

INVITATION TO QUOTE
NO. 21-R076976TB
LANDSCAPE MAINTENANCE AND
TURF MANAGEMENT SERVICES
JULY 19, 2021

Manatee County BCC
Procurement Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205
purchasing@mymanatee.org



**ADVERTISEMENT
INVITATION TO QUOTE NO. 21-R076976TB
LANDSCAPE MAINTENANCE AND TURF MANAGEMENT SERVICES**

Manatee County, a political subdivision of the State of Florida (County), will receive Quotes from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida (Bidders), to provide landscape maintenance and turf management services, as specified in this Invitation to Quote (ITQ).

DATE, TIME AND PLACE DUE:

The Due Date and Time for submission of Quotes in response to this ITQ is **August 19, 2021 at 3:00 P.M. ET.** Quotes must be delivered to the following location: Manatee County Administration Building, Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205 or emailed to Designated Procurement Contact shown below.

SOLICITATION INFORMATION CONFERENCE:

There will not be an Information Conference conducted for this solicitation.

QUESTIONS AND CLARIFICATION REQUESTS:

Submit all questions, inquiries, or requests concerning interpretation, clarification or additional information pertaining to this ITQ to the Manatee County Procurement Division by August 4, 2021. Questions and inquiries should be submitted via email to the Designated Procurement Contact shown below.

Important: A prohibition of lobbying is in place. Review Section 8.13 carefully to avoid violation and possible sanctions.

DESIGNATED PROCUREMENT CONTACT:

Tianna Boswell, Buyer

(941) 749-3043, Fax (941) 749-3034

Email: tianna.boswell@mymanatee.org

Manatee County Financial Management Department
Procurement Division

AUTHORIZED FOR RELEASE:

TABLE OF CONTENTS

SECTIONS

Section 1.0	Background and Contact Information
Section 2.0	Due Diligence
Section 3.0	Scope
Section 4.0	ITQ Schedule
Section 5.0	Quote and Submission Process
Section 6.0	Term / Payment and Invoices
Section 7.0	Quote Requirements
Section 8.0	ITQ General Terms and Conditions
Section 9.0	Insurances

ATTACHMENTS

Attachment A	Acknowledgement of Addenda
Attachment B	Bidder's Signature Form
Attachment C	Public Contracting and Environmental Crimes Certification
Attachment D	Insurance Statement
Attachment E	Drug-Free Workplace Certification
Attachment F	Quote Form
Attachment G	Bidder's Questionnaire

EXHIBITS

Exhibit 1	Scope of Services
Exhibit 2	Minimum Qualifications
Exhibit 3	Aerial Photo & Drawing – Bradenton Area Convention Center
Exhibit 4	Aerial Photo & Drawing – Powel Crosley Estate

1.0 Background and Contact Information

The County issues this ITQ for landscape and turf maintenance services. Companies and/or individuals that are qualified to provide the required goods/services (Bidders) are invited to submit a response (Quote) to this ITQ.

1.01 Background

The Bradenton Area Convention and Visitors Bureau requires landscape maintenance and turf management services for the Bradenton Area Convention Center and Powel Crosley Estate. The intent of this ITQ is for the County to establish an Agreement with a qualified Contractor for the provision of landscape maintenance and turf management services.

1.02 Contact Information

The County representative regarding this ITQ is:

- **Tianna Boswell, Buyer**
- **tianna.boswell@mymanatee.org**
- **(941) 749-3043**

2.0 Due Diligence

The County will conduct a due diligence review of all Quotes received to determine if the Bidder is responsible and responsive. To be responsive a Bidder must submit a Quote that conforms in all material respects to the requirements of this ITQ and contains all the information, fully completed attachments and forms, and other documentation required. Quotes that are deemed non-responsive will not be considered or evaluated.

To be responsible, a Bidder must meet the minimum qualification requirements as stated in Exhibit 2, Minimum Qualifications, and have the capability to perform the Scope of Work contained in this ITQ. Quotes submitted by Bidders that are deemed non-responsible will not be considered or evaluated. Bidder must submit the information and documentation requested in Exhibit 2, Minimum Qualifications, that confirms it meets the minimum qualification requirements as stated in Exhibit 2, Minimum Qualifications.

3.0 Scope

The successful Bidder shall furnish all equipment, labor, materials, supplies, licensing, transportation, and other components necessary to provide landscape maintenance and turf management services that meets the requirements of the County and as specified in Exhibit 1, Scope of Services.

4.0 ITQ Schedule

<u>Scheduled Item</u>	<u>Scheduled Date</u>
Question and Clarification Deadline	August 4, 2021
Final Addendum Posted	August 12, 2021
Offer Response Due Date and Time	August 19, 2021 at 3:00 P.M.
Projected Award	August 2021

5.0 Quote and Submission Process

5.01 Quote

Complete the Quote Form that details all costs associated with providing landscape maintenance and turf management services as specified herein.

5.02 Submission Process

Submit the Quote by the Quote Deadline stated above to the Procurement Division representative assigned to this solicitation via email at tianna.boswell@mymanatee.org or deliver to the Manatee County Administration Building, Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

6.0 Term / Payment and Invoices

6.01 Term

The term of the Agreement shall be for a period of three (3) years with the option to renew for two (2) additional one-year periods.

6.02 Terms and Conditions

An Agreement will be issued to the Successful Bidder and will incorporate the Terms and Conditions of this ITQ, Successful Bidder's Quote and any subsequent information requested from the Successful Bidder by the County. Should a conflict exist between the terms and conditions of this ITQ and the Agreement terms and conditions, the terms and conditions in the Agreement shall prevail.

6.03 Payment and Invoices

Payment will be made in accordance with Florida State Statutes and with a payment schedule approved by the County and the Successful Bidder. Invoices required by this ITQ will be to the County in a manner accepted by the County and will include at a minimum the invoice date, invoice amount, date, goods provided/services performed, and purchase order number.

6.04 Taxes

All taxes of any kind and character payable for the work done and materials furnished under the Purchase Order will be paid by the Successful Bidder. The laws of the State of Florida provide that sales tax and use taxes are payable by the Successful Bidder upon the tangible personal property incorporated in the work and such taxes will be paid by the Successful Bidder. County is exempt from all State sales taxes.

7.0 Quote Requirements

7.01 ITQ Process

This ITQ will in no manner be construed as a commitment on the part of the County to award a Purchase Order. The County reserves the right to postpone or cancel this ITQ process; to negotiate, select or procure parts of services; to change or modify

the ITQ schedule at any time; to award a Purchase Order to another Bidder if the Successful Bidder does not agree to the terms and conditions of this Purchase Order or if the Successful Bidder's performance does not meet the requirements in this ITQ; and to award a Purchase Order based to the lowest responsible, responsive Bidder. The County reserves the right to recover damages from any Successful Bidder that does not perform after the award of such Purchase Order.

7.02 Rejection of Quotes

Quotes containing any omission, alterations of form, additions or conditions not requested, conditional or alternate Quotes, incomplete Quotes, will be considered irregular and may be rejected. The County reserves the right to waive any technicalities and formalities in this ITQ process or in the Quotes thereto and make the award in the best interest of the County. The County may, at its discretion, reject any or all Quotes.

7.03 Cost of Preparation

All costs associated with preparing and delivering the Quote will be borne entirely by the Bidder. The County will not compensate the Bidder for any expenses incurred by the Bidder as a result of this ITQ process.

7.04 Questions and Addenda

All questions concerning this ITQ must be submitted in writing to the Procurement Division prior to the Question Deadline as stated in the ITQ Schedule. It is the responsibility of the Bidder to verify the County received its question or inquiry concerning this ITQ. All questions and answers will be provided to each potential Bidder in the form of an addendum posted on the Procurement webpage of the County website.

7.05 Additional Information and Presentations

The County reserves the right to request additional information, if applicable, from select Bidders based on the needs of the County.

7.06 Government Entities

The County reserves the right to utilize applicable State of Florida contracts or other approved cooperative contracts for any items or services covered by this ITQ when it is in the best interest of the County.

Successful Bidder agrees to make available to all governmental agencies, authorities, departments, and municipalities the Quote prices submitted with the successful Quote should any governmental agency, authority, department, and municipality (collectively referred to as Public Entities) desire to buy under the Successful Quote.

The County will not be responsible for any transactions between the successful Bidder and Public Entities that may elect to utilize the successful Quote. All terms, prices and conditions of the successful Quote will apply between the Successful

Bidder and Public Entities utilizing the successful Quote. As a condition of using the successful Quote, the Public Entity and Successful Bidder shall hold the County harmless from any claims or lawsuits that may arise. NOTE: Any quantities estimated in this ITQ are for the County requirements only.

7.07 Basis of Award

Award(s) will be made to the responsive, responsible Bidder having the lowest Quote. The County, at its sole discretion, may make multiple awards based upon groups, price, or other such criteria. When there is a discrepancy between the unit prices and any extended prices submitted by Bidder, the unit prices will prevail.

7.08 Tie Bids

Whenever the lowest Quote is submitted by two or more responsive, responsible Bidders and are equal with respect to price, quality, and/or service award of the Agreement shall be determined as follows:

- A. The Quote received from a local business, as defined below, shall be awarded the Agreement.
- B. If none or all of the equal Bidders are a local business, the award shall be determined in accordance with Florida Statute 287.07, Preference to businesses with drug-free workplace programs.
- C. If none or all of the equal Bidders have a drug-free workplace program, the award shall be determined by a chance drawing to be conducted by the Procurement Official in a publicly noticed meeting.

Local business is defined as a business legally authorized to engage in the sale of goods and/or services which, for at least six months prior to the announcement of the solicitation for quotes, has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas, or Sarasota County, and which has had at least one full-time employee at that location during the qualifying period.

8.0 ITQ General Terms and Conditions

8.01 Binding Offer

A Bidder's Quote will remain valid for a period of 60 days following the Quote Deadline and will be considered a binding offer to perform the required services and/or provide the required goods. The submission of a Quote will be taken as prima facie evidence that the Bidder has familiarized itself with the contents of this ITQ.

8.02 Insurance Requirements

Successful Bidder must maintain the insurance limits and coverages, as identified in Section 9.0, uninterrupted or amended through the term of the Agreement/Purchase Order. In the event the Successful Bidder becomes in default

of the insurance requirements the County reserves the right to take whatever actions deemed necessary to protect its interests. Required liability policies other than Workers' Compensation/Employer's Liability and Professional Liability, will provide that the County, members of the County's governing body, and the County officers, volunteers and employees are included as additional insured.

8.03 Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Quote on a contract to provide any goods or services to a public entity; may not submit a Quote on a contract with a public entity for the construction or repair of a public building or public work; may not submit a Quote on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

8.04 Drug-Free Workplace Program Certification

In accordance with Section 287.087, Florida Statutes, whenever two or more Quotes are equal, preference will be given to the Quote received from a business that certifies it has implemented a drug-free workplace program, as detailed in Section 7.08. Bidder must complete and return Attachment E, Drug-Free Workplace Certification, with its Quote.

8.05 Convicted Vendor List

A Bidder cannot be listed on the Florida Department of Management Services, Convicted Vendor List, as defined in Section 287.133(3) (d), Florida Statutes. (www.dms.myflorida.com)

8.06 Collusion

More than one Quote from the same Bidder under the same or different names will not be considered. Joint Quotes will not be accepted. Reasonable grounds for believing that a Bidder is submitting more than one Quote will cause the rejection of all Quotes in which the Bidder is involved. Quotes will be rejected if there is reason for believing that collusion exists among Bidders and no participant in such collusion will be considered in any future solicitations for a period of six months following the Quote Deadline for this ITQ.

8.07 Public Disclosure

All documents and other materials or documents submitted by a Bidder in response to this ITQ will become the property of the County. The County is subject to the open records requirements of Florida State Statute Chapter 119, and as such, all materials submitted by the Bidder to the County are subject to public disclosure. The Bidder specifically waives any claims against the County related to the disclosure of any materials if made under a public records request.

8.08 Procurement Protest Policy

Failure to follow the procurement protest policy set out in the County policies constitutes a waiver of the Bidder's protest and resulting claims. A copy of the procurement protest policy may be obtained on the Procurement webpage of the County website www.mymanatee.org.

8.09 Disclosure

Upon receipt, all inquiries and responses to inquiries related to this ITQ become "Public Records" and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Quotes become subject to disclosure thirty (30) days after the opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b). No announcement or review of the Quotes shall be conducted at the public opening.

If County rejects all Quotes and concurrently notices its intent to reissue the solicitation, the rejected Quotes are exempt from public disclosure until such time the County provides notice of an intended decision concerning the reissued solicitation or until County withdraws the reissued solicitation. A Quote is not exempt for longer than twelve (12) months after the initial notice of rejection of all Quotes.

Pursuant to Florida Statute 119.0701, to the extent Successful Bidder is performing services on behalf of County, Successful Bidder must:

- A. Keep and maintain public records required by public agency to perform the service. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Bidder agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statutes.
- B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the

contract if the Successful Bidder does not transfer the records to the public agency.

- D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Bidder transfers all public records to County upon completion of the contract, the Successful Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Bidder keeps and maintains public records upon completion of the contract, the Successful Bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of County.

IF THE SUCCESSFUL BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO ANY RESULTING CONTRACT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, DEBBIE.SCACCIANOCE@MYMANATEE.ORG, ATTN: RECORDS MANAGER, 1112 MANATEE AVENUE WEST, BRADENTON, FL 34205.

8.10 Trade Secrets

Manatee County is subject to Chapter 119, Florida Statutes. Therefore, all documents, materials, and data submitted as part of a Quote in response to an ITQ are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes.

Except for materials that are 'trade secrets' as defined by Chapter 812, Florida Statutes, ownership of all documents, materials and data submitted as part of a Quote in response to the ITQ shall belong exclusively to County.

To the extent that Bidder desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be segregated from the portions of the Quote that are not declared as trade secret. In addition, Bidder shall cite, for each trade secret claimed, the Florida Statute number which supports the designation. Further, Bidder shall offer a brief written explanation as to why the cited Statute is applicable to the information claimed as trade secret. Additionally, Bidder shall provide a hard copy of its Quote that redacts all information designated as trade secret.

In conjunction with trade secret designation, Bidder acknowledges and agrees that:

- A. Trade secret requests made after the opening will not be considered. However, County reserves the right to clarify the Bidders request for trade secret at any time; and
- B. County and its officials, employees, agents, and representatives are hereby granted full rights to access, view, consider, and discuss the information designated as trade secret throughout the evaluation process and until final execution of any awarded purchase order or contract; and
- C. That after notice from County that a public records request has been made pursuant to Bidder's Quote, the Bidder at its sole expense, shall be responsible for defending its determination that submitted material is a trade secret and is not subject to disclosure. Action by Bidder in response to notice from the County shall be taken immediately, but no later than 10 calendar days from the date of notification or Bidder will be deemed to have waived the trade secret designation of the materials.

Notwithstanding any other provision in this solicitation, designation of the entire Quote as 'trade secret', 'proprietary', or 'confidential' is not permitted and may result in a determination that the Quote is non-responsive.

8.11 Confidentiality of Security Related Records

- A. Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as "the Confidential Security Records") are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):
 - i. A Security System Plan or portion thereof for any property owned by or leased to County or any privately owned or leased property held by County.
 - ii. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by County.
 - iii. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development in the possession of, submitted to County.
- B. Successful Bidder agrees that, as provided by Florida Statute, it shall not, as a result of a public records request, or for other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the express written authorization of County's Property Management Director or to comply with a court order requiring such release

or disclosure. To the extent Successful Bidder receives a request for such records, it shall immediately contact the County's designated Contract administrator who shall coordinate County's response to the request.

8.12 E-Verify

Prior to the employment of any person under this contract, the Successful Bidder shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the Successful Bidder to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Successful Bidder to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

Only those individuals determined eligible to work in the United States shall be employed under this contract.

By submission of a Quote in response to this ITQ, the successful Bidder commits that all employees and subcontractors will undergo e-verification before placement on this contract.

The successful Bidder shall maintain sole responsibility for the actions of its employees and subcontractors. For the life of the contract, all employees and new employees brought in after contract award shall be verified under the same requirement stated above.

8.13 Lobbying

After the issuance of any solicitation, no prospective Bidders, or their agents, representatives or persons acting at the request of such Bidders, shall contact, communicate with or discuss any matter relating in any way to the solicitation with any County officers, agents or employees, other than the Procurement Official or designee, unless otherwise directed by the Procurement Official or designee. This prohibition includes copying such persons on written communications (including email correspondence) but does not apply to presentations made to evaluation committees or at a County Commission meeting where the Commission is considering approval of a proposed contract/purchase order. This requirement ends upon final execution of the contract/purchase order or at the time the solicitation is cancelled. Violators of this prohibition will be subject to sanctions as provided in the Manatee County Code of Ordinances Section 2-26-31 and 2-26-32. Sanctions may include (a) written warning; (b) termination of contracts; and (c) debarment or suspension.

8.14 License and Permits

The successful Bidder shall be solely responsible for obtaining all necessary license and permit fees, including, but not limited to, all license fees, permit fees, impact fees, or inspection fees, and responsible for the costs of such fees. Successful

Bidder is solely responsible for ensuring all work complies with all Federal, State, local, and Manatee County ordinances, orders, codes, laws, rules, regulations, directives, and guidelines.

8.15 Health Insurance Portability and Accountability Act (HIPAA)

Any person or entity that performs or assists the County with a function or activity involving the use or disclosure of “individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. HIPAA mandates for privacy, security, and electronic transfer standards include, but are not limited to:

- A. Use of information only for performing services required by the contract or as required by law;
- B. Use of appropriate safeguards to prevent non-permitted disclosures;
- C. Reporting to the County any non-permitted use or disclosure;
- D. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder and reasonable assurances that IIHI/PHI will be held confidential;
- E. Making PHI available to the customer;
- F. Making PHI available to the customer for review and amendment, and incorporating any amendments requested by the customer;
- G. Making PHI available to the County for an accounting of disclosures; and
- H. Making internal practices, books, and records related to PHI available to the County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records and/or electronic transfer of data). The selected Bidder must give its customers written notice of its privacy information practices, including specifically, a description of the types of uses and disclosures that would be made with protected health information.

8.16 Minority and/or Disadvantaged Business Enterprise

The State of Florida Office of Supplier Diversity provides the certification process and maintains the database of certified MBE/DBE firms. Additional information may be obtained at <http://www.osd.dms.state.fl.us/iframe.htm> or by calling (850) 487-0915.

8.17 Quantities

The estimated quantities in this ITQ are provided for tabulation and evaluation purposes only. No guarantee is expressed or implied as to the quantities or dollars that will be used during the Agreement period.

8.18 ePayables

The County offers an ePayables program which allows payments to be made to suppliers via credit cards. If this payment option is selected by the successful Bidder, the Clerk will issue a unique credit card number to the successful Bidder. The card has a zero balance until payments have been authorized. After goods are delivered and/or services rendered, the successful Bidder must submit a proper invoice to the County. When the invoice payment is authorized, an email notification is sent to the successful Bidder notifying them of the amount that has been placed on the credit card for retrieval.

There is no cost by the County for participation in this program, however, there may be charges applied by the successful Bidder's credit card processing company. Bidders who are interested in this program may contact the County Clerk's Accounts Payable office.

9.0 Insurances

Work under the resulting Agreement cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of successful Bidder. The Successful Bidder shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

REQUIRED INSURANCES

Automobile Liability Insurance Required Limits

Coverage must be afforded under a per occurrence policy form including coverage for all owned, hired and non-owned vehicles for bodily injury and property damage of not less than:

- \$1,000,000 Combined Single Limit; OR
- \$ 500,000 Bodily Injury and \$500,000 Property Damage
- \$10,000 Personal Injury Protection (No Fault)
- \$500,000 Hired, Non-Owned Liability
- \$10,000 Medical Payments

This policy shall contain severability of interests' provisions.

Commercial General Liability Insurance Required Limits (per Occurrence form only; claims-made form is not acceptable)

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County, a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$1,000,000 Single Limit Per Occurrence
- \$2,000,000 Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal and Advertising Injury Liability
- \$50,000 Fire Damage Liability
- \$10,000 Medical Expense, and
- \$1,000,000, Third Party Property Damage
- \$ Project Specific Aggregate (Required on projects valued at over \$10,000,000)

This policy shall contain severability of interests' provisions.

Employer's Liability Insurance

Coverage limits of not less than:

- \$100,000 Each Accident
- \$500,000 Disease Each Employee
- \$500,000 Disease Policy Limit

Worker's Compensation Insurance

US Longshoremen & Harbor Workers Act

Jones Act Coverage

Coverage limits of not less than:

- Statutory workers' compensation coverage shall apply for all employees in compliance with the laws and statutes of the State of Florida and the federal government
- If any operations are to be undertaken on or about navigable waters, coverage must be included for the US Longshoremen & Harbor Workers Act and Jones Act

Should 'leased employees' be retained for any part of the project or service, the employee leasing agency shall provide evidence of Workers' Compensation coverage and Employer's Liability coverage for all personnel on the worksite and in compliance with the above Workers' Compensation requirements. NOTE: Workers' Compensation coverage is a firm requirement. Elective exemptions are considered on a case-by-case basis and are approved in a very limited number of instances.

OTHER INSURANCES

Aircraft Liability Insurance Required Limits

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$ Each Occurrence Property and Bodily Injury with no less than \$100,000 per passenger each occurrence or a 'smooth' limit
- \$ General Aggregate

Un-Manned Aircraft Liability Insurance (Drone)

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$ Each Occurrence Property and Bodily Injury; Coverage shall specifically include operation of Unmanned Aircraft Systems (UAS), including liability and property damage
- \$ General Aggregate

Installation Floater Insurance

When the contract or agreement **does not** include construction of, or additions to, above ground building or structures, but does involve the installation of machinery or equipment, Installation Floater Insurance shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- 100% of the completed value of such addition(s), building(s), or structure(s)

Professional Liability and/or Errors and Omissions (E&O) Liability Insurances

Coverage shall be afforded under either an occurrence policy form or a claims-made policy form. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:

- \$ 1,000,000 Bodily Injury and Property Damage Each Occurrence
- \$ 2,000,000 General Aggregate

Builder's Risk Insurance

When the contract or agreement includes the construction of roadways and/or the addition of a permanent structure or building, including the installation of machinery and/or equipment, Builder's Risk Insurance shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- An amount equal to 100% of the completed value of the project, or the value of the equipment to be installed
- The policy shall not carry a self-insured retention/deductible greater than \$10,000

Coverage shall be for all risks and include, but not be limited to, storage and transport of materials, equipment, supplies of any kind whatsoever to be used on or incidental to the project, theft coverage, and Waiver of Occupancy Clause Endorsement, where applicable.

Cyber Liability Insurance

Coverage shall comply with Florida Statute 501.171, shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County, a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$ Security Breach Liability
- \$ Security Breach Expense Each Occurrence
- \$ Security Breach Expense Aggregate
- \$ Replacement or Restoration of Electronic Data
- \$ Extortion Threats
- \$ Business Income and Extra Expense
- \$ Public Relations Expense

NOTE: Policy must not carry a self-insured retention/deductible greater than \$25,000.

Hazardous Materials Insurance (As Noted Below)

Hazardous materials include all materials and substances that are currently designated or defined as hazardous by the law or rules of regulation by the State of Florida or federal government. All coverage shall be afforded under either an occurrence policy form or a claims-made policy form, and the policy shall be endorsed and name 'Manatee County, a political subdivision of the State of Florida' as an Additional Insured. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:

Pollution Liability

Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate.

Asbestos Liability (If handling within scope of Contract)

Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate.

Disposal

When applicable, SUPPLIER shall designate the disposal site and furnish a Certificate of Insurance from the disposal facility for Environmental Impairment Liability Insurance covering liability.

- Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Liability for Sudden and Accidental Occurrences, each claim and an aggregate
- Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Liability for Non-Sudden and Accidental Occurrences, each claim and an aggregate

Hazardous Waste Transportation Insurance

SUPPLIER shall designate the hauler and have the hauler furnish a Certificate of Insurance for Automobile Liability insurance with Endorsement MCS-90 for liability arising out of the transportation of hazardous materials. EPA identification number shall be provided.

All coverage shall be afforded under either an occurrence policy form or a claims-made policy form and the policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:

- Amount equal to the value of the contract, subject to a \$1,000,000 minimum, per accident

Liquor Liability Insurance

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:

- 1,000,000 Each Occurrence and Aggregate

Garage Keeper’s Liability Insurance

Coverage shall be required if the maintenance, servicing, cleaning or repairing of any County motor vehicles is inherent or implied within the provision of the contract. Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:

- Property and asset coverage in the full replacement value of the lot or garage

Bailee’s Customer Liability Insurance

Coverage shall be required for damage and/or destruction when County property is temporarily under the care or custody of a person or organization, including property that is on, or in transit to and from the person or organization’s premises. Perils covered should include fire, lightning, theft, burglary, robbery, explosion, collision, flood, earthquake and damage or destruction during transportation by a carrier.

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:

- Property and asset coverage in the full replacement value of the County asset(s) in the

SUPPLIER'S care, custody and control

Hull and Watercraft Liability Insurance

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- \$ Each Occurrence
- \$ General Aggregate
- \$ Fire Damage Liability
- \$10,000 Medical Expense, and
- \$ Third Party Property Damage
- \$ Project Specific Aggregate (Required on projects valued at over \$10,000,000)

Other [Specify]

INSURANCE REQUIREMENTS

THE POLICIES ARE TO CONTAIN, OR BE ENDORSED TO CONTAIN, THE FOLLOWING PROVISIONS:

Commercial General Liability and Automobile Liability Coverages

- A. **"Manatee County, a Political Subdivision of the State of Florida," is to be named as an Additional Insured in respect to:** Liability arising out of activities performed by or on behalf of the SUPPLIER, his agents, representatives, and employees; products and completed operations of the SUPPLIER; or automobiles owned, leased, hired or borrowed by the SUPPLIER. The coverage shall contain no special limitation(s) on the scope of protection afforded to the COUNTY, its officials, employees or volunteers. In addition to furnishing a Certificate of Insurance, the SUPPLIER shall provide the endorsement that evidences Manatee COUNTY being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists "Manatee County, a Political Subdivision of the State of Florida," as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.
- B. The SUPPLIER'S insurance coverage shall be primary insurance with respect to the COUNTY, its officials, employees and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officials, employees or volunteers shall be excess of SUPPLIER'S insurance and shall be non-contributory.
- C. The insurance policies must be on an occurrence form.

Workers' Compensation and Employers' Liability Coverages

The insurer shall agree to waive all rights of subrogation against the COUNTY, its officials, employees and volunteers for losses arising from work performed by the SUPPLIER for the COUNTY.

General Insurance Provisions Applicable to All Policies

- A. Prior to the execution of contract, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this contract remains in effect, SUPPLIER shall furnish the COUNTY with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or contract number, and title or description) evidencing the coverage set forth above and naming "Manatee County, a Political Subdivision of the State of Florida" as an Additional Insured on the applicable coverage(s) set forth above.

- B. If the policy contains an aggregate limit, confirmation is needed in writing (letter, email, etc.) that the aggregate limit has not been eroded to procurement representative when supplying Certificate of Insurance. In addition, when requested in writing from the COUNTY, SUPPLIER will provide the COUNTY with a certified copy of all applicable policies. The address where such certificates and certified policies shall be sent or delivered is as follows:

Manatee County, a Political Subdivision of the State of Florida
Attn: Risk Management Division
1112 Manatee Avenue West, Suite 969
Bradenton, FL 34205

- C. The project's solicitation number and title shall be listed on each certificate.

- D. SUPPLIER shall provide thirty (30) days written notice to the Risk Manager of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to procurement representative including solicitation number and title with all notices.

- E. SUPPLIER agrees that should at any time SUPPLIER fail to meet or maintain the required insurance coverage(s) as set forth herein, the COUNTY may terminate this contract.

- F. The SUPPLIER waives all subrogation rights against COUNTY, a Political Subdivision of the State of Florida, for all losses or damages which occur during the contract and for any events occurring during the contract period, whether the suit is brought during the contract period or not.

- G. The SUPPLIER has sole responsibility for all insurance premiums and policy deductibles.

- H. It is the SUPPLIER'S responsibility to ensure that his agents, representatives and subcontractors comply with the insurance requirements set forth herein. SUPPLIER shall include his agents, representatives, and subcontractors working on the project or at the worksite as insured under its policies, or SUPPLIER shall furnish separate certificates and endorsements for each agent, representative, and subcontractor

working on the project or at the worksite. All coverages for agents, representatives, and subcontractors shall be subject to all of the requirements set forth to the procurement representative.

- I. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better. In addition, the COUNTY has the right to review the SUPPLIER'S deductible or self-insured retention and to require that it be reduced or eliminated.
- J. SUPPLIER understands and agrees that the stipulated limits of coverage listed herein in this insurance section shall not be construed as a limitation of any potential liability to the COUNTY, or to others, and the COUNTY'S failure to request evidence of this insurance coverage shall not be construed as a waiver of SUPPLIER'S obligation to provide and maintain the insurance coverage specified.
- K. SUPPLIER understands and agrees that the COUNTY does not waive its immunity and nothing herein shall be interpreted as a waiver of the COUNTY'S rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the COUNTY expressly reserves these rights to the full extent allowed by law.
- L. No award shall be made until the Procurement Division has received the Certificate of Insurance in accordance with this section.

[Remainder of page intentionally left blank]

ATTACHMENTS

Bidder must complete and return all Attachments with its Quote.

ATTACHMENT A, ACKNOWLEDGMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addendum No. _____	Date Received:

Print or type Bidder’s information below:

_____	_____
Name of Bidder	Telephone Number
_____	_____
Street Address	City/State/Zip
_____	_____
Email Address	Website Address
_____	_____
Print Name & Title of Authorized Officer	Signature of Authorized Official & Date

ATTACHMENT B, BIDDER’S SIGNATURE FORM

The undersigned represents that:

- (1) By signing the bid, that he/she has the authority and approval of the legal entity purporting to submit the bid and any additional documentation which may be required such as the Joint Venture Agreement or Joint Venture Affidavit, if applicable;
- (2) All facts and responses set forth in the bid are true and correct;
- (3) By submitting a bid and signing below, the Bidder agrees to all terms and conditions in this ITQ, which incorporates all addenda, appendices, exhibits, and attachments, in its entirety, and is prepared to sign the Contract as written. The Respondent understands that if it submits exceptions to the Contract in its Response, the Respondent’s Response may be determined non-responsive; and
- (4) The Bidder, which includes all companies included in a partnership or joint venture, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Print or type Bidder’s information below:

Signature of Authorized Official / Date: _____

Printed Name of Authorized Signer: _____

Title of Authorized Signer: _____

Name of Bidder: _____

Street Address: _____

City, State, Zip: _____

Email Address: _____

Telephone: _____

Website URL: _____

**ATTACHMENT C, PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES
CERTIFICATION**

SWORN STATEMENT PURSUANT TO SECTION 2-26 ARTICLE V, MANATEE COUNTY
PROCUREMENT CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY
PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to Manatee County by _____
[print individual's name and title]

For _____
[name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____.

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement:

I understand that no person or entity shall be awarded or receive a county contract for public
improvements, procurement of goods or services (including professional services) or a county
lease, franchise, concession or management agreement, or shall receive a grant of county
monies unless such person or entity has submitted a written certification to County that it has
not:

- (1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee
County, the State of Florida, or any other public entity, including, but not limited to the
Government of the United States, any state, or any local government authority in the United
States, in that officer's or employee's official capacity; or
- (2) been convicted of an agreement or collusion among Bidders or prospective Bidders in
restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- (3) been convicted of a violation of an environmental law that, in the sole opinion of the
County's Purchasing Director, reflects negatively upon the ability of the person or entity to
conduct business in a responsible manner; or
- (4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which
is a matter of record, but has not been prosecuted for such conduct, or has made an admission
of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An
admission of guilt shall be construed to include a plea of nolo contendere; or
- (5) where an officer, official, agent or employee of a business entity has been convicted of or
has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant
to the direction or authorization of an official thereof (including the person committing the
offense, if he is an official of the business entity), the business shall be chargeable with the
conduct herein above set forth. A business entity shall be chargeable with the conduct of an
affiliated entity, whether wholly owned, partially owned, or one which has common ownership
or a common Board of Directors.

For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to Manatee County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with Manatee County.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE PROCUREMENT DIVISION OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

[Signature of Bidder's Authorized Official]

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20 ____

By _____ who is

Personally known OR Produced identification

Type of identification] _____

Notary Public Signature: _____

My commission expires: _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT D, INSURANCE STATEMENT

THE UNDERSIGNED has read and understands the insurance requirements applicable to any contract resulting from this solicitation and shall provide the insurances required by this Attachment within ten (10) days from the date of Notice of Intent to Award.

Bidder Name: _____ Date: _____

Signature (Authorized Official):

Printed Name/Title:

Insurance Agency:

Agent Name: _____ Agent Phone: _____

ATTACHMENT E, DRUG-FREE WORKPLACE CERTIFICATION

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by

[print individual's name and title]

for _____

[print name of entity submitting sworn statement] whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____.

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it will provide a drug free work place by:

(1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by § 893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

- (i) the dangers of drug abuse in the work place;
- (ii) the person's or entity's policy of maintaining a drug free environment at all its work places, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;
- (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
- (iv) the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

- (i) abide by the terms of the statement; and
- (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction.

(4) Notifying the County within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or subsection 3-101(7)(B); or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug free work place as required by subsection 3-101(7)(B).

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by
_____.

Personally known _____ OR Produced identification _____
[Type of identification]

My commission expires _____

Notary Public Signature

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT F, QUOTE FORM

Note: Separate Attachment

ATTACHMENT G, BIDDER'S QUESTIONNAIRE

BIDDER'S QUESTIONNAIRE

The Bidder warrants the truth and accuracy of all statements and answers herein contained.
(Include additional sheets if necessary)

1. Licensed and operating a full-time landscape service within a 100-mile radius of Manatee County for two (2) continuous years: _____ YES _____ NO (check one)
Current License # _____ Expiration _____

COMPANY NAME UNDER WHICH YOU DO BUSINESS:

PHYSICAL ADDRESS _____

TELEPHONE NUMBER _____ FAX _____

2. Quoting as an individual: ____; a partnership: ____; a corporation: ____; a joint venture: ____.
3. Bidder's landscaping service is fully equipped and staffed to maintain this contract as specified herein and has the experience with Florida warm-season turf grass, shrubbery and botanical maintenance, including fertilizer and pesticide management to provide quality services. Respond with the education, experience or certification of your staff:

RESPONSE _____

4. Number of Employees employed by your business: _____ Subcontracted _____ Number of Crews: _____
5. Name of supervisor (scheduling and supervising work): _____
6. Bidder's staff shall be uniformed with shirts with name of vendor displayed, pants, and shoes. Uniforms shall be neat and clean in appearance when on the job site. Provide a description of attire:

RESPONSE _____

7. List references (within Florida) of your services that are comparable to this contract specific herein:

a. CUSTOMER NAME: _____
CONTACT PERSON: _____
ADDRESS _____
PHONE NUMBER _____ SERVICE PERIOD _____
SERVICE DETAILS: _____

b. CUSTOMER NAME: _____
CONTACT PERSON: _____
ADDRESS _____
PHONE NUMBER _____ SERVICE PERIOD _____
SERVICE DETAILS: _____

c. CUSTOMER NAME: _____
CONTACT PERSON: _____
ADDRESS _____
PHONE NUMBER _____ SERVICE PERIOD _____
SERVICE DETAILS: _____

8. Have you ever failed to complete work awarded to you? If so, where and why?

9. Have you ever been in contract with Manatee County? If so, name contact and department:

10. List all subcontractors and number of years your firm has had a business relationship with them. If you are proposing a new subcontractor, indicate "new." Phone number for each subcontractor and full address are required. (Use additional sheets if necessary)

Name and License # of pesticide applicator: _____

11. All equipment to be used in performing this service shall be kept maintained when on job site. List major equipment on a separate page (if required) with complete description, i.e., age, general condition, maintenance status, etc.

12. Do your current operations run on a set route that our facilities would be added on to, or is there ample flexibility to address the landscaping needs each week within the dates listed herein?

13. How often is equipment rinsed off to prevent the transfer of weeds, spores and other accumulated weeds between each job site?

14. Have you personally inspected the work locations? _____ (YES/NO)
Date(s) Inspected _____; With County staff _____ (YES/NO)
Name of County Staff: _____

Describe any anticipated problems with the sites and your proposed solutions:

EXHIBITS

EXHIBIT 1, SCOPE OF SERVICES

1.01 BACKGROUND INFORMATION

The Bradenton Area Convention and Visitors Bureau requires landscape maintenance and turf management services for the Bradenton Area Convention Center and Powel Crosley Estate. The Bradenton Area Convention Center is located at 1 Haben Boulevard, Palmetto, Florida 34221. The Powel Crosley Estate is located at 8374 North Tamiami Trail, Sarasota, Florida 34243.

The intent of this ITQ is for the County to establish an Agreement with a qualified Contractor for the provision of landscape maintenance and turf management services. The Agreement resulting from the County's acceptance of a Quote will be made by issuing a zero-dollar Blanket Purchase Order to the Contractor. The County will place orders with the Contractor, on a monthly or as-needed basis, via Release Orders issued against the Blanket Purchase Order. The County reserves the right to award multiple Bidders.

1.02 SCOPE

The Successful Bidder (Contractor) shall furnish all equipment, labor, materials, supplies, licensing, transportation, supervision, and other components necessary to provide landscape maintenance and turf management services for the Bradenton Area Convention Center and Powel Crosley Estate that will meet the requirements of the Agreement.

1.03 CONTRACTOR'S RESPONSIBILITIES AND REQUIREMENTS

The Contractor's responsibilities and requirements include the following:

A. Landscape Maintenance – Bradenton Area Convention Center and Powel Crosley Estate

1. Provide landscape maintenance services for the Bradenton Area Convention Center and the Powel Crosley Estate that includes, but is not limited, to the following: mowing; edging; weeding; fertilizing; bush trimming; tree pruning; use of herbicides, insecticides, and fungicides; furnishing and installing plants, grass, shrubs, and trees; and shrub, tree, and stump removal.
2. Be responsible for verifying the type of mowing required to satisfactorily perform the work described in this Scope of Services.
3. Be responsible for Contractor's damages to the turf, curbs, irrigation system or pavement and repair or replacement thereof at no cost to the County. This also includes, but is not limited to, the following: sign structures; appurtenances; and trees.
4. Ensure that where landscaping has been established or natural landscaping has been preserved, mowing shall conform to the established mowing contours.

B. Scheduled Turf Management – Powel Crosley Estate

1. Provide monthly, or as-needed, professional turf management services to maintain the Bermuda grass grounds, approximately 24,000 square feet, at the Powel Crosley Estate that includes, but is not limited to, the following: liquid fertilizer with broad leaf weed control; granular with pre-emergent weed control; liquid fertilizer with systemic insecticide; and granular fertilizer with Bermuda grass seed between the months of May and November.
2. Seed the lawn one (1) time per year with Rye seed, in order to preserve year round aesthetics.
3. Conduct all work on Monday, Tuesday, Wednesday, or Thursday, as events allow.
4. Participate in quarterly assessments, walkthroughs, with the County Representative or designee to inspect and evaluate performance.
5. Provide the services on a monthly basis or as needed. Adjustments may be the result of a mutual agreement between the Contractor and the County Representative.

C. Scheduled Maintenance – Bradenton Area Convention Center

1. All surfaces, roadways, sidewalks, and parking isles shall be maintained so that at no time will any buildup of debris or weeds detract from the appearance of, or the safe use of, these areas. Clippings shall be blown back into the mowing area off roadsides, parking lots, and sidewalks after each mowing.
2. Turf Maintenance – Mechanical
 - a. Mowing Frequency
 - i. Grass shall be cut one (1) time per week in the months of April through October.
 - ii. Grass shall be cut one (1) time every other week in the months of November through March.
 - iii. Grass shall be maintained at a height of three (3) to four (4) inches.
 - iv. If required, due to rainfall, and as determined by the County Representative, additional mowing shall be required.
 - v. Areas not accessible by power mover and areas along walls, fencing, parking blocks, or any obstacles shall be maintained by string trimming to a height of the adjoin areas.
 - b. Edging shall be done at the time of mowing, so no grass extends over the edge of the surrounding surfaces (roads, sidewalks, and planting areas).
 - c. Litter control and removal shall be performed prior to each mowing.
 - d. Irrigation system shall be inspected after each mowing to ensure the system is working in a safe and aesthetic manner. Any replacement requirements in the

area of work shall be directed to the County Representative to complete, except damage caused by the Contractor. Such damage shall be repaired in a manner acceptable to the County solely at the expense of the Contractor.

3. Turf Maintenance – Chemical
 - a. Fertilizers shall be applied to the turf one (1) time per year, using a slow-release fertilizer that complies with the Florida Urban Turf Rule 5E-1.003(2).
 - b. Insecticides shall be applied four (4) times per year for the control of pests. Ongoing visual inspections shall be made to correct any problems that may arise between scheduled applications. The Contractor shall keep records on pests identified and treatment used. Fire ants shall be treated as soon as they appear.
 - c. Furnish and install the same type of mulch for existing areas as established. All mulched areas are to be replenished one (1) time per year in June, unless otherwise directed by the County Representative.
 - d. All basins around tree and shrub areas shall be maintained weed free. A non-selective post/pre-emergent herbicide shall be used. Hand weeding shall be performed as deemed necessary.
4. Tree and Shrub Maintenance – Mechanical
 - a. Palm trees shall be pruned two (2) times per year and as needed to maintain the health and appearance of the trees as per ANSI 300 Standards. Only the dead or dying fronds are to be removed.
 - b. Other trees (hardwood and coniferous) shall be pruned one (1) time per year and as needed to maintain the health and appearance of the trees as per ANSI 300 Standards.
 - c. Shrubs shall be trimmed one (1) time every other month to maintain health, appearance, and growth of the plant. Trimming shall take into consideration special growing characteristics of the plant such as pruning after flowering.
 - d. All shrubs and planter beds shall be free of weeds and grass at all times.
 - e. Shrubs and trees, when damaged, shall be pruned immediately.
5. Tree and Shrub Maintenance – Chemical Fertilization
 - a. Palm trees shall be fertilized two (2) times per year and as needed to sustain the tree, with a palm fertilizer broadcast throughout the root zone.
 - b. Other trees and shrubs shall be fertilized as surrounding turf is done or as needed to sustain the plant.
 - c. Insect control on all trees and shrubs shall begin when there is a noticeable and undesirable change in the condition of the plant or when a known insect problem occurs.
 - d. Weeds and grass shall be controlled within a two-foot radius and around trees and shrubs for visual control.

D. Scheduled Maintenance – Powel Crosley Estate

1. Appearance

- a. The grass (St. Augustine, Bermuda, and Bahia) shall be scheduled for mowing to maintain a neat and groomed appearance at all times. Hand mowers shall be used in areas where heavy mowing equipment may damage the area. Contractor shall sweep, power blow, or vacuum all sidewalks and driveways so that there is no grass, dirt, or debris remaining. All debris shall be removed from premises. A neat and groomed appearance shall be maintained at all times.
2. Turf Maintenance – Mechanical
 - a. Grass shall be cut one (1) time per week, every week, on a Monday, Tuesday, Wednesday or Thursday (52 cuts per year). Grass shall be maintained at a height of three (3) to four (4) inches. Contractor shall take precaution to set their mowing heights so as to not scalp or "bum" the turf.
 - b. Edging shall be done at the time of mowing, all curbs, walkways, and driveways within the premises, so no grass extends over the edge of the surrounding surfaces (roads, sidewalks, and planting areas) while maintaining a neat and groomed appearance at all times.
 - c. Litter control and removal shall be performed prior to each mowing.
 - d. Irrigation system sprinkler heads shall be kept free from grass over-growth, and all shall be inspected after each mowing to ensure the system is working in a safe and aesthetic manner. Any replacement requirements in the area of work shall be directed to the County Representative to complete, except damage caused by the Contractor. Such damage shall be repaired in a manner acceptable to the County solely at the expense of the Contractor.
 3. Turf Maintenance – Chemical
 - a. Fertilizers shall be applied to the turf one (1) time per year, using a slow-release fertilizer that complies with the Florida Urban Turf Rule 5E-1 .003(2).
 - b. Insecticides shall be applied four (4) times per year for the control of pests. Ongoing visual inspections shall be made to correct any problems that may arise between scheduled applications. The Contractor shall keep records on pests identified and treatment used. Fire ants shall be treated as soon as they appear.
 - c. Furnish and install same type mulch for existing areas as established. All mulched areas are to be replenished two (2) times per year (June and December) unless otherwise directed.
 - d. All basins around tree and shrub areas shall be maintained weed free. A non-selective post/preemergent herbicide shall be used. Hand weeding shall be performed as deemed necessary.
 4. Tree and Shrub Maintenance – Mechanical
 - a. Palm trees shall be pruned two (2) times per year and as needed to maintain the health and appearance of the trees as per ANSI 300 Standards. Only the dead or dying fronds are to be removed.
 - b. Other trees (hardwood and coniferous) shall be pruned one (1) time per year and as needed to maintain the health and appearance of the trees as per ANSI 300 Standards.

- c. Shrubs shall be trimmed one (1) time every other month to maintain health, appearance, and growth of the plants. Trimming shall take into consideration special growing characteristics of the plants, such as pruning after flowering.
 - d. All shrubs and planter beds shall be free of weeds and grass at all times.
 - e. Shrubs and trees, when damaged, shall be pruned immediately.
5. Tree and Shrub Maintenance – Chemical Fertilization
- a. Palm Trees shall be fertilized two (2) times per year and as needed to sustain the trees, with a palm fertilizer broadcast throughout the root zone.
 - b. Other trees and shrubs shall be fertilized as surrounding turf is done or as needed to sustain the plants.
 - c. Insect control on all trees and shrubs shall begin when there is a noticeable and undesirable change in the condition of the plants, or when lawn insect problems occur.
 - d. Weeds and grass shall be controlled within a two-foot radius around trees and shrubs for visual control.

E. Site Inspections – Bradenton Area Convention Center and Powel Crosley Estate

1. Initial Inspections of Sites
 Prior to Quote submittal, the Contractor shall examine the sites and fully acquaint themselves with all existing conditions of the sites in order to familiarize themselves with all precautions that must be taken to avoid injury to persons and property. The Contractor shall determine, by site inspections, any additional work that is not specifically stated in this Scope of Services but is required to satisfactorily complete the services to achieve the desirable outcomes as described in this Scope of Services.
2. Recurring Monthly Inspections of Sites
 After award of the Contract, the Contractor shall perform monthly site inspections for scheduling the services and reporting any unusual circumstances as delineated on the Schedule of Tasks and Payment Authorization Form. The Contractor shall prearrange a mutually acceptable date for the site inspections with the County Representative for each month's services. The site inspection, conducted by the Contractor and the County Representative using the Schedule of Tasks and Payment Authorization Form, shall be used for the County's authorization for payment for the tasks successfully completed.

F. Work Authorization – Bradenton Area Convention Center and Powel Crosley Estate

1. Payment Authorization Form
 For scheduled, emergency, and non-emergency work, a copy of the original invoice and the Payment Authorization Form shall be provided by the Contractor to the County prior to payment for the value of items or services received and accepted on the basis of such work as authorized.

2. Scheduled Work

Each month's work shall be completed as delineated on the Schedule of Tasks and Payment Authorization Form resulting from the inspection conducted by the Contractor and County Representative. The County shall use the Payment Authorization Form as a Schedule of Tasks and authorization for payment for tasks successfully completed.

3. Emergency Work

Work authorization for non-scheduled maintenance for emergency work shall be initiated with a verbal contact (followed by written documentation) by the County Representative concerning maintenance requiring immediate clean-up, such as, but not limited to wind damage, rain damage, or debris from storm damage, in order to prevent any inconvenience or hazardous conditions to the general public. The County shall use the Payment Authorization Form as a Schedule of Tasks and authorization for payment for tasks successfully completed.

4. Non-Emergency Work

Work authorization for non-scheduled, non-emergency maintenance shall be initiated only with written notice from the County Representative. The written notice shall establish the maximum compensation in accordance with the rates established, schedule for performing the service, and schedule for final performance inspection. The County shall use the Payment Authorization Form as a Schedule of Tasks and authorization for payment for tasks successfully completed.

G. Working Hours – Bradenton Area Convention Center and Powel Crosley Estate

1. Regular Working Hours

All work shall be performed during regular working hours, from dawn until dusk, Monday through Thursday at the Bradenton Area Convention Center and Powel Crosley Estate. No work shall be performed on Friday through Sunday due to facility functions, unless prior written approval has been obtained from the County due to weather conditions preventing the work from being completed during Monday through Thursday. Overtime is not permitted, and overtime charges shall not be included in the Contractor's quoted price. Non-scheduled (emergency and non-emergency) maintenance, depending upon the circumstances, may require work to be performed during the week at non-regular working hours or weekends as may be requested by the County.

H. Supervision – Bradenton Area Convention Center and Powel Crosley Estate

1. The Contractor shall have a competent Crew Supervisor available at all times, while the services are being performed, who is able to read, write, and speak English. The Crew Supervisor shall be able to effectively communicate and translate the County's needs and expectations to its crew and respond to and resolve all related

issues. The Contractor, Crew Supervisor, and crew (all responsible individuals for the services) shall be available by telephone, cellular telephone, or pager at all times.

I. Public Safety – Bradenton Area Convention Center and Powel Crosley Estate

1. The Contractor shall continuously maintain adequate protection of all their work from damage and shall protect all property from loss arising in connection with the required services. The Contractor shall, at all times, conduct their work as to assure the least possible obstruction to traffic and inconvenience to the general public and the residents in the vicinity of the work and to insure the protection of persons and property, satisfactory to the County. No road or street shall be closed to the public, except with the permission of the County. Fire hydrants on or adjacent to the work shall be kept accessible at all times.

J. Permits, Licenses, and Regulations – Bradenton Area Convention Center and Powel Crosley Estate

1. All permits and licenses necessary for the completion of the work described in this Scope of Services shall be secured and paid for by the Contractor.
2. The Contractor shall submit evidence of proper certification and licensing for all applicators contracted to apply pesticides or herbicides on municipal property.
3. Applicators contracted to apply fertilizer shall comply with the Manatee County's Landscape Maintenance and Fertilizer Regulation Ordinance 11-21 and Chapter 2-14 of the Manatee County Code of Ordinances.
4. The Contractor and its Crew Supervisor or Manager shall comply with the Manatee County's Landscape Maintenance and Fertilizer Regulation Ordinance 11-21 and Chapter 2-14 of the Manatee County Code of Ordinances.
5. The Contractor and its employees shall comply with the Manatee County's Landscape Maintenance and Fertilizer Regulation Ordinance 11-21 and Chapter 2-14 of the Manatee County Code of Ordinances.

K. Manatee County's Landscape Maintenance and Fertilizer Regulation Ordinance 11-21 and Chapter 2-14 of the Manatee County Code of Ordinances – Bradenton Area Convention Center and Powel Crosley Estate

1. Contractor shall be in compliance with the following requirements and guidelines:
 - a. All granular fertilizers containing nitrogen shall contain no less than 50% Slow Release Nitrogen (SRN) per guaranteed analysis label.
 - b. All liquid fertilizers containing nitrogen shall not be applied at a rate exceeding 0.5 lb of nitrogen per thousand square feet (1000 ft²) per application, and no

more than 4 lb of nitrogen per thousand square feet (1000 ft²) in any calendar year.

- c. No fertilizers containing phosphorus shall be applied to turf or landscape plants at any time, except where soil tests can demonstrate a phosphorus deficiency.
- d. No fertilizers containing nitrogen shall be applied to turf or landscape plants during the restricted season of June 1st through September 30th.
- e. All persons applying fertilizer or conducting landscaping activities shall have received the necessary training and certification required by the County Ordinance and shall display a professional landscaping issued vehicle decal indicating the certification requirements have been met.
- f. Fertilizers shall not be applied within ten (10) feet of any surface water or seawall.

L. Warranty, Maintenance, Service, and Support – Bradenton Area Convention Center and Powel Crosley Estate

1. If any product or service delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers, or distributors of such products or the specifications described in this Scope of Services, the Contractor shall pick up the product from the County at no expense to the County and shall refund the County in full. If the Contractor cannot meet the service schedule or services for any of the items specified in this Scope of Services, the County reserves the right to procure services from an alternate contractor.

M. Maintenance of Contractor’s Equipment – Bradenton Area Convention Center and Powel Crosley Estate

1. Contractor shall not perform maintenance of any kind, at any time, on Contractor’s equipment while on County property.

N. Staff Uniform – Bradenton Area Convention Center and Powel Crosley Estate

1. Contractor’s staff shall be uniformed with shirts, pants, and shoes. The shirts shall display the business name of the Contractor. Uniforms shall be neat and clean in appearance when on the job site.

1.04 COUNTY RESPONSIBILITIES

The County’s responsibilities include the following: ensure Contractor’s work is within the parameters of satisfactory performance; allow the Contractor to remedy any failed services, delays, or conflicts within a notified timeframe; and obtain services from an alternate contractor if work is not corrected or the Contractor fails to remedy any problems that arise.

1.05 LINE ITEMS AND QUANTITIES

The County reserves the right to add, delete, and revise Line Items in Attachment F, Quote Form, as required to carry out the intent and purpose of the Agreement.

1.06 ADDITIONAL GOODS AND SERVICES AT THE REQUEST OF THE COUNTY
At the request of the County, additional goods and services shall be negotiated on a fixed fee per deliverable basis and shall be approved through a valid Release Order number provided by an authorized County Representative.

[Remainder of page intentionally left blank]

EXHIBIT 2, MINIMUM QUALIFICATIONS

Bidders must submit the information and documentation requested that confirms Bidder meets the following minimum qualification requirements:

- 2.01** Bidder must be registered with the State of Florida, Division of Corporations to do business in Florida.

No documentation is required. The County will verify registration.

- 2.02** Bidder, or its representative, has made an inspection of both service sites, Bradenton Area Convention Center and Powel Crosley Estate, for the work specified in this ITQ on or after the date of advertisement of this ITQ and prior to the Due Date and Time for submission of Quotes in response to this ITQ.

Bidder shall provide a statement on company letterhead, signed by an authorized official of Bidder, attesting that Bidder, or its representative, has made an inspection of the service sites, listing the date of the inspections and the individual, by name, who conducted the inspections.

- 2.03** Bidder must have maintained a full-time licensed landscaping business, with its principal address (address of operations) being located within one hundred (100) miles of Bradenton, Florida, for a minimum of two (2) continuous years.

Bidder shall provide a statement on company letterhead, signed by an authorized official of Bidder, attesting that Bidder has maintained a full-time licensed landscaping business, with its principal address (address of operations) being located within one hundred (100) miles of Bradenton, Florida, for a minimum of two (2) continuous years. Bidder shall include a copy of its license with its statement.

- 2.04** Bidder must have sufficient, maintained equipment that is in good working condition to perform the work as described in this ITQ.

Bidder shall provide a list of all applicable equipment that they have and that would be used for the provision of the services described in this ITQ. The list shall include the description, age, general condition, and maintenance status of the equipment.

- 2.05** Bidder must possess a current, valid Certificate for Landscape Best Management Practices (Landscape BMP) issued by Manatee County. The Certificate must have been issued prior to the Due Date and Time for submission of Quotes in response to this ITQ.

Bidder shall provide a copy of Bidder's Certificate for Landscape Best Management Practices (Landscape BMP) issued by Manatee County.

2.06 Bidder has provided landscape maintenance and turf management services, with similar complexity as the services described in this ITQ, for at least three (3) commercial clients. The services must have been provided within the last five (5) years since July 15, 2016.

Bidder shall provide the following information for the three (3) qualifying commercial clients:

- a) Name of client**
- b) Location (city/state)**
- c) Client contact name**
- d) Contact phone**
- e) Contact email**
- f) Service dates (start/end)**
- g) Services provided**

2.07 Bidder has not been convicted of a public entity crime per Section 287.133, Florida Statutes or environmental law in the past five (5) years.

Bidder shall complete Attachment C and submit with its Quote attesting that it has not been convicted of a public entity crime or environmental law in the past five (5) years.

2.08 Bidder is not on the Florida Department of Transportation Contractor Suspension List.

No documentation is required. The County will verify.

2.09 Bidder is not on the Florida Department of Management Services Suspended, Debarred, Convicted Vendor List.

No documentation is required. The County will verify.

2.10 If Bidder is submitting as a joint venture, Bidder must file the required documents with the Florida Department of Business and Professional Regulation as required by Florida Statute Section 489.119, prior to the Due Date and Time for submission of Quotes in response to this ITQ.

If Bidder is a joint venture, Bidder shall provide a copy of its approved filing with the Florida Department of Business and Professional Regulation.

2.11 Bidder has no reported conflict of interests in relation to this ITQ.

If conflicts of interest are present, Bidder shall disclose the name of any officer, director or agent who is also an employee of the County and disclose the name of any County employee who owns, directly or indirectly, any interest in the Bidder's firm or any of its branches.

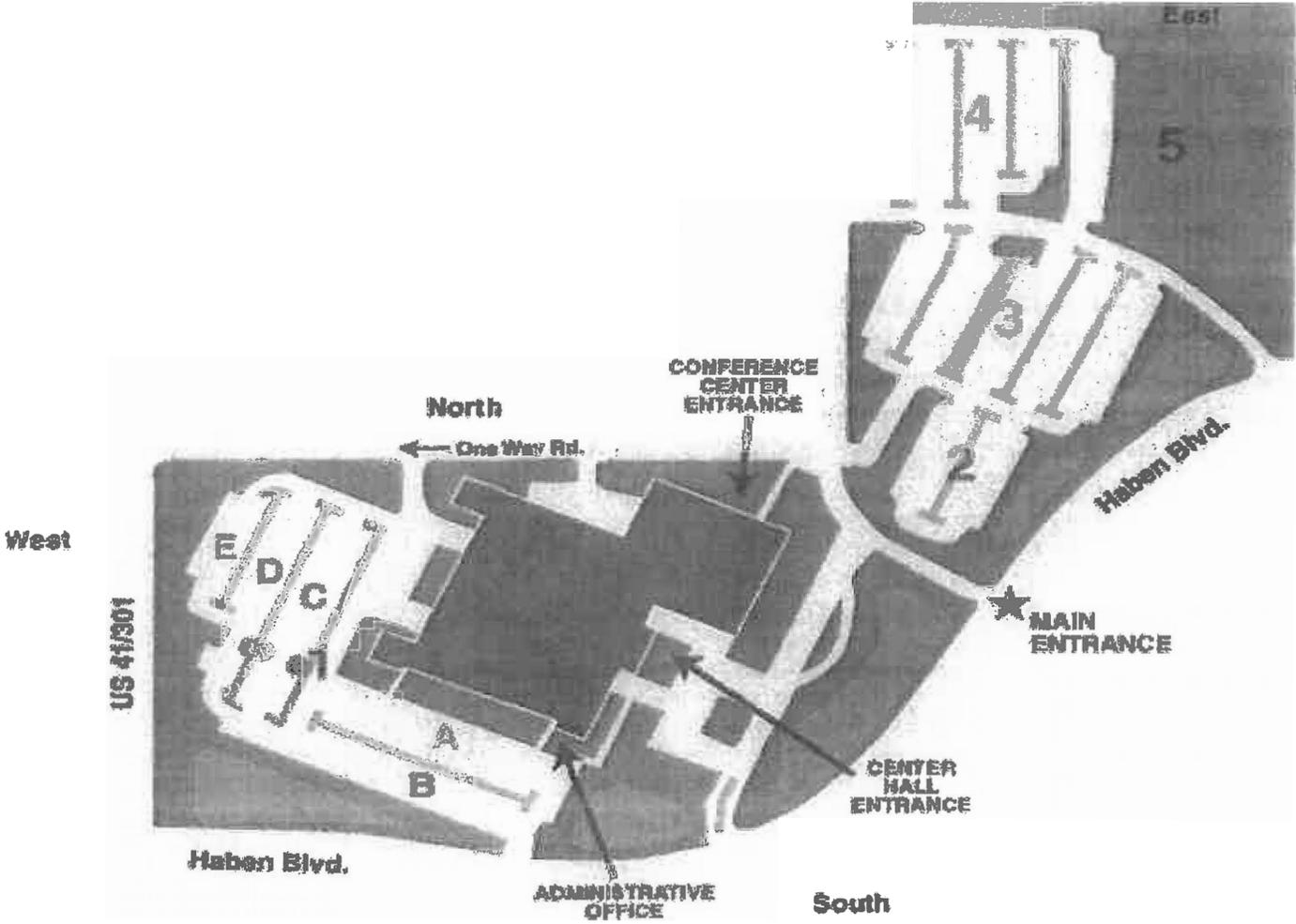
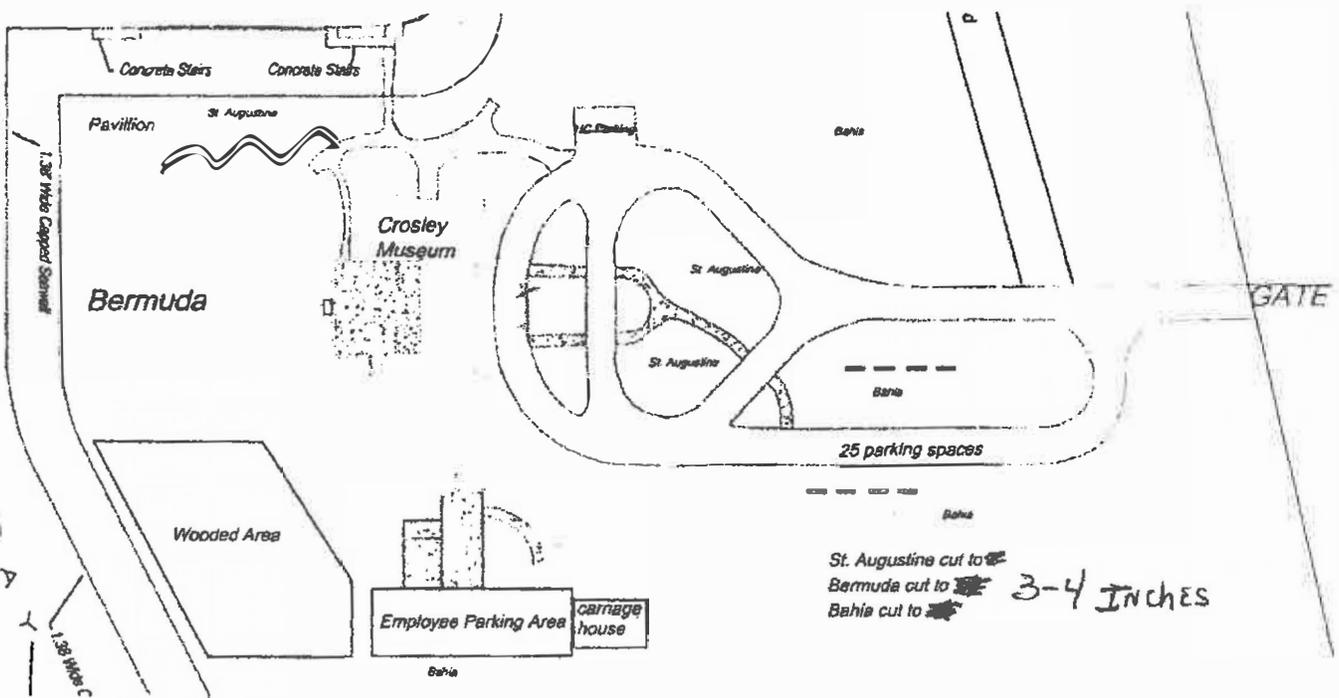


EXHIBIT 4, AERIAL PHOTO & DRAWING – POWEL CROSLEY ESTATE

Address: 8374 North Tamiami Trail, Sarasota, Florida 34243





All grass, no matter the type, shall be maintained at the same height, in order to maintain a neat and groomed appearance at all times.