

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New Contract     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No.

Re-Bid     Other    LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: RFQ 9743-24 (Master Contract RQID1300059 9743-0/23)

TERM OF CONTRACT  YEAR(S) WITH  YEAR(S) OTR

Requisition /Project Title: Grounds Maintenance

Description: The purpose of this RFQ is to establish a contract to purchase scheduled grounds maintenance for multiple properties owned by ISD.

The scope of work consists of turf mowing, trimming and edging, pruning trees, bushes, vines and shrubs, clean-up, and clean yard trash pickup and disposal. Services shall be performed in a thorough and skillful manner with the highest professional grounds maintenance standards and horticulture techniques.

Issuing Department: ISD    Contact Person: Jennyfer Calderon    Phone: 305-375-5312

Estimate Cost: \$250,000.00

Funding Source: General Fund/Federal Fund/State Grants

**ANALYSIS**

<b>Commodity Codes:</b> 988-36 and 988-52			
Contract/Project History of previous purchases three (3) years			
Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$	\$	\$
<b>Comments:</b>			

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>			X	
<b>Basis of recommendation:</b>				
Signed: Jennyfer Calderon			Date sent to SBD: 8/02/2016	
			Date returned to DPM:	

**MIAMI-DADE COUNTY  
REQUEST FOR QUOTE NO.: 9743-24****TITLE: GROUNDS MAINTENANCE FOR THE HOMESTEAD PROPERTIES OWNED BY ISD**

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

**DUE DATE:** Monday, August 8<sup>th</sup>, 2016.  
**TIME:** 5:00 pm

All quotes shall be submitted in a sealed envelope, on or before the due date and time. If hand delivering this bid package, please acquire from Procurement Management Services a stamped copy of the envelope with the date and time the bid was submitted.

Bidders shall submit their quote to:

Internal Services Department  
Procurement Management Services Division  
111 NW 1<sup>st</sup> Street, 13<sup>th</sup> Floor  
Miami, Florida 33128-1983  
Attention: Jennyfer Calderon

The Cone of Silence is applicable to this Request for Quote (RFQ). Requests for additional information or clarification 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-r16-2.pdf>

**DEFINITIONS**

- A. **Changes:** Modifications to the scheduled task. Re-scheduling a portion of the service cycle to another time and / or day.
- B. **Clean yard trash:** Yard trash (inclusive of plastic, paper, cans, bottles, tree debris, grass clippings and leaves) but free of other forms of solid waste such as garbage and bulky waste.
  - 1. **Garbage:** discarded animal and vegetable matter.
  - 2. **Bulky waste:** items such as furniture, white goods (ex: appliances), house fixtures (e.g.: cabinets, bathtubs, sinks, etc.) fences, construction and demolition debris (e.g. rocks), electronics and tires.
- C. **Disposal:** Legal discarding of the collected material off County property.
- D. **Performance Report:** A listing of the tasks to be performed during the service cycle by the Awarded Bidder.
- E. **PROS:** Refers to Parks, Recreation and Open Spaces Department.
- F. **RAAM:** Refers to Right-of-Way Aesthetics and Assets Management Division
- G. **Weed and / or vine:** Refers to a) any plant that is not the same species as the cultivated and maintained individual plant, group of plants or mass of plants it is growing or surviving in or by, or b) any plant that grows on a hard surface.

## SECTION 2: SPECIAL CONDITIONS

### 2.1 PURPOSE

The purpose of this RFQ is to establish a contract to purchase scheduled grounds maintenance for multiple properties owned by ISD.

The scope of work consists of turf mowing, trimming and edging, pruning trees, bushes, vines and shrubs, clean-up, and clean yard trash pickup and disposal. 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: THREE YEARS

This RFQ shall commence on the first calendar day of the month succeeding approval of the contract by the County, contingent upon the completion and submittal of all required documents. The contract shall expire on the last day of the last month of the three-year contract term.

### 2.3 SMALL BUSINESS CONTRACT MEASURES

The applicable measures for this RFQ is as follows:

SBE **Set-Aside** with exemption for the arborist portion which Bidders are allowed to subcontract.

The provisions for the Miami-Dade County certified Small Business Enterprises (SBEs) Program are available at <http://www.miamidade.gov/business/business-development-legislation.asp>.

### 2.4 METHOD OF AWARD

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

#### a. MINIMUM REQUIREMENT

Bidders shall provide the name of the Project Manager and/or Supervisor, along with the contact information. The Project Manager and/or Supervisor shall be the individual in their organization who is knowledgeable and experienced in grounds maintenance; and who will serve as the primary point of contact for the County. The Project Manager and/or Supervisor shall be able to communicate with the County and shall have full authority to act on behalf of the Bidder on all matters related to operations.

Bidders shall submit the specified information listed above with their bid submittal form as proof of compliance to the requirement of this RFQ. However, the County may, at its sole discretion and in its best interest, allow Bidders to complete, supplement or supply the required information during the evaluation period.

If the Awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Bidder may be deemed in default of the contract. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder.

### 2.5 EXAMINATION OF SITES

A mandatory pre-bid meeting has been scheduled for Wednesday, August 3<sup>rd</sup>, 2016 at 9:30 a.m. followed by a site visit for all properties listed under this RFQ. The meeting point will be: NW Corner of SW 272 Street and SW 132 Avenue.

It is very important that Bidders visit the sites of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required prior to submitting an offer. No additional allowances will be made because of lack of knowledge of these conditions. An aerial map will be provided at the meeting indicating the limits of each sites.

It is required that Bidder(s) confirmed their participation no later than 3:00 p.m. on Tuesday, August 2<sup>nd</sup>, 2016 to [jcalder@miamidadecounty.gov](mailto:jcalder@miamidadecounty.gov).

The 'cone of silence' will be lifted during the site visit to allow any questions to be addressed with representatives from Miami-Dade County. Bidders shall provide their own transportation and arrived promptly as meeting will start on time. Bidders are requested to bring a copy of the RFQ to the site visit, as additional copies will not be available. This is a public meeting and multiple members of individual community councils may be present.

## 2.6 PRICES

The initial contract prices resultant from this RFQ shall remain fixed and firm for no less than 12 months from the commencement date. It is the Bidder's responsibility to request any price adjustment. The Bidder's request for adjustment must be submitted to the County's Internal Services Department for review no less than 90 days prior to expiration of the then current contract year. The County may consider an adjustment to prices based on the Consumer Price Index (CPI) percentage change as calculated by the US Department of Commerce for all Urban Consumers in the Miami-Ft. Lauderdale area. This adjustment shall not exceed the current Living Wage adjustment as published by the Small Business Development Division of the Department of Regulatory and Economic Resources issued each October.

The County reserves the right to reject any price adjustments submitted by the Awarded Bidder(s) or to negotiate lower pricing during the contract period based on market conditions or other factors that influence price. The County also reserves the right to apply any reduction in pricing based on the downward movement of the applicable index.

## 2.7 MIAMI-DADE COUNTY LIVING WAGES

If the total contract value, **per year**, exceeds \$100,000 the provisions of Section 2-8.9 (Living Wages) of the Code of Miami-Dade County (Code) as amended by Ordinance [Governing Legislation], will apply. A copy of this Code Section may be obtained online at [www.miamidadecounty.gov](http://www.miamidadecounty.gov). A copy of the Administrative Order may be obtained online at <http://www.miamidadecounty.gov/aopdfdoc/aopdf/pdffiles/AO3-30.pdf>.

## 2.8 CHANGES

### A. Additional Site and/or Service

Although this RFQ identifies specific sites to be serviced, it is hereby agreed and understood that the County may at its option add new sites and/or services to the contract.

1. Should the County determine that additional sites need to be added, a quote shall be obtained from the Awarded Bidder. If the County determines that the prices submitted by the Bidder are not competitive, the County reserves the right to acquire the services through a separate solicitation.
2. If additional services are required, price quotes shall be obtained from the Awarded Bidder. If the County determines that the price submitted by the Awarded Bidder is not competitive, the County reserves the right to acquire the services through a separate solicitation.

### B. Deletion

Sites may be deleted when services are no longer required during the contract period; upon written notice to the Awarded Bidder.

C. Site Modification

Should a site increase or decrease in size, price quotes shall be obtained for the modification from the Awarded Bidder. If the price submitted by the Bidder for the modification is not competitive, the County reserves the right to acquire the services through a separate solicitation.

D. Decrease/Increase Service Cycles

1. Decrease: The County has provided the estimated amount of service cycles in Section 4, Bid Submittal Form. If the numbers of cycles are reduced by thirty (30) percent or more, Bidders may request to negotiate prices with the County. If the numbers of cycles are increased back to the original amount listed in Section 4, the original quoted price, plus any applicable CPI increases will be paid subsequently.
2. Increase: If the numbers of cycles are increased by thirty (30) percent or more, the County may request to negotiate prices with the Bidders. If the numbers of cycles are decreased back to the original amount listed in Section 4, the original amount, plus any applicable CPI increases will be paid subsequently.

**2.9 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.

c. Maintenance of Traffic (MOT)

The applicable portions of the Public Works Manual, Part I, as it pertains to the maintenance of traffic, and the "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD) and subsequent revisions and addenda, as published by the U.S. Department of Transportation, Federal Highway Administration shall apply.

Bidders shall install and maintain from beginning to end of the maintenance operation, warning signs and/or any other warning and safety devices advising motorists of work being done in the area. All signs shall be temporary and must be removed at the end of the work operation, or at the end of the day whichever comes first.

For additional information link to:

[http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf\\_index.htm](http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm)

<http://www.dot.state.fl.us/rddesign/DS/17/STDs.shtm>

<http://www.dot.state.fl.us/rddesign/DS/17/IDx/FY2016-17-DESIGN-STANDARDS.pdf>

<http://www.motadmin.com/find-a-training-provider.aspx?pageNum=2&orderBy=TwoDecimalRating>

d. Vehicles and Equipment

The Bidder's vehicles and equipment shall be in proper working conditions, free from leaking fluids. All equipment shall include all safety devices, properly installed and maintained. If the County determines that the equipment is deficient in safety devices, the Bidder will be notified immediately. The Bidder shall remove the deficient equipment from services and replace it with working equipment.

Bidder's trailers shall be identified with the company name on both sides or on the back of the vehicle, which must be legible at a minimum of fifty (50) feet away during daylight hours. Company name and graphics shall be uniform in design and color on all vehicles and trailers. In addition, the Bidder shall place two magnetic signs on both sides of the vehicle that read "Miami-Dade Parks, Recreation, Open Spaces" while working on the awarded site. The Right-of-Way Aesthetic and Assets Management Division will supply the magnetic signs. No work shall commence until the two magnetic signs are secured in place on the vehicle. Any lost or stolen signs will be replaced at the Bidder's cost. No other signs will be placed on the vehicle, facility or equipment.

e. Identification and Uniform

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 so all personnel are neat, clean and professional in appearance. Non-uniform clothing will not be permitted.

Failure to comply with any of these requirements will result in immediate suspension of work, without additional time being added to the cycle, and reduction fees may apply until reason for suspension has been corrected. The Bidders must then notify the County representative of correction and call for re-inspection. This policy will be in effect until the Bidder is advised to resume work.

## SECTION 3: SCOPE OF SERVICES

### 3.1 KICK OFF MEETING

After award of this RFQ, a kick off meeting will be held with the Awarded Bidder and members of PROS/RAAM Division to discuss schedule and the scope of services.

### 3.2 SCHEDULING, SERVICE CYCLE AND FREQUENCY

The Awarded Bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance. The Awarded Bidders shall accomplish all tasks during daylight hours and shall perform twelve (12) service cycles per year. Bidders shall conduct the work in a manner, which shall not interfere with normal pedestrian traffic or adjacent sidewalks or vehicular traffic on adjacent streets, and shall not cause any annoyance to residents near the sites. The Awarded Bidder shall comply with the Miami-Dade County and/or City of Homestead Noise Ordinance.

The County will provide the Awarded Bidder with a schedule indicating the start and end date of each service cycle and the order in which sites will be serviced. These schedules will identify the designated days of service and inspection days in each cycle. The schedule is tentative and may be adjusted as needed. If any changes in the schedule are required by the Awarded Bidder, they shall be submitted to the County in writing five (5) working days prior to the start of the service cycle for approval. The County will provide the awardee the approved change of schedule two (2) working days prior to the start of the service cycle. If any changes submitted by the Bidder be not approved, the established schedule shall prevail.

The service cycles shall be performed in a continuous manner and fully completed as indicated in the Bidder's schedule. For service cycles which are delayed, the established County schedule shall prevail for subsequent service cycles. On instances where the Awarded Bidder falls behind schedule, the Awarded Bidder may, after receiving prior approval from the County, extend the work hours, work on holidays, bring additional staff and equipment, or a combination thereof in order to return to the established schedule at no additional cost to the County.

Cancellation and changes due to inclement weather (i.e. stopping work and releasing employees for the day or not working at all due to unsafe conditions) shall be reported to the County as promptly as possible. Bidders may submit a written request for additional time to complete the scheduled work. If any changes submitted by the Bidder be not approved, the established schedule shall prevail.

The County reserves the right to cancel or issue a stop order at any time. The Bidder shall notify their crew within one (1) hour to cease work. Written confirmation of the cancellation of the work order will be forwarded to the Bidder within twenty-four (24) hours of the verbal notification via fax or email.

### 3.3 GROUNDS MAINTENANCE TASKS

The Awarded Bidder shall performer the tasks listed below during each service cycle to all properties listed in Section 4.1 including, but not limiting to: the empty fields, pavements edges, walkways, roadways, curb and gutter, ditches, fences, etc.

#### a. Turf Mowing

Remove all leaves and clean yard trash from turf area before mowing. All mower blades shall be sharp enough to cut, rather than tear grass blades. Mowing shall not be performed when the weather would cause damage to the turf. Mowing shall be at four (4) inches. Height measurement shall be from level grade with the blade surface parallel and level to the ground. Mowing shall produce an overall smooth and even surface appearance without scalping or leaving any uncut grass. Mowing shall be performed carefully so as not to damage any plant / landscape material, pavement or other property.

#### b. Turf Trimming

Turf shall be trimmed around all obstructions to be uniformed with surrounding turf. Trimming may be accomplished by hand power shears or rotary nylon "fish line" cutting machines. Turf shall be trimmed

at the same height as the adjacent turf mowed. Trim around all obstacles and vertical surfaces including, but not limited to, poles, control boxes, fences, curbs, buildings, walls, electric boxes, irrigations head, uneven or jagged edged pavement or other objects as required.

c. Turf Edging

All edging shall be done using mechanical edger. The services shall be neat, uniform with vertical lines at all grass abutting all horizontal and vertical hard surfaces, valve boxes, drains, rock/brick beds and various objects in grass areas, as well as at shrubs, ground cover beds, hedges, trees, palms or other objects as required by the County. Rotary nylon (weed eaters or fish line) cutters are not to be used for vertical edging.

Turf shall be edged approximately eighteen inches (18") inches around all trees that are in lawn areas and ten inches (10") out from the drip line of ground cover, flower beds, shrubs and hedges. When edging bed lines, straight lines shall be true, even and uniforms straight lines and curved lines shall be true, even and uniform curved lines. Edging shall be performed carefully as not to intrude into any plant beds, landscape material or damage the irrigation system, landscape lighting, pavement or any other property.

d. Pruning and Trimming (Trees and Palms)

Maintenance of trees and palms shall consist mainly of trimming existing trees to a controlled size and form that is both typical to the tree's natural growing appearance for its species, and at the same time maintaining tree trimmed to a size and form that will not obstruct motorist's visibility of traffic signs, of other vehicles and that will not interfere with street lights or pedestrian walkways. All trees regardless of height that have died, blown over, or knocked over are to be reported immediately upon discovery to the County.

All trees and palms including once that encroaching from private properties in the right of way shall be pruned to provide a minimum under-clearance of ten (10) feet over sidewalks, or in the case of smaller trees and palms, to the maximum under clearance possible according to the species and size of the tree, and up to sixteen (16) feet over roadways. Pruning of trees and palms shall consist of the removal of dead and/or broken branches, suckers and sprouts, and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or interference with lighting, walls and stairwells. When pruning immature trees and palms, the Bidder shall use the temporary branch method by pruning branches as far from the trunk as possible while establishing safe clearance.

All trimming and pruning shall be done in accordance with the American National Standards Institute ANSI A300 Standards as described in Tree Pruning Guidelines published by the International Society of Arborist (ISA). For more information link to [www.isa-arbor.com/](http://www.isa-arbor.com/).

e. Weed and Vine Removal

All landscape and turf areas, plant material, wall, fences, hard surfaces and County structure shall be weed and vine free.

f. Clean-up

All unusable materials and clean yard trash shall be removed from the work site at the end of each workday, and disposed of in an appropriate legal manner off County property. Upon completion of the work, the Bidder shall thoroughly clean up all area affected by the work performed that day. Bidders are to use racks, brooms, leaf blowers or vacuums selectively to collect trash. No leaves or trash resulting from the performance of the services are to be blown unto vehicles.

g. Clean Yard Trash Pickup and Disposal

All landscape, and turf area and hard surfaces shall be maintained free of clean yard trash. No stock piling of collected clean yard trash shall be allowed on County property. The County will not supply an area or facilities for handling, storage or disposal of such. No additional payment will be made for travel time to and from a site, or to the disposal site, as well as any tipping fees for disposal.

**3.4 PROPERTY FOLIO NO. 30-7901-000-0120 (Section 4.1, Item 5)**

The Awarded Bidder shall perform all tasks listed in Section 3, Paragraphs 3.3 "a" through "g", for all streets within the property listed below. The services shall be performed at ten (10) feet from the edge of the pavement, except where ditches or guardrails/fences are present. In the event that ditches are present, the Awarded Bidder shall mow up to the ditch border. If guardrails/fences are present, the maintenance shall be performed up to the back post of the guardrails/fences. The Awarded Bidder shall remove all encroaching limbs, cane grass and vines that falls/lies within the ten feet (10') clearance.

**Streets within the property:**

- SW Florida Ave. /SW 122 Ave.: From SW 268 St. to Homestead air force base.
- St Nazaire Blvd.: From SW 127 Ave. to Homestead air force base.
- Bougainville Blvd.: From SW 127 Ave. to Hanger Rd.
- St Lo Blvd.: From SW 127 Ave. to Schweinfurt Rd.
- Bikini Blvd. /Fight line Rd.: From Rabaul Rd. to Schweinfurt Rd.

**3.5 BULKY WASTE**

All light and heavy bulky waste found within right-of-way and/or properties are to be stock/piled at a specific location as directed by the County representative. Tires are to be piled separately.

**3.6 INSPECTIONS / DEFICIENCIES**

The Awarded Bidder is responsible for all supervision of his employees and for establishing a quality control program that will ensure that all work is completed according to the specifications before that work is submitted to the County for inspection. Any delays, costs, or rejected work that results from the Bidder submitting work that is in any way incomplete or unsatisfactory are the sole responsibility of the Bidder. The County shall perform inspections to insure that the work has been completed conforming to the requirements specified in this RFQ.

**a. Inspections shall occur in the following order:**

1. The Awarded Bidder shall notify the County in writing by the end of business day of the site(s) completed and the site(s) being worked on the next day. The notifications are required on a Performance Report. The County will provide a sample of the Performance Report form to the Awarded Bidder.
2. The County will inspect all sites reported as completed by the Awarded Bidder within two (2) business days upon receipt of the Performance Report. Sites completed on Friday will be inspected no later than the following Tuesday.
3. The County will meet with the Awarded Bidder at a mutually agreed time to review the inspection reports, if necessary.
4. Should completion of work be approved for the sites inspected, the County shall authorize payment for that sites.

**b. Should deficiencies be found:**

1. If determined by the County, upon notification, the Awarded Bidder's representative shall visit each of those sites with the County to discuss corrective action.
2. The Awarded Bidder shall correct the deficiencies within two (2) business days after such deficiencies are reported. The Awarded Bidder shall bear all cost of correcting such deficiencies.
3. The Awarded Bidder shall notify the County in writing no later than the end of business day after the deficiencies have been corrected. The Awarded Bidder shall re-submit the sites for inspection.
4. The County will inspect the site(s) submitted to ensure compliance with the identified deficiencies within two (2) business days upon receipt of the re-submitted sites.
5. The County will, then, follows the steps outlined under a.3 and 4.
6. If the re-inspection of the site reveals that the deficiencies have not been corrected, the County will charge the Awarded Bidder a re-inspection fee of fifty (\$50.00) dollars which will be deducted from

the payments owed to the Awarded Bidder. The County will commence charging the fifty (\$50.00) dollar re-inspection fee on the first re-inspection and will continue said reduction fee for every re-inspection until the deficiencies have been corrected. In the event the deficiencies have not been corrected by the time of the start of the next cycle, that site may be deducted from that cycle's payment.

- c. If deficiencies are found, on an ongoing basis, the County may, at its discretion:
1. Place the Awarded Bidder on probation.
  2. Notify the Awarded Bidder, that its firm is subject to contractual default.

**DRAFT**

**SECTION 4: BID SUBMITTAL FORM**

**TITLE: GROUNDS MAINTENANCE FOR THE HOMESTEAD PROPERTIES OWN BY ISD**

**PROCUREMENT CONTRACTING PERSON: Jennyfer Calderon**

**DUE DATE: Monday, August 8<sup>th</sup>, 2016.  
TIME: 5:00 PM**

**FIRM NAME** \_\_\_\_\_

**RETURN ONE ORIGINAL AND ONE COPIES OF SUBMITTAL PAGES**

**4.1 BID SUBMITTAL**

Grounds maintenance for the following locations:

Item #	Est. QTY.	Unit of Measure	Item Description	Unit Price
1	12	Cycles	Grounds maintenance to property Folio No. 30-6935-000-0400; (Est. 30 Acres) as listed in Section 3, Paragraphs 3.3 "a" through "g.	\$ per Cycle
2	12	Cycles	Grounds maintenance to property Folio No. 30-6935-000-0061; (Est. 46 Acres) as listed in Section 3, Paragraphs 3.3 "a" through "g.	\$ per Cycle
3	12	Cycles	Grounds maintenance to property Folio No. 30-7902-000-0040; (Est. 30 Acres) as listed in Section 3, Paragraphs 3.3 "a" through "g.	\$ per Cycle
4	12	Cycles	Grounds maintenance to property Folio No. 30-7902-000-0021, 30-7902-000-0022, and 30-7902-000-0210; (Est. 44 Acres) as listed in Section 3, Paragraphs 3.3 "a" through "g.	\$ per Cycle
5	12	Cycles	Grounds maintenance to property Folio No. 30-7901-000-0120, as listed in Section 3, paragraph 3.4.	\$ per Cycle

**4.2 SUPERVISOR/PROJECT MANAGER**

The Bidder shall provide the following information as per Paragraph 2.4. "a".

<b>Supervisor/Project Manager</b>	
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.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.11 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) may render the Bidder ineligible for Local Preference.**

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.11 of the General Terms and Conditions of the original solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). **Failure to complete this certification at this time (by checking the box above) may render the Bidder ineligible for the LHP.**

The address of the locally-headquartered office is \_\_\_\_\_

**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

**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.

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print/Type Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_ **F.E.I.N. No.:** \_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

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

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.





# SCHEDULE OF INTENT AFFIDAVIT (SOI) SMALL BUSINESS ENTERPRISE PROGRAM

**THIS FORM MUST BE COMPLETED BY BIDDERS/PROPOSERS FOR PROJECTS WITH SBE MEASURES**

Name of Bidder/Proposer \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Project Name \_\_\_\_\_ Project Number \_\_\_\_\_

SBE Contract Measure \_\_\_\_\_

**This section must be completed by the Bidder/Proposer and the SBE Subcontractor that will be utilized for scopes of work on the project**

Name of Bidder/Proposer	Certification No. (if applicable)	Certification Expiration Date (if applicable)	Commodity Code	Type of SBE work to be performed by Bidder (if applicable)	Bidder % of Bid

Prime Contractor Total Percentage: \_\_\_\_\_

The undersigned intends to perform the following work in connection with the above contract:

Name of Subcontractor	Certification No.	Certification Expiration Date	Commodity Code	Type of SBE work (Goods and Services) to be performed by Subcontractor	Subcontractor % of Bid

Subcontractor Total Percentage: \_\_\_\_\_

I certify that the representations contained in this form are to the best of my knowledge true and accurate. I affirm that I will enter into a sub-contract agreement with the above listed SBE subcontractor if awarded the listed project.

Bidder/Proposer Signature \_\_\_\_\_ Bidder/Proposer Print Name \_\_\_\_\_ Bidder/Proposer Print Title \_\_\_\_\_ Date \_\_\_\_\_

The undersigned has reasonably uncommitted capacity sufficient to provide the required goods or services, all licenses and permits necessary to provide such goods or services, ability to obtain bonding that is reasonably required to provide such goods or services consistent with normal industry practice, and the ability to otherwise meet the bid specifications.

Subcontractor Signature \_\_\_\_\_ Subcontractor Print Name \_\_\_\_\_ Subcontractor Print Title \_\_\_\_\_ Date \_\_\_\_\_

Check this box if this project is a set-aside and you are performing 100% of the work with your own work forces.

SBD 504