

## **NOTICE TO BIDDERS FOR LAWN & YARD SERVICES**

Notice is hereby given that the Board of County Commissioners of Santa Rosa County, Florida, will receive sealed bids from qualified contractors for annual lawn and yard services for the following county facilities:

- Administrative Center, 6495 Caroline Street, Milton, Florida
- Animal Services Building, 4451 Pine Forest Road, Milton, Florida
- Co-Operative Extension Service Building, 6263 Dogwood Drive, Milton, Florida
- Emergency Management, 4499 Pine Forest Road, Milton, FL 32583
- Gulf Breeze Library, 1060 Shoreline Drive, Gulf Breeze, Florida
- Milton Library, 5541 Alabama Street, Milton, Florida
- Navarre Library, 8484 James Harvell Road, Navarre, Florida
- Pace Library, 4750 Pace Patriot Blvd., Pace, Florida.
- Santa Rosa Archives, 6444 Open Rose Drive, Milton, Florida
- Santa Rosa Library Admin, 6275 Dogwood Drive, Milton, Florida

All bids must be original and delivered by hand, Fed Ex, or mail to the Santa Rosa County Procurement Department at 6495 Caroline Street Suite G, Milton, FL 32570; and must be received by 10:00 a.m., August 11, 2015, at which time bids will be opened and read aloud. All bids shall be sealed and clearly labeled “**Bid - Lawn and Yard Services**”. Bids received after the time set for the bid opening will be rejected and returned unopened to the bidder. All interested parties are invited to attend.

Specifications and bid form may be secured from Santa Rosa County Website ([www.santarosa.fl.gov](http://www.santarosa.fl.gov)) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870

Questions concerning this bid request should be directed to Thad Allen at (850) 623-1569.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

By order of the Board of County Commissioners of Santa Rosa County, Florida

Legal Notice

One Issue – July 11, 2015 – Press Gazette, July 16, 2015 - Navarre Press, July 11, 2015 – Gulf Breeze News

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570

## **MINIMUM SPECIFICATIONS LAWN AND YARD SERVICES**

### **QUALIFICATIONS OF CONTRACTORS:**

All prospective contractors must have a minimum of five (5) years experience in servicing of grounds. Five (5) references must be submitted with proposals.

### **INSPECTION OF PREMISES:**

All prospective contractors must inspect the grounds of the proposed sites in order to be fully aware of the scope of services required. Interested parties must contact Thad Allen at 4530 Jimmy's Way, Milton, Florida. Telephone (850) 623-1569.

### **INSURANCE REQUIREMENTS:**

Contractor shall purchase and maintain Commercial General Liability Insurance, I.S.O. Form CG 00 01, or an equivalent form acceptable to the County. Such policy shall not be endorsed to exclude contractual liability and products or completed operations. A minimum each occurrence limit of \$300,000 is required. Such policy shall name Santa Rosa County, its elected officials and employees as additional insureds.

Contractor shall purchase and maintain Business Auto Coverage, I.S.O. Form CA 00 01, written to cover all owned, hired and non-owned vehicles, using I.S.O. symbols 1: or symbols 2, 8, and 9, or an equivalent non-I.S.O. form acceptable to the County. Limit required is \$300,000 combined single limit, or split limits of 250/500/100.

Contractor shall purchase and maintain statutory Worker's Compensation Coverage.

Any policies written with non-admitted insurance companies shall have a rating of B+ or better. Certificates of insurance with 30 day cancellation clause shall be provided to the county.

Contractor agrees to indemnify, defend, and hold harmless Santa Rosa County, its agents, elected officials, and employees from any and all claims arising out of the activities of the contractor in the performance of this agreement.

### **SCOPE OF WORK:**

Contract is for a period of two (2) years, with the possibility of annual renewals.

All lawn and yard work to be performed under this proposal shall consist of furnishing all equipment, tools, labor, supervision, and insurance necessary to perform this contract. All work under this proposal may be done during or after normal business hours.

The following areas of each site under this proposal shall be MOWED, TRIMMED, EDGED, SWEPT, and WEEDED two (2) times each month on a regular basis, other than June, July, and August, when three (3) times a month shall be required:

- Entrance Areas
- All Grassy Areas
- Flower Beds
- Paved and Parking Areas
- Trash Container Areas
- Hedges and Shrubs

The time between cuttings should be done at equal intervals during the month. There will be 27 Visits Yearly.

Santa Rosa County may request a schedule to verify rotation and frequency of work being performed.

Debris from the above mentioned operations should be removed by the contractor (off site), the day the cutting operation was performed.

Trimming and pruning of hedges and shrubs will be required as needed, or at the request of the Building Maintenance Director.

**Special attention is required to maintain the Courtyard/Garden area at the Administrative Center on Caroline Street, mulching is required in this area along with the pruning and trimming.**

**The Sweeping and Blowing of the Sidewalks and Parking Areas should be done (same day) after the Cutting is Complete.**

All items not covered in this bid may be negotiated between both parties.

All items covered in this bid may be amended and negotiated by both parties.

**BID FORM  
LAWN AND YARD SERVICES**

Santa Rosa County Procurement Department  
6495 Caroline Street, Suite G  
Milton, Florida 32570

Date \_\_\_\_\_

Dear Sir:

The undersigned agrees to furnish the service as requested by you for Santa Rosa County in your invitation to bid and certifies that the bid meets or exceeds the specifications called for, except as set out in "Exceptions to Bid Conditions" and attached to this form.

Name & Address of Bidder \_\_\_\_\_

**Cash Bid Price - (LAWN AND YARD SERVICES)**      \$ \_\_\_\_\_  
(Annual Cost)

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Telephone

**NOTE:** Please return this bid form to the above address. NO OTHER BID FORM WILL BE ACCEPTED.

References:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

SWORN STATEMENT UNDER SECTION 287.133 (3) (A),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to \_\_\_\_\_  
by \_\_\_\_\_  
(print individual's name and title)  
for \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_ .  
If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn Statement: \_\_\_\_\_ .

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods of services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)  
\_\_\_\_\_ Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.  
\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.  
\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (ATTACH A COPY OF THE FINAL ORDER.)

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

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

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

or Produced identification \_\_\_\_\_ Notary Public – State of \_\_\_\_\_

\_\_\_\_\_  
(Type of identification) My commission expires \_\_\_\_\_

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