





**THIS IS NOT  
AN ORDER**

**REQUEST FOR QUOTE NO.: 9743-20**

**TITLE: Emergency GROUNDS MAINTENANCE FOR MIAMI-DADE PUBLIC LIBRARY SYSTEM**

**CONTACT PERSON:** Jennyfer Calderon  
**PHONE:** 305-375-5312  
**E-MAIL:** [jcalder@miamidade.gov](mailto:jcalder@miamidade.gov)

**DUE DATE:** Wednesday, July 29, 2015  
**TIME:** 12:00 Noon

Bidders may submit their written quotation via:

- Fax to (305) 375-4407. Contact the specialist by telephone prior to sending faxed quote at (305) 375-5312.
- E-mail to [jcalder@miamidade.gov](mailto:jcalder@miamidade.gov)

The Cone of Silence is applicable to this Request for Quote. Requests for additional information or clarifications shall be made via email to the contact person identified on this form. A copy of all correspondence must be filed with the Clerk of the Board at [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov)

All applicable terms and conditions pertaining to this Request for Quote may be viewed online by clicking on the link listed below: <http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r15-3.pdf>

## **SECTION 2: SPECIAL CONDITIONS**

### **2.1 PURPOSE**

The purpose of this RFQ is to purchase emergency grounds maintenance for Miami-Dade Public Library System.

The scope of work consists of: turf mowing, trimming and edging, leaf removal, weed control, mulching, hedges, ground covers, flowers, rock beds, annual flowerbeds, trees and palms, weed and vine control and removal, clean-up, pickup and disposal of clean yard trash and garbage. Services shall be performed in a thorough and skillful manner with the highest professional grounds maintenance standards and horticulture techniques.

### **2.2 TERM OF CONTRACT**

The vendor shall complete the work within two (2) calendar days after notice to proceed is issued by the user department. Should the vendor to whom the contract is awarded fails to complete the work within the number of days as stated, the County reserves the right to cancel the contract with the vendor and to secure the services of another vendor to complete the work. If the County exercises this authority, the County shall be responsible for reimbursing the vendor for work which was completed and found acceptable to the County in accordance with the contract specifications. The County may, at its option, demand payment from the vendor, through an invoice or credit memo, for any additional costs over and beyond the ITQ price which were incurred by the County as a result of having to secure the services of another vendor. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

### **2.3 METHOD OF AWARD**

Award of this RFQ will be made to the lowest priced responsive, responsible Bidder by Group in the aggregate who qualified under RTQ 9743-0/23 for Group 1 at the time this solicitation is advertised, and who meets the minimum requirement listed below. In order to be considered for award, Bidders must submit an offer for all items listed within each Group. If a Bidder fails to submit an offer for all items, within the Group, its offer for that Group may be rejected.

### **2.4 PRE-BID CONFERENCE AND EXAMINATION OF SITES**

It is recommended that Bidders visit the sites of the proposed work and become thoroughly aware regarding any conditions which may in any manner affect the work to be done or affect the, materials and labor required. No additional allowances will be made because of lack of knowledge.

## 2.5 COMPLIANCE / REGULATIONS / SAFETY

### a. Legal Requirement for Pollution Control

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the Bidder through Regulatory and Economic Resources, 33 SW 2nd Avenue, Miami, Florida 33130, Telephone (305) 372-6789.

### b. Accident Prevention, Barricades and Safety

Precautions shall be exercised at all times for the protection of persons and property. All Bidders performing services under this contract shall conform to all relevant OSHA, EPA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible Bidder. Barricades shall be provided by the Bidder when work is performed in areas traversed by persons, or when deemed necessary by the County.

Bidder agrees to perform all work in a manner that meets all accepted standards for safe practice, and to safely maintain and operate all the equipment used in the performance of this contract. Bidder's employees shall wear a safety vest or bright orange tee shirts at all times while performing the service cycle. The County, reserves the right to issue immediate restrain or cease and desist to a Bidder, when unsafe or harmful acts are observed or reported while performing under the contract. Hazardous conditions shall be immediately reported to the County.

## 3.7 DEFICIENCIES

Bidders shall promptly correct all apparent and latent deficiencies in work, and / or any work that fails to conform to the contract documents regardless of the work completion status. All corrections shall be made within two (2) working days after such deficiencies, and / or non-conformances are reported by the County representative, in writing. The Bidder shall bear all costs of correcting such rejected work. The County may deduct from the final payment owed to the Bidder or through invoicing.

## 3.8 IDENTIFICATION, UNIFORMS AND VEHICLES

All personnel performing services under this contract must carry valid government issued photo identification such as a driver's license.

All personnel shall wear a uniform shirt (or t-shirt) clearly displaying the Bidder's company name. Uniforms shall be maintained by the Bidder so all personnel are neat, clean and professional in appearance. Non-uniform clothing will not be permitted.

The Bidder's vehicles and equipment shall be in proper working conditions, free from leaking fluids. Bidder vehicles shall be clearly identified with the company name on both sides and must be legible at minimum of fifty (50') ft. away during daylight hours. Company name and graphics shall be uniform in design and color on all vehicles.

## SECTION 3: SCOPE OF SERVICES

### 3.1 CHECKLIST

A checklist identifying all tasks to be performed as listed throughout this RFQ will be provided to the successful Bidder, prior to start the service. This checklist is to be completed by the Bidder after the completion of the service. The checklist shall be approved and signed by the County representative prior to the Bidder leaving the library. The checklist shall be attached to the invoice. Failure to comply with this requirement will delay payment.

### 3.2 LABOR, MATERIALS, AND EQUIPMENT

Bidders shall furnish all labor, material and equipment necessary for satisfactory contract performance. All work shall be subject to the inspection and approval by the County.

### 3.4 GROUNDS MAINTENANCE TASKS

A. The grounds maintenance tasks listed below shall be performed during each service cycle.

#### 1. Turf Mowing

Remove all litter to include but not limited to, broken glass, rocks, from turf area before mowing. Mowing shall be from pavement to pavement including swales in public right-of-ways. Adjust mowers to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade. All mower blades shall be sharp enough to cut, rather than to tear grass blades. Insure a smooth surface appearance without scalping or leaving any "missed" uncut grass. Mowing shall be performed carefully so as not to "batik" trees or shrubs, or to intrude into ground cover beds, or damage sprinkler heads, curbs and other facilities. Remove all grass clipping, leaves and debris produced by mowing or trimming from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.

#### 2. Turf Trimming

Trim the grass during, or as an immediate operation following mowing. Trim the grass by hand, hand power shear or rotary nylon "fish cutting" machines. Trim the grass at the same height as adjacent turf is mowed. Trim the grass from around all obstacles and vertical surface in the turf such as posts, tress and walls and around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

#### 3. Turf Edging

Mechanically edge (vertical trimming) all turf edges in all areas including abutting sidewalks, flush paved surfaces, curbs, drives and patios. Edge (turf edging) with a manual or mechanical edger shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed to a neat vertical uniform line, after every mowing for uniform appearance. Edge the turf approximately 10 inches out from the drip line of shrubs and hedges Edge the turf approximately 18 inches around all trees that are in the lawn area creating a circle. Create the circle on the trees that do not have it. Do not allow trimming equipment to come in contract with the tree trunks. When necessary, hand trim to avoid damage to tree. Remove and sweep away dirt and debris produced by edging or trimming from adjacent surfaces, from gutters and road surfaces adjacent to roadway medians and scales, on the same day as cut.

#### 4. Ground Cover Edging

Ground cover beds shall be maintained within their extended bounds and shall not be permitted to encroach into lawns, shrubs' beds or adjacent areas, at the same frequency as mowing for uniform appearance. Wood chips, mulch, gravel and ornamental rocks shall be considered as ground cover. Ground cover edges should be at least on foot away from exterior walls and walkways.

#### 5. Leave Removal

Remove leaves from the entire site including but not limited to the turf areas, shrubs and ground cover beds, mulch beds, all paved areas and around, in between, in front and under vehicles.

6. Litter Cleanup and Pick-up

Bidder is responsible for removing and properly/legally disposing all collected material resulting from the performance of the work on the same day as the service cycle. The County will not supply an area or facilities for handling, storage or disposal of such. No items shall be permitted to be dumped, stored or disposed on site utilizing County dumpsters. No payment will be made for travel time to and from a site or to the disposal sites, as well as for any tipping fees for disposal.

7. Blowers / Vacuums

Bidders are to use leaf blowers / vacuums to collect dried grass clippings, leaves or debris **selectively**. No leaves or debris resulting from the performance of the service are to be blown unto vehicles.

## SECTION 4: BID SUBMITTAL FORM

### 4.1 PRICE SHEET

Grounds maintenance for the following locations as per Section 3, paragraphs 3.4.a 1 through 7

Group 1			
Item	Estimated Quantity	Location and Description	Unit Price Per Cycle
1.	1 Cycle	Allapattah Branch Library 1799 NW 35th Street 33142	\$ Each
1.a	3 Cycles	Follow up cycles	\$ Each
2.	1 Cycle	Arcola Lakes Branch 8240 NW 7 Avenue 33150	\$ Each
2.a	3 Cycles	Follow up cycles	\$ Each
3.	1 Cycle	Edison Center Branch Library 531 NW 62nd Street 33150	\$ Each
3.a	3 Cycles	Follow up cycles	\$ Each
4.	1 Cycle	Lemon City Branch Library 430 NE 61st Street 33137	\$ Each
4.a	3 Cycles	Follow up cycles	\$ Each
5.	1 Cycle	Little River Branch Library 160 NE 79th Street 33138	\$ Each
5.a	3 Cycles	Follow up cycles	\$ Each
6.	1 Cycle	Miami Beach Regional Branch Library 227 22nd Street 33139	\$ Each
6.a	3 Cycles	Follow up cycles	\$ Each
7.	1 Cycle	North Central Branch Library 9590 NW 27th Avenue 33147	\$ Each
7.a	3 Cycles	Follow up cycles	\$ Each
8.	1 Cycle	North Shore Branch Library 7501 Collins Avenue 3314	\$ Each
7.a	3 Cycles	Follow up cycles	\$ Each
9.	1 Cycle	New Little River Branch (New Building) 110 NE 79 Street 33138	\$ Each
8.a	3 Cycles	Follow up cycles	\$ Each
10.	1 Cycle	Miami Lakes Branch Library 6699 Windmill Gate Road 33014	\$ Each
10.a	3 Cycles	Follow up cycles	\$ Each
11.	1 Cycle	Miami Springs Branch Library 401 Westward Drive 33166	\$ Each
11.a	3 Cycles	Follow up cycles	\$ Each
12.	1 Cycle	North Dade Regional Branch Library 2455 NW 183rd Street 33056	\$ Each
12.a	3 Cycles	Follow up cycles	\$ Each
13.	1 Cycle	Golden Glades Branch Library 100 NE 166 Street 33162	\$ Each
13.a	3 Cycles	Follow up cycles	\$ Each
14.	1 Cycle	International Mall Branch Library 10315 NW 12 Street 33172	\$ Each
13.a	3 Cycles	Follow up cycles	\$ Each

Group 2			
Item	Estimated Quantity for 1 year	Location and Description	Unit Price Per Cycle
1.	1 Cycle	Coral Reef Branch Library 9211 Coral Reef Drive 33157	\$ Each
1.a	3 Cycles	Follow up cycles	\$ Each
2.	1 Cycle	Homestead Branch Library 700 N. Homestead Boulevard 33030	\$ Each
2.a	3 Cycles	Follow up cycles	\$ Each
3.	1 Cycle	Kendall Branch Library 9101 SW 97th Avenue 33176	\$ Each
3.a	3 Cycles	Follow up cycles	\$ Each
4.	1 Cycle	South Miami Branch Library 6000 Sunset Drive 33143	\$ Each
4.a	3 Cycles	Follow up cycles	\$ Each

5.	1 Cycle	Coconut Grove Branch Library 2875 McFarlane 33133	\$	Each
5a.	3 Cycles	Follow up cycles	\$	Each
6.	1 Cycle	Kendale Lakes Branch Library 15205 SW 88 Street 33193	\$	Each
6a.	3 Cycles	Follow up cycles	\$	Each
7.	1 Cycle	Naranja Branch Library 14850 SW 280 Street 33032	\$	Each
7a.	3 Cycles	Follow up cycles	\$	Each
8.	1 Cycle	West Flagler Branch Library 5050 W. Flagler Street 33134	\$	Each
8a.	3 Cycles	Follow up cycles	\$	Each
9.	1 Cycle	West Dade Regional Branch Library 9445 Coral Way 3316	\$	Each
9a.	3 Cycles	Follow up cycles	\$	Each

Group 3				
Item	Estimated Quantity for 1 year	Location and Description		Unit Price Per Cycle
1.	1 Cycle	Coral Gables Branch Library 3443 Segovia Street 33134	\$	Each
1a.	3 Cycles	Follow up cycles	\$	Each
3.	1 Cycle	Shenandoah Branch Library 2111 SW 19th Street 33145	\$	Each
3a.	3 Cycles	Follow up cycles	\$	Each

**4.2 SUPERVISOR/PROJECT MANAGER**

The Bidder shall provide the following information as per Paragraph 2.3.a

Supervisor/Project Manager	
Name:	_____
E-mail Address:	_____
Cell Number:	_____

Pursuant to Miami-Dade County Ordinance 94-34, any individual, 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 County.

Place a check mark here only if Bidder has such conviction to disclose to comply with this requirement.

Addenda Received:  Yes  No If yes, please indicate the number of addenda received: \_\_\_\_\_

It is hereby certified and affirmed that the Bidder shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted will remain fixed for a period of forty-five (45) days from date quotation is due. If awarded a purchases order or contract as a result of this solicitation, Bidder further agrees that prices quoted shall remain fixed and firm for the term of the contract.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Print/Type Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_ F.E.I.N. No.: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Date: \_\_\_\_\_

