "Cuba Amendment," the Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2016), that it is not engaged in a boycott of Israel, and that it does not have business operations in Cuba or Syria, as provided in section 287.135, Florida Statutes (2016), as may be amended or revised. The City may terminate this Agreement at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2016), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2016), or is engaged in a boycott of Israel or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2016), as may be amended or revised.

#### 1.12 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS

The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

### **Part II DEFINITIONS/ORDER OF PRECEDENCE:**

#### 2.01 BIDDING DEFINITIONS The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:

INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.

REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.

REQUEST FOR QUALIFICATIONS (RFQ) when the City is requesting qualifications from qualified Proposers.

BID – a price and terms quote received in response to an ITB.

PROPOSAL – a proposal received in response to an RFP.

BIDDER – Person or firm submitting a Bid.

PROPOSER – Person or firm submitting a Proposal.

RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.

RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.

FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.

SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.

CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.

CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.

CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.

The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

#### 2.02 SPECIAL CONDITIONS: Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

### **PART III BIDDING AND AWARD PROCEDURES:**

#### 3.01 SUBMISSION AND RECEIPT OF BIDS: To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the Form G-107 Rev. 08/2016

presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashier's check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

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Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

**3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.

**3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

**3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

**3.19 BID PROTEST PROCEDURE:** ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY THE CITY TO FOLLOW THE CITY'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES DIVISION (DIRECTOR), BY DELIVERING A LETTER OF PROTEST TO THE DIRECTOR WITHIN FIVE (5) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: [http://www.fortlauderdale.gov/purchasing/notices\\_of\\_intent.htm](http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm)

THE COMPLETE PROTEST ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:  
<http://www.fortlauderdale.gov/purchasing/protestordinance.pdf>

#### **PART IV BONDS AND INSURANCE**

**4.01 PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions 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 the City 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.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

**4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.



**PART V PURCHASE ORDER AND CONTRACT TERMS:**

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
  - All City Departments being advised to refrain from doing business with the Bidder.
  - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Safety Data Sheet (SDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney's fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.

- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
  2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
  3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve them of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.
- If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.
- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.
- 5.21 LOCATION OF UNDERGROUND FACILITIES:** If the Contractor, for the purpose of responding to this solicitation, requests the location of underground facilities through the Sunshine State One-Call of Florida, Inc. notification system or through any person or entity providing a facility locating service, and underground facilities are marked with paint, stakes or other markings within the City pursuant to such a request, then the Contractor, shall be deemed non-responsive to this solicitation in accordance with Section 2-184(5) of the City of Fort Lauderdale Code of Ordinances.

## 5.22 PUBLIC RECORDS

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT. CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (954-828-5002, [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV), CITY CLERK'S OFFICE, 100 NORTH ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301)**

Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2016), as may be amended or revised, or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Contractor does not transfer the records to the City.
4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

**CONTRACT PAYMENT METHOD BY P-CARD**

THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

Please indicate which credit card payment you prefer:

\_\_\_\_\_ MasterCard

\_\_\_\_\_ Visa Card

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

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

### LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

- (1) \_\_\_\_\_ is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (2) \_\_\_\_\_ is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (3) \_\_\_\_\_ is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (4) \_\_\_\_\_ requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (5) \_\_\_\_\_ requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (6) \_\_\_\_\_ is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration.  
Business Name

BIDDER'S COMPANY: \_\_\_\_\_

AUTHORIZED COMPANY PERSON: \_\_\_\_\_  
NAME SIGNATURE DATE

**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

**NAME****RELATIONSHIPS**

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

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

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**

**BID/PROPOSAL CERTIFICATION**

**Please Note:** If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Email: \_\_\_\_\_

Delivery: Calendar days after receipt of Purchase Order (**section 1.02 of General Conditions**): \_\_\_\_\_

Total Bid Discount (**section 1.05 of General Conditions**): \_\_\_\_\_

Does your firm qualify for MBE or WBE status (**section 1.09 of General Conditions**): MBE \_\_\_\_\_ WBE \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**VARIANCES:** If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **If submitting your response electronically through BIDS SYNC you must also click the "Take Exception" button.**

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Name (printed)

Signature

Date:

Title

revised 04/10/15

CITY OF FORT LAUDERDALE BID TABULATION  
Turf Grass Maintenance N.E. Quadrant  
Bid #562-11709  
Lot: GROUP 1 - NORTHEAST

Item	Qty	Unit	All Around Town Properties Inc. Hialeah, FL COND. Class A		Creative Lawn Maintenance, LLC Pompano Beach, FL Class C		EDJ Service Davie, FL Class B		C&M Landscaping Ft. Lauderdale, FL		Weed-A-Way Hollywood, FL Class B	
			Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
1 City Hall - 100 N. Andrews Ave & East parking lot -Andrews & NE 1st...Mow & Weed	21	SVC	\$ 32.00	\$ 672.00	\$ 50.00	\$ 1,050.00	\$ 39.47	\$ 828.87	\$ 50.00	\$ 1,050.00	\$ 80.00	\$ 1,680.00
2 N Federal Hwy medians-Broward Blvd to US 1/Sunrise Blvd...Mow & Weed	26	SVC	\$ 125.00	\$ 3,250.00	\$ 80.00	\$ 2,080.00	\$ 154.19	\$ 4,008.94	\$ 125.00	\$ 3,250.00	\$ 135.00	\$ 3,510.00
3 N Federal Hwy medians-Broward Blvd to US 1/Sunrise Blvd...Hedge trim	9	SVC	\$ 50.00	\$ 450.00	\$ 60.00	\$ 540.00	\$ 61.67	\$ 555.03	\$ 50.00	\$ 450.00	\$ 75.00	\$ 675.00
4 Sistrunk Blvd (NE 6 ST) from Andrews Ave to US 1...Hedge Trim	9	SVC	\$ 25.00	\$ 225.00	\$ 65.00	\$ 585.00	\$ 31.84	\$ 286.56	\$ 250.00	\$ 2,250.00	\$ 210.00	\$ 1,890.00
5 N Federal Hwy medians-US 1/Sunrise Blvd to Oakland Pk Blvd...Mow & Weed	26	SVC	\$ 70.00	\$ 1,820.00	\$ 200.00	\$ 5,200.00	\$ 92.51	\$ 2,405.26	\$ 175.00	\$ 4,550.00	\$ 110.00	\$ 2,860.00
6 N Federal Hwy medians-US 1/Sunrise Blvd to Oakland Pk Blvd...Hedge Trim	9	SVC	\$ 125.00	\$ 1,125.00	\$ 150.00	\$ 1,350.00	\$ 160.35	\$ 1,443.15	\$ 150.00	\$ 1,350.00	\$ 319.00	\$ 2,871.00
7 N Federal Hwy medians-Oakland Pk Blvd. to NE 65th St./Port Royale...Mow & Weed	26	SVC	\$ 95.00	\$ 2,470.00	\$ 200.00	\$ 5,200.00	\$ 123.35	\$ 3,207.10	\$ 400.00	\$ 10,400.00	\$ 275.00	\$ 7,150.00
8 N Federal Hwy medians-Oakland Pk Blvd. to NE 65th St./Port Royale...Hedge Trim	9	SVC	\$ 65.00	\$ 585.00	\$ 150.00	\$ 1,350.00	\$ 86.34	\$ 777.06	\$ 200.00	\$ 1,800.00	\$ 125.00	\$ 1,125.00
9 NE 4th Ave medians-Sunrise Blvd. to S. Middle River (NE 18th St.)...Mow & Weed	21	SVC	\$ 32.00	\$ 672.00	\$ 50.00	\$ 1,050.00	\$ 37.00	\$ 777.00	\$ 50.00	\$ 1,050.00	\$ 95.00	\$ 1,995.00
10 NE 4th Ave medians-Sunrise Blvd. to S. Middle River (NE 18th St.)...Hedge Trim	9	SVC	\$ 45.00	\$ 405.00	\$ 80.00	\$ 720.00	\$ 55.51	\$ 499.59	\$ 100.00	\$ 900.00	\$ 85.00	\$ 765.00
11 NE 9 St. medians and ROW triangles-Middle River Dr to NE 26 Ave...Mow & Weed	21	SVC	\$ 45.00	\$ 945.00	\$ 35.00	\$ 735.00	\$ 61.67	\$ 1,295.07	\$ 50.00	\$ 1,050.00	\$ 75.00	\$ 1,575.00
12 NE 9 St. medians and ROW triangles Middle River Dr...Hedge Tr	9	SVC	\$ 45.00	\$ 405.00	\$ 50.00	\$ 450.00	\$ 70.00	\$ 630.00	\$ 100.00	\$ 900.00	\$ 140.00	\$ 1,260.00
13 NE 13 St. medians-Andrews Ave to Federal Hwy...Mow & Weed	21	SVC	\$ 170.00	\$ 3,570.00	\$ 100.00	\$ 2,100.00	\$ 215.86	\$ 4,533.06	\$ 125.00	\$ 2,625.00	\$ 209.00	\$ 4,389.00
14 NE 15 Ave medians-NE 13 St to NE 20 St...Mow & Weed	21	SVC	\$ 70.00	\$ 1,470.00	\$ 115.00	\$ 2,415.00	\$ 92.51	\$ 1,942.71	\$ 125.00	\$ 2,625.00	\$ 119.00	\$ 2,499.00
15 NE 15 Ave medians-NE 13 St to NE 20 St...Hedge Trim	9	SVC	\$ 45.00	\$ 405.00	\$ 50.00	\$ 450.00	\$ 70.00	\$ 630.00	\$ 75.00	\$ 675.00	\$ 195.00	\$ 1,755.00
16 Oakland Park Blvd medians parking ROWS & Bridge...Mow & Weed	26	SVC	\$ 230.00	\$ 5,980.00	\$ 150.00	\$ 3,900.00	\$ 296.04	\$ 7,697.04	\$ 300.00	\$ 7,800.00	\$ 350.00	\$ 9,100.00
17 Oakland Park Blvd medians parking ROWS & Bridge...Hedge Trim	9	SVC	\$ 35.00	\$ 315.00	\$ 200.00	\$ 1,800.00	\$ 54.34	\$ 489.06	\$ 150.00	\$ 1,350.00	\$ 135.00	\$ 1,215.00
18 NE 26 Ave medians from NE 47 St to NE 49 St...Mow & Weed	21	SVC	\$ 45.00	\$ 945.00	\$ 60.00	\$ 1,260.00	\$ 61.67	\$ 1,295.07	\$ 50.00	\$ 1,050.00	\$ 125.00	\$ 2,625.00
19 Commercial Blvd medians parking ROWS & bridge west side...Mow & Weed	26	SVC	\$ 170.00	\$ 4,420.00	\$ 80.00	\$ 2,080.00	\$ 215.86	\$ 5,612.36	\$ 400.00	\$ 10,400.00	\$ 319.00	\$ 8,294.00
20 Commercial Blvd medians parking ROWS & bridge west side from...Hedge Trim	9	SVC	\$ 115.00	\$ 1,035.00	\$ 200.00	\$ 1,800.00	\$ 148.02	\$ 1,332.18	\$ 400.00	\$ 3,600.00	\$ 289.00	\$ 2,601.00
21 NE 18 Ave medians from NE 50 St to NE 65 St...Mow & Weed	26	SVC	\$ 32.00	\$ 832.00	\$ 80.00	\$ 2,080.00	\$ 37.00	\$ 962.00	\$ 75.00	\$ 1,950.00	\$ 149.00	\$ 3,874.00
22 NE 18 Ave medians from NE 50 St to NE 65 St...Hedge Trim	9	SVC	\$ 35.00	\$ 315.00	\$ 70.00	\$ 630.00	\$ 59.34	\$ 534.06	\$ 50.00	\$ 450.00	\$ 124.99	\$ 1,124.91
23 Landings Entranceway - medians entranceway & bridge ROWS...Mow & Weed	21	SVC	\$ 95.00	\$ 1,995.00	\$ 70.00	\$ 1,470.00	\$ 123.35	\$ 2,590.35	\$ 100.00	\$ 2,100.00	\$ 174.95	\$ 3,673.95
24 Landings Entrance from US1 to NE 26th Avenue...Hedge Trim	9	SVC	\$ 30.00	\$ 270.00	\$ 50.00	\$ 450.00	\$ 37.00	\$ 333.00	\$ 150.00	\$ 1,350.00	\$ 249.00	\$ 2,241.00
25 Bayview Dr & Bay Colony ROW medians & ROW...Mow & Weed	21	SVC	\$ 95.00	\$ 1,995.00	\$ 80.00	\$ 1,680.00	\$ 135.68	\$ 2,849.28	\$ 150.00	\$ 3,150.00	\$ 249.00	\$ 5,229.00
26 Bayview Dr & Bay Colony ROW medians & ROW...Hedge Trim	9	SVC	\$ 85.00	\$ 765.00	\$ 60.00	\$ 540.00	\$ 111.01	\$ 999.09	\$ 75.00	\$ 675.00	\$ 80.00	\$ 720.00
27 Bayview Dr. medians-Sunrise Blvd to NE 12th St...Mow & Weed	21	SVC	\$ 25.00	\$ 525.00	\$ 35.00	\$ 735.00	\$ 30.84	\$ 647.64	\$ 25.00	\$ 525.00	\$ 80.00	\$ 1,680.00
28 Bayview Dr. medians-Sunrise Blvd to NE 12th St...Hedge Trim	9	SVC	\$ 30.00	\$ 270.00	\$ 20.00	\$ 180.00	\$ 37.00	\$ 333.00	\$ 30.00	\$ 270.00	\$ 125.00	\$ 1,125.00
29 Imperial Point Entranceway & Imperial Point Drive...Mow & Weed	21	SVC	\$ 30.00	\$ 630.00	\$ 45.00	\$ 945.00	\$ 43.17	\$ 906.57	\$ 150.00	\$ 3,150.00	\$ 110.00	\$ 2,310.00
30 Imperial Point Entranceway & Imperial Point Drive...Hedge Trim	9	SVC	\$ 25.00	\$ 225.00	\$ 50.00	\$ 450.00	\$ 40.84	\$ 367.56	\$ 25.00	\$ 225.00	\$ 88.00	\$ 792.00
31 Cypress Creek Road/NE 62 St; medians North & South ROWs...Mow & Weed	26	SVC	\$ 85.00	\$ 2,210.00	\$ 70.00	\$ 1,820.00	\$ 111.01	\$ 2,886.26	\$ 150.00	\$ 3,900.00	\$ 80.00	\$ 2,080.00
32 Cypress Creek Road/NE 62 St; medians North & South ROWs...Hedge Trim	9	SVC	\$ 30.00	\$ 270.00	\$ 50.00	\$ 450.00	\$ 37.00	\$ 333.00	\$ 175.00	\$ 1,575.00	\$ 174.00	\$ 1,566.00
33 NE 62 St Medians from NE 18 Ave to Dixie Highway...Mow & Weed	26	SVC	\$ 85.00	\$ 2,210.00	\$ 75.00	\$ 1,950.00	\$ 111.01	\$ 2,886.26	\$ 75.00	\$ 1,950.00	\$ 59.00	\$ 1,534.00



Item	Qty	Unit	All Around Town Properties Inc. Hialeah, FL COND. Class A		Creative Lawn Maintenance, LLC Pompano Beach, FL Class C		EDJ Service  Davie, FL Class B		C&M Landscaping  Ft. Lauderdale, FL		Weed-A-Way  Hollywood, FL Class B	
			Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
34 NE 62 St Medians from NE 18 Ave to Dixie Highway...Hedge Trim	9	SVC	\$ 25.00	\$ 225.00	\$ 65.00	\$ 585.00	\$ 30.84	\$ 277.56	\$ 50.00	\$ 450.00	\$ 109.00	\$ 981.00
35 N Dixie Hwy Median north of NE 62 St to City Limit...Mow & Weed	21	SVC	\$ 35.00	\$ 735.00	\$ 70.00	\$ 1,470.00	\$ 43.17	\$ 906.57	\$ 25.00	\$ 525.00	\$ 60.00	\$ 1,260.00
36 A1A/No. Ocean Drive medians from Flamingo Ave/ NE 42 St to...Mow & Weed	26	SVC	\$ 145.00	\$ 3,770.00	\$ 220.00	\$ 5,720.00	\$ 197.34	\$ 5,130.84	\$ 160.00	\$ 4,160.00	\$ 200.00	\$ 5,200.00
37 A1A/No. Ocean Drive medians from Flamingo Ave/ NE 42 St to...Hedge Trim	9	SVC	\$ 40.00	\$ 360.00	\$ 220.00	\$ 1,980.00	\$ 55.51	\$ 499.59	\$ 45.00	\$ 405.00	\$ 75.00	\$ 675.00
38 NE 15 Ave medians from NE 4 Court to NE 6th Street...Mow & Weed	21	SVC	\$ 32.00	\$ 672.00	\$ 35.00	\$ 735.00	\$ 43.17	\$ 906.57	\$ 35.00	\$ 735.00	\$ 79.00	\$ 1,659.00
39 NE 15 Ave medians from NE 4 Court to NE 6th Street...Hedge Trim	9	SVC	\$ 20.00	\$ 180.00	\$ 50.00	\$ 450.00	\$ 24.67	\$ 222.03	\$ 20.00	\$ 180.00	\$ 95.00	\$ 855.00
40 NE 11 St swale on south side from 2449 NE 11 St to Seminole Dr...Mow & Weed	21	SVC	\$ 25.00	\$ 525.00	\$ 40.00	\$ 840.00	\$ 34.54	\$ 725.34	\$ 25.00	\$ 525.00	\$ 89.00	\$ 1,869.00
41 Bayview Drive canal-ends on east side of Bayview Drive...Mow & Weed	21	SVC	\$ 55.00	\$ 1,155.00	\$ 50.00	\$ 1,050.00	\$ 74.01	\$ 1,554.21	\$ 60.00	\$ 1,260.00	\$ 79.00	\$ 1,659.00
42 Triangle ROWS at SE corner of NE 28 Ave & Bayview Dr. and...Mow & Weed	21	SVC	\$ 40.00	\$ 840.00	\$ 35.00	\$ 735.00	\$ 51.81	\$ 1,088.01	\$ 20.00	\$ 420.00	\$ 44.00	\$ 924.00
43 Bermuda Riviera swale along east side of NE 34 Ave between fence...Mow & Weed	21	SVC	\$ 40.00	\$ 840.00	\$ 90.00	\$ 1,890.00	\$ 51.81	\$ 1,088.01	\$ 400.00	\$ 8,400.00	\$ 370.00	\$ 7,770.00
44 NE 34 Ave at Fort Royale and Castle Harbor Bridge Areas...Mow & Weed	21	SVC	\$ 45.00	\$ 945.00	\$ 35.00	\$ 735.00	\$ 61.67	\$ 1,295.07	\$ 10.00	\$ 210.00	\$ 44.00	\$ 924.00
45 Lake Estates/NE 27 Ave ROWs & plant-beds ROWs on north &...Mow & Weed	21	SVC	\$ 55.00	\$ 1,155.00	\$ 60.00	\$ 1,260.00	\$ 74.01	\$ 1,554.21	\$ 60.00	\$ 1,260.00	\$ 109.00	\$ 2,289.00
46 Lake Estates/NE 27 Ave ROWs & plant-beds ROWs...Hedge Trim	9	SVC	\$ 25.00	\$ 225.00	\$ 65.00	\$ 585.00	\$ 30.84	\$ 277.56	\$ 25.00	\$ 225.00	\$ 90.00	\$ 810.00
47 Sunrise Blvd. From Andrews Ave. to Middle River Bridge...Mow & Weed	26	SVC	\$ 170.00	\$ 4,420.00	\$ 150.00	\$ 3,900.00	\$ 215.86	\$ 5,612.36	\$ 25.00	\$ 650.00	\$ 145.00	\$ 3,770.00
48 Sunrise Blvd from Middle River Bridge to A1A...Mow and Weed	26	SVC	\$ 70.00	\$ 1,820.00	\$ 150.00	\$ 3,900.00	\$ 92.51	\$ 2,405.26	\$ 200.00	\$ 5,200.00	\$ 145.00	\$ 3,770.00
49 Sunrise Blvd from Middle River Bridge to A1A...Hedge Trim	9	SVC	\$ 45.00	\$ 405.00	\$ 75.00	\$ 675.00	\$ 61.67	\$ 555.03	\$ 5.00	\$ 45.00	\$ 85.00	\$ 765.00
50 Seven Isle at Desoto Dr. median/ROW & pump station swale...Mow & Weed	21	SVC	\$ 45.00	\$ 945.00	\$ 40.00	\$ 840.00	\$ 56.74	\$ 1,191.54	\$ 15.00	\$ 315.00	\$ 49.99	\$ 1,049.79
51 NE 16 Terrace cul-de-sac behind wall at 1624 E. Sunrise - Sunrise...Hedge Trim	9	SVC	\$ 25.00	\$ 225.00	\$ 30.00	\$ 270.00	\$ 14.00	\$ 126.00	\$ -	\$ -	\$ 38.99	\$ 350.91
52 Terramar from A1A to Birch Road (center median)...Mow & Weed	21	SVC	\$ 30.00	\$ 630.00	\$ 45.00	\$ 945.00	\$ 37.00	\$ 777.00	\$ 30.00	\$ 630.00	\$ 45.00	\$ 945.00
53 Terramar from A1A to Birch Road (center median)...Hedge Trim	9	SVC	\$ 30.00	\$ 270.00	\$ 45.00	\$ 405.00	\$ 35.77	\$ 321.93	\$ 50.00	\$ 450.00	\$ 60.00	\$ 540.00
54 Vistamar from A1A to Birch Road (center median)...Hedge Trim	9	SVC	\$ 65.00	\$ 585.00	\$ 45.00	\$ 405.00	\$ 85.11	\$ 765.99	\$ 29.00	\$ 261.00	\$ 75.00	\$ 675.00
55 Breakers Avenue from Vistamar to Riomar (center median)...Hedge Trim	9	SVC	\$ 65.00	\$ 585.00	\$ 80.00	\$ 720.00	\$ 82.64	\$ 743.76	\$ 69.00	\$ 621.00	\$ 124.95	\$ 1,124.55
56 Cortez passive park (between Seabreeze and Birch from Cortez Street...Mow & Weed	21	SVC	\$ 55.00	\$ 1,155.00	\$ 80.00	\$ 1,680.00	\$ 72.78	\$ 1,528.38	\$ 59.00	\$ 1,239.00	\$ 145.00	\$ 3,045.00
57 Cortez passive park (between Seabreeze and Birch from Cortez Street...Hedge Trim	9	SVC	\$ 35.00	\$ 315.00	\$ 75.00	\$ 675.00	\$ 48.10	\$ 432.90	\$ 25.00	\$ 225.00	\$ 55.00	\$ 495.00
58 Sebastian West - Seabreeze and Sebastian Street - outside perimeter...Hedge Trim	9	SVC	\$ 35.00	\$ 315.00	\$ 120.00	\$ 1,080.00	\$ 48.10	\$ 432.90	\$ 25.00	\$ 225.00	\$ 149.98	\$ 1,349.82
59 Sebastian East (A1A and Sebastian Street - hedge serfge and small...Hedge Trim	9	SVC	\$ 45.00	\$ 405.00	\$ 100.00	\$ 900.00	\$ 60.44	\$ 543.96	\$ 25.00	\$ 225.00	\$ 85.00	\$ 765.00
60 ROW at Seabreeze and Alhambra (beside Casablanca Restaurant)...Hedge Trim	9	SVC	\$ 50.00	\$ 450.00	\$ 45.00	\$ 405.00	\$ 62.91	\$ 566.19	\$ 15.00	\$ 135.00	\$ 49.99	\$ 449.91
61 ROW at Seabreeze and Sebastian St...Hedge Trim	9	SVC	\$ 45.00	\$ 405.00	\$ 45.00	\$ 405.00	\$ 57.97	\$ 521.73	\$ 25.00	\$ 225.00	\$ 50.00	\$ 450.00
62 Middle River Dr & Coral Ridge Dr. Triangle at 1840 Middle River Dr...Mow & Weed	21	SVC	\$ 25.00	\$ 525.00	\$ 35.00	\$ 735.00	\$ 29.60	\$ 621.60	\$ 10.00	\$ 210.00	\$ 40.00	\$ 840.00
63 Bal Harbour Entranceway ROWs - NE 19 St at NE 22 Ave...Mow & Weed	21	SVC	\$ 55.00	\$ 1,155.00	\$ 40.00	\$ 840.00	\$ 72.78	\$ 1,528.38	\$ 10.00	\$ 210.00	\$ 75.00	\$ 1,575.00
64 Bal Harbour west swale area at NE 22nd Ave from NE 19 St to...Mow & Weed	21	SVC	\$ 25.00	\$ 525.00	\$ 65.00	\$ 1,365.00	\$ 35.77	\$ 751.17	\$ 80.00	\$ 1,680.00	\$ 89.99	\$ 1,889.79
65 NE 20 Ave. circle at 5251 NE 20 Ave. - NE 53 St at NE 20 Ave...Mow & Weed	21	SVC	\$ 32.00	\$ 672.00	\$ 30.00	\$ 630.00	\$ 43.17	\$ 906.57	\$ 20.00	\$ 420.00	\$ 49.99	\$ 1,049.79
66 Flagler Drive between Sunrise Blvd & Andrews Avenue...Mow & Weed	21	SVC	\$ 65.00	\$ 1,365.00	\$ 65.00	\$ 1,365.00	\$ 129.32	\$ 2,715.72	\$ 100.00	\$ 2,100.00	\$ 105.00	\$ 2,205.00
67 Flagler Drive between Sunrise Blvd & Andrews Avenue...Hedge Trim	9	SVC	\$ 55.00	\$ 495.00	\$ 65.00	\$ 585.00	\$ 296.02	\$ 2,664.18	\$ 250.00	\$ 2,250.00	\$ 190.00	\$ 1,710.00
68 Pump Station A-21 630 NE 2nd Ave...Mow & Weed	21	SVC	\$ 22.00	\$ 462.00	\$ 20.00	\$ 420.00	\$ 27.14	\$ 569.94	\$ 10.00	\$ 210.00	\$ 40.00	\$ 840.00
Local Vendor Preference Deduction				\$ 73,432.00		\$ 90,675.00		\$ 98,681.24		\$ 116,676.00		\$ 144,313.42
10%			\$ 7,343.20		5%	\$ 4,533.75	7.5%	\$ 7,401.09	0%	\$ -	7.5%	\$ 10,823.51
<b>GRAND TOTAL</b>				\$ 66,088.80		\$ 86,141.25		\$ 91,280.15		\$ 116,676.00		\$ 133,489.91



## Question and Answers for Bid #375-11852 - Turf Grass and Landscaping Maintenance Services - NE Quadrant

### Overall Bid Questions

#### Question 1

Is there an estimated budget in reference to this project? Please provide if so. (Submitted: Dec 20, 2016 2:27:48 PM EST)

#### Answer

- No. (Answered: Dec 20, 2016 3:01:29 PM EST)

#### Question 2

May you please provide a bid tabulation from the contractor currently providing the services in order to have a budgetary idea. (Submitted: Dec 21, 2016 3:55:29 PM EST)

#### Answer

- Bid tabulation is attached as an addendum. (Answered: Dec 23, 2016 2:58:38 PM EST)

#### Question 3

Is this a quarterly or annual contract? (Submitted: Dec 27, 2016 2:51:14 PM EST)

#### Answer

- Annual contract (Answered: Jan 4, 2017 9:00:31 AM EST)

#### Question 4

Would you be able to extend the due date since there are only 7 calendar days from pre-bid conference to Solicitation due date? This is quite a large project and time consuming to price properly. (Submitted: Jan 12, 2017 8:28:28 AM EST)

#### Answer

- At this time, the department has not approved an extension. (Answered: Jan 12, 2017 4:08:13 PM EST)

#### Question 5

Is there a sign in sheet from the pre-bid meeting available? (Submitted: Jan 13, 2017 10:51:50 AM EST)

#### Answer

- Sign-in form is attached as an addendum. (Answered: Jan 13, 2017 4:24:32 PM EST)