

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency

Re-Bid Other

Previous Contract/Project No.: 9743-6a

Contract: 9743-0/23; Grounds Maintenance & Pest Control LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RFQ 9743-6b (Master Contract RQID1300059)

TERM OF CONTRACT: 4 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Grounds Maintenance Service for Roadways for Zones G.

Description: To establish a contract to purchase scheduled grounds maintenance for the County's roadways, Zone G.

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

Estimate Cost: \$ 110,000.00

Funding Source:

GENERAL	FEDERAL	OTHER
X		

ANALYSIS

Commodity Codes: <u>988-36 and 988-32</u>			
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.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:	\$	\$	\$
Comments: 			
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

RECOMMENDATIONS

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



**THIS IS NOT
AN ORDER**

REQUEST FOR QUOTE NO.: 9743-6B

**MIAMI-DADE COUNTY
REQUEST FOR QUOTE NO.: 9743-6B
TITLE: GROUNDS MAINTENANCE FOR ROADWAYS – ZONES G**

CONTACT PERSON: Jennyfer Calderon
PHONE: 305-375-5312
E-MAIL: jcalder@miamidade.gov

DUE DATE: Friday, August 5, 2016
TIME: 5:00 PM

All quotes shall be submitted in a sealed envelope, on or before the due date and time, to the department indicated in the Request for Quote form.

Bidders shall submit their quote to:

**Internal Services Department
Procurement Management Services
111 NW 1st Street, 13th Floor
Miami, Florida 33128-1983
Attention: Jennyfer Calderon**

The Cone of Silence is applicable to this Request for Quote. Requests for additional information or clarification shall be made via email to the contact person identified on this form. A copy must be filed with the Clerk of the Board to CLERKBCC@miamidade.gov.

This Request for Quote is solicited in accordance with the terms and conditions specified in Request to Qualify 9743-0/23 for Grounds Maintenance.

Section 1: General Terms and Conditions

All applicable terms and conditions pertaining to this Request to Qualify may be viewed online by clicking on the link below:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r15-4.pdf>

Section 2: Special Conditions

2.1 PURPOSE

The purpose of this RFQ is to establish a contract to purchase scheduled grounds maintenance within the limits of County and / or State maintained right-of-way (ROW) in Miami-Dade County. This will include all areas within the entire ROW such as median strips, traffic circles, roadway shoulders, swale areas, behind the side walk, if within ROW, areas between main road ROW and parallel frontage road, one pass behind curb on undeveloped property and any areas specifically identified in this solicitation.

The scope of work consists of: turf mowing, trimming and edging, trimming and pruning shrubs, hedges, ground cover and flowers, rock bed maintenance, trimming and pruning of trees and palms, weed and vine control and removal, cleanup 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 DEFINITIONS

- A. **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.
- B. **Weed and / or vine:**
1. Landscape areas - a 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.
 2. Hard surfaces – any plant that grows on a hard surface.
- C. **Changes:** modifications to the scheduled task. Re-scheduling a portion of the service cycle to another time and / or day.
- D. **Disposal:** legal discarding of the collected material off County property.
- E. **Pass thru basis:** Bidders shall charge the County the same cost as charged by the supplier. A copy of the invoice shall be submitted with the Bidder's invoice for payment.
- F. **Re-inspection Fees:** refers to compensating the County in the event deficiencies are not completed within the specified time period in order to cover the cost of each re-inspection until completion of all work as detailed throughout the request for quote.
- G. **Work Day:** daylight hours from Monday through Friday.
- H. **Median:** central strip separating traffic lanes: a strip of land down the center of a road that separates lanes of traffic traveling in opposite directions.
- I. **Traffic Circle:** a road junction consisting of a circular island around which traffic can flow continuously.
- J. **Swale:** a narrow or shallow piece of land (eg a low lying grassland area).
- K. **Shoulder:** used as an emergency lane, is a reserved area by the verge of the road which is generally kept clear of motor vehicle traffic.
- L. **County Right-of-Way:** right-of-way (ROW) includes, but is not limited to, all roadsides, sidewalks, utility poles, and highway median strips. In other words, all roads and the land immediately next to them are considered rights-of-way unless they are in privately-owned developments where the land is not dedicated to Miami-Dade County.



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REQUEST FOR QUOTE NO.: 9743-6B

2.3 SMALL BUSINESS CONTRACT MEASURES

The applicable measures for this RFQ is as follows:

Zone G: SBE Bid Preference as further identified in Section 1.44 of the Boiler Plate.

Zone J: 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 TERM OF CONTRACT

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 June 30th, 2018.

2.5 METHOD OF AWARD

Award of this RFQ will be made to the lowest priced responsive, responsible Bidder by zone in the aggregate, who qualified under RTQ 9743-0/23 for Group 1.

In order to be considered for award, Bidders must submit an offer for all items listed within each zone. If a Bidder fails to submit an offer for all items, within the zone, its offer for that zone may be rejected.

A. Bidders shall provide the name of the Project Manager and/or Supervisor, along with the contact information who is knowledgeable and experienced in grounds maintenance. This individual will be the primary point of contact with 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 the daily operations. The Project Manager and / or Supervisor shall be available by telephone, 24 hours per day, 7 days per week for emergency situations.

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 primary Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder.

2.6 EXAMINATION OF SITES IS HIGHLY RECOMMENDED

Prior to submitting its offer, it is advisable 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. No additional allowances will be made because of lack of knowledge of these conditions.

2.7 INVOICES

The following is in addition to the provisions stipulated in Section 1.35 of the General Terms and Conditions.

- A. Bidders shall submit invoices to Parks, Recreation and Open Spaces (PROS), Right-of-Way, Aesthetic and Assets Management Division (RAAM). Any awarded zones shall be invoice separately on a per site, per cycle basis for services rendered during the previous month. Invoices can be sent via fax, mail or e-mail in PDF Format. The invoices shall reflect the appropriate purchase order number, the service location(s) and the type of service provided as defined in Section 4, and shall be submitted when the cycle is completed, signed and dated by an authorized Bidder representative certifying work completion according to the contract terms. The Performance Report shall be attached to the invoice. Failure to comply with this requirement may delay payment.

2.8 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 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.

2.9 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.miamidade.gov. A copy of the Administrative Order may be obtained online at <http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/AO3-30.pdf>.

2.10 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Jennyfer Calderon, at (305) 375-5312 or at jcalder@miamidade.gov.

2.11 CHANGES

A. Additional Sites and / or Zones

Although this RFQ and resultant contract identifies specific sites to be serviced, it is hereby agreed and understood that the County may at its option add new sites to the contract. Should the County determine that additional sites need to be added to a zone; a quote shall be obtained from the Bidder servicing that zone. If the County determines that the price submitted by the Bidder is not competitive, price quotes will be obtained from all the Bidders awarded the contract. If an additional zone needs to be added to the contract, price quotes will be obtained from all the awarded Bidders.

B. Site Modification

Should a site increase or decrease in size or plant/landscaping material removed or added, price quotes shall be obtained for the modification from the Bidder servicing that site. If the price submitted by the Bidder for the modification is not competitive, the County shall obtain price quotes from all the awarded Bidders for the entire site including the modified portion.

C. Deletion

Sites or zones may be deleted when such services are no longer required during the contract period; upon written notice to the Bidder. Bidders shall adjust accordingly, their invoices.

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.

E. Additional Services

If additional services are required, price quotes shall be obtained from the Bidder servicing that site. If the County determines that the price submitted by the Bidder is not competitive, the County reserves the right to acquire the services through a separate solicitation.

2.12 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.

2.13 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 Permitting, Environment and Regulatory Affairs, 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 restraint 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. For additional information link to: http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm.

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.

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.

2.14 PERFORMANCE REPORT

The Bidder shall notify the County, through its Project Manager via fax or email, no later than 8:00 a.m. the next day informing of work completed on the previous work day and work to be performed during the current day. This information is required on the Performance Report in order to receive proper completion approval and authorization for payment. The RAAM Division will provide a sample of the Performance Report form to the awarded Bidders.

2.15 INSPECTIONS

The County intends to inspect the work performed within forty-eight (48) hours after established scheduled date of service by the County. Any deficiencies found during the County's inspection, must be corrected by the Bidder within two (2) work days after such deficiencies are reported. If determined by the County, upon notification, the Bidder's representative shall visit each of those sites with the County to discuss corrective action.

The County will re-inspect the site for a second time to ensure compliance with the identified deficiencies. If the deficiencies are still not corrected within the specified time, the County will charge the Bidder a re-inspection fee of fifty (\$50.00) dollars which will be deducted from the payments owed to the Bidder. The County will commence charging the fifty (\$50.00) dollar re-inspection fees 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 start of the next service cycle, the entire site's payment may be deducted from that cycle's payment.**

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 Bidders, and members of PROS / RAAM Division to discuss schedule and the scope of services.

3.2 SCHEDULING

The County will provide the Bidders with a schedule indicating the start and end date of each service cycle and the order in which sites will be serviced. This schedule will identify the designated work days and inspection days in each cycle. Each schedule consists of five working days and two inspection/deficiency days. This schedule is tentative and may be adjusted as needed. If any changes in the schedule are required by the Bidder, they shall be submitted to the County five (5) working days prior to the start of the service cycle for approval. Bidders shall accomplish all tasks during daylight hours from Monday through Friday. Weekend or Holiday work must be coordinated and approved by the County, in advanced to the service cycle.

Bidders shall schedule, and conduct the work in a manner, which shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets, and shall not cause annoyance to residents near the sites or users of the sites.

Bidders shall recognize that during the course of the contract, other activities and operations may be conducted. The Bidder may be required to modify or curtail certain operations and shall promptly comply with any County request.

Bidders shall not work or perform any operations during inclement weather (e.g. stopping work and releasing employees for the day or not working at all due to unsafe conditions). Bidders may submit a written request for additional time to complete the scheduled work.

All work shall be completed in a continuous manner, inclusive of all tasks listed in order to maintain the sites in a uniform manner, and remain on schedule.

Estimated quantities are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. No guarantee is expressed or implied as to quantities that will be used during the contract period. The County is not obligated to place any order to the given amount subsequent to the award of the RFQ.

3.3 GROUNDS MAINTENANCE TASKS

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

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 three inches (3") to three and one half inches (3.5") except otherwise directed by the County. All mowers are to be adjusted to the

highest acceptable mowing height for the grass being mowed. 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. Bush hog or farm tractor types of equipment shall not be utilized unless approved by the County.

B. Turf Trimming

All string line trimmers (weed eaters) shall have all appropriate safety features installed such as handles, guards or rock shields. Trimming may be accomplished by hand power shears or rotary nylon "fish line" cutting machines. Grass shall be trimmed at the same height as the adjacent turf mowed. Trim around all obstacles and vertical surfaces including poles, control boxes, fences, curbs, buildings, walls, electric boxes, irrigations head, uneven or jagged edged pavement or other objects as required. Particular attention shall be given to trimming around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

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 "Fish line" cutters are not to be used for vertical edging.

Turf will 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 uniform straight lines and curved lines shall be true, even and uniform curved lines. Not distorted, meandering or wiggly lines or curves. 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. Trimming Shrubs and Hedges

Maintain shrubs in a clean healthy, growing and correct-color condition, in a desirable shape and within the area specified in the Landscape Plans, or as directed by the County. Pruning shall consist of the removal of dead and/or broken branches, suckers or sprouts. All pruning will be accomplished in accordance with standard practices including (1) use of sharp cutters; (2) not using hedge shears for pruning; (3) not using machetes for any operations; and (4) not using fish line (weed eaters).

Hedges are to be maintain at thirty-six inches (36") or as directed by the County. Topiaries that are to be maintained in a geometric form shall be sheared by manual or mechanical hedge shears to the shape and size specified in Landscape Plans or as directed by the County.

Bidder shall trim all hedges or shrubs encroaching into the right-of-way from private property, at the right-of-way line.

E. *Trimming and Pruning Ground Cover and Flower Beds*

Maintain ground covers and flower beds in a clean, healthy, growing, correct-color, floral condition and at the heights specified in Landscape Plans or as directed by the County. It is the Bidder's responsibility to remove and properly dispose of all dead or injured shrubs, ground cover and followers within the landscape areas.

Prune or trim to maintain bed height and to encourage plants to flow out to provide complete coverage of areas. Prune and trim to maintain neat straight edges between varieties of ground covers, at curbs, or junction with turf. Do not allow one variety of ground cover to spread or otherwise establish itself in areas occupied by other ground covers or turf. Broken, damaged or unsightly plant parts or flowers are to be removed. All pruning shall be accomplished in accordance with standard practices including (1) use of sharp cutters or using hedge shears for pruning; (2) not using machetes for any operations; and (3) not using fish line (weed eaters).

F. *Rock Bed Maintenance*

Rock bed planters shall be kept neatly raked, free of excessive mounds or wheel ruts and free of weeds.

G. *Trimming and Pruning 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.

Pruning of trees and palms is limited to a height of no more than ten feet (10') above ground over open spaces and sidewalks and up to sixteen feet (16') over roadways and 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 trees and palms 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. All trees and palms shall be pruned to provide a minimum clearance of ten feet (10') over pedestrian walkways and up to sixteen feet (16') over roadways.

Bidders shall trim all trees and palms encroaching from private property into the right-of-way, to provide a minimum under-clearance of ten feet (10') at the right-of-way, and to a height of twelve feet (12') when obstructing the view of signs in the right of way and up to sixteen feet (16') over roadways.

Use clean, sharp cutting tools designated for pruning. All pruning tools and power equipment which comes in contact with a tree or palm shall be disinfected before being used on another tree or palm with a disinfectant formula of either bleach or alcohol. Cut branches and limbs without

disturbing the branch ridge or the branch collar. Do not leave stubs. All branches, limbs and trunks too large to support with one hand shall be precut (lower side of branch) to avoid splitting or tearing of the bark. Where necessary, ropes or other equipment should be used to lower branches to the ground. All branches, limbs and trunks greater than six inches in diameter shall be cut into lengths not to exceed six feet. Special emphasis will be placed on safety during tree pruning operations particularly when working over or adjacent to roads, walkways and utility lines. **The use of machetes, fish line (weed eaters) and hedge shears for pruning is NOT permitted.**

All 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/.

H. Weed and Vine Control and Removal

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

Weeds and vines are to be mowed, trimmed, or edged from turf areas as part of the service cycle. Weeds and grasses are to be manually removed from landscapes areas, shrubs, hedges, ground cover, rock beds, eighteen inches (18") clear area around trees, tree sidewalk "cut-outs" or flower beds unless chemical or mechanical means are authorized by the County, in which case the dead/ brown weeds are to be manually removed thereafter. Remove from all trees and palms any vines attached to the trunk up to twelve feet (12').

Should the Bidder be allowed to use chemical means for weed control, a plan shall be submitted for the application of chemical herbicides for approval by the County. The plan shall consist of a list of the materials proposed for use, the Material Safety Data Sheet of each chemical, the exact brand name and generic formulation of each chemical, the specific proposed applications, the methods of application, the supervision of use and the training of employees. No chemical herbicide shall be applied until use is approved in writing by the County, as appropriate for the purpose and area proposed. Additionally all applicators must comply with Miami Dade County and State of Florida, (FDACS) Florida Department of Consumer Services Certification requirements, regulations and ordinances.

I. Clean-up

All unusable materials and 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 areas affected by the work performed that day. Bidders are to use rakes, brooms, leaf blowers or vacuums selectively to collect the trash as specified by the County for identified sites. No leaves or trash resulting from the performance of the service are to be blown unto vehicles. Broom clean or vacuum all hard surfaces. Bidders are to use leaf blowers / vacuums selectively to collect the trash.

J. Clean Yard Trash Pick-up and Disposal

All landscape, turf areas and hard surfaces and shall be maintained free of yard trash.

No stock piling of collected 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 EMERGENCY CLEAN YARD TRASH PICK-UP AND DISPOSAL

Work under this item consists of pickup and disposal of clean yard trash. No separate payment will be made for travel time to and from the site (or to the disposal site) as well as for any tipping fees for legal disposal of debris. The awarded Bidder for the affected zone shall charge the hourly labor rate per crew of three as submitted in the Bid Submittal form. An emergency shall constitute a situation when the Bidder has to arrive to the site within four (4) hours after notification by the County.

3.5 BULKY WASTE / GARBAGE PICK-UP AND DISPOSAL

Bulky Waste and Garbage shall be removed by the Bidder upon the direction of the County, Bidders shall provide an hourly labor rate in the the Bid Submittal for pick and disposal of bulky waste and garbage. The dumping fee shall be paid on a cost "pass-thru" basis.

3.6 SIGNS

Bidder vehicles shall be clearly identified with the company name on both sides or on the back of the vehicle. 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.



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REQUEST FOR QUOTE NO.: 9743-6B

Section 4: Bid Submittal Form

TITLE: GROUNDS MAINTENANCE FOR ROADWAYS

PROCUREMENT CONTRACTING PERSON: Jennyfer Calderon

**DUE DATE: Friday, August 5, 2016
TIME: 5:00 PM**

FIRM NAME _____

RETURN ONE ORIGINAL AND ONE COPY OF SUBMITTAL PAGES



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REQUEST FOR QUOTE NO.: 9743-6B

**Zone G: W 56th Street to SW 88th Street, West County Boundary to SW 117th Avenue
Grounds Maintenance as per paragraph 3.3 A thru 3.3 J to the sites listed below with the exception of Item
Nos. 22 and 23**

Item Number	Est. Quantity For 1 Year	Locations	Unit Price
1	17 cycles	SW 118 Avenue between SW 42 Street and SW 56 Street (E. swale)	\$ Per Cycle
2	17 cycles	SW 56 Street from SW 117 Avenue to SW 157 Avenue	\$ Per Cycle
3	17 cycles	SW 56 Street from SW 158 Court to SW 167 Avenue	\$ Per Cycle
4	17 cycles	SW 72 Street from SW 117 Avenue to SW 137 Avenue	\$ Per Cycle
5	17 cycles	SW 68 Street from SW 129 Court to SW 137 Avenue	\$ Per Cycle
6	17 cycles	SW 129 Court from SW 62 Street to SW 68 Street	\$ Per Cycle
7	17 cycles	SW 132 Avenue from SW 62 Street to SW 72 Street	\$ Per Cycle
8	17 cycles	SW 66 Street from SW 132 Avenue to SW 137 Avenue	\$ Per Cycle
9	17 cycles	SW 62 Street from SW 129 Court to SW 137 Avenue	\$ Per Cycle
10	17 cycles	SW 59 Street from SW 129 Ct to SW 137 Avenue	\$ Per Cycle
11	17 cycles	SW 137 Avenue from 600' N/O SW 66 ST TO SW 72 Street (East sidewalk only)	\$ Per Cycle
12	17 cycles	SW 132 Avenue from SW 56 St to SW 59 Street	\$ Per Cycle
13	17 cycles	SW 133 Avenue F SW 59 Street to SW 62 Street (Does not include E SWK & curb adjacent to park)	\$ Per Cycle
14	17 cycles	SW 147 Avenue from SW 67 Lane to SW 72 St (Westside sidewalk only)	\$ Per Cycle
15	17 cycles	SW 157 Avenue from SW 72 Street to SW 88 Street	\$ Per Cycle
16	17 cycles	SW 157 Avenue from SW 56 to SW 72 Street	\$ Per Cycle
17	17 cycles	SW 72 Street from SW 154 Avenue to SW 167 Avenue	\$ Per Cycle
18	17 cycles	SW 72 Street from SW 147 Avenue to SW 152 Avenue (N/side Sidewalk only)	\$ Per Cycle
19	17 cycles	SW 80 Street from SW 154 Av to SW 157 Avenue	\$ Per Cycle
20	17 cycles	SW 127 Avenue from 6000 Block to SW 88 Street	\$ Per Cycle
21	17 cycles	SW 67 Lane from SW 147 Avenue to SW 148 Avenue	\$ Per Cycle
22	17 cycles	SW 80 Street between SW 157 Avenue to SW 162 Avenue	\$ Per Cycle
23	20 hours	Emergency Clean Yard Trash Pickup and Disposal as per Paragraph 3.4	\$ Per Hour
24	20 hours	Bulky Waste / Garbage Pick-up and Disposal as per Paragraph 3.5	\$ Per Hour



**THIS IS NOT
AN ORDER**

REQUEST FOR QUOTE NO.: 9743-6B

Qualification Criteria
As per Paragraph 2.5 A
Bidders shall provide the following information:
Supervisor/Project Manager Name: _____
E-mail Address: _____
Cell Number: _____

DRAFT



THIS IS NOT AN ORDER

REQUEST FOR QUOTE NO.: 9743-6B

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 vendor 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 vendor 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: _____

Authorized Signature: _____ **Title:** _____

Print/Type Name: _____ **Phone:** _____

E-mail: _____ **Fax:** _____

Firm Name: _____ **F.E.I.N. No.:** ____/____-____/____/____/____/____/____

Address: _____ **City:** _____ **State:** _____

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.

Affirmation of Business Entity Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavits Form), before they can be awarded a contract. The undersigned affirms that the Affidavit form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. _____ **Federal Employer Identification Number (FEIN):** _____
Contract Title: _____

Affidavits and Legislation/ Governing Body

1. Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6. Miami-Dade County Obligation to County Section 2-8.1 of the County Code
2. Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7. Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. Miami-Dade Employment Drug-free Workplace Certification Section 2-8.1.2(b) of the County Code	8. Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4. Miami-Dade Disability Non-Discrimination Article 1, Section 2-8.1.5 (AA) Resolution R182-00 amending R-385-95	9. Miami-Dade County Living Wage Section 2-8.9 of the County Code
5. Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10. Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant _____ Printed Title of Affiant _____ Signature of Affiant _____
 Name of Firm _____ Date _____
 Address of Firm _____ State _____ Zip Code _____

Notary Public Information

Notary Public - State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20_____.

By _____ He or she is personally known to me or has produced identification

Type of identification produced _____

Signature of Notary Public _____ Serial Number _____

Print or Stamp of Notary Public _____ Expiration Date _____ Notary Public Seal _____



**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 _____
 Subcontractor Signature _____ Subcontractor Print Name _____ Subcontractor 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.

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

SBD 604