

**CITY OF MIRAMAR  
PROPOSED CITY COMMISSION AGENDA ITEM**

**Meeting Date:** June 16, 2021

**Presenter's Name and Title:** Anthony Collins, Director of Public Works and Alicia Ayum, Director of Procurement on behalf of Public Works and Procurement Departments

**Prepared By:** Kristy Gilbert, Asst. Public Works Director

**Temp. Reso. Number:** 7420

**Item Description:** Temp. Reso. #R7420, Approving the award of Invitation for Bid ("IFB") No. 21-015 entitled "Landscaping, Irrigation Maintenance and Litter Control Services" to Distinctive Property Maintenance Inc., in the annual amount of \$601,620 and Mainguy Environmental Care, Inc., doing business as Mainguy Landscape Services in the annual amount of \$154,056, for a total combined annual amount of \$755,676; authorizing the City Manager to execute appropriate agreements. *(Anthony Collins, Director of Public Works and Alicia Ayum, Director of Procurement).*

Consent ☒ Resolution ☐ Ordinance ☐ Quasi-Judicial ☐ Public Hearing ☐

**Instructions for the Office of the City Clerk:** Public Works requests execution of the agreement on the dais.

**Public Notice** – As required by the Sec. \_\_\_\_ of the City Code and/or Sec. \_\_\_\_, Florida Statutes, public notice for this item was provided as follows: on \_\_\_\_ in a \_\_\_\_ ad in the \_\_\_\_; by the posting the property on \_\_\_\_ and/or by sending mailed notice to property owners within \_\_\_\_ feet of the property on \_\_\_\_  
(fill in all that apply)

**Special Voting Requirement** – As required by Sec. \_\_\_\_, of the City Code and/or Sec. \_\_\_\_, Florida Statutes, approval of this item requires a \_\_\_\_ (unanimous, 4/5ths etc.) vote by the City Commission.

**Fiscal Impact:** Yes ☒ No ☐

**REMARKS:** Funds totaling \$251,892.33 for the remainder of FY2021 will be made available from the Contractual Services Accounts, entitled "Landscape Services" (Object Code #603460), that is present in various departments. Funding for FY2022 in the amount of \$755,676 for these services will be appropriated from the Contractual Services Accounts, entitled "Landscape Services" (Object Code #603460), and is subject to appropriation by the City Commission during the annual budget process.

**Content:**

- Agenda Item Memo from the City Manager to City Commission
- Resolution TR7420
  - Exhibit A: Sample agreement with landscaping firms
  - Exhibit B: Bid Tabulation Sheet

- **Attachment(s)**
  - **Attachment 1: IFB No. 21-015**



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

**TO:** Mayor, Vice Mayor, & Commissioners

**FROM:**  Vernon E. Hargray, City Manager 

**BY:** Anthony Collins, Director of Public Works  
Alicia Ayum, Director of Procurement

**DATE:** June 10, 2021

**RE:** Temp. Reso. No. 7420, approving the award of IFB No. 21-015 entitled "Landscaping, Irrigation Maintenance and Litter Control Services"

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**RECOMMENDATION:** The City Manager recommends approval of Temp. Reso. No. 7420, approving the award of IFB No. 21-015 entitled "Landscaping, Irrigation Maintenance and Litter Control Services" (the "IFB") to Distinctive Property Maintenance Inc., in the annual amount of \$601,620 and Mainguy Environmental Care, Inc., DBA Mainguy Landscape Services in the annual amount of \$154,056, for a total combined annual amount of \$755,676; authorizing the City Manager to execute appropriate agreements.

**ISSUE:** Pursuant to City Code Section 22-412(a)(1), City Commission approval is required for all expenditures exceeding \$75,000.

**BACKGROUND:** The City of Miramar's Public Works Department facilitates citywide landscape maintenance services for rights-of-way, medians, swales, and City facilities and provides some of these services through contractual arrangements.

On January 20, 2021, the City's Procurement Department advertised the IFB. A non-mandatory pre-bid meeting and site visits were conducted on January 26, 2021. The City received a total of 10 bids by the closing date of February 23, 2021. However, upon review, the lowest bid price of \$825,580 exceeded the available budget of \$756,600. Staff re-evaluated and modified the scope of work.

Contracts for the current landscape maintenance services expired on March 31, 2021. To ensure operational effectiveness, the City's Chief Procurement Officer extended the

agreements for a ninety-day period for operational purposes, to allow the City to complete the bidding process.

On March 30, 2021, IFB No. 21-015 was published in a newspaper of general circulation and on Demand Star. On April 20, 2021, the bid closing date, nine (9) bids were received. The bids were tabulated and reviewed in accordance with the requirements and qualifications specified in the bid document.

An award is recommended to the two (2) lowest responsive and responsible bidders by Zone/Lot as follows:

<b>Contractor</b>	<b>Zone/Lot</b>	<b>Total Award Amount</b>
Distinctive Property Maintenance Inc.	1B, 2B, 3A, 3B, 4A and Lot B	\$601,620
Mainguy Environmental Care, Inc., D/B/A Mainguy Landscape Services	1A, 2A and Lot A	\$154,056
<b>Total Award</b>		<b>\$755,676</b>

Funds totaling \$251,892.33 will be made available to fund the two new contracts through the remainder of the current FY2021 fiscal year. The funds will come from the various user Departments "Landscape Services" Accounts as depicted in the column titled "Amt. June-Sept. 2021," found in the table below. Funds totaling \$755,676 for FY2022 services will be budgeted as depicted in the Annual FY2022 column from various user Department "Landscape Services" Accounts, found in the table below:

<b>Account No.</b>	<b>Account Name</b>	<b>Amt. June - Sept. 2021</b>	<b>Annual Amt. FY2022</b>
001-50-509-519-000-603460	Landscape Maintenance-Landscape Svcs.	\$181,731.33	\$545,194
001-50-501-519-150-603460	Building Maintenance (Town Center) – Landscape Svcs.	19,404	58,212
410-55-555-535-000-603460	VVWRF	31,000	93,000
410-55-559-535-000-603460	Booster Pump Station – Landscape Svcs.	1,800	5,400
410-55-554-533-130-603460	EWTP & 2 MGT – Landscape Svcs.	6,257	18,770
410-55-554-533-140-603460	WWTP & 3 MGT – Landscape Svcs.	11,700	35,100
<b>Total</b>		<b>\$251,892.33</b>	<b>\$755,676</b>

The City Manager recommends award of the IFB for an initial term of two years, with three one-year renewal options, and execution of the appropriate agreements in substantial conformity with Exhibit "A" attached to the Resolution.

The contract managers for the respective departments are as follows:

Public Works – Steven Hastings, Field Services Superintendent

Utilities – Site Supervisor at each respective location.

**DISCUSSION:** Over the years, the City has successfully bid for landscape maintenance services. This is a cost-effective method to ensuring the City's investment in installed landscape material is properly maintained and aesthetically pleasing.

The landscape maintenance services to be provided to the City includes grass mowing, litter control, maintenance of trees, palms and shrubs, weed-eating, edging and clean-up, fertilization, pest and disease management, application of herbicides, grass/turf renovations, irrigation maintenance, and notice/removal of litter hazards citywide.

**ANALYSIS:** Funds totaling \$251,892.33 for the remainder of FY2021 is currently available from the Contractual Services Accounts, entitled "Landscape Services" (Object Code #603460), that is present in various departments budgets. Funding for FY2022 in the amount of \$755,676 for these services will be appropriated from the Contractual Services Accounts, entitled "Landscape Services" (Object Code #603460), and is subject to appropriation by the City Commission during the annual budget process.

Temp. Reso. No. 7420  
5/10/21  
6/8/21

**CITY OF MIRAMAR  
MIRAMAR, FLORIDA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, APPROVING THE AWARD OF INVITATION FOR BID (“IFB”) NO. 21-015 ENTITLED “LANDSCAPING, IRRIGATION MAINTENANCE AND LITTER CONTROL SERVICES” TO DISTINCTIVE PROPERTY MAINTENANCE, INC., IN THE ANNUAL AMOUNT OF \$601,620 AND MAINGUY ENVIRONMENTAL CARE, INC., DOING BUSINESS AS MAINGUY LANDSCAPE SERVICES, IN THE ANNUAL AMOUNT OF \$154,056, FOR A TOTAL COMBINED ANNUAL AMOUNT OF \$755,676; AUTHORIZING THE CITY MANAGER TO EXECUTE APPROPRIATE AGREEMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City’s Public Works Department is responsible for facilitating landscape maintenance services for rights-of-way, medians, swales, and city facilities and provides assistance through contractual arrangements for some of these services; and

**WHEREAS**, such services primarily include grass mowing; litter control; maintenance of trees, palms and shrubs; weed-eating, edging and clean-up; fertilization; pest and disease management; application of herbicides; grass/turf renovations; irrigation maintenance; and notice/removal of litter hazards; and

**WHEREAS**, on March 30, 2021, the City’s Procurement Department advertised IFB No. 21-015 for “Landscaping, Irrigation Maintenance and Litter Control Services; and

Reso. No. \_\_\_\_\_

Temp. Reso. No. 7420  
5/10/21  
6/8/21

**WHEREAS**, nine bids were received by the closing date, April 30, 2021 and have been reviewed by the Procurement Department; and

**WHEREAS**, the bids were tabulated and reviewed in accordance with the requirements and minimum qualifications specified in the bid document and awards are recommended to the lowest responsive responsible bidders by Zone/Lot; and

**WHEREAS**, the City Manager recommends approval of the award of IFB 21-015 to Distinctive Property Maintenance, Inc., for Zones 1B, 2B, 3A, 3B, 4A and Lot B in the annual amount of \$601,260, and Mainguy Environmental Care, Inc., doing business as Mainguy Landscape Services for Zones 1A, 2A, and Lot A in the annual amount of \$154,056, for a total combined annual amount of \$755,676, and seeks authorization to execute Agreements with the contractors for an initial term of two years with three one-year renewal options; and

**WHEREAS**, the City Commission deems it to be in the best interest of the citizens and residents of the City of Miramar to award the IFB to Distinctive Property Maintenance, Inc., for Zones 1B, 2B, 3A, 3B, 4A and Lot B in the annual amount of \$601,260, and Mainguy Environmental Care, Inc., doing business as Mainguy Landscape Services for Zones 1A, 2A, and Lot A in the annual amount of \$154,056, for a total combined annual amount of \$755,676; and to authorize the City Manager to execute the appropriate agreements in substantial conformity with Exhibit "A" attached hereto.

Temp. Reso. No. 7420  
5/10/21  
6/8/21

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF  
MIRAMAR, FLORIDA AS FOLLOWS:**

**Section 1:** That the foregoing “**WHEREAS**” clauses are ratified and confirmed as being true and correct and are made specific part of this Resolution.

**Section 2:** That the City Commission awards Invitation For Bid No. 21-015 entitled “Landscaping, Irrigation Maintenance and Litter Control Services” to Distinctive Property Maintenance, Inc., and Mainguy Environmental Care, Inc., doing business as Mainguy Landscape Services.

**Section 3:** That the City Manager is authorized to execute the appropriate agreements with Distinctive Property Maintenance, Inc., in the annual amount of \$601,260, and Mainguy Environmental Care, Inc., doing business as Mainguy Landscape Services in the annual amount of \$154,056, for a total combined annual amount of \$755,676, in the form attached hereto as Exhibit “A”, together with such non-substantial changes as are deemed appropriate by the City Manager and approved as to form and legal sufficiency by the City Attorney.



Temp. Reso. No. 7420  
5/10/21  
6/8/21

**Section 4:** That this Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor, Wayne M. Messam

\_\_\_\_\_  
Vice Mayor Yvette Colbourne

ATTEST:

\_\_\_\_\_  
City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved  
this RESOLUTION as to form:

\_\_\_\_\_  
City Attorney,  
Austin Pamies Norris Weeks Powell, PLLC

**Requested by Administration**

Commissioner Winston F. Barnes  
Commissioner Maxwell B. Chambers  
Vice Mayor Yvette Colbourne  
Commissioner Alexandra P. Davis  
Mayor Wayne M. Messam

**Voted**

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



## **Landscaping, Irrigation Maintenance, And Litter Control Services Agreement**

This Agreement (or "Contract") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the City of Miramar, Florida, a Florida municipal corporation, hereinafter referred to as "City",

AND

\_\_\_\_\_, a \_\_\_\_\_ corporation with its principal business address located at \_\_\_\_\_, hereinafter referred to as "Contractor".

**WHEREAS**, the City issued Invitation for Bid No. 21-015 for LANDSCAPE MAINTENANCE SERVICES; and

**WHEREAS**, the Contractor was determined to be the lowest responsive, responsible Bidder and whose Bid was most advantageous to the City for Service locations as specified: \_\_\_\_\_; and

**WHEREAS**, on \_\_\_\_\_, 2021, the City Commission approved the award of LANDSCAPE MAINTENANCE SERVICES to Contractor \_\_\_\_\_.

**NOW, THEREFORE**, in consideration of the mutual terms and conditions, promises, and covenants hereinafter set forth, City and Contractor agree as follows:

### **SECTION 1** **SCOPE OF SERVICES**

Contractor agrees to provide the following Services to the City (the "Services") during the Term of this Agreement:

This Agreement is subject to and Contractor shall provide Services in accordance with the Scope of Services, terms, conditions and requirements of City of Miramar Invitation for Bids ("IFB") No. 21-015, the Contractor's Bid, as accepted by the City, and any subsequently negotiated changes to same, which documents or agreements are incorporated by reference herein. In the case of any conflict between the provisions of this Contract, the Bid and the Bid Response, the conflict shall be resolved in the following order of priority: terms of this Contract; terms of the Bid; terms of the Bid Response.

Contractor represents and warrants to the City that: (i) it possesses all qualifications, licenses and expertise required for the performance of the Services; (ii) it is not delinquent in the payment of any sums due the City; (iii) all personnel assigned to perform the Services are and shall be, at all times during the term hereof, fully qualified and trained to perform the tasks

assigned to each; and (iv) the Services will be performed in the manner described in Attachment "A".

### **Estimates/Quotations:**

All requests for related Landscape Services estimates/quotations not covered under this Agreement shall be submitted in writing prior to any Work being undertaken or approved. The estimate must include a detailed list of the Work to be completed, listed item by item, and location where Work is to be performed. Estimates/quotations are to be submitted electronically, if desired, to the City to secure purchase order approval prior to the Work being performed, and such Work shall not exceed 15% of the annual Contract for Services.

### **Purchase Orders:**

1. The Contractor shall not perform or begin any Work without prior written authorization from the Parks and Recreation Department, as well as an approved purchase order authorizing Services.

2. Failure of the Contractor to adhere to the City's purchasing protocol – working without having an official City purchase order for the Work, shall constitute a default and authorization for payment shall be denied.

## **SECTION 2** **COMPENSATION**

The Contractor shall submit periodic invoices for the Goods and Services provided to the City of Miramar, ATTN: Accounts Payable, 2300 Civic Center Place, Miramar, FL 33025. The date of the invoice shall not exceed 30 calendar days from the date of acceptance of the Goods and Services by the City. Under no circumstance shall an invoice be submitted to the City in advance of the delivery and acceptance of the commodities and/or Services, unless otherwise agreed to. All invoices shall reference the appropriate Contract number, the address where the commodities were delivered or the Services performed, and the corresponding acceptance slip that was signed by an authorized representative of the City when the Goods and/or Services were delivered and accepted. Payment by the City shall be made within 30 days after receipt of Contractor's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail to allow a proper audit of expenditures should the City require one to be performed.

## **SECTION 3** **TERM OF AGREEMENT**

The term of this Agreement shall commence upon the date this Contract is executed by both parties and shall run for two years, with the City having the option to renew the Agreement, on an annual basis, for up to three additional one year renewal terms, unless terminated earlier pursuant to Section 4 of this Agreement. The Chief Procurement Officer may authorize up to a 90 day extension of this Contract in accordance with its terms and conditions, and the City Manager or designee is authorized to extend this Agreement, for operational purposes only, for a maximum of 180 days.

**SECTION 4**  
**TERMINATION OF AGREEMENT**

City may terminate this Agreement for convenience by giving the Contractor 30 calendar days written notice. City may terminate this Agreement for cause by giving the Contractor five calendar days written notice upon the failure of Contractor to cure any default after being provided with notice of that default and a demand for cure within ten (10) calendar days. The termination of this Agreement shall not relieve either party of any liability that accrued prior to such termination and any such accrued liability shall survive the termination of this Agreement

**SECTION 5**  
**INDEPENDENT CONTRACTOR**

Contractor is an independent contractor under this Agreement. Services provided by Contractor shall be by employees of Contractor and subject to supervision by Contractor, and not as officers, employees, or agents of City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, travel, per diem policy, and purchasing policies under the Agreement shall be the sole responsibility of Contractor. Contractor shall have no rights under the City's worker's compensation, employment, insurance benefits or similar laws or benefits.

**SECTION 6**  
**INDEMNIFICATION / HOLD HARMLESS CLAUSE**

Contractor shall indemnify, defend and hold harmless City, its officials, agents, employees, and volunteers from and against any and all liability, suits, actions, damages, costs, losses and expenses, including attorneys' fees, demands and claims for personal injury, bodily injury, sickness, diseases or death or damage or destruction of tangible property or loss of use resulting therefrom, arising out of any errors, omissions, misconduct or negligent acts of Contractor, its respective officials, agents, employees or subcontractors in the Contractor's performance of Services pursuant to this Agreement.

**SECTION 7**  
**NON-APPROPRIATION OF FUNDS**

In the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable in any fiscal year for payments due under this Agreement, then the City, upon written notice to Contractor of such occurrence, shall have the unqualified right to terminate this Agreement without any penalty or expense to the City.

**SECTION 8**  
**INSURANCE**

For programs that are active in nature, which shall be determined in the sole and exclusive discretion of the City, Contractor shall maintain liability insurance in an amount acceptable to the City's Risk Manager and naming the City of Miramar as an additional insured, including any required certificate(s) of endorsement.

Contractor shall maintain the following required types and minimum limits of insurance coverage during the term of this Agreement:

<u>General Liability</u>	<u>Per Occurrence</u>	<u>Aggregate</u>
Professional Liability	\$ 500,000	\$1,000,000

Workers' Compensation  
Statutory Amount

This Agreement shall not be deemed approved until the Contractor has obtained all insurance required under this section and has supplied the City with evidence of such coverage in the form of a Certificate of Insurance and endorsement. The City shall approve such certificates prior to the performance of any Services pursuant to this Agreement.

ALL INSURANCE COMPANIES PROVIDED SHALL: Be rated at least A VII per Best's Key Rating Guide and be licensed to do business in Florida. Contractor's liability insurance policies shall be endorsed to add the City as an additional insured. The Contractor's liability insurance shall be primary to any liability insurance policies that may be carried by the City. The Contractor shall be responsible for all deductibles and self-insured retentions on their liability insurance policies.

All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be cancelled, materially changed or renewal refused until at least 30 calendar days written notice has been given to the City by certified mail.

## **SECTION 9** **MISCELLANEOUS**

9.1 Contractor shall, without additional expense to the City, be responsible for paying any taxes, obtaining any necessary licenses and for complying with all applicable federal, state, county, and municipal laws, ordinances and regulations in connection with the performance of the Services specified herein.

9.2 Precautions shall always be exercised for the protection of persons and property. The Contractor and all Subcontractors shall conform to all OSHA, federal, state, county, and City regulations while performing under the terms and conditions of this Agreement. Any fines levied by the above-mentioned authorities because of failure to comply with these requirements shall be borne solely by the Contractor responsible for the same.

## **SECTION 10** **AUDIT AND INSPECTION RIGHTS**

10.1 The City may, at reasonable times, and for a period of up to three years following the date of final performance of Services by Contractor under this Agreement, audit, or cause to be audited, those books and records of Contractor which are related to Contractor's performance under this Agreement. Contractor agrees to maintain all such books and records at its principal place of business for a period of three years after final payment is made under this Agreement.

10.2 The City may, at reasonable times during the term hereof, perform such inspections as the City deems reasonably necessary to determine whether the Services required to be

provided by Contractor under this Agreement conform to the terms of this Agreement. Contractor shall make available to the City all reasonable assistance to facilitate the performance of inspections by the City's representatives.

## **SECTION 11** **AMENDMENTS AND ASSIGNMENT**

11.1 This Agreement constitutes the entire agreement between Contractor and City and all negotiations and oral understandings between the parties are merged herein. The terms and conditions set forth in this Agreement supersede all previous agreements, promises, negotiations or representations. Any other agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force and effect.

11.2 No modification, amendment or alteration of the terms and conditions contained herein shall be effective unless contained in a written document executed with the same formality as this Agreement.

11.3 Contractor shall not transfer or assign the performance of Services set forth in the Agreement without the prior written consent of the City, which may be withheld or conditioned in the City's sole discretion.

## **SECTION 12** **GOVERNING LAW AND VENUE**

This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Venue for any action arising out of or relating to this Agreement shall be in Broward County, Florida.

## **SECTION 13** **NOTICES**

Whenever either party desires to give notice to the other, it must be given by written notice, sent by certified United States mail, return receipt requested, addressed to the party for whom it is intended, at the place last specified in writing as the place for giving of notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

### **FOR CONTRACTOR:**

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

### **FOR CITY:**

\_\_\_\_\_  
City Manager  
City of Miramar  
2300 Civic Center Place  
Miramar, Florida 33025  
Telephone: (954) 602-XXX

Facsimile: (954) 602-XXXX

With a Copy

City Attorney  
Austin Pamies Norris Weeks Powell, PLLC  
401 NW 7<sup>th</sup> Avenue  
Ft. Lauderdale, FL 33311  
Tel: 954-768-9770  
Fax: 954-768-9790

#### **SECTION 14** **NON-DISCRIMINATION**

Contractor represents and warrants to the City that Contractor does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Contractor's performance under this Agreement on account of race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor that cannot be lawfully used as a basis for delivery of Services. Contractor further covenants that no otherwise qualified individual shall, solely by reason of his/her race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for delivery of Services, be excluded from participation in, be denied Services, or be subject to discrimination under any provision of this Agreement.

#### **SECTION 15** **PUBLIC RECORDS**

Contractor acknowledges that the public shall have access, at all reasonable times, to certain documents and information pertaining to City contracts, pursuant to the provisions of Chapter 119, Florida Statutes. Contractor agrees to maintain public records in Contractor's possession or control in connection with Contractor's performance under this Agreement and to provide the public with access to public records in accordance with the record maintenance, production and cost requirements set forth in Chapter 119, Florida Statutes, or as otherwise required by law. Contractor shall ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.

Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of City. In the event of termination of this Agreement by either party, any reports, photographs, surveys and other data and documents and public records prepared by, or in the possession or control of, Contractor, whether finished or unfinished, shall become the property of City and shall be delivered by Contractor to the City Manager, at no cost to the City, within seven days of termination of this Agreement. All such records stored electronically by Contractor shall be delivered to the City in a format that is compatible with the City's information technology systems. Upon termination of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure. Any compensation due to Contractor shall be withheld until all documents are received as provided herein. Contractor's failure or refusal to comply with the provisions of

this section shall result in the immediate termination of this Agreement by the City.

**SECTION 16**  
**HEADINGS, CONFLICT OF PROVISIONS,**  
**WAIVER OR BREACH OF PROVISIONS**

Headings are for convenience of reference only and shall not be considered in any interpretation of this Agreement. In the event of conflict between the terms of this Agreement and any terms or conditions contained in any attached documents, the terms in this Agreement shall prevail. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision, and no waiver shall be effective unless made in writing.

**SECTION 17**  
**SEVERABILITY**

If any provision of this Agreement or the application thereof to any person or situation shall to any extent be held invalid or unenforceable, the remainder of this Agreement and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect and be enforced to the fullest extent permitted by law.

**SECTION 18**  
**SURVIVAL**

All representations and other relevant provisions herein shall survive and continue in full force and effect upon termination of this Agreement.

**SECTION 19**  
**ENTIRE AGREEMENT**

This Agreement represents the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations, or agreements, whether written or oral.

**SECTION 20**  
**JOINT PREPARATION**

The parties acknowledge that they have sought and received whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein, and that the preparation of this Agreement has been a joint effort of the parties, the language has been agreed to by the parties to express their mutual intent, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.



**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature: City, signing by and through its City Manager, attested to and duly authorized to execute same by the City Commission of the City of Miramar, and by the Contractor, by and through its \_\_\_\_\_, attested to and duly authorized to execute same.

**CITY**

ATTEST:

CITY OF MIRAMAR

\_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Vernon E. Hargray, City Manager

This day of \_\_\_\_\_, 2021.

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE USE OF AND  
RELIANCE BY THE CITY OF MIRAMAR  
ONLY:

\_\_\_\_\_  
City Attorney  
Austin Pamies Norris Weeks Powell, PLLC.

**CONTRACTOR**

WITNESSES:

\_\_\_\_\_  
Print Name: \_\_\_\_\_

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

\_\_\_\_\_  
Print Name: \_\_\_\_\_

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

**SUMMARY BID TABULATION - IFB 21-015 LANDSCAPING, IRRIGATION MAINTENANCE AND LITTER CONTROL SERVICES**

<b>Vendor</b>	<b>Zone</b>	<b>Zone</b>	<b>Zone</b>	<b>Zone</b>	<b>Zone</b>	<b>Zone</b>	<b>Zone</b>	<b>Lot</b>	<b>Lot</b>	<b>Total</b>
	<b>1A</b>	<b>1B</b>	<b>2A</b>	<b>2B</b>	<b>3A</b>	<b>3B</b>	<b>4A</b>	<b>A</b>	<b>B</b>	
<b>Distinctive Property Maintenance</b>		\$97,020.00		\$55,260.00	\$129,600.00	\$81,600.00	\$101,040.00		\$137,100.00	<b>\$601,620.00</b>
<b>Mainguy Landscape Services</b>	\$65,326.80		\$15,346.80					\$58,212.00	\$15,170.40	<b>\$154,056.00</b>
<b>Grand Total</b>	<b>\$65,326.80</b>	<b>\$97,020.00</b>	<b>\$15,346.80</b>	<b>\$55,260.00</b>	<b>\$129,600.00</b>	<b>\$81,600.00</b>	<b>\$101,040.00</b>	<b>\$58,212.00</b>	<b>\$152,270.40</b>	<b>\$755,676.00</b>

# INVITATION FOR BIDS

**LANDSCAPING, IRRIGATION MAINTENANCE AND  
LITTER CONTROL SERVICES**

**FACILITIES AND RIGHT-OF-WAY LOCATIONS**

**INVITATION FOR BID #21-015(RE-BID)**



**The City of Miramar City Commission:**

**Mayor Wayne M. Messam  
Vice Mayor Maxwell B. Chambers  
Commissioner Winston F. Barnes  
Commissioner Yvette Colbourne  
Commissioner Alexandra P. Davis**

**Vernon E. Hargray, City Manager  
City of Miramar  
2300 Civic Center Place  
Miramar, FL 33025**

**DATE ISSUED: March 30<sup>th</sup>, 2021  
OPENING DATE AND TIME: April 20<sup>th</sup>, 2021 AT 2:00 PM EST.**



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## **INSTRUCTIONS FOR SUBMITTING A BID IN RESPONSE TO A FORMAL INVITATION FOR BIDS**

1. All Bids must be submitted electronically on 8 ½" by 11" paper, neatly typed with normal margins and spacing.
2. All required forms must be notarized, where necessary, by a registered notary, and completed by the Bidder submitting the Bid.
3. The Bid must be signed by an authorized officer of the Bidder who is legally authorized to enter into a contractual relationship with the City.
4. Bidders must include the following information clearly marked on the face of the bid:
  - a) Bidder's name, return address and telephone number;
  - b) Solicitation number;
  - c) The Solicitation Due Date and Time; and
  - d) Title of the Solicitation.

**BIDDERS WHO FAIL TO INCLUDE THE ABOVE INFORMATION ON THE FACE OF THEIR BIDS MAY BE DEEMED "NON-RESPONSIVE" AND SUCH BIDDERS SHALL HAVE NO GROUNDS OF PROTEST IN THE EVENT THEIR BIDS ARE OPENED IN ERROR.**

Due to Covid-19, responses will need to be electronically submitted via DropBox not later than **Tuesday, April 20<sup>th</sup>, 2021 at 2:00 PM**. Please use the following link to submit your response:

<https://www.dropbox.com/request/CcE5u5mH1XfzmyccKZw6>

**BID OPENING WILL BE CONDUCTED VIRTUALLY, VIA WEBEX.**

To join online, click on the link below:

[Join meeting](#)

To join by phone:

Tap to call in from a mobile device (attendees only)

+1-415-655-0001 US Toll

Meeting number (access code): 160 383 1340

Meeting password: aqRWSQdF293

**Tuesday, April 20<sup>th</sup>, 2021 at 3:00 PM**

**IT IS SOLELY AND STRICTLY THE RESPONSIBILITY OF EACH BIDDER TO SUBMIT BIDS TO THE CITY OF MIRAMAR, ON/OR BEFORE THE DUE DATE AND TIME.**

**THE CITY IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY OCCURRENCE. ANY BID RECEIVED AFTER THE DUE DATE AND TIME STATED IN THE SOLICITATION TIMETABLE IN THIS INVITATION FOR BIDS WILL NOT BE OPENED AND WILL NOT BE CONSIDERED. TELEGRAPHIC OR FACSIMILE BIDS WILL NOT BE CONSIDERED.**

**THE SUBMITTAL OF A BID BY A BIDDER WILL BE CONSIDERED BY THE CITY AS CONSTITUTING AN OFFER BY THE BIDDER TO PERFORM THE REQUESTED SERVICES AND/OR PROVIDE THE REQUIRED GOODS, AT THE STATED PRICE. NO RESPONSE BY THE CITY SHALL BE CONSIDERED AN ACCEPTANCE UNLESS AND UNTIL A CONTRACT IS EXECUTED BY THE SUCCESSFUL BIDDER AND THE CITY, AND APPROVED AND AUTHORIZED BY THE CITY COMMISSION, IF APPLICABLE. BIDS SHALL BE GUARANTEED TO REMAIN OPEN FOR 180 DAYS FROM THE DUE DATE AND TIME.**

# **SECTION 1**

## **GENERAL TERMS AND CONDITIONS**

### **1-1**

#### **DEFINITIONS**

1. The term "Bid" shall refer to any offer(s) submitted in response to this Invitation for Bids.
2. The terms "Bidder" or "Offeror" shall refer to anyone submitting a Bid in response to this Invitation for Bids.
3. The terms "CBE" or "SBE Firm" is defined as a Small Business Enterprise ("SBE") or a County Business Enterprise ("CBE"), which has a Broward County Business Tax Receipt, is located and doing business in Broward County, and certified by the Broward County Office of Economic Development and Small Business Development.
4. The term "Chief Procurement Officer" shall refer to the manager of the City's Procurement Department.
5. The term "City" shall refer to the City of Miramar, Florida, or its City Commission, as applicable.
6. The term "Contract" shall refer to the Contract that will result from this Invitation for Bids, which may be by way of the terms and conditions of the City's Purchase Order form, or otherwise, in the City's sole discretion.
7. The term "Due Date and Time" shall refer to the due date and time listed in the Solicitation Timetable in Section 2 of this Solicitation.
8. The term "Goods" shall refer to all materials and commodities that will be required to be provided by the Successful Bidder in accordance with the Specifications or Statement of Work, and the Terms and Conditions of this Solicitation.
9. The Terms "Invitation for Bids", "IFB" or "Solicitation" shall mean this Invitation for Bids, including all exhibits and attachments approved by the City and amendments or change orders issued by the Procurement Department.
10. The term "Procurement Department" shall refer to the Procurement Department of the City.
11. The term "Services" shall refer to work that is required to be done each time the Successful Bidder performs the task of cutting a grassed area. This work shall include cutting the grass, edging the grass, edging tree rings, weeding the beds, crack weed herbicide treatment, pruning of shrubs/trees, litter control, dead plant material removal, fertilizing, ant mound treatment, and all irrigation related services (wet check, repairs, etc.). Litter control shall be done at a minimum of twice per week.
12. The term "Subcontractor" shall refer to any person, firm, entity, or organization, other than the employees of the Successful Bidder who contract with the Successful Bidder

to furnish labor, or labor and materials in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Bidder.

13. The term "Successful Bidder(s)" shall refer to the Bidder(s) receiving an award because of this Invitation for Bids.

## 1-2

### AVAILABILITY OF INVITATION FOR BIDS

Copies of this Solicitation package may be obtained from DemandStar at [www.demandstar.com](http://www.demandstar.com) or by calling 1 (800) 711-1712. DemandStar distributes the City's Solicitations through electronic download, by facsimile, or through the United States Postal Service. Bidder(s) are **not** required to register with DemandStar to receive a copy of any City Solicitation. Registration with DemandStar.Com is optional, at the sole discretion of the Bidder(s). DemandStar does charge a nominal fee for the distribution.

Bidders choosing to register with DemandStar may do so on-line at [www.demandstar.com](http://www.demandstar.com) or by requesting a faxed registration form from (800) 711-1712. **Note: If you are already registered with DemandStar for Broward County or the City of Miramar, you do NOT need to register again.**

To request the Solicitation package, your request should include the following information: the Solicitation number and title; the name of the Bidder's contact person; the Bidder's name; complete address to be mailed to, telephone number, and fax number.

Bidders who obtain copies of this Solicitation from sources other than DemandStar or the City's Procurement Department risk the potential of not receiving amendments since their names will not be included on the list of firms participating in the process for this particular Solicitation. Bidders are solely responsible for those risks.

## 1-3

### CONE OF SILENCE

Bidders are notified that this Solicitation is subject to a "**Cone of Silence.**" A Cone of Silence shall be imposed upon this IFB at the time of the Bid opening, and until the City Commission approves an award, there is a prohibition on communication by Bidders (or anyone on their behalf) with the City's professional staff. This does not apply to oral communications at Pre-Bid conferences, oral presentations before selection committees, Contract negotiations; public presentations made to the City Commission during any duly noticed public meeting, or communications in writing at any time with any City employee, or matters not concerning this Solicitation.

Any questions, explanations, or other requests by Bidder(s) regarding this Solicitation must be requested in writing to the City's Procurement Department noted below. In addition to other penalties, violation of these provisions may render a Bid Non-Responsive and an award to a Bidder voidable.

The address and fax number for the City's Procurement Department is:

2300 Civic Center Place  
Miramar, FL 33025  
(954) 602-3052  
Fax: (954) 602-3482

1-4

**CONTENTS OF SOLICITATION**

a) General Conditions.

1) It is the sole responsibility of the Bidder(s) to become thoroughly familiar with the Solicitation requirements and all terms and conditions affecting the performance of this Solicitation. Pleas of ignorance by the Bidder(s) of conditions that exist, or that may exist, will not be accepted as a basis for varying the requirements of the City or the compensation to be paid to the Successful Bidder.

2) The Bidder(s) is advised that this Solicitation is subject to all legal requirements and all other applicable City and County Ordinances and/or state and federal statutes, rules, or regulations.

b) Additional Information/Amendment.

1) Requests for additional information, explanation, clarification, or interpretation must be made in writing to the Procurement Department at the address identified above. A request must be received by the Procurement Department no later than seven working days prior to the Solicitation Due Date and Time. Any request received after that time may not be reviewed for inclusion in this Solicitation. The request shall contain the requester's name, address, and telephone number.

2) The Procurement Department will issue a response to any inquiry it deems necessary, by written amendment to the Solicitation, issued prior to the Solicitation Due Date and Time. The Bidder(s) shall not rely on any representation, statement, or explanation other than those made in this Solicitation document or in any amendments issued. Where there appears to be a conflict between this Solicitation and any amendment issued, the last amendment issued will prevail.

3) It is the Bidder(s) responsibility to ensure receipt of all amendments and substitute Bid Forms. It is the Bidder(s) further responsibility to verify with the Procurement Department, prior to submitting a Bid, that all amendments have been received. The Bidder(s) shall submit the Bid form entitled "**AMENDMENT ACKNOWLEDGMENT FORM**" with their Bids.

c) Conflicts in this Solicitation.

Where there appears to be a conflict between the General Terms and Conditions, the Special Conditions, the Specifications or Statement of Work, the Sample Contract, or any amendment issued, the order of precedence shall be: the last amendment issued; the Specifications or Statement of Work; the Special Conditions; the General Terms and Conditions, and then the sample Contract.

Where there appears to be a conflict of the Due Date and Time listed anywhere in this Solicitation, it is the sole responsibility of the potential Bidder(s) to verify the Due Date and Time by calling the City's Procurement Office at (954) 602-3052.

## **1-5**

### **PREPARATION AND SUBMISSION OF A BID**

#### **a) Preparation/Submission.**

1) The Bid Forms shall be used when submitting a Bid. Use of any other forms shall result in the Bidder(s) Bid being deemed "Non-Responsive."

2) The Bid will either be typed or completed legibly in ink. The Bidder(s) authorized agent will sign the Bid Forms in ink, and all corrections made by the Bidder(s) shall be initialed in ink by the authorized agent. The use of pencil or erasable ink or failure to comply with any of the foregoing may result in the rejection of the Bid.

Upon request, the City will provide a tax exemption certificate, if applicable.

Any special tax requirements will be specified either in the Special Conditions or in the Specifications.

3) Any telegraphic or facsimile Bid shall not be considered.

4) The apparent silence of the Specifications or the omission from the Specifications of a detailed description concerning any materials or Services requested shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of the Specifications shall be made upon the basis of this Solicitation.

#### **b) Vendor Registration is **not** required.**

The City utilizes DemandStar for their vendor registration and vendor database system. Registration with DemandStar is **not** required to submit a Bid. The City does **not** require Bidder(s) to complete a registration application with DemandStar to be recommended for the award of any Contract. Registration with DemandStar is optional, at the sole discretion of the Bidder(s).

#### **c) Criminal Conviction Disclosure.**

Any individual who has been convicted of a felony during the past ten (10) years and any corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a Contract with or receiving funding from the City. Forms are available from the Procurement Department.

d) Sworn Statement on Public Entity Crimes.

Pursuant to Paragraph 2(a) of Section §287.133, Florida Statutes, "[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 bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

e) Preference for CBE or SBE Firms and Local Bidders.

- 1) Except where federal, state or county Law mandates to the contrary, or as otherwise provided herein, the City, pursuant to its purchasing authority, shall grant a preference in the amount of five percent of any Bid or five points of any Bid score to a CBE or SBE Firm. Such preference shall apply to Bids or Proposals for commodities, Services, and construction.
- 2) Except where federal, state or county Law mandates to the contrary, or as otherwise provided herein, the City, pursuant to its purchasing authority, shall grant a preference in the amount of five percent of any Bid or five points of any Bid score to a Local Business. Such preference shall apply to Bids or Proposals for commodities, Services, and construction.
- 3) A vendor located outside the City of Miramar City limits is considered equivalent to a Miramar vendor and accorded the same preference if it employs a minimum of 10 full-time equivalent ("FTE") Miramar residents, or its employed Miramar residents constitute 20 percent FTE of the company's local workforce (Broward and Miami-Dade Counties), whichever is larger. Such preference shall apply to Bids or Proposals for commodities, Services, and construction.

f) Reserved.

g) Application of Preferences.

In the application of any price preference granted by the Miramar Procurement Code or Policies, the preference is applied by granting the specified percent price reduction to the price of the Bidder/proposer allowed the preference. Preferences shall be additive and computed on the Bid or proposal.

h) Drug-free Workplace Preference.

All public Bids are subject to the City of Miramar "Preference to Businesses with Drug-free Workplace Program" Ordinance No. 91-32, which grants a preference to a business with a drug-free workplace program whenever two or more Bids are equal with respect to price, quality, and Services. The drug-free workplace vendor shall have the burden of demonstrating that its program complies with Section §287.087, Florida Statutes, and any other applicable state Law. An announcement of this program may be included with the Bid submittals. All Bidders shall submit the duly signed and notarized Bid Form entitled "**DRUG FREE WORKPLACE AFFIDAVIT**."

k) Anti-Kickback Affidavit.

All Bidder(s) shall submit the duly signed and notarized form entitled "**ANTI-KICKBACK AFFIDAVIT**".

l) Non-Collusion Declaration.

All Bidder(s) shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Bidder(s), firm, or person to submit a collusive or sham Bid in connection with the Work for which their Bid has been submitted; or to refrain from offering in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the Bid or of any other Bidder(s), or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder(s), or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder(s), or any person interested in the proposed work. All Bidder(s) shall submit the duly signed form entitled "**NON-COLLUSION DECLARATION**".

m) Non-Discrimination Affidavit.

All Bidder(s) shall affirm that their organization shall not discriminate against any person in its operations, activities, or delivery of Services. Bidder(s) shall also affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for Service delivery. All Bidder(s) shall submit the duly signed and notarized form entitled "**NON-DISCRIMINATION AFFIDAVIT**".

n) Business/Vendor Profile Survey.



All Bidder(s) shall provide the City with the information requested in the Business/Vendor Profile Survey prior to being recommended for award of any Contract resulting from this Solicitation.

- o) Request for Taxpayer Identification Number and Certification.

All Bidder(s) shall provide the City with their Taxpayer Identification Number prior to being recommended for award of any Contract resulting from this Solicitation.

- p) Antitrust Laws.

By submission of a signed Bid, the Successful Bidder(s) acknowledges compliance with all antitrust laws of the United States and the State of Florida, to protect the public from restraint of trade, which illegally increases prices.

- q) Conflicts of Interest.

The award of the Contract is subject to the provisions of Chapter 112, Florida Statutes. Bidder(s) shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of the City at the time of the Bid, or at the time of occurrence of the Conflict of Interest thereafter.

- r) Collection of Fees, and Taxes.

By acceptance of a Contract, the Successful Bidder(s) acknowledges compliance with the requirement that all delinquent and currently due fees and taxes have been paid. The City may require verification and satisfaction of all delinquencies and currently due fees and taxes prior to recommending a Bidder(s) for the award of any Contract.

## **1-6**

### **MODIFICATION OR WITHDRAWAL OF A BID**

- a) Modification of a Bid.

Any modification of a Bid by the Bidder(s) shall be submitted to the Office of the City Clerk prior to the Solicitation Due Date and Time. The Bidder(s) shall submit the new Bid and a letter, on company letterhead, signed by an authorized agent of the Bidder(s) stating that the new submittal supersedes the previously submitted Bid. The sealed envelope shall contain the same information as required for submitting the original Bid. In addition, the envelope shall be marked with a statement that this Bid replaces the previously submitted Bid. No modifications of a Bid shall be accepted after the Solicitation Due Date and Time.

- b) Withdrawal of a Bid.

A Bid may be withdrawn only by written communication delivered to the Office of the City Clerk prior to the Solicitation Due Date and Time. A Bid may also be withdrawn after 180 calendar days after the Solicitation Due Date and Time, provided that it is withdrawn prior to the recommendation for award, by submitting a letter to the Office of the City Clerk at the address identified in this Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder(s).

#### **1-7**

### **LATE BIDS, LATE MODIFICATIONS, AND LATE WITHDRAWALS**

Bids received after the Solicitation Due Date and Time shall not be accepted, opened, or considered. Modifications of Bids received after the Solicitation Due Date and Time shall also not be accepted or considered. Withdrawals of Bids received after the Solicitation Due Date and Time or prior to the expiration of 180 calendar days after the Solicitation Due Date and Time shall not be accepted or considered.

#### **1-8**

### **SOLICITATION POSTPONEMENT OR CANCELLATION**

The City may, in its sole and absolute discretion, reject any and all, or parts of any and all Bids, re-advertise this Solicitation, postpone or cancel, at any time, this Solicitation process, or waive any irregularities in this Solicitation or in the Bids received as a result of this Solicitation.

#### **1-9**

### **COST OF BIDS**

All expenses involved with the preparation and submission of Bids to the City, or any work performed in connection therewith, shall be borne by the Bidder(s). No payment shall be made for any responses received, or for any other effort required of or made by the Bidder(s) prior to commencement of Work as defined by a contract duly approved by the City Commission.

#### **1-10**

### **RECEIPT OF ADDENDA AND SUBSTITUTE BID FORMS**

It is the Bidder's responsibility to ensure receipt of all addenda and to substitute Bid Forms. It is the Bidder's further responsibility to verify with the Procurement Division, prior to submitting a Bid, that all addenda have been received.

All inquiries regarding this Bid must be written and should be **emailed** to:

Procurement Department  
City of Miramar  
2300 Civic Center Place  
Miramar, FL 33025  
**Jason Chong**  
Procurement Coordinator  
Phone: (954) 602-3192  
Fax: (954) 602-3490  
jdchong@miramarfl.gov

## 1-11

### EXCEPTIONS TO THE SOLICITATION

Bidder(s) may take exception to any of the terms of this Solicitation unless the Solicitation specifically states where exceptions may not be taken. All exceptions taken must be specified in the Bidder(s) cover letter, and shall be referenced by utilizing the corresponding Section, paragraph, and page number in this Solicitation.

Where exceptions are taken, the City, in its sole discretion, shall determine whether to consider the exception and/or the acceptability of the proposed exceptions. The City, after completing the evaluation of the exception, may accept the Bid with the exception, reject the entire Bid due to the exception taken, or deem the Bid Non-Responsive. **BIDDER(S) TAKING EXCEPTIONS ARE SOLELY RESPONSIBLE FOR THIS RISK.**

The City is under no obligation to accept or consider any exceptions or accept any Bid with an exception. Bidder(s) are reminded that they may submit one Bid without exceptions and an alternate Bid with exceptions.

## 1-12

### PROPRIETARY/CONFIDENTIAL INFORMATION

Bidder(s) are notified that all information submitted as part of or in support of Bids will be available for public inspection after opening of the Bids, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Records Law". Any person wishing to view the Bids in person must make an appointment by calling the Procurement Department at (954) 602-3054.

All Bids submitted in response to this Solicitation become the property of the City. Unless the information submitted is proprietary, copyrighted, trademarked, or patented, the City reserves the right to utilize any or all information, ideas, conceptions, or portions of any Bid, in its best interest. Acceptance or rejection of any Bid shall not nullify the City's rights hereunder.

## 1-13

### EVALUATION OF BIDS

a) Rejection of Bid.

1) The City may reject any Bidder's(s') Bid and award to the next lowest responsive, responsible Bidder(s);

or

The City may reject and re-advertise for all or any part of this Solicitation, whenever it is deemed in the best interest of the City. The City shall be the sole judge of what is in its "best interest."

2) The City may reject any Bid if the Bidder(s) does not accept or attempts to modify the terms and conditions of this Solicitation.

- b) Elimination from Consideration.

No Contract shall be awarded to any person or firm that is in default to the City because of any debt, taxes, or any other obligation whatsoever.

- c) Waiver of Informalities.

The City reserves the right to waive any informalities or irregularities in this Solicitation.

- d) Demonstration of Competency.

1) A Bid will only be considered from a firm that is regularly engaged in the business of providing the Goods and/or Services required by this Solicitation. The Bidder(s) must be able to demonstrate a good record of performance and have sufficient financial resources, equipment, and organization to ensure that they can satisfactorily provide the Goods and/or Services at the time of bid submittal.

2) The City may conduct a pre-award inspection of the Bidder's(s') site or hold a pre-award qualification hearing to determine if the Bidder(s) possesses the requirement(s) as outlined in the above paragraph, and is capable of performing the requirements of this Solicitation. The City may consider any evidence available regarding the financial, technical, or other qualifications and abilities of the Bidder(s), including past performance (experience) with the City or any other governmental entity in making the award of any Contract.

3) The City may require the Bidder(s) to show evidence that it has been designated as an authorized representative of a manufacturer, supplier and/or distributor if required by this Solicitation.

4) The City reserves the right to audit all records pertaining to and resulting from any award as a result of this Solicitation, financial or otherwise.

#### 1-14

#### NEGOTIATIONS

Not applicable to this Solicitation.

#### 1-15

#### AWARD OF A CONTRACT(S)

- a) Contract(s).

This Solicitation contain the Contracts. After award, a Contract(s) **like** that, inclusive of all attachments and any modifications ***that the City, in its sole discretion, may make***, will constitute the entire Contract(s) between the parties. No rights shall inure to the benefit of any Bidder(s) pursuant to this Solicitation until the Contract has been executed by both parties.

b) Additional Information.

The award of a Contract(s) may be preconditioned on the subsequent submission of other documents as specified in the Special Conditions or Specifications. The Successful Bidder(s) shall be deemed "Non-Responsive" if such documents are not submitted in a timely manner and in the form required by the City. Where the Successful Bidder(s) is deemed "Non-Responsive" because of such failure to provide the required documents, the City may award any Contract(s) to the next lowest, responsive, responsible Bidder(s).

c) Independent Contractor(s).

The Successful Bidder(s) shall be a contractor(s) operating independently from the City. All employees and contractor(s) to the Successful Bidder(s) shall be considered to be, at all times, the sole employees or contractor(s) of the Successful Bidder(s) under its sole discretion and not an employee, contractor(s), or agent of the City. Nor shall employees and contractor(s) to the Successful Bidder(s) enjoy any privity of contract with the City. Neither the Successful Bidder(s) nor any of its employees shall receive any City benefits available to employees of the City. The Successful Bidder(s) shall supply competent and physically capable employees and contractor(s). The City may require the Successful Bidder(s) to remove any employee or contractor(s) it deems careless, incompetent, insubordinate, or otherwise objectionable and whose continued performance of the Services is not in the best interest of the City.

d) Contract Extension.

The City reserves the right to automatically extend any Contract(s) for up to 180 calendar days beyond the stated Contract(s) term, for operational purposes, under the same terms and conditions of said Contract(s). The City shall notify the Successful Bidder(s) in writing of such extensions. Additional extensions beyond the first 180-day extension may occur, if, approved by the City's Commission with the mutual agreement of the City and the Successful Bidder(s).

e) Limited Contract(s) Extension.

Any specific Work assignment which commences prior to the termination date of any Contract(s) and which will extend beyond the termination date shall, unless terminated by mutual written agreement of both parties, continue until completion at the same prices, terms and conditions as set forth in the Contract(s).

f) Warranty.

Any implied warranty granted under the Uniform Commercial Code shall apply to all Goods purchased under any Contract(s).

g) Estimated Quantities.

Estimated quantities or estimated dollars, if provided, are for Bidder(s) guidance only. No guarantee is expressed or implied as to quantities or dollars that will be used

during the period of any Contract(s). The City is not obligated to place any order for a given amount after the award of any Contract(s). Estimates are based upon the City's actual needs and/or usage during a previous contract period. Said estimates may be used by the City for purposes of determining the lowest responsive, responsible Bidder(s) meeting Specifications.

h) Non-Exclusive Contract(s).

Although the purpose of this Solicitation is to secure a Contract(s) that can satisfy the total needs of the City, it is agreed and understood that any Contract(s) does not constitute the exclusive rights of the Successful Bidder(s) to receive all orders that may be generated by the City in connection with the types of products and/or Services requested, unless otherwise stated herein.

**1-16**

**RIGHT OF APPEAL**

After a notice of intent to award a Contract is posted, any actual or prospective Bidder/proposer who is aggrieved in connection with the pending award of the Contract or any element of the process leading to the award of the Contract may protest to the Chief Procurement Officer. A protest must be filed within five business days after posting or any right to protest is forfeited. The protest must be in writing, must identify the name and address of the protester, and must include a factual summary of and the basis for the protest. Filing shall be considered complete when the protest and accompanying fee is received by the Chief Procurement Officer.

A nonrefundable filing fee from the protester is required to compensate the City for the expenses of administering the protest. The fee shall be in the form of cash or a cashier's check, and in accordance with the schedule provided below:

<b>Contract Award</b>	<b>Amount Filing Fee</b>
\$10,000-\$50,000	\$500.00
\$50,001-\$250,000	\$1,000.00
\$250,001 and greater	1% of the pending award or \$5,000.00, whichever is greater

**1-17**

**BIDDER(S) AND RESULTING SUCCESSFUL BIDDER(S) OBLIGATIONS**

a) Rules, Regulations, Licensing, and Other Requirements.

The Bidder(s) shall comply with all laws and regulations applicable to the Goods and/or Services contained in this Solicitation. The Bidder(s) is presumed to be familiar with all federal, state, and local laws, ordinances, codes, and regulations that may in any way affect the Goods and/or Services offered.

b) Conditions of Packaging and Packaging Materials.

If applicable, and unless otherwise specified in the Special Conditions or Specifications, all containers shall be suitable for shipment and/or storage and recyclable to the greatest extent possible.

**1-18**

**REQUIRED LISTING OF SUBCONTRACTORS AND SUPPLIERS**

All Contracts with the City for purchase of supplies, materials, or Services, including professional Services which involve the expenditure of \$25,000 or more, shall require that the Bidder(s) submits with its Bid a listing of all first-tier Subcontractors or Subconsultants who will perform any part of the Contract Work and all suppliers who will supply materials for the Contract Work direct to the Successful Bidder(s). In addition, the Successful Bidder(s) shall not change or substitute Subcontractors, Subconsultants, or suppliers from those listed in the Bid except upon written approval of the City.

All Bidder(s) shall submit the completed Bid form entitled “**BIDDER(S) DISCLOSURE OF SUBCONTRACTORS, SUBCONSULTANTS, AND SUPPLIERS**” with their Bid. **FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL RENDER THE BID NON-RESPONSIVE.**

**END OF SECTION**

## **SECTION 2 SPECIFIC TERMS AND CONDITIONS**

### **2-1**

**PURPOSE: TO ESTABLISH ONE OR MORE CONTRACT(S) FOR LANDSCAPING, IRRIGATION MAINTENANCE AND LITTER CONTROL SERVICES AT VARIOUS LOCATIONS THROUGHOUT THE CITY OF MIRAMAR**

The purpose of this Solicitation is to establish one or more Contracts for the City, for the Services as specified herein, from an entity or entities that will provide prompt and professional service. Specifically, the purpose is to select one or more Providers to perform the Services according to the attached specifications and in regard to the specified property types and service locations that the City has grouped into 7 Zones and 2 Lots, as set forth in the Bid Price Sheet and as described in Exhibit 1.

The City is herein requesting Bid(s) from experienced, fully-qualified, certified and licensed companies, hereinafter referred to as the "Bidder(s)", to provide the Services described herein for the City in one or more of the (9) Zones/Lots indicated.

### **2-2**

#### **SOLICITATION TIMETABLE**

The anticipated schedule for this Solicitation and the award of any resulting Contract shall be as follows:

IFB advertised	Tuesday, <b>March 30<sup>th</sup>, 2021</b>
Deadline for receipt of questions:	Tuesday, <b>April 8<sup>th</sup></b> , 2021, 4:00 PM
Deadline for receipt of Bids:	Tuesday, <b>April 20<sup>th</sup></b> , 2021, 2:00 PM

Staff recommendation for award and approval of award by the City Commission will follow.

### **2-3**

#### **TERM OF CONTRACT: TWO YEARS WITH THREE OPTIONAL ONE YEAR RENEWAL PERIODS**

The Contract(s) resulting from this Solicitation shall be for a period of two years commencing on the date on which the Contract has been signed by both parties, or, if provided, on the commencement date specified in the Contract, with three successive options to renew of one year each. Renewal after the initial term may be exercised upon the same terms and conditions, or per changes mutually agreed to, at the sole discretion of the City, and may be evidenced in writing as a modification to the Contract executed and signed by the City and Provider prior to the expiration date of the existing Contract or any valid extension thereof.



In addition to any renewal, if provided for, the Chief Procurement Officer may authorize up to a 90 day extension of a Contract in accordance with the terms and conditions of the Contract; and the City Manager or his/her designee is authorized to extend, for operational purposes only, for a maximum of 180 days, any Contract entered into by the City pursuant to City Commission approval. Any further extensions of such Contract require the approval of the City Commission.

## **2-4**

### **METHOD OF AWARD: TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S) ON A PER ZONE/LOT BASIS**

The award of any Contract(s) resulting from this Solicitation will be made to the lowest responsive, responsible Bidder(s) that meet the minimum qualifications and whose Bid will be most advantageous to the City. The City reserves the right to award a maximum of three zones/lots per bidder.

## **2-5**

### **METHOD OF PAYMENT: PERIODIC INVOICES FOR SERVICES RENDERED**

The Successful Bidder(s) shall submit fully documented invoices within 30 calendar days after the Services have been rendered. These invoices shall be submitted to The City of Miramar, ATTN: Accounts Payable, 2300 Civic Center Place, Miramar, Florida 33025. All documentation shall reference the appropriate Contract number, the type of Service(s) provided, and the dates or period that the Service(s) were provided in the prior 30 days.

## **2-6**

### **PRE-BID CONFERENCE**

There will be no pre-bid conference and a Site visit is not mandatory for this Re-bid.

Any questions, explanations, or other requests desired by Bidder(s) regarding the Solicitation must be requested in writing to the City's Procurement Department (see below). Among other penalties, violation of these provisions by any Bidder(s) shall render their Bid Non-Responsive, and any award to Bidder(s) voidable.

The address and telephone numbers for the City's Procurement Department is:

Procurement Department  
City of Miramar  
2300 Civic Center Place  
Miramar, FL 33025  
Attn. Jason Chong  
(954) 602-3192  
Fax: (954) 602-3490  
[jchong@miramarfl.gov](mailto:jchong@miramarfl.gov)

## 2-7

### PERFORMANCE BOND BASED ON TOTAL BID PRICE

a) The Successful Bidder(s) to whom an award is made shall duly execute and deliver to the City a Performance Bond in the amount of 50% of the total Bid price awarded. A Successful Bidder may deliver multiple bonds in lieu of a single bond, if the aggregate total of these bonds equals the amount specified above. The bonds shall be delivered to the City within 10 calendar days after City Commission approval of the award. If a Successful Bidder fails to deliver the Performance Bond within this specified time, including any granted extensions, the City may declare the Successful Bidder's Bid as Non-Responsive as being in default of the contractual terms and conditions, and rescind the award. Further, the City may refuse to accept any proposal or Bid from the Bidder for the 24-month period following such default.

b) The following Specifications shall apply to the Performance Bond required above:

1) All bonds shall be written through surety insurers authorized to do business in the State of Florida as surety, with B V qualifications as to management and financial strength according to the latest edition of Best's Insurance Guide, published by A. M. Best Company of Oldwick, New Jersey.

2) On Contract amounts of \$500,000.00 or less, the bond provisions of Section 287.0935, Florida Statutes shall be in effect and surety companies not otherwise qualifying with this paragraph may optionally qualify by:

i) Providing evidence that the surety has twice the minimum surplus and capital required by the Florida Insurance Code at the time the Invitation for Bids is issued; and

ii) Certifying that the surety is otherwise in compliance with the Florida Insurance Code; and

iii) Providing a copy of the currently valid Certificate of Authority issued by the United States Department of Treasury under SS. 31 U.S.C. 9304, 9308. Surety insurers shall be listed in the latest Circular 570 of the United States Department of Treasury entitled "Surety Companies Acceptable on Federal Bonds", published annually. The bond amount shall not exceed the underwriting limitations shown in this circular.

3) For Contracts in excess of \$500,000.00, the company must have been listed for at least three consecutive years, or hold a valid Certificate of Authority of at least \$1,500,000.00 and be on the Treasury list, provide personal financial statements or last three year corporate financial statements, list of current work on hand, evidence of borrowing capacity, copy of the firm's trade license and current certificate of insurance.

4) Surety Bonds guaranteed through the United States Government Small Business Administration ("SBA") or Successful Bidder Training and Development, Inc. will also be accepted.

5) In lieu of a Performance Bond, a cash bond in the form of a certified cashier's check made out to the City of Miramar will be acceptable. All interest will accrue to the City during the life of the Contract and if the funds are being held by the City.

6) The attorney in fact or other officer who signs a contract bond for a surety company must file with such bond a certified copy of the power of attorney authorizing the officer to do so. The Contract bond must be counter signed by the surety's resident Florida agent.

## **2-8 INSURANCE**

See requirements in Section 4, Contract.

## **2-9 COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS**

The Successful Bidder(s) understands that agreements between private entities and local governments are subject to certain laws and regulations, including laws pertaining to public records, conflict of interest, record keeping, etc. The Successful Bidder(s) agrees to comply with and observe all applicable laws, codes, and ordinances as they may be amended from time to time.

## **2-10 MINIMUM QUALIFICATIONS OF THE SUCCESSFUL BIDDER(S):**

The Successful Bidder(s) shall **submit proof of the following minimum qualifications with its Bid:**

1. At the time of Bid opening, and throughout the term of any agreement awarded under the Landscape Maintenance Services Solicitation, the Successful Bidder(s) shall be fully qualified and licensed to perform the Scope of Work described herein.
2. The Successful Bidder(s) shall submit with its Bid proof of qualifications and copies of all certifications and licenses for each of the employees and Subcontractors of the Successful Bidder(s).
3. The Successful Bidder(s) shall be an established firm engaged in Landscaping Services in the State of Florida for a minimum of five consecutive years, including the care and maintenance of median and right of way maintenance and general grounds facilities
4. Identify four client accounts in Florida comparable in size and nature to Miramar that have been served by the Successful Bidder(s) within the last three years and that will qualify the Bidder to meet the City of Miramar's requirements for Services. If any of the accounts are public entities, they must be included.

5. At least one staff member shall have certification in herbicide and pesticide operations (include copies of certificates with bid submittal).
6. Submit evidence of the firm's resources to provide the Services contemplated in this Solicitation. Provide list of equipment and resources with bid submittal.

## **2-12**

### **ACCEPTANCE OF GOODS AND SERVICES BY THE CITY**

The Services shall be performed by the Successful Bidder(s) consistent with the highest professional standards. Any Work not performed as required shall be corrected by the provider to the extent possible at no cost to the City.

An authorized representative of the City will inspect the Services provided under this IFB to determine acceptance of Work, appropriate invoicing, and warranty conditions.

## **2-13**

### **ACCIDENT PREVENTION, BARRICADES, AND REGULATIONS**

a) Precautions shall always be exercised for the protection of persons and property. The Successful Bidder(s) and all Subcontractors shall conform to all OSHA, state, county, and City regulations while performing under the terms and conditions of the Contract. Any fines levied by any of the above-mentioned authorities because of inadequacies to comply with these requirements shall be borne solely by the Successful Bidder(s) responsible for same. Barricades shall be provided by the Successful Bidder(s) when Work is performed in areas traversed by persons, automotive traffic, or when deemed necessary by the City. In such cases, the Successful Bidder(s) shall notify the City's Police Department at least seven days prior to barricading. The Successful Bidder(s) shall send this notification to:

City of Miramar  
Office of the Chief of Police  
Attn: Chief Dexter Williams  
11765 City Hall Promenade  
Miramar, FL 33025

## **2-14**

### **DEFICIENCIES IN WORK TO BE CORRECTED BY THE SUCCESSFUL BIDDER(S)**

To the extent applicable, the Successful Bidder(s) shall promptly correct all deficiencies and/or defects in Work and/or any Work that fails to conform to the Statement of Work, whether fabricated, installed, or completed. All corrections shall be made within seven calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the Successful Bidder(s) by an authorized representative of the City. The Successful Bidder(s) shall bear all costs of correcting such rejected Work. If the Successful Bidder(s) fails to correct the Work within the period specified, the City shall find the Bidder(s) in default, obtain the Services of another party to correct the deficiencies, and charge the Successful Bidder(s) for these costs, either through a deduction from the final payment owed to the Successful Bidder(s) or through invoicing.

**2-15****LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE SUCCESSFUL BIDDER(S)**

Unless otherwise provided in the specifications, the Successful Bidder(s) shall furnish all labor, materials, and equipment necessary to satisfy the completion of the Services. When not specifically identified in the Specifications, such materials and equipment shall be of a suitable type and grade for to satisfy and achieve the purpose of this Solicitation. All materials, workmanship, and equipment shall be subject to the inspection and approval of the City.

**2-16****MINIMUM WAGE BASED ON FEDERAL LAW**

The wage rate paid to all laborers, mechanics, and apprentices, employed or contracted by the Successful Bidder(s) for the Work under the Contract, shall not be less than the minimum wage rate established by the federal government and enforced by the U.S. Department of Labor, Wages and Hours Division. [Do you really need this?]

**2-17****NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A PURCHASE ORDER**

The Successful Bidder(s) shall neither commence any Work nor enter any City premises, land or right of way for the purpose of working until a Purchase Order has been received from the City's Procurement Department; provided, however, that such notification shall be superseded by any emergency Work that may be specified herein.

**2-18****PROTECTION OF PROPERTY AND CLEAN UP**

a) To the extent applicable, all existing structures, utilities, services, roads, trees, shrubbery, grass, etc., shall always be protected against damage or interrupted Services by the Successful Bidder(s) during the performance of the Work. The Successful Bidder(s) shall also make every effort to protect those areas leading to the surrounding job site.

b) To the extent applicable, the Successful Bidder(s) shall always keep the Work area, including storage areas, free from accumulation of waste materials. Before completing the Work, the Successful Bidder(s) shall remove from the Work premises any rubbish, tools, scaffolding, equipment, and materials that are not property of the City. Upon completion of the Work, the Successful Bidder(s) shall leave the Work area in a clean, neat, and orderly condition satisfactory to the City. The Successful Bidder(s) is required to leave the area in perfect, complete, and undamaged condition.

c) To the extent applicable, the Successful Bidder(s) shall be held responsible for repairing or replacing damaged or disturbed property to the satisfaction of the City, including property that is owned by a third party, resulting from the Successful Bidder(s) operation on the property, at no cost to the City. If the Successful Bidder(s) fails or refuses to repair or replace the property to the satisfaction of the City,

the City may have the necessary Work performed and charge the cost to the Successful Bidder(s).

**2-19**

**SHIPPING TERMS: F. O. B. DESTINATION (SHORT FORM)**

Not applicable to this Solicitation.

**2-20**

**TOXIC AND NONTOXIC SUBSTANCES**

a) The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration ("OSHA") and the Florida "Right to Know" Law requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to the local Fire Rescue Department of the location and characteristics of all toxic substances regularly present in the workplace. The Successful Bidder(s) shall supply this information to:

City of Miramar  
Fire Rescue Department  
Attn: Fire Prevention  
14801 SW 27 Street  
Miramar, FL 33027

b) To the extent applicable, all Bidder(s) must submit with their Bid a list of all chemical products (soaps, glass cleaners, detergents, degreasers, glues, primers, etc.) that they propose to use to accomplish the Work specified herein. The City is endeavoring to use environmentally safe products and may require any product named to be deleted from the list and a more acceptable product used. Inclusion of a product on this list constitutes a commitment to use said product(s) for the full term of the Contract. Failure to meet this requirement may result in a Bid being deemed Non-Responsive.

c) Hazardous materials are those materials, chemicals or substances which are flammable, or which may self-react or react with other materials to cause fires or explosions, or which by their presence create or augment a fire or explosion hazard, or which by their toxicity, radioactivity or any other physical, chemical or nuclear property when contained or when involved in an unauthorized release may cause danger to life or create a serious health hazard. Hazardous materials shall include such materials as compressed gases, cryogenic fluids, flammable liquids, combustible liquids, flammable solids, corrosives, oxidizing materials, reactive and unstable materials, highly toxic, poisonous and radioactive materials as classified in Section 5240, Division, whether the materials are in usable or waste condition.

d) For more information concerning toxic substances, contact the Florida Department of Labor and Employment Security at the address listed below for any related information packets:

## **2-21**

### **EMPLOYEES AND CONTRACTOR(S)**

All employees and contractors of the Successful Bidder(s) shall always be the sole employees or contractors of the Successful Bidder(s) under its sole discretion and not an employee, contractor, or agent of the City. The Successful Bidder(s) shall supply competent and physically capable employees and contractors.

The City may require the Successful Bidder(s) to remove any employee or contractor it deems careless, incompetent, insubordinate, or otherwise objectionable and whose continued performance of the Services is not in the best interest of the City.

The direction and supervision of employees shall be by competent, qualified, and sober personnel, and the Successful Bidder(s) shall devote sufficient personnel, time, and attention to the direction of the operation to assure performance satisfactory to the City. All Subcontractors, Subconsultants, superintendents, foremen and workmen employed by the Successful Bidder(s) shall be careful and competent. The Successful Bidder(s) shall also provide uniforms and picture I.D. badges to each employee. Employees and Subcontractors of the Successful Bidder(s) shall always have and wear proper dress attire. Proper dress attire shall consist of industrial style work pants, a button front work shirt (T-shirts shall not be considered acceptable) with the Successful Bidder(s) company name or logo and the name of the shirt bearer, and steel-toed footwear in compliance with ANSI Z41 PT 91 M I/75 C/75.

All employees used by the Successful Bidder(s) during the term of the Contract shall be of a standing or affiliation that will permit the Successful Bidder(s) performance to be carried on harmoniously and without delay, and in no case or in any circumstances will such employees cause any disturbance, interference or delay to any Work or Service rendered to the City or by the City and in no case or in any circumstances will the employees conduct themselves negligently, disorderly or dishonestly in the due and proper performance of the employee's duties. The Successful Bidder(s) shall see to it that its employees serve the City in a courteous, helpful, and impartial manner. The Successful Bidder(s) shall furnish the City with a current roster of employees.

## **2-22**

### **SECURITY BACKGROUND CHECKS FOR ALL PERSONNEL**

The Successful Bidder(s) shall provide for each owner, key personnel, employee, or contractor a complete, national **SECURITY BACKGROUND CHECK**. These shall be provided by the Successful Bidder(s) upon issuance of a Notice to Proceed acceptable to the City.

The City will have the exclusive option of determining which personnel may perform Work under the Contract(s). The City may also deem certain personnel suitable to perform Work only at certain City locations or buildings and not others.

Under no circumstance shall the Successful Bidder(s) allow personnel deemed unsuitable by the City to perform Work or substitute for suitable personnel.

## 2-23 COOPERATIVE PURCHASING AGREEMENT

This bid may be expanded to include other governmental agencies provided a cooperative Purchasing Agreement exists or an Inter-Local Agreement for joint purchasing exists between the City and other public agencies. The Contractors may agree to allow other public agencies to contract with them for the same items at the same terms and conditions as this bid, during the period that this bid is in effect. Each political entity will be responsible for execution of its own requirements with the Contractor.

**END OF SECTION**



## **SECTION 3 STATEMENT OF WORK**

### **3-1**

#### **PURPOSE**

The Work specified in this section consists of furnishing all labor, supervision, equipment, supplies, tools, materials, services and all other necessary incidentals required to perform complete landscape maintenance services of specified parks in the City of Miramar, as further detailed below. A written monthly schedule for landscape maintenance services, wet checks, tree trimming, weed control, and fertilization shall be provided by the Successful Bidder(s) to the City's authorized designated representative on the first of every month.

### **3-2**

#### **SCOPE OF SERVICES AND SPECIAL REQUIREMENTS**

##### **a. STAFFING**

The Successful Bidder(s) shall provide enough supervised full-time staff to complete the maintenance duties at each awarded location in the City. The Successful Bidder(s) shall also provide sufficient personnel for additional Services when required by City to ensure that the Services are completed in a reasonable amount of time.

##### **b. LITTER CONTROL**

The Successful Bidder(s) shall collect and dispose of all litter, palm fronds, and debris twice per week. Once at the beginning of the week such as Mondays, and then at the end of the week such as Fridays. This shall include cleaning all areas of litter, debris, and palm fronds within the service area prior to mowing. This litter and debris shall include glass, rocks, dead foliage, metal, branches, paper, plastic items, palm fronds or other debris capable of becoming a projectile if engaged by a mower. Should the Successful Bidder(s) have actual knowledge of or should reasonably have gained knowledge of the existence of hazardous wastes upon land covered by the provisions of the Contract, the Successful Bidder(s) shall not remove same from the premises, but shall have a duty to immediately notify the City in writing.

##### **c. GRASS MOWING**

The mowing of wet grass shall be avoided when possible. Mower blades must be kept sharp so that the cut grass edge is clean and not ragged. Mowing patterns shall be changed frequently to avoid ruts or wear. This shall include cleaning all areas of litter, debris, and palm fronds prior to mowing. The Successful Bidder(s) shall remove all grass clippings or other plant debris remaining on the grass surface within 24 hours after mowing. Clippings, mulch, or other plant debris must be prevented from entering ponds, lakes, water features, roadways, pathways, walkways, or drains. If this occurs, the Successful Bidder(s) shall ensure that the offending materials are removed immediately at the Successful Bidder(s) expense and at no cost to the City. The Successful Bidder(s) shall adhere to the ANZI 133-Z standards. The City

reserves the right to add additional cuts per year via a separate Purchase Order. Grass mowing along canal, lakes, ponds, etc. shall be to the water edge or water line.

### **Type 1 Properties:**

Definition: Properties that may have a mixture of St. Augustine, Bahia, or weeds. These are properties that require 36 cuts per year and require fertilization.

Mow only with a rotary mower for a total of 36 cuts per year or as scheduled by the City's authorized designated representative. The cutting height shall be a minimum 3½" to a maximum of 4" above soil.

#### PROJECTED SCHEDULE OF YEARLY CUTS

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTAL
3	3	2	2	2	2	3	4	4	4	4	3	36

### **Type 2 Properties:**

Definition: Properties that may have weeds, Bahia, and some St. Augustine. These are properties that require 12 cuts per year and do not require fertilization.

Mow only with a rotary mower for a total of 12 cuts per year or as scheduled by the City's authorized designated representative. The cutting height shall meet industry standards.

#### PROJECTED SCHEDULE OF YEARLY CUTS

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTAL
1	1	1	1	1	1	1	1	1	1	1	1	12

### **Type 3 Properties**

Definition: Properties that have Bermuda grass. These are properties that require 80 cuts per year with a reel mower and fertilization.

**BERMUDA GRASS:** Mow only with a reel type mower for a total of 80 cuts per year. Turf shall be cut to ensure the turf height is a minimum of 1" above soil level. One application of overseeding with a rye grass blend, timed at the direction of the City, shall be included at the Successful Bidder(s)'s expense.

#### PROJECTED SCHEDULE OF YEARLY CUTS

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTAL
8	6	4	4	4	6	8	8	8	8	8	8	80

#### **Type 4 Properties:**

Definition: Properties that may have a mixture of St. Augustine, Bahia, or weeds. These are properties that require 24 cuts per year and require fertilization.

Mow only with a rotary mower for a total of 24 cuts per year or as scheduled by the City's authorized designated representative. The cutting height shall be a minimum 3½" to a maximum of 4" above soil.

#### **PROJECTED SCHEDULE OF YEARLY CUTS**

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTAL
2	2	2	2	2	2	2	2	2	2	2	2	24

#### **Type 5 Properties:**

Definition: Properties that may have a mixture of St. Augustine, Bahia, or weeds. These are properties that require 18 cuts per year and require fertilization.

Mow only with a rotary mower for a total of 18 cuts per year or as scheduled by the City's authorized designated representative. The cutting height shall be a minimum 3½" to a maximum of 4" above soil.

#### **PROJECTED SCHEDULE OF YEARLY CUTS**

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTAL
1	1	1	1	1	1	2	2	2	2	2	2	18

#### **Type 6 Properties:**

Definition: Properties that may have a mixture of St. Augustine, Bahia, or weeds. These are properties that require 48 cuts per year and require fertilization. These locations shall be serviced on Wednesdays.

Mow only with a rotary mower for a total of 48 cuts per year or as scheduled by the City's authorized designated representative. The cutting height shall be a minimum 3½" to a maximum of 4" above soil.

#### **PROJECTED SCHEDULE OF YEARLY CUTS**

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTAL
4	4	4	4	4	4	4	4	4	4	4	4	48

#### **d. WEEDEATING/EDGING/CLEAN-UP**

All properties - The Successful Bidder(s) shall trim and properly weed eat/edge curbs, walks, lighting, concrete or paver medians and all other obstacles in the landscape, and all shrub and flower beds as well as tree rings; and remove clippings where applicable. Paved areas (hard

edge) shall be edged every mowing with respect to the turf type adjacent to the edging. All errant vegetation (crack weeds) in expansion joints, cracks, or crevices in any portion of the concrete area shall be kept weed free. Edging of beds and tree rings (soft edging) shall be executed every mow with respect to the turf type adjacent to the edging. Edging shall be done as to not expand the area of tree rings or beds. Weed eating shall be done with every cut and be completed before blowing of the cut areas. Weed eating under ALL fence lines shall be done with each cut. No vines or weeds of any type can adhere and grow on fences or any structure, trees, hedges etc. Damage to property or existing vegetation caused by improper trimming or edging or vine removal shall be repaired or replaced within 48 hours at the Successful Bidder(s) expense. All walks and other paved areas shall be vacuumed, swept, or blown off while the mowing, edging, or trimming is in process so that the appearance suffers for the least amount of time. Landscaping lighting shall be wiped, blown off or vacuumed as needed to prevent accumulation of clippings and dead insects. Landscape areas shall be raked and cleaned of clippings, leaves, sticks, twigs, and all litter each time the soft edging is done. Mowing schedules shall be approved by the City's authorized designated representative.

e.     **SHRUBS, TREES AND PALM MAINTENANCE**

Type 1: The Successful Bidder(s) shall ensure all shrubs and ground cover material are pruned a minimum of once per month to insure the best shape, health, and character of the individual plant. The Successful Bidder(s) may utilize mechanical trimming only when the health or appearance of the plant will not be damaged by the mechanical trimmers. Ground cover plants shall be cut back to encourage lateral growth and kept in bounds and out of other planting, walkways, lighting, roadways, etc.

The Successful Bidder(s) shall prune, thin, and trim all trees at least one time per year between January and May to keep the trees healthy, to maintain the natural character of the variety, to control shape and to prevent crowning. Pruning in general shall consist of the removal of dead, broken, fungus infected, superfluous, and intertwining branches, vines, and the removal of dead or decaying stumps and other undesirable growth. Palms shall be pruned as needed to remove dead fronds and weak stalks only between 3 and 9 clock positions. Certain Washingtonia palms will be an exception to the pruning practices of normal palm maintenance when existing dead fronds are maintained. Royal Palms are excluded from normal tree trimming due to self-shedding species. Tree pruning will also be required from time to time due to damage from storms, frost or when blocking sight distances, following the ANSI 300 and ANSI Z-133 Standards and Broward County Tree Ordinances, etc. Successful Bidder(s) shall provide the services of an I.S.A. Certified Arborist or equal upon request for consultation.

All trees along Federal Aid Roadways must be uplifted such that there is 10 feet of clearance for sidewalks and 14 feet of clearance for roads.

Cuts should be made with sharp and proper tools. When cutting parts of branches, the Successful Bidder(s) shall ensure that a living bud is always left at the end of the stub. Make cuts sufficiently close to the parent stem so that the healing can readily start under normal conditions. On trees known to be diseased, disinfect tools after each cut and between trees. Prune only at the time of season proper for the variety. Prune or trim to keep the natural shape of the individual plant/tree. Pruning shall include the following items:

- Dead, dying or unsightly parts of the tree;
- Remove sucker growth from the base of trees in which an exposed trunk character is desired;
- All dead palms, plants, shrubs, trees, etc. or shrubs shall be cut and removed off site within one week of the damage being noticed, at the Successful Bidder(s) expense and at no cost to the City
- Branches that grow toward the center of the tree;
- Crossed branches that may rub together;
- "V" crotches if it does not ruin the appearance of the tree;
- Multiple leaders if the tree normally has only a single stem;
- Nuisance growth that interferes with view, traffic, signage, walks, or lighting. Nuisance growth includes the removal of all dangerous thorns, spikes or appendages which show potential conflict with people;
- Shape the top of small trees as needed;
- All branches, dead wood, and cuttings shall be removed from the job site at the time of pruning and disposed of in an acceptable manner. All lawn and shrub areas damaged by pruning equipment shall be restored at the Successful Bidder(s) expense;
- Pruning of trees and palms shall take place when required to protect property and person. The City's authorized designated representative shall be notified after the pruning has begun or is completed by daily reports. Not notifying the City shall not be a reason to delay any required pruning activity.

f. FERTILIZATION

By January 1, 2014, all personnel applying fertilizer shall be trained through the Green Industry BMP Program. By that same date, contractors who are involved with the application of fertilizer shall use only commercial applicators of fertilizer who have been trained through the Green Industry BMP Program and have obtained a limited certification for urban landscape commercial fertilizer application under Section 482.1562, F.S.

The fertilizer used shall be a commercial grade product and recommended for use on each grass type. Specific requirements should be determined by soil test result, soil type and the time of year. Applications shall proceed continuously once begun until all areas have been completed. In the event fertilizer is thrown on hard surfaces, it shall be removed immediately to prevent staining. If staining does occur, the Successful Bidder(s) shall be responsible for cleaning the affected hard surfaces within 24 hours of staining at no cost to the City. The below

application and testing are City recommended and the Successful Bidder can provide any alternative application it believes better serves this purpose:

**Soil Test:** The Successful Bidder(s) shall have the soil in each work area tested once annually and turn in the results to the City's authorized representative prior to the initial fertilization application to determine required additives, and more often if necessary, to diagnose problem areas. The soil sampling and testing shall be done in accordance with University of Florida, Department of Soil and Water Sciences, UF/IFAS Extension Document SL454.

**Seasonal Fertilization:** The Successful Bidder(s) shall follow the schedule as outlined below for applications of fertilizer. The N, P, K ratio of all fertilizers shall vary with the time of year of the application and the results of soil analysis. No deviation from the schedule shall be done by the Successful Bidder(s) without prior written authorization of the City's authorized representative.

**City Must Witness:** The City must be on site to witness all of the fertilizing process; otherwise, this action by the Successful Bidder(s) would be considered a breach of the Contract by the City and will not be accepted as a completed requirement. Failure of the City to witness will result in denial of the payment.

Fertilization Schedule:

PROPERTY TYPE	QUANTITY	RATIO	SCHEDULE
Type 1 properties	1lb of N/1000 per square foot	N, P, K 8:2:11 with a post-emergent weed control	Once per year
Type 1 properties	1lb of N/1000 per square foot	N, P, K 16-5-11with insecticide	Once per year
Type 1 properties	1lb of N/1000 per square foot	N, P, K 11	Once per year
Type 1 properties	1lb of N/1000 per square foot	N, P, K 2:11	Once per year

Any vegetation (plants, palms, shrubs, trees, etc.) damaged due to over/under treatment shall be the responsibility of the Successful Bidder(s), and all damaged material shall be replaced within one week of the damage being noticed, at the Successful Bidder(s) expense at no cost to the City.

**Shrubs & Ground Cover:** The fertilizer for all planted shrubs and ground cover shall meet appropriate horticultural standards with an N, P, K ratio of 3:1:2 unless soil conditions or plant species dictate otherwise. At least 60% of the nitrogen must be from a non-water-soluble organic source. All shrubs and ground covers shall be fertilized by broadcasting by hand over the beds three times per year. Fertilizer should be applied in the spring, summer and fall at 1 1/2 to 3 lbs. N/100 square feet. The Successful Bidder(s) shall establish a program that will

fertilize all shrubs and ground cover, describing the type of fertilizer required for each type of plant and the time of year this Work will be undertaken. This schedule shall be submitted by the Successful Bidder(s) indicating the months' work will be performed every year at the beginning of the City of Miramar's fiscal year in (Oct.) or inception of the renewal of contract, to the City's authorized representative prior to any applications. A daily fertilization schedule shall be submitted to the City's representative not less than one month prior to application. Any plants damaged by over-fertilization shall be replaced at the Successful Bidder(s) expense. Changes in fertilization rates, methods and composition must be approved by the City's representative in writing.

Trees & Palms: The fertilizer for the entire planted tree shall meet proper horticultural standards with an N, P, K ratio of 4:1:4 unless soil conditions or plant species dictate otherwise. At least 60% of the nitrogen must be from a non-water-soluble source. Concentrated slow-release fertilizer tablets may be used on trees if approved by the City's representative. Trees and palms shall be fertilized twice yearly, spring and fall, in the following amounts: one pound of fertilizer per inch of tree diameter, but no more than eight pounds of fertilizer per tree. The Successful Bidder(s) shall establish a program that will fertilize all tree and palms, describing the type of fertilizer required for each type of plant and the time of year this Work will be undertaken. The fertilization schedule shall be provided to the City's representative not less than one month prior to application. Any trees damaged by over fertilization or using the wrong type of fertilizer shall be replaced at the Successful Bidder(s) expense. Palms damaged by not fertilizing or not treating for diseases will be replaced within one week of the damage being noticed, at the Successful Bidder(s) expense and at no cost to the City. Changes in fertilization rates, methods and composition must be approved by the City's representative in writing.

g. SPECIALITY PALM / TREE CARE

All Medjools, Royal palms, Canary Island palms and other specialty foliage shall be treated with preventive chemicals per each individual need to properly maintain them. This includes the use for pest infestation, fungicides, and deficiencies. Any specialty palm and other trees damaged due to over/under treatment shall be the responsibility of the Successful Bidder(s), and all damaged material shall be replaced within one week of the damage being noticed, at the Successful Bidder(s) expense and at no cost to the City.

h. PEST & DISEASE MANAGEMENT

The Successful Bidder(s) shall control or eradicate infestations by chewing or sucking insects, leaf miners, fire ants and other pests and disease by spraying affected grasses or plants or palms with chemical sprays and combinations of sprays suitable for that particular pest when the infestation or infection becomes evident and as often thereafter as necessary. The Successful Bidder(s) shall be fully licensed to spray pesticides and shall use sound cultural practices that aid in preventing the presence or proliferation of insects and diseases. One blanket application of insecticide in granular form shall also be included for all turf areas on an annual basis. Insects in Bermuda grass shall be controlled by both curative and preventative measures. Timing will be critical on mole cricket applications, and frequencies or application will be as needed to successfully control their infestations. Nematode samples will be taken at least two times per year and action shall be taken per the recommendation of the IFAS lab results to control the populations. This lab report shall be submitted to the City's representative

for review as soon as it is received. Any vegetation damaged due to over/under treatment shall be the responsibility of the Successful Bidder(s), and all damaged material shall be replaced within one week of the damage being noticed, at the Successful Bidder(s) expense and at no cost to the City. The Successful Bidder(s) shall provide a schedule one month prior to application.

i. APPLICATION OF HERBICIDES

The Successful Bidder(s) may apply various herbicides by means of spray type delivery device to aid in the control of unwanted weeds and vegetation. All applications shall be performed by persons holding a valid herbicide application license as issued by the State of Florida and shall be done in accordance with the herbicide manufacturer's recommended rates and all applicable federal, state, county, and municipal regulations. Herbicides may be used only with prior approval by the City's representative as to type, location, and method of application. The Successful Bidder(s) shall exercise extreme care so as not to overspray and affect areas not intended for treatment. Areas adversely affected by such overspray shall be the responsibility of the Successful Bidder(s), and all damaged material shall be replaced within one week of the damage being noticed, at the Successful Bidder(s) expense and at no cost to the City. No chemicals shall be sprayed around the root system of palm trees.

j. GRASS/TURF RENOVATIONS

Grass/Turf renovations may be required if conditions warrant such a procedure and may be an extra charge depending on the reason for the renovation, the extent of the renovation required, and shall require a prior written quotation and authorization by the City's designated representative prior to commencement. The conditions that warrant renovation are damaged areas greater than 20' x 30'. Damaged areas can be areas that are thinned out or have damaged turf resulting from natural burnout traffic, or that has become noticeably depressed below the average grade of the other turf or become unsightly. Proper watering, fertilization and pest management will be crucial during and after renovation. Any irrigation lines and appurtenances or plant material damaged because of turf renovation shall be the responsibility of the Successful Bidder(s), and all damaged systems or plant material shall be replaced at the Successful Bidder(s) expense and at no cost to the City.

k. IRRIGATION

The Successful Bidder(s) shall be responsible for the operation and maintenance of the automatic irrigation system, and for setting and adjusting the time clocks to insure proper watering of all plant material, turf in the landscape and to comply with all water restrictions within their Work zones. Please note that irrigation zones might overlap, and the Successful Bidder(s) shall be responsible for coordinating a suitable working schedule with the other vendor(s) for the irrigation within their zone.

The Successful Bidder(s) shall be responsible for the labor, parts, materials, and supervision to perform all irrigation maintenance repairs to all irrigation components from the pumps discharge connection out. This includes irrigation lines including main lines, all valves, risers, and sprinkler heads, wiring and control valves as required to keep the system operating.



Major repairs to control systems, the controller, pumps, and intake piping shall be done by the City or reimbursed by the City with written prior approval. Controller and pump failures must be immediately reported to the City. Reimbursable repair work shall require written authorization by the City's designated representative prior to commencement.

Prior to the commencement of the maintenance program, the Successful Bidder(s) shall have 30 days from the start of the Contract to inspect the irrigation system and report existing damage or incorrect operation and coverage to the City. The City reserves the right to authorize the Successful Bidder(s) to conduct the repairs utilizing a separate purchase order. The Successful Bidder(s) shall be responsible for the integrity of the system after this initial inspection report and subsequent repairs.

Time clocks shall be checked once a week or as may be required. The Successful Bidder(s) shall, at least once per month, fully operate all the irrigation zones and replace, repair, or clean all irrigation heads, lines, valves, and valve boxes as needed while providing a wet check report. Any equipment damaged by the Successful Bidder(s) operations shall be replaced with the same equipment and by the same manufacturer unless otherwise approved by the City's authorized designated representative.

The irrigation shall be capable of providing 1½" of water to all turf and shrub beds each week or as often as required to provide for a uniform lush green landscape appearance. The system shall be adjusted during the various seasons. The Successful Bidder(s) shall be required to make all repairs within a 24-hour period or sooner as directed by the City's representative. Any form of damage to the irrigation system must be reported to the City's authorized designated representative immediately upon discovery.

Irrigate as necessary during periods of little or no rainfall, complying with all water restrictions, using the automatic irrigation system and any supplemental watering necessary to apply the proper amount of water to keep the plant material in optimum health. Supplemental watering may require a large portable watering tank, impact sprinklers or additional hose to be supplied by the Successful Bidder(s).

A written irrigation schedule shall be provided by the Successful Bidder(s) to the City's authorized designated representative by the end of every month. The Successful Bidder(s) shall be responsible for controlling the amount of water used for irrigation and any damage that results from over-watering or insufficient watering shall be the responsibility of the Successful Bidder(s), and all damaged material shall be replaced at the Successful Bidder(s) expense and at no cost to the City.

## I. HAZARDS

The Successful Bidder(s) shall inform the City's authorized designated representative of any immediate safety hazards or vandalism (including graffiti) upon discovery. The Successful Bidder(s) shall be responsible for removing the graffiti or by using matching paint within 24 hours of discovery. The Successful Bidder(s) shall fill any holes found constituting a hazard.

Minor fence repairs in maintained facility that present a safety issue (such as missing fence ties, loose fabric, loose horizontal or vertical posts, etc.) shall be immediately reported

the City's authorized designated representative. The City may elect to make the repairs or have the Successful Bidder(s) make the required repairs. Successful Bidder(s) shall be required to submit a prior written quotation and obtain authorization by the City's designated representative prior to commencement.

All Work shall be performed in accordance within OSHA standards and its amendments, and all DOT safety standards, including but not limited to safety glasses, safety vests, traffic notification, placement of traffic cones, and all pertinent landscape standards. The Successful Bidder(s) will be required to have a Maintenance of Traffic ("MOT") certified person on site at all times when workers are physically parked, standing or working in the roadways within City limits.

m. **GUARANTIES**

No guaranties or warranties are given or implied by the City as to the total amount that may or may not be awarded in any given Bid. These quantities are for bidding purposes only and will be used for tabulation and presentation of the Bid. The City reserves the right to reasonably increase or decrease quantities as required.

n. **COMMUNICATION**

The Successful Bidder(s) shall notify the City's authorized representative, in writing, after each task is completed. Only after the task has been verified to comply by the City's authorized representative (through daily reports and site visits) will it be processed for payment. This includes mowing of turf, irrigation inspections and or repairs, tree-shrub-and palm maintenance, fertilizing and any additional duties that were requested by the City's authorized representative. Invoices shall reflect the date each individual task was performed to qualify for payment.

o. **HURRICANE PREPAREDNESS**

The Successful Bidder(s) shall be responsible for implementing all necessary course of action needed to secure maintained area and/or facilities in the event of any severe weather situations. The Successful Bidder(s) shall follow all guidelines found in the City's Hurricane Preparedness Information Guide.

p. **Other Contractor Responsibilities**

Successful Bidder(s) personnel shall be adequately trained, present a professional appearance and be readily identifiable by uniform or identification badge as an employee of the contractor while on City property.

**3-3  
FEES & COSTS**

1. Bidders shall quote an all-inclusive fee for the Work described under the Scope of Services. The all-inclusive fee shall include but not be limited to all labor, equipment, chemicals, piping and fittings, uniforms, benefits, travel, lodging, materials, printing,

overhead and profit and any other contractor expense for this Project, unless described as a separate cost in this section.

2. Provide a breakdown to show costs associated with each portion of the Work listed under the Scope of Services.

### **3-4**

#### **MANAGEMENT & PERSONNEL**

In the Bid, attach a sheet that shall include the following information:

1. Profile of the Firm – State whether your firm is local, national, or international. Additionally, state the following:
  - a. Age and size of the Firm and local office.
  - b. Location of the office where the Work for these Services is to be performed or managed.
  - c. Number and nature of the staff to be assigned to this Project on a full-time basis (resumes are preferred).
2. Provide a detailed description of the nature and status of any pending or completed litigation, claims made, contract disputes or defaults and liens arising in regard to your company's performance of any services arising within the last three years from the due date of this Bid.

Manager(s) shall attend scheduled monthly meetings with City designated staff for purposes of discussing performance, schedules, punch list and any other issues that may affect the satisfactory performance of the terms of the Contract.

Manager(s) shall perform weekly inspection of all areas with the City designee. From the weekly inspection, a punch list of all defects will be prepared by the City designee and presented to the manager for corrective actions to be taken within the stipulated time frame.

### **3-5**

#### **SILENCE OF SPECIFICATIONS**

The apparent silence of the foregoing specifications as to any detail or omission from it as a detailed description concerning any specifics shall be regarded as meaning that only the best commercial practices are to prevail and that only equipment and workmanship of first quality are to be used. All interpretations of these Specifications shall be made upon the basis of this statement.

**END OF SECTION**

## SECTION 4 AGREEMENT

This Agreement (or "Contract") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the City of Miramar, Florida, a Florida municipal corporation, hereinafter referred to as "City",

AND

\_\_\_\_\_, a \_\_\_\_\_ corporation with its principal business address located at \_\_\_\_\_, hereinafter referred to as "Contractor".

**WHEREAS**, the City issued Invitation for Bid No. 21-015 for LANDSCAPE MAINTENANCE SERVICES; and

**WHEREAS**, the Contractor was determined to be the lowest responsive, responsible Bidder and whose Bid was most advantageous to the City for Service locations as specified: \_\_\_\_\_; and

**WHEREAS**, on \_\_\_\_\_, 2021, the City Commission approved the award of LANDSCAPE MAINTENANCE SERVICES to Contractor \_\_\_\_\_.

**NOW, THEREFORE**, in consideration of the mutual terms and conditions, promises, and covenants hereinafter set forth, City and Contractor agree as follows:

### **SECTION 1** **SCOPE OF SERVICES**

Contractor agrees to provide the following Services to the City (the "Services") during the Term of this Agreement:

This Agreement is subject to and Contractor shall provide Services in accordance with the Scope of Services, terms, conditions and requirements of City of Miramar Invitation for Bids ("IFB") No. 21-015, the Contractor's Bid, as accepted by the City, and any subsequently negotiated changes to same, which documents or agreements are incorporated by reference herein. In the case of any conflict between the provisions of this Contract, the Bid and the Bid Response, the conflict shall be resolved in the following order of priority: terms of this Contract; terms of the Bid; terms of the Bid Response.

Contractor represents and warrants to the City that: (i) it possesses all qualifications, licenses and expertise required for the performance of the Services; (ii) it is not delinquent in the payment of any sums due the City; (iii) all personnel assigned to perform the Services are and shall be, at all times during the term hereof, fully qualified and trained to perform the tasks assigned to each; and (iv) the Services will be performed in the manner described in Attachment "A".

### **Estimates/Quotations:**

All requests for related Landscape Services estimates/quotations not covered under this Agreement shall be submitted in writing prior to any Work being undertaken or approved. The estimate must include a detailed list of the Work to be completed, listed item by item, and location where Work is to be performed. Estimates/quotations are to be submitted electronically, if desired, to the City to secure purchase order approval prior to the Work being performed, and such Work shall not exceed 15% of the annual Contract for Services.

### **Purchase Orders:**

1. The Contractor shall not perform or begin any Work without prior written authorization from the Parks and Recreation Department, as well as an approved purchase order authorizing Services.

2. Failure of the Contractor to adhere to the City's purchasing protocol – working without having an official City purchase order for the Work, shall constitute a default and authorization for payment shall be denied.

## **SECTION 2** **COMPENSATION**

The Contractor shall submit periodic invoices for the Goods and Services provided to the City of Miramar, ATTN: Accounts Payable, 2300 Civic Center Place, Miramar, FL 33025. The date of the invoice shall not exceed 30 calendar days from the date of acceptance of the Goods and Services by the City. Under no circumstance shall an invoice be submitted to the City in advance of the delivery and acceptance of the commodities and/or Services, unless otherwise agreed to. All invoices shall reference the appropriate Contract number, the address where the commodities were delivered or the Services performed, and the corresponding acceptance slip that was signed by an authorized representative of the City when the Goods and/or Services were delivered and accepted. Payment by the City shall be made within 30 days after receipt of Contractor's invoice, which shall be accompanied by sufficient supporting documentation and contain sufficient detail to allow a proper audit of expenditures should the City require one to be performed.

## **SECTION 3** **TERM OF AGREEMENT**

The term of this Agreement shall commence upon the date this Contract is executed by both parties and shall run for two years, with the City having the option to renew the Agreement, on an annual basis, for up to three additional one year renewal terms, unless terminated earlier pursuant to Section 4 of this Agreement. The Chief Procurement Officer may authorize up to a 90 day extension of this Contract in accordance with its terms and conditions, and the City Manager or designee is authorized to extend this Agreement, for operational purposes only, for a maximum of 180 days.

## **SECTION 4** **TERMINATION OF AGREEMENT**

City may terminate this Agreement for convenience by giving the Contractor 30 calendar days written notice. City may terminate this Agreement for cause by giving the Contractor five calendar days written notice upon the failure of Contractor to cure any default after being provided with notice of that default and a demand for cure within ten (10) calendar days. The termination of this Agreement shall not relieve either party of any liability that accrued prior to such termination and any such accrued liability shall survive the termination of this Agreement

## **SECTION 5** **INDEPENDENT CONTRACTOR**

Contractor is an independent contractor under this Agreement. Services provided by Contractor shall be by employees of Contractor and subject to supervision by Contractor, and not as officers, employees, or agents of City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, travel, per diem policy, and purchasing policies under the Agreement shall be the sole responsibility of Contractor. Contractor shall have no rights under the City's worker's compensation, employment, insurance benefits or similar laws or benefits.

## **SECTION 6** **INDEMNIFICATION / HOLD HARMLESS CLAUSE**

Contractor shall indemnify, defend and hold harmless City, its officials, agents, employees, and volunteers from and against any and all liability, suits, actions, damages, costs, losses and expenses, including attorneys' fees, demands and claims for personal injury, bodily injury, sickness, diseases or death or damage or destruction of tangible property or loss of use resulting therefrom, arising out of any errors, omissions, misconduct or negligent acts of Contractor, its respective officials, agents, employees or subcontractors in the Contractor's performance of Services pursuant to this Agreement.

## **SECTION 7** **NON-APPROPRIATION OF FUNDS**

In the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable in any fiscal year for payments due under this Agreement, then the City, upon written notice to Contractor of such occurrence, shall have the unqualified right to terminate this Agreement without any penalty or expense to the City.

## **SECTION 8** **INSURANCE**

For programs that are active in nature, which shall be determined in the sole and exclusive discretion of the City, Contractor shall maintain liability insurance in an amount acceptable to the City's Risk Manager and naming the City of Miramar as an additional insured, including any required certificate(s) of endorsement.

Contractor shall maintain the following required types and minimum limits of insurance coverage during the term of this Agreement:

General Liability

Per Occurrence

Aggregate

Professional Liability

\$ 500,000

\$1,000,000

Workers' Compensation  
Statutory Amount

This Agreement shall not be deemed approved until the Contractor has obtained all insurance required under this section and has supplied the City with evidence of such coverage in the form of a Certificate of Insurance and endorsement. The City shall approve such certificates prior to the performance of any Services pursuant to this Agreement.

ALL INSURANCE COMPANIES PROVIDED SHALL: Be rated at least A VII per Best's Key Rating Guide and be licensed to do business in Florida. Contractor's liability insurance policies shall be endorsed to add the City as an additional insured. The Contractor's liability insurance shall be primary to any liability insurance policies that may be carried by the City. The Contractor shall be responsible for all deductibles and self-insured retentions on their liability insurance policies.

All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be cancelled, materially changed or renewal refused until at least 30 calendar days written notice has been given to the City by certified mail.

**SECTION 9**  
**MISCELLANEOUS**

9.1 Contractor shall, without additional expense to the City, be responsible for paying any taxes, obtaining any necessary licenses and for complying with all applicable federal, state, county, and municipal laws, ordinances and regulations in connection with the performance of the Services specified herein.

9.2 Precautions shall always be exercised for the protection of persons and property. The Contractor and all Subcontractors shall conform to all OSHA, federal, state, county, and City regulations while performing under the terms and conditions of this Agreement. Any fines levied by the above-mentioned authorities because of failure to comply with these requirements shall be borne solely by the Contractor responsible for the same.

**SECTION 10**  
**AUDIT AND INSPECTION RIGHTS**

10.1 The City may, at reasonable times, and for a period of up to three years following the date of final performance of Services by Contractor under this Agreement, audit, or cause to be audited, those books and records of Contractor which are related to Contractor's performance under this Agreement. Contractor agrees to maintain all such books and records at its principal place of business for a period of three years after final payment is made under this Agreement.

10.2 The City may, at reasonable times during the term hereof, perform such inspections as the City deems reasonably necessary to determine whether the Services required to be provided by Contractor under this Agreement conform to the terms of this Agreement.

Contractor shall make available to the City all reasonable assistance to facilitate the performance of inspections by the City's representatives.

## **SECTION 11** **AMENDMENTS AND ASSIGNMENT**

11.1 This Agreement constitutes the entire agreement between Contractor and City and all negotiations and oral understandings between the parties are merged herein. The terms and conditions set forth in this Agreement supersede all previous agreements, promises, negotiations or representations. Any other agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force and effect.

11.2 No modification, amendment or alteration of the terms and conditions contained herein shall be effective unless contained in a written document executed with the same formality as this Agreement.

11.3 Contractor shall not transfer or assign the performance of Services set forth in the Agreement without the prior written consent of the City, which may be withheld or conditioned in the City's sole discretion.

## **SECTION 12** **GOVERNING LAW AND VENUE**

This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Venue for any action arising out of or relating to this Agreement shall be in Broward County, Florida.

## **SECTION 13** **NOTICES**

Whenever either party desires to give notice to the other, it must be given by written notice, sent by certified United States mail, return receipt requested, addressed to the party for whom it is intended, at the place last specified in writing as the place for giving of notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

### **FOR CONTRACTOR:**

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

### **FOR CITY:**

\_\_\_\_\_  
City Manager  
City of Miramar  
2300 Civic Center Place  
Miramar, Florida 33025  
Telephone: (954) 602-XXX  
Facsimile: (954) 602-XXXX



With A Copy to:

City Attorney  
Austin Pamies Norris Weeks Powell, PLLC  
401 NW 7<sup>th</sup> Avenue  
Ft. Lauderdale, FL 33311  
Tel: 954-768-9770  
Fax: 954-768-9790

#### **SECTION 14** **NON-DISCRIMINATION**

Contractor represents and warrants to the City that Contractor does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Contractor's performance under this Agreement on account of race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor that cannot be lawfully used as a basis for delivery of Services. Contractor further covenants that no otherwise qualified individual shall, solely by reason of his/her race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for delivery of Services, be excluded from participation in, be denied Services, or be subject to discrimination under any provision of this Agreement.

#### **SECTION 15** **PUBLIC RECORDS**

Contractor acknowledges that the public shall have access, at all reasonable times, to certain documents and information pertaining to City contracts, pursuant to the provisions of Chapter 119, Florida Statutes. Contractor agrees to maintain public records in Contractor's possession or control in connection with Contractor's performance under this Agreement and to provide the public with access to public records in accordance with the record maintenance, production and cost requirements set forth in Chapter 119, Florida Statutes, or as otherwise required by law. Contractor shall ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.

Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of City. In the event of termination of this Agreement by either party, any reports, photographs, surveys and other data and documents and public records prepared by, or in the possession or control of, Contractor, whether finished or unfinished, shall become the property of City and shall be delivered by Contractor to the City Manager, at no cost to the City, within seven days of termination of this Agreement. All such records stored electronically by Contractor shall be delivered to the City in a format that is compatible with the City's information technology systems. Upon termination of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure. Any compensation due to Contractor shall be withheld until all documents are received as provided herein. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the City.

**SECTION 16**  
**HEADINGS, CONFLICT OF PROVISIONS,**  
**WAIVER OR BREACH OF PROVISIONS**

Headings are for convenience of reference only and shall not be considered in any interpretation of this Agreement. In the event of conflict between the terms of this Agreement and any terms or conditions contained in any attached documents, the terms in this Agreement shall prevail. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision, and no waiver shall be effective unless made in writing.

**SECTION 17**  
**SEVERABILITY**

If any provision of this Agreement or the application thereof to any person or situation shall to any extent be held invalid or unenforceable, the remainder of this Agreement and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect and be enforced to the fullest extent permitted by law.

**SECTION 18**  
**SURVIVAL**

All representations and other relevant provisions herein shall survive and continue in full force and effect upon termination of this Agreement.

**SECTION 19**  
**ENTIRE AGREEMENT**

This Agreement represents the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations, or agreements, whether written or oral.

**SECTION 20**  
**JOINT PREPARATION**

The parties acknowledge that they have sought and received whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein, and that the preparation of this Agreement has been a joint effort of the parties, the language has been agreed to by the parties to express their mutual intent, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature: City, signing by and through its City Manager, attested to and duly authorized to execute same by the City Commission of the City of Miramar, and by the Contractor, by and through its \_\_\_\_\_, attested to and duly authorized to execute same.

**CITY**

ATTEST:

CITY OF MIRAMAR

\_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Vernon E. Hargray, City Manager

This day of \_\_\_\_\_, 2021.

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE USE OF AND  
RELIANCE BY THE CITY OF MIRAMAR  
ONLY:

\_\_\_\_\_  
City Attorney  
Austin Pamies Norris Weeks Powell, PLLC.

**CONTRACTOR**

WITNESSES:

\_\_\_\_\_  
Print Name: \_\_\_\_\_

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

\_\_\_\_\_  
Print Name: \_\_\_\_\_

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

## SECTION 5

### BID COVER SHEET – IFB 21-015

**BIDDER'S NAME** (Name of firm, entity, or organization):

**FEDERAL EMPLOYER IDENTIFICATION NUMBER:**

**NAME AND TITLE OF BIDDER'S CONTACT PERSON:**

Name:

Title:

**MAILING ADDRESS:**

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

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

**TELEPHONE:**

**FAX:**

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

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

**BIDDER'S ORGANIZATION STRUCTURE:**

\_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Proprietorship \_\_\_\_\_ Joint Venture \_\_\_\_\_ Other (explain): \_\_\_\_\_

**IF CORPORATION:**

Date Incorporated/Organized: \_\_\_\_\_

State of Incorporation/Organization: \_\_\_\_\_

States registered in as foreign Corporation: \_\_\_\_\_

**BIDDER'S SERVICES OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS SOLICITATION REQUESTS FOR:**

**LIST NAMES OF BIDDER'S SUBCONTRACTORS AND/OR SUBCONSULTANTS FOR THIS PROJECT:**

**BIDDER'S AUTHORIZED SIGNATURE:**

The undersigned hereby certifies that this Bid is submitted in response to this Solicitation.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

## **SECTION 6 BID PRICE SHEET**

### **6-1**

#### **COST OR PRICING DATA FOR PRICE BID**

Bidders shall submit (attached to this form) Cost or Pricing Data of sufficient detail to allow the evaluators to determine the reasonableness of the Price Bid, reflecting Cost Realism, including all Information other than Cost and Pricing Data and explaining how the lump sum figure was derived.

a) Cost or Pricing Data shall mean all facts that as of the date of submission of the Bid, prudent buyers and sellers would reasonably expect to affect price negotiations significantly. Cost or Pricing Data are data that are factual, not judgmental, and are verifiable. While they do not indicate the accuracy of the Bidder's judgment about estimated future costs or projections, they do include the data forming the basis for that judgment. Cost or Pricing Data are more than historical accounting data, they are all the facts that can be reasonably expected to contribute to the soundness of estimates of future costs and to the validity of determinations of costs already incurred. They also include such factors as: vendor quotations; nonrecurring costs; information on changes in production or purchasing volume; data supporting projections of business prospects and objective and related operations cost; unit-cost trends such as those associated with labor efficiency; make-or-buy decisions; estimated resources to attain business goals; and information on management decisions that could have a significant bearing on costs.

b) Cost Realism shall mean that the costs in a Proposer's Bid are realistic for the Work to be performed, reflect a clear understanding of the requirements, and are consistent with the various elements of the Proposer's Technical Bid.

c) Information other than Cost and Pricing Data shall mean any type of information that is non-numeric that is necessary to determine price reasonableness or Cost Realism.

d) Price, as used in this Solicitation, shall mean cost plus any applicable fee or profit.

## SECTION 6 BID PRICE SHEET (CONT.)

Bidders shall quote a firm, fixed, all-inclusive annual fee, per Zone and/or Lot as described in Exhibit 1 attached hereto, that the Bidder desires to service, for the work described under Scope of Services. The all-inclusive fee shall include, but not be limited to, all labor, equipment, uniforms, benefits, travel, lodging, materials, printing, overhead and profit and any other contractor expense, cost or charge in providing the Services in accordance with the minimum specifications for landscaping, irrigation maintenance and litter control services to the City.

Zone 1A	\$ _____	total
Zone 1B	\$ _____	total
Zone 2A	\$ _____	total
Zone 2B	\$ _____	total
Zone 3A	\$ _____	total
Zone 3B	\$ _____	total
Zone 4A	\$ _____	total
Lot A	\$ _____	total
Lot B	\$ _____	total
<b>Grand Total</b>	<b>\$ _____</b>	<b>Grand Total</b>

TAXPAYER IDENTIFICATION NUMBER (TIN): \_\_\_\_\_

BIDDER'S NAME: \_\_\_\_\_

☐ (Company Name)

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

(Principal's Signature)

\_\_\_\_\_  
(Printed Name and Title)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
SHALL DEEM YOUR BID NON-RESPONSIVE**

<b>ZONE 1A</b>						
<b>WORK AREA ID</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>PROP. TYPE</b>	<b>EST. # OF CUTS</b>	<b>PRICE PER CUT</b>	<b>PRICE PER YEAR</b>
CP61	Multi-Service Center	Miramar Multi-Service Center - 6700 - 6720 Miramar Pkwy, including Fire Station 19	Type 1	36		
ROW 9B	Miramar Parkway Easement	Miramar Parkway (north and south) swales from 441 to SW 64 Ave from asphalt to back of hedge.	Type 1	36		
ROW13	SW 29 St / SW 68 Swale	South swale along SW 29 St between SW 69 Ave and SW 68 Terr from roadway to fence line including Ficus hedge	Type 1	36		
ROW25	University Dr. Medians	University Dr medians from Countyline Rd to Pembroke Rd	Type 1	36		
ROW27	Nassau Dr. Medians	Nassau Drive (5) medians - Nassau Drive from Alhambra Blvd to Fairway Blvd	Type 1	36		
ROW28	Bahama Dr. Medians	Bahama Drive (7) medians from Alhambra Blvd to Harbor Drive	Type 1	36		
ROW30	Emerald Lake Dr. Canal	Canal embankment (Emerald Lake Drive) roadway to water line	Type 1	36		
ROW40	University Canal	University Drive guardrail canal embankment from Countyline Rd to Pembroke Rd on westside of canal from water line edge to edge of pavement including end caps	Type 2	12		
ROW44	Turnpike and Miramar Pkwy	Turnpike Overpass and Miramar Pkwy north/south sides all 3 quadrants east/west property lines bottom of asphalt to top of hill thru fence and guardrail to asphalt	Type 1	36		
					<b>TOTAL</b>	

<b>ZONE 1B</b>						
<b>WORK AREA ID</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>PROP. TYPE</b>	<b>EST. # OF CUTS</b>	<b>PRICE PER CUT</b>	<b>PRICE PER YEAR</b>
<b>ROW9</b>	<b>Miramar Parkway Swales</b>	Miramar Parkway swales from SW 64 Ave to SW 69 Ave from asphalt to back of sidewalk	Type 1	36		
<b>ROW10</b>	<b>Miramar Parkway Swales</b>	Miramar Parkway swales from SW 69 Ave to Tarpon from asphalt to back of sidewalk	Type 1	36		
<b>ROW16</b>	<b>SW 60 Terrace</b>	Two medians on SW 60 Terr	Type 1	36		
<b>ROW17</b>	<b>Woodscape Entrance</b>	One median at the entrance to Woodscape Community off Countyline Road	Type 1	36		
<b>ROW18A</b>	<b>Miramar Parkway medians</b>	Miramar Pkwy medians from 441 to University Dr	Type 1	36		
<b>ROW20</b>	<b>Hibiscus Pl Median</b>	Hibiscus Dr median including east and west entry walls	Type 1	36		
<b>ROW26</b>	<b>Embassy Blvd. Medians</b>	Embassy Blvd (4) medians from Acapulco Dr to Utopia Dr	Type 1	36		
<b>ROW29</b>	<b>Island Drive medians</b>	Island Drive (15) medians from Pembroke Rd to Grandview Blvd. Includes east and west swale over the bridge south of Granada Blvd and north of Alhambra Blvd	Type 1	36		
<b>ROW54</b>	<b>Pembroke Rd medians 441</b>	Medians and south swales, edge of asphalt to back of sidewalk including all joints on Pembroke Rd from 441 to SW 66 Ave	Type 1	36		
					<b>TOTAL</b>	



<b><u>ZONE 2A</u></b>						
<b>WORK AREA ID</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>PROP. TYPE</b>	<b>EST. # OF CUTS</b>	<b>PRICE PER CUT</b>	<b>PRICE PER YEAR</b>
<b>ROW1</b>	<b>Miramar Blvd Easement Univ.</b>	Guardrail area on south side of Miramar Blvd from Stacy Ln to Douglas Rd	Type 1	24		
<b>ROW3B</b>	<b>Miramar Blvd Cocoplum Hedge</b>	Miramar Blvd south swale area Cocoplum hedge from Douglas Rd to Stacy Ln	Type 2	12		
<b>ROW77</b>	<b>Miramar Blvd. Palm to Hiatus</b>	Miramar Blvd. south swale and medians between Hiatus Rd and Palm Ave	Type 1	36		
					<b>TOTAL</b>	

<b>ZONE 2B</b>						
<b>WORK AREA ID</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>PROP. TYPE</b>	<b>EST. # OF CUTS</b>	<b>PRICE PER CUT</b>	<b>PRICE PER YEAR</b>
ROW5	Douglas Rd	Douglas Rd medians and east/west swales from Turnpike Extension Overpass (to include under the Overpass) to Pembroke Rd from edge of pavement to fence line or sidewalk including all joints and north and south entrances of Estates of Lake Miramar and property around Lift Station to include Turtle Bay Monument Sign	Type 1	36		
ROW7	Pembroke Rd Easement	Swale along Pembroke Rd south side from Sunoco Gas Station (excludes Bible School and Amber Lakes HOA) to Douglas Road. Tropical Valley from roadway to fence line	Type 1	36		
ROW14	Franklin Farms	Franklin Farms swale end on Fairmont Ave alley ways from easement to SW 96 Ave	Type 1	36		
ROW18B	Miramar Parkway medians	Miramar Parkway medians University Dr to Palm Ave	Type 1	36		
ROW47	Palm Ave. Medians and East Swale	Palm Ave medians from Pembroke Rd to Florida Turnpike Overpass (to include under the Overpass). East swale from Pembroke Rd to SW 21 St	Type 1	36		
ROW47A	Palm Ave West Swale	West swale from edge of pavement to top of bank from Pembroke Rd to Turnpike Overpass	Type 2	18		
ROW80	Sherman Circle Cul-de-sacs	Sherman Circle Cul-de-sacs SW 23 St, SW 24 Place, SW 87 Terr, SW 87 Ave, SW 86 Terr, SW 86 Ave, SW 85 Terr, SW 85 Ave, SW 84 Terr, SW 84 Ave, SW 83 Terr, SW 83 Ave, SW 82 Terr and SW 82 Ave (14 cul-de-sacs)	Type 1	36		
					<b>TOTAL</b>	

### **ZONE 3A**

<b>WORK AREA ID</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>PROP. TYPE</b>	<b>EST. # OF CUTS</b>	<b>PRICE PER CUT</b>	<b>PRICE PER YEAR</b>
CP19	Fire Station 107	Fire Station 107 - 11811 Miramar Pkwy	Type 1	36		
ROW6	Pembroke Rd medians	Pembroke Rd medians from Palm Ave to Flamingo Rd from edge of asphalt to back of sidewalk including all joints	Type 1	36		
ROW6B	Pembroke Rd south swale	Pembroke Rd south swales from Flamingo Rd to Palm Ave	Type 1	36		
ROW19	Miramar Parkway Medians	All medians on Miramar Parkway between Palm Ave and I-75 including the south berm both sides from Flamingo Rd to Huntington property line and the four Country Club Ranches entrance planters located on the north side of each entrance to Old Miramar Parkway	Type 1	36		
ROW60	Miramar Parkway Swales	Miramar Parkway north swale from Flamingo Rd to Miramar Park of Commerce	Type 1	36		
ROW69	Red & Flamingo Rd medians	Red Rd and Flamingo Rd medians from Miramar Pkwy north to Pembroke Rd	Type 1	36		
ROW69B	Red Rd medians	Red Rd medians south of Miramar Pkwy to Florida Turnpike	Type 1	36		
					<b>TOTAL</b>	

<b>ZONE 3B</b>						
<b>WORK AREA ID</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>PROP. TYPE</b>	<b>EST. # OF CUTS</b>	<b>PRICE PER CUT</b>	<b>PRICE PER YEAR</b>
CP08	Fire Station 84	Fire Station 84 - 14801 SW 27 St	Type 1	36		
ROW04	Miramar Blvd Medians Red Rd	Miramar Blvd Medians Red Rd/Medians and swales from Flamingo to Red Rd	Type 1	36		
ROW15	Hiatus Rd Medians	Hiatus Rd medians from Red Rd to Pembroke Rd including east swale from Miramar Blvd north to Publix property line	Type 1	36		
ROW31	Flamingo Rd Medians	Flamingo Rd medians from Countyline Rd to Red Rd (to include 5' swath on east swale in non-maintained areas) Include triangle area at intersection of Red Rd and Flamingo Rd	Type 1	36		
ROW31A	Flamingo Rd West Swale	Flamingo Rd west swale from edge of pavement to top of bank from Honey Hill Rd to Pembroke Rd	Type 5	18		
ROW32	145 Ave medians	SW 145 Ave medians from Miramar Pkwy to Pembroke Rd east swale from edge of pavement to fence line from the mitigation area to Pembroke Rd	Type 1	36		
ROW49	County Club Ranches	Country Club Ranches Swales/Country Club Ranches embanks.- 5 streets - SW 137 Ave, SW 139 Ave, SW 141 Ave, SW 143 Ave, Blue Gill Rd asphalt to waterline both sides canal and 47 St north side of canal from water line to edge of road and both end caps. Canal end caps - SW 128 Ave N end, SW 130 Ave N end, SW132 Ave N end, SW 137 Ave both ends	Type 2	12		
ROW65	Flamingo Rd Swale East	Flamingo Rd east swale from Turnpike to Honey Hill Road Asphalt to fence line	Type 2	12		
					<b>TOTAL</b>	

### **ZONE 4A**

<b>WORK AREA ID</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>PROP. TYPE</b>	<b>EST. # OF CUTS</b>	<b>PRICE PER CUT</b>	<b>PRICE PER YEAR</b>
ROW11	<b>Miramar Parkway Swales SW 172</b>	North and South swales of Miramar Pkwy from SW 172 to SW 178 from edge pavement to sidewalk	Type 1	36		
ROW12	<b>Miramar Parkway Swales SW 178</b>	North and South swales of Miramar Parkway from SW 178 Ave to SW 184 Ave from edge of pavement to back of sidewalk including all joints	Type 1	36		
ROW33	<b>Dykes Rd. Medians</b>	Dykes Rd medians from SW 25 St south to Bass Creek Rd	Type 1	36		
ROW 56B	<b>Pembroke Rd West Medians</b>	Pembroke Road medians west of I-75 to Dykes Rd	Type 1	36		
ROW 56C	<b>Pembroke Rd</b>	South Swales from just west of SW 147 Ave east to SW 145 Ave	Type 1	36		
ROW57	<b>SW 172 Ave medians</b>	SW 172 Ave medians north from Miramar Pkwy to Miramar Memorial Hospital and south from Miramar Pkwy to Bass Creek	Type 1	36		
ROW71	<b>Miramar Parkway Medians SW 148 Ave</b>	Miramar Parkway medians from SW 148 Ave to SW 184 Ave	Type 1	36		
CP76A	<b>FS100/WPSS</b>	Sunset Lakes - Fire Station 100/West Police Substation - 3601 SW 186 Ave	Type 1	36		
ROW78	<b>Bass Creek Rd West Field</b>	Bass Creek Road West Field (approx. 20.67 Acres)	Type 2	12		
ROW79	<b>Bass Creek Rd East Field</b>	Bass Creek Road East Field (approx. 14.03 Acres)	Type 2	12		
					<b>TOTAL</b>	

<b><u>LOT A</u></b>						
<b>WORK AREA ID</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>PROP. TYPE</b>	<b>EST. # OF CUTS</b>	<b>PRICE PER CUT</b>	<b>PRICE PER YEAR</b>
<b>CP 77A</b>	<b>Town Center</b>	Town Center 2300 Civic Center Place – Cut common areas. This includes lake embankment from the asphalt walkway down to lake water edge	Type 1	36		
<b>CP 77B</b>	<b>Town Center</b>	Town Center 2300 Civic Center Place. - (Cut St. Augustine grass in Town Center courtyard)	Type 6	48		
<b>CP 77C</b>	<b>Town Center</b>	Town Center 2300 Civic Center Place – Maintain islands on east side of roadway	Type 1	24		
<b>CP 77D</b>	<b>Town Center</b>	Replace mulch, rock, and marble chips in Botanical Garden (as needed)	NA	2		
<b>CP77E</b>	<b>Town Center</b>	Tree Trimming Queen Palms, Medjools, and other trees	NA	2		
<b>CP77F</b>	<b>Town Center</b>	Tree Trimming Royal Palms	NA	2		
<b>CP77G</b>	<b>Town Center</b>	Replace Annuals	NA	4		
<b>CP77H</b>	<b>Police Headquarters</b>	Maintenance of potted plants, beds, palms and irrigation systems from Transit Hub on Main St. south then west along City Hall Promenade to Civic Center Place, then north to the entrance of Transit Hub	Type 1	36		
					<b>TOTAL</b>	

<b><u>LOT B</u></b>						
<b>WORK AREA ID</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>PROP. TYPE</b>	<b>EST. # OF CUTS</b>	<b>PRICE PER CUT</b>	<b>PRICE PER YEAR</b>
<b>CP07</b>	<b>East Water Treatment Plant</b>	East Water Treatment Plant - 6600 SW 26 Court	Type 1	36		
<b>CP51</b>	<b>WWRF</b>	Wastewater Reclamation Facility – 13900 Pembroke Road. Including the trimming of all hedges at buildings, guardrails, and swale areas	Type 1	36		
<b>CP51</b>	<b>WWRF</b>	Tree trimming and maintenance of encroach of wetlands at roadways, guardrails, and swale areas to a maximum of 5' - 0" from edge of all asphalt	NA	2		
<b>CP53</b>	<b>2 million Gallon Tank and PS</b>	2 Million Gallon Tank and Pump Station - 2001 Douglas Road	Type 1	36		
<b>CP56</b>	<b>Booster Pumps Station</b>	Booster Pump Facility - 11190 Miramar Blvd	Type 1	36		
<b>CP57</b>	<b>3 Million Tank and PS</b>	3 Million Gallon Tank and Pump Station – 15200 SW 25 Court	Type 1	36		
<b>CP68</b>	<b>West Water Treatment Plant</b>	West Water Treatment Plant - 4100 South Flamingo Road	Type 1	36		
					<b>TOTAL</b>	

### **ADDITIONAL SERVICES**

<b>ITEM NO.</b>	<b>SERVICE</b>	<b>DESCRIPTION</b>	<b>UNITS</b>	<b>EST. NO. OF SERVICES</b>	<b>PRICE PER SERVICE</b>	<b>COST OR %</b>
1	As required	Mulch supply and installation	Bags	400	% Markup on cost	%
2	As required	Tree trimming	Each	<100	\$	
3	As required	Tree removal – Height < 20' tall	Each	<20	\$	
4	As required	Shrub removal	Each	<200	\$	
5	As required	Shrub supply and installation	Each	-	% Markup on cost	%
6	As required	Trees supply and installation	Each	-	% Markup on cost	%
7	As required	Palm tree supply and installation	Each	-	% Markup on cost	%
8	As required	Flowers/plants supply and installation	Each	-	% Markup on cost	%
9	As required	SOD supply and installation	SF	-	% Markup on cost	%
10	As required	Dead SOD removal and replacement with new SOD (Supply and install new SOD)	SF	-	% Markup on cost	%
11	As required	Bush hogging	Acre	-	\$	
12	As required	Other miscellaneous work	Hour	-	% Markup on cost	%
13	As required	Cut of another requested areas	SF	-	\$	



**SECTION 7**  
**ADDENDA ACKNOWLEDGEMENT FORM**

Addendum #	Date Received
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BIDDER: \_\_\_\_\_

(Company Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Printed Name and Title)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

## SECTION 8 BIDDER INFORMATION FORM

All information supplied in connection with this form is subject to review and verification. All determinations concerning this information will be used to determine eligibility for participation in the award. Inaccurate or incomplete answers may result in your Bid being deemed "Non-Responsive."

- (1) How many years has your organization been in business under your present business name? \_\_\_\_\_ years
- (2) State of Florida occupational license type and number: \_\_\_\_\_
- (3) County (state county) occupational license type and number: \_\_\_\_\_
- (4) City of Miramar occupational license type and number: \_\_\_\_\_

(A CITY OF MIRAMAR OCCUPATIONAL LICENSE IS NOT NECESSARY  
UNLESS THE BUSINESS IS LOCATED WITHIN THE CITY OF MIRAMAR)

### **BIDDER(S) MUST INCLUDE A COPY OF EACH LICENSE LISTED WITH BID**

- (5) Describe experience providing Landscape maintenance Services for similar organizations. Include the number of years performing each type of work to demonstrate that the Bidder meets the minimum qualifications set forth in section 2-10:

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- (6) Have you ever had a contract terminated (either as a prime Successful Bidder or sub-Successful Bidder) for failure to comply, breach, or default?

\_\_\_\_\_ yes \_\_\_\_\_ no

**(IF YES, PLEASE ENCLOSE A DETAILED EXPLANATION ON SEPARATE SHEET)**

**SECTION 8**  
**BIDDER INFORMATION FORM (CONTINUED)**

- (7) Please list four Government contract references:

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

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

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Contact's Name & Phone #: \_\_\_\_\_

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

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

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Contact's Name & Phone #: \_\_\_\_\_

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

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

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Contact's Name & Phone #: \_\_\_\_\_

## SECTION 8 BIDDER INFORMATION FORM (CONTINUED)

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

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

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Contact's Name & Phone #: \_\_\_\_\_

1. List two additional contract references in Florida comparable in size and nature to Miramar, written within the last three years, that will qualify the Bidder to handle the City of Miramar's requirements.

(if bidding on Lots A and B)

[NOT SURE WHAT THIS MEANS]

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

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

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Contact's Name & Phone #: \_\_\_\_\_

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

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

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Contact's Name & Phone #: \_\_\_\_\_

**FAILURE TO COMPLETE AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

**SECTION 9**  
**BIDDER'S DISCLOSURE OF SUBCONTRACTORS,**  
**SUBCONSULTANTS, AND SUPPLIERS**

Please list all Subcontractors, Subconsultants and Suppliers to be used in connection with performance of the Contract (use additional pages if necessary):

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

**SECTION 9**  
**BIDDER'S DISCLOSURE OF SUBCONTRACTORS,**  
**SUBCONSULTANTS, AND SUPPLIERS (CONTINUED)**

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

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

\_\_\_\_\_

**FAILURE TO COMPLETE AND RETURN THIS FORM**  
**MAY DEEM YOUR BID NON-RESPONSIVE**

## **SECTION 10 DRUG-FREE WORKPLACE AFFIDAVIT**

### **FLORIDA STATE STATUTE 287.087**

Identical Tie Bids: Preference shall be given to business with drug-free workplace programs. Whenever two or more Bids which are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual Services, a Bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Bids will be followed if none of the tied vendors have a drug-free workplace program. To have a drug-free workplace program, a business shall:

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

**SECTION 10**  
**DRUG-FREE WORKPLACE AFFIDAVIT (CONTINUED)**

**FLORIDA STATE STATUTE 287.087**

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

---

Vendor's Signature

---

Print Name

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**



**SECTION 11  
ANTI-KICKBACK AFFIDAVIT**

STATE OF FLORIDA       )  
  ) ss:  
COUNTY OF BROWARD )

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein Bid will be paid to any employees of the City of Miramar, its elected officials, and \_\_\_\_\_ or its design consultants as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

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

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

Sworn and subscribed before this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

My commission expires:

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

State of )  
County of ) ss:  
 )

\_\_\_\_\_, being first duly sworn, deposes and says that:

- a) He/she is the \_\_\_\_\_ (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_, the Bidder that has submitted the attached Bid;
- b) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- c) Such Bid is genuine and is not collusive or a sham Bid;
- d) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- e) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

**SECTION 12**  
**NON-COLLUSIVE AFFIDAVIT (CONTINUED)**

Signed, sealed, and delivered  
in the presence of:

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

Witness

Witness \_\_\_\_\_  
(Printed Name)

(Title)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

**SECTION 12**  
**NON-COLLUSIVE AFFIDAVIT (CONTINUED)**

**ACKNOWLEDGMENT**

State of                                 )  
  ) ss:  
County of                             )

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that he/she executed said Affidavit for the purpose therein expressed.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

My commission expires:

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

## **SECTION 13 NON-DISCRIMINATION AFFIDAVIT**

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of Services under any agreement it enters into with the City of Miramar. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for Service delivery.

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

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

Sworn and subscribed before this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

My commission expires:

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM  
MAY DEEM YOUR BID NON-RESPONSIVE**

## SECTION 14 BUSINESS/VENDOR PROFILE SURVEY

**Name of Business:** \_\_\_\_\_

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

**Phone No.:** \_\_\_\_\_

**Contact Person (Regarding This Form):** \_\_\_\_\_

**Type of Business (check the appropriate type):**

- ☐ **CONSTRUCTION / SITE ENGINEERING SERVICES** - Firms involved in the process of building, altering, repairing, improving, or demolishing any structure, building or real property.
- ☐ **ARCHITECTURE AND ENGINEERING (A&E) SERVICES** - Firms involved in architectural design, engineering services, inspections, and environmental consulting (materials and soil testing) and surveying.
- ☐ **PROFESSIONAL SERVICES** - Includes those services that require special licensing, educational degrees, and unusually highly specialized expertise.
- ☐ **BUSINESS SERVICES** - Involves any services that are labor intensive and not a construction related or professional service.
- ☐ **COMMODITIES** - Includes all tangible personal property services, including equipment, leases of equipment, printing, food, building materials, office supplies.

Small Business Enterprise (SBE) or a County Business Enterprise (CBE), has a Broward County Business Tax Receipt, is located in, and doing Business in Broward County, and is certified by the Broward County Office of Economic Development and Small Business Development.

**Business is claiming the CBE/SBE Preference**\_\_\_\_\_

**Please attach the Broward County Office of Economic Development and Small Business Development certification to this form.**

***Business is claiming the Miramar Local Business Preference***\_\_\_\_\_

**Please attach a copy of a current Miramar Business Tax Receipt to this form.**

- ☐ Business is domiciled within City limits, complies with all City licensing requirements and is current on all taxes.
- ☐ Business is located outside of the City and employs a minimum of 10 full time equivalent ("FTE") City residents or City residents constitute 20 percent FTE of the company's local workforce (Broward and Miami-Dade Counties), whichever is larger.

**FAILURE TO COMPLETE THIS FORM MAY DEEM YOUR BID NON-RESPONSIVE**

END OF DOCUMENT

# SECTION 15

Form **W-9**  
(Rev. January 2003)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional) City of Miramar 6700 Miramar Parkway Miramar, FL 33023
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								

or

Employer identification number								

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

### Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.