

Grounds Maintenance

RQID1300143 - Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation to Quote (ITQ)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See Sections **Bullets 1 through 18** – Paying very close attention to all Sections listed and the requirements of each. (While you are **not** quoting at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential **SBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements of the attached documents (ITQ)?

YES _ NO _

Do you have prior experience consistent with the requirements of this ITQ?

YES _ NO _

Are you able to meet the “Labor, Materials & Equipment” requirements of Bullet #9? YES _ NO _

Are you able to meet the “Clean-Up” requirements of Bullet #11? YES _ NO _

.....

Are you able to meet the “Fertilization” requirements of Bullet #15 (A – F)?

YES _ NO _

Are you able to meet the “Service Cycle Tasks” requirements (*A 1-12 and B 1-5*), for this Bullet #14? (Must be able to satisfy all components of this section – from turf mowing to irrigation inspections and repairs; and, from shrub and hedge trimming to tree and palm pruning and trimming)

YES _ NO _

Are you able to meet the “Service Cycle Frequency” requirements that are associated with each of these tasks? YES _ NO _

Are you able to meet the “Mulching” requirements of Bullet #14.B.4.?

YES _ NO _

Can you satisfy the “Identification, Uniforms and Security, and Vehicle Identification” of Bullets 17 & 18 (respectively)? YES _ NO _

Are you certified as an “Arborist” by the International Society of Arboriculture?

YES _ NO _ (please include copy of the same)

Do you possess any of the following licenses (Check the applicable and provide a copy of the same)?

Do you possess a “Pest Control License” for lawn and ornamental service?

YES _ NO _

Please check the Group of interest:

Group 1_____

Group 2_____

Group 3_____

____ I am "NOT" interested in this solicitation.

Name of Firm: _____ **SBE Exp. Date:** _____

Owner's Name: _____ **Signature:** _____

Please respond by **12:00pm, Friday June 21, 2013.**

Any questions, feel free to contact me at the number below.

(Respond to the "**Verification**" whether you are interested or not (choosing "**Yes**" or "**No**"), as this helps SBD in the determination of measures).

Regards,

Vivian O. Walters, Jr.

Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
111 NW 1st Street #19 Floor, Miami, FL 33128
walterv@miamidade.gov

 Office (305) 375-3138 |  Fax (305) 375-3160

"Delivering Excellence Every Day"

Please provide three client references below:

Project Title:

Client Name:

Contact Number:

Scope Description:

Project Title:

Client Name:

Contact Number:

Scope Description:

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YES _ NO _

Do you have prior experience consistent with the requirements of this ITQ?

YES _ NO _

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Are you able to meet the “Clean-Up” requirements of Bullet #11? YES _ NO _

.....
Are you able to meet the “Fertilization” requirements of Bullet #15 (A – F)?

YES _ NO _

Are you able to meet the “Service Cycle Tasks” requirements (*A 1-12 and B 1-5*), for this Bullet #14? (Must be able to satisfy all components of this section – from turf mowing to irrigation inspections and repairs; and, from shrub and hedge trimming to tree and palm pruning and trimming)

YES _ NO _

Are you able to meet the “Service Cycle Frequency” requirements that are associated with each of these tasks? YES _ NO _

Are you able to meet the “Mulching” requirements of Bullet #14.B.4.?

YES _ NO _

Can you satisfy the “Identification, Uniforms and Security, and Vehicle Identification” of Bullets 17 & 18 (respectively)? YES _ NO _

Are you certified as an “Arborist” by the International Society of Arboriculture?

YES _ NO _ (please include copy of the same)

Do you possess any of the following licenses (Check the applicable and provide a copy of the same)?

Do you possess a “Pest Control License”? Yes__ NO__

As required under Chapter 10, Code of Miami Dade County, Bidders or their approved subcontractor shall hold at minimum one of the following:

- Miami-Dade County Lawn Sprinkler Contractor's license _____
- Miami-Dade County Plumbing Contractor's license _____
- State of Florida Plumbing Contractor's license _____

Copies of said license(s) MUST be submitted along with your responses

.....

Please check the Group of interest:

Group 1 _____

Group 2 _____

Group 3 _____

____ I am "NOT" interested in this solicitation.

Name of Firm: _____ **SBE Exp. Date:** _____

Owner's Name: _____ **Signature:** _____

Please respond by **12:00pm, Friday June 21, 2013.**

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Regards,

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"Delivering Excellence Every Day"

Please provide three client references below:

Project Title:

Client Name:

Contact Number:

Scope Description:

Project Title:

Client Name:

Contact Number:

Scope Description:

Project Title:

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Contact Number:

Scope Description:

**INVITATION TO QUOTE
MIAMI-DADE COUNTY
INVITATION TO QUOTE NO.: IB**

GROUNDS MAINTENANCE

CONTACT PERSON: Lina Bonilla
PHONE: 305-375-2173
E-MAIL: lbonill@miamidade.gov

DUE DATE:
TIME:

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations To Quote are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive and informal quotation procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami -Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-2.pdf>

Sealed quote is required.

Bidders may submit their written quotation to:

**Procurement Management Division, Internal Services Department
111 NW 1st Street, Suite 1300
Miami, Florida 33128-1974
Attention: Vendor Assistance**

The Cone of Silence is applicable to this Invitation to 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.

Quotes received after the time and date specified, and after any other quotes have been opened may not be accepted.

1. Scope

The purpose of this Invitation to Quote is to establish a contract to purchase scheduled grounds maintenance for Miami-Dade County.

2. Method of Award

Award of this contract will be made to the three lowest priced responsive, responsible Bidders by group in the aggregate. 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. The lowest priced Bidder shall have the initial responsibility to perform under the awarded groups. Bidders shall be designated as primary, secondary and tertiary based on pricing. Award to multiple Bidders is made for the convenience of the County and does not exempt any awarded Bidder from fulfilling the contractual obligations. Failure to perform may result in the Bidder(s) being deemed in breach of the contract.

- A. Bidders must provide the name of the arborist that will be used under this contract and a copy of International Society of Arboriculture (ISA) certification. For more information link to: www.floridaisa.org/.
- B. Bidders or their approved subcontractor shall hold a current Pest Control license for lawn and ornamental services issued by the Florida Department of Agriculture and Consumer Services.
- C. Bidders or their approved subcontractor shall employ a certified operator. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided.

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

3. Pre-Bid Conference and Site Visit Highly (Recommended)

A pre-bid conference to discuss the special conditions and specifications included within this Invitation to Quote will be held on Wednesday, June 20, 2013 at 9:00 am. Immediately following the pre-bid conference, visits to review the current conditions of the site(s) will take place. The 'cone of silence' is lifted during the sites visit(s) to allow for any questions to be addressed with the representatives from Miami-Dade County. Bidders should arrive promptly to ensure that all attendees have sufficient time to inspect the sites. Please note that a fifteen (15) minute grace period will be allowed before the site visit begins. Bidders are requested to bring a copy of the Quotation to the site visits. The meeting location will take place at the Arcola Lakes Branch at 8240 NW 7th Avenue and will continue in the following order: Golden Glades, North Dade, Naranja, Coral Reef, Coral Gables, Key Biscayne and Shenandoah. Bidders should be thoroughly aware regarding 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. For directions see below:

4. Term of Contract

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Internal Services Department, Procurement Management Services, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the **three-year period**.

5. Prices

The initial contract prices resultant from this Invitation to Quote shall remain fixed and firm for no less than 12 month from the award date. Bidders may request a price adjustment ninety (90) days prior to the completion of the first year of the contract term. It is the Bidder's responsibility to request any pricing adjustment under this provision. 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.

6. Miami-Dade County Living Wages

If the total contract value, per term, 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>.

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. The Bidder shall bear all costs of correcting such rejected work. If the Bidder fails to correct the work within the period specified, the County may, at its discretion, notify the Bidder, that the Bidder is subject to contractual default provision if the corrections are not completed to the satisfaction of the County within **one (1) working day** of receipt of the notice. If the Bidder fails to correct the work within the period specified in the notice, the County shall place the Bidder in default, obtain the services of another Bidder to correct the deficiencies, and charge the incumbent Bidder for these costs; either through a deduction from the final payment owed to the Bidder or through invoicing. If the Bidder fails to honor this invoice or credit memo, the County may terminate the Bidder for default.

8. Changes

A. Additional Sites and / or Groups

Although this Invitation to Quote 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 group, a quote shall be obtained from the Bidder servicing that group. If the County determines that the price submitted by the primary Bidder is not competitive, price quotes will be obtained from all the Bidders awarded the contract. If an additional group needs to be added to the contract, price quotes will be obtained from all the awarded Bidders.

B. Enhancement

Should a site be enhanced with additional plant material, price quotes will be obtained for the additional maintenance from the Bidder servicing that site. If the price submitted by the Bidder for the enhancement is not competitive the County shall obtain price quotes from all the awarded Bidders for the entire site including the enhanced portion.

C. Site Modifications

Should a site increase or decrease in size, 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 of the awarded Bidders for the entire site including the modified portion.

D. Deletion

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

9. Labor, Materials and Equipment

The Bidders shall furnish all labor, material and equipment necessary for satisfactory contract performance. Such materials and equipment shall be of a suitable type, in good conditions and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval by the County user department.

10. Compliance / Regulations

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 vendor through Permitting, Environment and Regulatory Affairs 33 SW 2nd Ave., 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 user department.

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. 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 user department.

11. Cleanup

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, Bidders shall thoroughly clean up all areas where work has been involved as mutually agreed with an authorized representative of the County.

12. Specifications

The work consists of turf mowing, turf trimming, turf edging, ground cover edging, weed control, disease inspection, mulching, pruning and trimming trees, fertilization and litter pickup.

13. Service Cycle Frequency

The sites that list 18 cycles per year Bidders will perform two (2) service cycles per month from May through October and one (1) service cycle per month from November through April. The sites that list 24 cycles per year, Bidders will performed two (2) service cycles per month. The Bidder will provide each month's schedule seven (7) days prior to the beginning of the month. Changes to the schedule must be communicated to the County representative at least 24 hours prior to service.

14. Service Cycle Task

A. The following task 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. Weed Control

All landscaped areas within the specified areas including lawns, shrubs, hedges and ground cover beds, planters, swales, walkways, gutters and areas covered with gravel rock or wood chips shall be kept free of weeds at all times. A complete removal of all weed growth shall be accomplished on every cycle on a continuing basis, as weeds appear. A weed will be considered as any undesirable or misplaced plant. Weeds shall be controlled either by hand or chemical methods. When chemicals are used to control weeds, use an approved herbicide that will kill the weed roots. A 'tracer' or dye shall be mixed with the herbicide unless approved otherwise by the County representative. For additional information link to: www.epa.gov/pesticides and www.freshfromflorida.com/onestop/aea/registration/html. Mow, trim or edge weeds from turf areas as a part of turf care operations. Manually remove weeds from shrubs, hedges, ground cover or flower beds, unless chemical or mechanical means are specifically authorized by the County representative. Remove all exotic weed trees, with a trunk caliper of up to 4 inches when measured at a height of 4' feet from the ground as described in Chapter 24 of the Miami-Dade County Code. Information may be obtained at <http://library.municode.com/index.aspx?clientId=10620>.

6. Disease and Pest Control

The Bidder shall inspect all areas for presence of disease infestation a minimum of **once a month**. The Bidder shall report all plant material affected with pests or disease to a representative of the County. The report shall include the name or description of the plant material, and the name or description of the pest or disease. Bidder shall provide recommendation to remedy the problem. The bidder shall include in the report the chemical to be used, method of application and schedule for application (initial and follow-up treatment). Only products approved by the Federal Environmental Protection Agency (EPA) and registered and approved by the State of Florida shall be used. For additional information link to: www.epa.gov/pesticides and www.freshfromflorida.com/onestop/aea/registration/html. Prior to the application of the chemical, the Bidder shall submit to the County representative the product's label and Material Safety Data Sheet for approval of product.

Action for treating plant material with pests diseases or other health conditions shall be started as soon as possible, but no later than seventy-two (72) hours after the pest, disease or other health condition is discovered or when ordered by the County representative. Follow up treatments shall be as recommended on the label for the product being used for treatment. Treatment shall continue until the pests, diseases or health conditions are controlled to the satisfaction of the County Representative. When a treatment product is being applied, the person applying it shall have in their possession all labeling associated with the product. Also, the product shall be applied as indicated on the said labeling. If requested by the County representative, a specimen label and/or the Material Safety Data Sheet for each product shall be supplied to the County representative.

While applying treatment products and other such chemicals, the operator shall have their applicator license or licenses in their possession. Upon request by the County representative, the operator shall furnish such license or licenses.

7. Gardening Services

Gardening services are to be performed to include hand weeding all the flower beds, mulched areas and planters. Trim all the decorative hedges with a trimmer made to trim delicate hedges not with a modified saw or weed hacker. The height and shape will change periodically as per the County representative's instructions. Remove the dead branches and canes. Bidders shall remove forced suckers. Maintain the swale areas.

8. Butterfly Garden

The garden at the Coral Gables branch requires special care in order not to disturb the delicate balance between the butterfly's and the plants that they feed from / are attracted to. The Bidder shall do selective pruning at each visit or as required.

9. Pond

The pond at the Key Biscayne branch requires cleaning of trash and removal of surface debris and plants that are close or over the edge of the pond with every visit. **Twice a year**, the pond will be dredged to remove bottom waste and sediments and cleaned of debris in order to maintain the current ecosystem which inhabits the area.

10. Leave Removal

Remove leaves from the entire site including but not limited to turf areas, planting beds and planters.

11. Plants

Bidders shall report the decline of plant material and shall provide a recommendation to remedy the problem.

12. 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.

B. The following services shall be performed as indicated in each description:

1. Shrub, Hedge and Ground Pruning

Prune all shrubs, hedges and ground cover plants growing in the work area, at the same frequency for uniform appearance, to maintain plants in a healthy, growing condition and to maintain plant growth within reasonable bounds to prevent encroachment of passageways, walks, streets, views of signs or in any manner deemed objectionable by the individual County representatives. Planters shall be trimmed and pruned **as necessary** to provide a uniform appearance. Wood chips, mulch, gravel and ornamental rock shall be included and considered as ground cover. This type of ground cover will also be maintained within its intended bounds and not permitted to encroach into lawns, or adjacent areas.

2. Tree Pruning

Pruning of trees is to be performed **as necessary** and shall consist of the removal of dead and/or broken branches, suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or traffic, particularly at road intersection, or interference with lighting, etc. Trees up to a height of 12 feet shall be included. Prune tree branches up to seven (7) feet over walkways and twelve (12) feet from the ground in other areas as designated by the County representative. Use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming. Cut limbs flush with trunk to promote healing, leaving no stubs. Paint with tree healing compound all cuts exceeding 1½ inches diameter. Remove vines, debris, signs or any other materials attached to the trunk. Remove dead or broken branches, including dead palm fronds (12 feet high or under) from palm trees and dispose of. Remove all tree cuttings and dead palm tree fronds from sites on the same day they are cut.

3. Weeds

Cut back weeds **four times a year, minimum** in areas such as canal banks, drainage areas, or rip-rapped areas.

4. Mulching

All brown chip mulch shall be refreshed **two times a year** as indicated by the County representative with the exception of the Coral Gables and Shenandoah branch may be refreshed up to **4 times a year**. The Bidder will provide a mulching schedule prior to services. Changes to the schedule must be communicated to the County representative at least 24 hours prior to service. All mulch shall be maintained at a depth of at least three inches. Samples of the mulch and Evidence of certification shall be provided to the County representative prior to each application. Use only mulch product certified by the Mulch and Soil Council. For more information link to: www.mulchandsoilcouncil.org.

5. Irrigation

Bidders shall inspect the irrigation system **12 times a year** at the Shenandoah Branch and report any necessary repairs and/or adjustments to the County representative.

15. Fertilization

The Bidder shall notify the County representative at least three (3) days in advance of the dates and sites that will be fertilized. Permission to perform this activity must be received before the work can begin. A County representative may be present during application of fertilizer.

A. Turf and / or Garden

Turf shall be fertilized **twice a year** in April and October with the exception of the Coral Gables and Shenandoah branch (see 15F).

B. Shrubs, Ground Covers, Flower Beds and Hedges

Shrubs, ground covers, flower beds and hedges shall be fertilized **twice a year** in April and October.

C. Trees / Palms

Trees and palms shall be fertilized in **twice a year** in April or May and October

D. Product Approval

Fertilizers shall comply with Florida's Commercial Fertilizer Law, Chapter 576, Florida Statute and Chapter 5E-1, Florida Administrative Code. A copy may be obtained online at: <http://www.freshfromflorida.com/onestop/aes/fertilizer.html>. Fertilizers shall be applied using the guidelines in Fertilization in the Green Industry Best Management Practices Manual, Chapter 5. A copy may be obtained at http://fyn.ifas.ufl.edu/pdf/GIBMP_Manual_WEB_2_17_11.pdf.

E. Composition and Quality

All fertilizer shall be uniform in composition and dry. Granular fertilizer shall be free flowing and delivered in unopened bags, containers and / or boxes which are fully labeled with the manufacturer's analysis.

F. Coral Gables and Shenandoah

The entire landscape area of the Coral Gables and Shenandoah facility shall be fertilized with an 8N-2P2O5-12K2O=4Mg with micronutrients fertilizer. One hundred percent of the N, K and MG in the fertilizer shall be in a slow release form. Bidder shall use 1.5 lbs. of this fertilizer per 100 sq. ft of the landscaped area. Apply this fertilizer **4 times a year in March, June, September and December.**

16. Damaged Plants

The Bidder shall notify the County representative immediately after discovery of dead and damaged plants, trees or plants that require staking, guying and set-up and trees that have died or have blown or knocked over.

17. Identification and Uniforms

All Bidder employees must carry a clearly visible identification badge. This badge shall include the Bidder's company name, the employees name and a current photograph of the employee. All employees must wear a uniform shirt (or tee shirt) clearly displaying the vendor's company name.

18. Vehicles

Bidder vehicles shall be clearly identified with the company name on both sides and must be legible at minimum of fifty (50') feet away during daylight hours. Magnetic or temporary signs will not be accepted.

Group 1			
Item	Estimated Quantity for 1 year	Location and Description	Unit Price Per Cycle
1.	18 cycles	Allapattah Branch Library 1799 NW 35th Street 33142 Grounds Maintenance per Section 14A	\$ Each
1a.	2 cycles	Mulching per Section 14B 4	\$ Each
1b.	2 cycles	Fertilization of Turf Areas per Section 15A	\$ Each
1c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
1d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
2.	24 cycles	Arcola Lakes Branch 8240 NW 7 Avenue 33150 Grounds Maintenance per Section 14A	\$ Each
2a.	2 cycles	Mulching per Section 14B 4	\$ Each
2b.	2 cycles	Fertilization of Turf Areas per Section per Section 15A	\$ Each
2c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
2d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
3.	18 cycles	Edison Center Branch Library 531 NW 62nd Street 33150 Grounds Maintenance per Section 14A	\$ Each
3a.	2 cycles	Mulching per Section 14B 4	\$ Each
3b.	2 cycles	Fertilization of Turf Areas per Section 15 A	\$ Each
3c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
3d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
4.	18 cycles	Lemon City Branch Library 430 NE 61st Street 33137 Grounds Maintenance per Section 14A	\$ Each
4a.	2 cycles	Mulching per Section 14B 4	\$ Each
4b.	2 cycles	Fertilization of Turf Areas per Section 15A	\$ Each
4c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
4d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
5.	18 cycles	Little River Branch Library 160 NE 79th Street 33138 Grounds Maintenance per Section 14A	\$ Each
5a.	2 cycles	Mulching per Section 14B 4	\$ Each
5b.	2 cycles	Fertilization of Turf Areas per Section 15A	\$ Each
5c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each

5d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each
6.	18 cycles	Miami Beach Regional Branch Library 227 22nd Street 33139 Grounds Maintenance per Section 14A	\$	Each
6a.	2 cycles	Mulching per Section 14B4	\$	Each
6b.	2 cycles	Fertilization of Turf Areas per Section 15A	\$	Each
6c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$	Each
6d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each
7.	18 cycles	North Central Branch Library 9590 NW 27th Avenue 33147 Grounds Maintenance per Section 14A	\$	Each
7a.	2 cycles	Mulching per Section 14B4	\$	Each
7b.	2 cycles	Fertilization of Turf Areas per Section 15A	\$	Each
7c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$	Each
7d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each
8.	18 cycles	North Shore Branch Library 7501 Collins Avenue 33141 Grounds Maintenance per Section 14A	\$	Each
8a.	2 cycles	Mulching per Section 14B 4	\$	Each
8b.	2 cycles	Fertilization of Turf Areas per Section 15A	\$	Each
8c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$	Each
8d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each
9.	18 cycles	New Little River Branch (New Building) 110 NE 79 Street 33138 Grounds Maintenance per Section 14A	\$	Each
10.	18 cycles	Miami Lakes Branch Library Grounds Maintenance per Section 14A 6699 Windmill Gate Road 33014	\$	Each
10a.	18 cycles	Garden Maintenance per Section 14A7	\$	Each
10b.	2 cycles	Mulching per Section 14B	\$	Each
10c.	2 cycles	Fertilization of Turf Areas per Section 15A	\$	Each
10d.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$	Each
10e.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each
11.	24 cycles	Miami Springs Branch Library 401 Westward Drive 33166 Grounds Maintenance per Section 14A	\$	Each
11a.	24 cycles	Garden Maintenance per Section 14A7	\$	Each
11b.	2 cycles	Mulching per Section 14B	\$	Each
11c.	2 cycles	Fertilization of Turf Areas per Section 15A	\$	Each
11d.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$	Each
11e.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each
12.	24 cycles	North Dade Regional Branch Library 2455 NW 183rd Street 33056 Grounds Maintenance per Section 14A	\$	Each
12a.	24 cycles	Garden Maintenance per Section 14A7	\$	Each
12b.	2 cycles	Mulching per Section 14B	\$	Each
12c.	2 cycles	Fertilization of Turf Areas per Section 15A	\$	Each
12d.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$	Each
12e.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each
13.	24 cycles	Golden Glades Branch Library 100 NE 166 Street 33162 Grounds Maintenance per Section 15A	\$	Each
13a.	24 cycles	Garden Maintenance per Section 15A7	\$	Each
13b.	2 cycles	Mulching per Section 15B	\$	Each
13c.	2 cycles	Fertilization of Turf Areas per Section 16A	\$	Each
13d.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 16B	\$	Each
13e.	2 cycles	Fertilization of Trees / Palms per Section 16C	\$	Each
14.	24 cycles	International Mall Branch Library 10315 NW 12 Street 33172 Grounds Maintenance per Section 14A	\$	Each
14a.	24 cycles	Garden Maintenance per Section 14A7	\$	Each
14b.	2 cycles	Mulching per Section 14B	\$	Each
14c.	2 cycles	Fertilization of Turf Areas per Section 14A	\$	Each
14d.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 14B	\$	Each
14e.	2 cycles	Fertilization of Trees / Palms per Section 14C	\$	Each

Group 2			
Item	Estimated Quantity for 1 year	Location and Description	Unit Price Per Cycle
1.	18 cycles	Coral Reef Branch Library 9211 Coral Reef Drive 33157 Grounds Maintenance per Section 14A	\$ Each
1a.	2 cycles	Mulching per Section 14B	\$ Each
1b.	2 cycles	Fertilization of Turf Areas per Section 15A	\$ Each
1c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
1d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
2.	18 cycles	Homestead Branch Library 700 N. Homestead Boulevard 33030 Grounds Maintenance per Section 14A	\$ Each
2a.	2 cycles	Mulching per Section 14B	\$ Each
2b.	2 cycles	Fertilization of Turf Areas per Section 15A	\$ Each
2c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
2d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
3.	18 cycles	Kendall Branch Library 9101 SW 97th Avenue 33176 Grounds Maintenance per Section 15A	\$ Each
3a.	2 cycles	Mulching per Section 15B	\$ Each
3b.	2 cycles	Fertilization of Turf Areas per Section 15A	\$ Each
3c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
3d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
4.	18 cycles	South Miami Branch Library 6000 Sunset Drive 33143 Grounds Maintenance per Section 14A	\$ Each
4a.	2 cycles	Mulching per Section 14B	\$ Each
4b.	2 cycles	Fertilization of Turf Areas per Section per Section 15A	\$ Each
4c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
4d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
5.	18 cycles	Coconut Grove Branch Library 2875 McFarlane 33133 Grounds Maintenance per Section 14A	\$ Each
5a.	2 cycles	Garden Maintenance per Section 14A7	\$ Each
5b.	2 cycles	Mulching per Section 14B	\$ Each
5c.	2 cycles	Fertilization of Turf Areas per Section per Section 15A	\$ Each
5d.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
5e.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
6.	24 cycles	Kendale Lakes Branch Library 15205 SW 88 Street 33193 Grounds Maintenance per Section 14A	\$ Each
6a.	24 cycles	Garden Maintenance per Section 14A7	\$ Each
6b.	2 cycles	Mulching per Section 14B	\$ Each
6c.	2 cycles	Fertilization of Turf Areas per Section 15A	\$ Each
6d.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
6e.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
7.	24 cycles	Naranja Branch Library 14850 SW 280 Street 33032 Grounds Maintenance per Section 14A	\$ Each
7a.	24 cycles	Garden Maintenance per Section 14A7	\$ Each
7b.	2 cycles	Mulching per Section 14B	\$ Each
7c.	2 cycles	Fertilization of Turf Areas per Section 15A	\$ Each
7d.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
7e.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each
8.	18 cycles	West Flagler Branch Library 5050 W. Flagler Street 33134 Grounds Maintenance per Section 14A	\$ Each
8a.	2 cycles	Garden Maintenance per Section 14A7	\$ Each
8b.	2 cycles	Mulching per Section 14B	\$ Each
8c.	2 cycles	Fertilization of Turf Areas per Section 15A	\$ Each
8d.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$ Each
8e.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$ Each

9	18 cycles	West Dade Regional Branch Library 9445 Coral Way 33165 Grounds Maintenance per Section 14A	\$	Each
9a.	2 cycles	Garden Maintenance per Section 14A7	\$	Each
9e.	2 cycles	Mulching per Section 14B	\$	Each
9b.	2 cycles	Fertilization of Turf Areas per Section 15A	\$	Each
9c.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$	Each
9d.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each

Group 3				
Item	Estimated Quantity for 1 year	Location and Description	Unit Price Per Cycle	
1.	24 cycles	Coral Gables Branch Library 3443 Segovia Street 33134 Grounds Maintenance per Section 14A	\$	Each
1a.	24 cycles	Garden Maintenance per Section 14A7	\$	Each
1b.	24 cycles	Butterfly Garden Maintenance 14A8	\$	Each
1c.	4 cycles	Mulching per Section 14B	\$	Each
1d.	4 cycles	Fertilization of Turf and Gardens Areas per Section 15A	\$	Each
1e.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$	Each
1f.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each
2.	24 cycles	Key Biscayne Branch Library 299 Crandon Boulevard 33149 Grounds Maintenance per Section 14A	\$	Each
2a.	24 cycles	Garden Maintenance per Section 14A7	\$	Each
2b.	24 cycles	Natural Pond Maintenance 14A9	\$	Each
2c.	2 cycles	Mulching per Section 14B	\$	Each
2d.	2 cycles	Fertilization of Turf Areas per Section 15A	\$	Each
2e.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$	Each
2f.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each
3.	24 cycles	Shenandoah Branch Library 2111 SW 19th Street 33145 Grounds Maintenance per Section 14A	\$	Each
3a.	24 cycles	Garden Maintenance per Section 14A7	\$	Each
3b.	4 cycles	Mulching per Section 14B	\$	Each
3c.	4 cycles	Fertilization of Turf Areas and Gardens per Section 15A	\$	Each
3d.	2 cycles	Fertilization of Shrubs, Ground Covers, Flower Beds and Hedges per Section 15B	\$	Each
3e.	2 cycles	Fertilization of Trees / Palms per Section 15C	\$	Each

Bidders shall provide the following for informational purpose:

Company name _____
Office location _____
e-mail address _____
Supervisor Name _____

Contact person _____
Office # _____
Fax # _____
Emergency contact # _____

Minimum Requirements	
Section	Arborist Name: _____ / Certification # _____ / Expiration Date: _____ Attached a copy of applicable certificate

Section	Company License # _____ for lawn and ornamental / Expiration Date _____ Operator Name: _____ / License # _____ / Expiration Date _____ Attached a copy of applicable licenses
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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 vendor 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 1.10 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 1.10 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.

It is hereby certified and affirmed that the vendor shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted shall remain fixed until the completion of the event. If awarded a purchases order or contract as a result of this Invitation to Quote, Bidders further agrees that prices quoted shall remain fixed and firm for the term of the contract.

Addenda Received: ☐ Yes ☐ No If yes, please indicate the number of addenda received: _____
It is the Bidder's responsibility to assure receipt of all such addenda

Failure to complete and sign this form may render your bid/quotation non-responsive and ineligible for award.

Authorized Signature: _____ Title: _____

Print/Type Name: _____ Phone: _____

E-mail: _____ Fax: _____

Firm Name: _____ F.E.I. ID 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.

FAIR SUBCONTRACTING PRACTICES

(Ordinance 97-35)

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date _____

INVITATION TO QUOTE NO.:

MIAMI-DADE PUBLIC LIBRARY SYSTEM Branch Locations

