



**MANATEE COUNTY GOVERNMENT  
REQUEST FOR QUOTATION #14-1796-DS  
Removal of Australian Pines from Botanical Area at Robinson Preserve**

DATE ISSUED: April 23, 2014 DUE DATE: May 7, 2014 at 2:00 PM

Clarification of Question Deadline: May 1, 2014 at 2:00 pm

**Acceptable methods of receipt:**

Email Address: donna.stevens@mymanatee.org  
FAX: (941) 749-3034  
US MAIL to: Manatee County Purchasing Division Department  
**(RFQ#14-1796-DS)**  
1112 Manatee Avenue West, Suite 803, Bradenton FL 34205

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Manatee County invites your participation in the following quotation. The specifications stated herein are of the minimum requirements. All quotes submitted must be in accordance with the General Terms and Conditions, and Specific Terms and Conditions.

Manatee County, a political subdivision of the State of Florida, (Hereinafter "Manatee County" or the "County") will receive quotations from individuals, corporations, partnerships, and other legal entities organized under the laws of the State of Florida or authorized to conduct business in the State of Florida.

Important Note: A prohibition of Lobbying has been enacted. Please review paragraph (page 2) carefully to avoid violation and possible sanctions.

Manatee County Parks and Natural Resources Department is requesting the removal of Australian Pines and other designated exotic trees within the designated project location of Robinson Preserve.

**A Mandatory Site visit will take place April 25, 2014 at 9:00 AM at the Robinson Preserve project site. (See Map B) Located at 1704 99<sup>th</sup> Street NW, Bradenton, FL 34209 (corner of 9<sup>th</sup> Ave NW).**

The Quotation shall be all inclusive for services stated in the specifications.

**FOR CLARIFICATION/INFORMATION CONTACT:**

donna.stevens@mymanatee.org

Authorization to release

DMJ 4/23/14

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**THE PURPOSE**

It is the intent of Manatee County to engage a vendor to provide all necessary labor, material, equipment and incidentals required performing the removal of Australian Pines and other designated exotic trees within the project area in accordance with the specifications located within this Request for Quote.

**SPECIFICATIONS**

Vendor must submit quotes strictly in accordance with the Request for Quote specifications

**CLARIFICATION & ADDENDA**

Each Quoter shall examine all Request for Quote documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Quote shall be made through the Manatee County Purchasing Division. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

**LOBBYING**

After the issuance of any Request for Quotation, prospective Quoters, or any agent, representative or person acting at the request of such quoter shall not contact, communicate with or discuss any matter relating in any way of the Request for Quote with any officer, agent, or employee of Manatee County other than the Purchasing Official or as directed in the Request for Quotation. This prohibition includes the act of carbon copying officers, agents or employees of Manatee County on email correspondence. This requirement begins with the issuance of any Request for Quote, and ends upon execution of the final Contract or when the quotation has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Purchasing Code of Laws Chapter 2-26.

**TAXES**

Manatee County is exempt from Federal Excise and State Sales Taxes (F.E.T. Exempt Cert. No. **59-78-0089K** and FL Sales Tax Exempt Cert. (No. **85-8012622206C-6**).

**MATHEMATICAL ERRORS**

In the event of multiplication/extension error (s) the unit price shall prevail. In the event of additional error (s) the extension totals will prevail. All quotes shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

**QUOTE EXPENSES**

All expenses for submitting quotes to the County are to be borne by the quoter.

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**DISCLOSURE**

Upon receipt, all inquiries and responses to inquiries related to this Request for Quotation becomes "Public Records", and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.

**Quotes become "Public Records" thirty (30) days after the Quote opening or if an award decision is made earlier than this time as provided by Florida Statute 119.071.**

Based on the above, Manatee County will receive quotes at the date and time stated. Upon the expiration of the statutory term for exemption the actual documents may be inspected or copied. When County staff have completed a mathematic validation and inspected the completeness of the offers, tabulation shall be posted on [www.mymanatee.org](http://www.mymanatee.org).

**BE GREEN**

All Vendors/Bidders/Quoters/Proposers (*as applicable*) are encouraged to use as many **environmentally preferable** "green" products, materials, supplies, etc. as possible in order to promote a safe and healthy environment. **Environmentally preferable are products or services that have a reduced adverse effect on the environment.** Provide detail of your organization's initiative and its ability to meet the goal of environmental sustainability.

**ENCLOSURE**

Public Entity Crime Affidavit (Form No. PUR: 7068) shall be submitted complete with all quotes in excess of \$ 10,000.

The Statement of No Offer (Attachment C) shall be submitted if applicable.

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**UNBALANCED BIDDING PROHIBITED (Applicable to unit based quotes only)**

Manatee County recognizes that large and/or complex projects will often result in a variety of methods, sources and prices. However, where in the opinion of the County such variation does not appear to be justified, given bid specifications and industry and market conditions, the bid will be presumed to be unbalanced. Examples of unbalanced quotes will include:

1. Quoters showing omissions, alterations of form, additions not specified or required conditional or unauthorized alternate quotes.
2. Quoters, quoting prices that substantially deviate, either higher or lower, from those included in the quotes of competitive quotes for the same line item unit costs.
3. Quotes where the unit costs offered are in excess of or below reasonable cost analysis values.

In the event the County determines that a quote is presumed unbalanced, it will request the opportunity to, and reserves the right to, review all source quotes, quotes, Price lists, letters of intent, etc., which the quoter obtained and upon which the quoter relied upon to develop the quote. The County reserves the right to reject as non-responsive any presumptive unbalanced quotes where the quoter is unable to demonstrate the validity and/or necessity of the unbalanced unit costs.

**FRONT END LOADING OF QUOTE PRICING PROHIBITED (Applicable to unit based quotes only)**

Prices offered for performance and/or acquisition activities to occur early in the project schedule, such as mobilization, clearing and grubbing; or maintenance of traffic; that are substantially higher than pricing of competitive Quoters within the same portion of the project schedule, will be presumed to be front end loaded. Front end loaded Quotes could reasonably appear to be an attempt to obtain unjustified early payments creating a risk of insufficient incentive for the Contractor to complete the Work or otherwise creating an appearance of an under-capitalized Quoter.

In the event the County determines that a quote is presumed to be front end loaded, it will request the opportunity to, and reserves the right to, review all source quotes, bids, price lists, letters of intent, etc., which the quoter obtained and upon which the quoter relied upon to develop the pricing or acquisition timing for these quote items. The County reserves the right to reject as non-responsive any presumptive front end loaded quotes where the quoter is unable to demonstrate the validity and/or necessity of the front end loaded costs.

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**RESERVED RIGHTS**

The County reserves the right to accept or reject any and/or all quotes, to waive irregularities and technicalities and to request resubmission. Also, the County reserves the right to accept all or any part of the quote and to increase or decrease quantities to meet additional or reduced requirements of the County. Any sole response received by the first submission date may or may not be rejected by the County depending on available competition and current needs of the County. For all items combined, the quote of the lowest responsive, responsible quoter will be accepted, unless all quotes are rejected.

The lowest responsible quoter shall mean **that quoter who makes the lowest quote to sell goods and/or services of a quality which** meets or exceeds the quality of goods and/or services set forth in the attached specifications or otherwise required by the County, and who is fit and capable to perform the quote as made.

To be responsive, a quoter shall submit a quote which conforms in all material respects to the requirements set forth in the Request for Quote. To be a responsible quoter, the quoter shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any quoter to furnish the service requested. Information the County deems necessary to make this determination shall be provided by the quoter. Such information may include, but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

**APPLICABLE LAWS**

Quoters must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting Contract. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Purchasing Ordinance as amended. Any actual or prospective Quoter who is aggrieved in connection with the solicitation or award of a Contract may protest to the Board of County Commissioners of Manatee County as required in Manatee County Code of Law.

**CODE OF ETHICS**

With respect to this quote, if any Quoter violates, directly or indirectly, the ethics provisions of the Manatee County Purchasing Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Quoter will be disqualified from eligibility to perform the work described in this Request for Quote, and may also be disqualified from furnishing future goods or services to, and from submitting any future quotes or bids to supply goods or services to, Manatee County.

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**CODE OF ETHICS (Continued)**

By submitting a quote, the Quoter represents to the County that all statements made and materials submitted are truthful, with no relevant facts withheld. If a Quoter is determined to have been untruthful in its quote or any related presentation, such Quoter will be disqualified from eligibility to perform the work described in this Request for Quote and may also be disqualified from furnishing future goods or services to, and from submitting any future quotes to supply goods or services to, Manatee County.

**COLLUSION**

By offering a submission to this Quotation, the Quoter certifies that he has not divulged, discussed or compared their quote with any other Quoter, and has not colluded with any other Quoter or parties to this quote whatsoever. Also, Quoter certifies, and in the case of a joint quote each party thereto certifies as to their own organization, that in connection with this quote:

- a. any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or Contract for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor;
- b. any prices and/or cost data quoted for this quote have not been knowingly disclosed by the Quoter and will not knowingly be disclosed by the Quoter, prior to the scheduled opening, directly or indirectly to any other Quoter or to any competitor;
- c. no attempt has been made or will be made by the Quoter to induce any other person or firm to submit or not to submit a quote for the purpose of restricting competition;
- d. the only person or persons interested in this quote, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this quote or in the Contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this Contract upon an Contract or understanding or a commission, percentage, brokerage or contingent fee accepting bona fide employees or established commercial agencies maintained by Quoter for purpose of doing business.

**LEGAL NAME**

Quotes shall clearly indicate the **legal name, address, telephone number and email address** of the Quoter. Quotes shall be signed as indicated on the Quote Form. The signer must have the authority to bind the Quoter to the submitted Quote.

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**EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**

In accordance with the provisions of Title VI of the Civil Rights Act of the Civil Rights Act of 1964 and Title 15, Part 8 of the Code of Federal Regulations, Manatee County hereby notifies all prospective offerors that they will affirmatively ensure minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an Award of Contract.

**BASIS OF AWARD**

**Award** will be made to the responsive, responsible quoter having the lowest grand total price meeting the specifications (Inclusive of all necessary labor, equipment, and material to perform all services described in the Purpose/Scope of Work). Inspection of the project site via the mandatory guided site visit is a requirement for award. The quote commencement date is based upon the issuance of the Notice to Proceed. The Contractor shall give **48 hour notification** to the Project Manager, Natural Resource Division Senior Ranger, Mr. Randy West at (941) 737-1740 prior to commencement of work.

In evaluating quotes, the County shall consider the qualifications of the quoter; and if required, may also consider the qualifications of the subcontractors, suppliers, and other persons and organizations proposed. County may also consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the Work.

Whenever two (2) or more quotes are equal with respect to price, quality and service, the quote received from a local business shall be given preference in award. Whenever two (2) or more quotes which are equal with respect to price, quality and service are received and both quotes and neither of these quotes are received from a local business, the award shall be determined by a chance drawing conducted by the Purchasing Office and open to the public.

Local business is defined as a business duly licensed and authorized to engage in the sale of goods or services to be procured, which has a place of business in Manatee County with full time employees at the location.

**WITHDRAWAL OF OFFERS**

Contractors may withdraw offers as follows: a) Mistakes discovered before the opening of a solicitation may be withdrawn by written notice from the Quoter submitting the offer. This request must be received in the office designated for receipt of offers in the solicitation document prior to the time set for delivery and opening of the offers. A copy of the request shall be retained and the unopened offer returned to the Contractor. B) After the responses to a solicitation are opened or a selection has been determined, but before a Contract is signed, a Contractor alleging a material mistake of fact may be

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**WITHDRAWAL OF OFFERS (Continued)**

permitted to withdraw their offer if: (1) the mistake is clearly evident on the solicitation document; or (2) the quoter submits evidence which clearly and convincingly demonstrates that a mistake was made. Request to withdraw an offer must be in writing and approved by the Purchasing Official.

**SUBCONTRACTORS**

Subcontractors shall be bound by the terms and conditions of this Contract insofar as it applies to their Work, but this shall not relieve the prime Contractor from the full responsibility of the County for the proper completion of all Work to be executed under this Contract.

The employment of unauthorized aliens by any vendor is considered a violation of Section 274 (e) of the Immigration and Employment Act. If the vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Contract.

**QUALIFICATIONS OF THE QUOTER**

The Quoter must be either a Certified Arborist or be under the direct (on-site) supervision of an ISA (International Society of Arboriculture) Certified Arborist's having a minimum **five (5) year's experience** in the removal of exotic trees and the felling of trees which overhang or are extremely close to valuable structures or utilities. Provide at least three projects of similar size which is the subject of this Request for Quotation.

**Each Quoter shall submit as a portion of their quote a completed Contractor's Questionnaire included as Section 00430.**

Each Quoter must be prepared to submit with five (5) days of the County's request; written evidence such as previous experience, present commitments and other such data as may be requested. Quoter must submit with their Quote Form evidence of Quoters' qualification to do business in the State of Florida.

A complete list of all subcontractors proposed for any portion of the Work may be requested of any Quoter deemed necessary by the County. Subcontracts shall be awarded only to those subcontractors considered satisfactory by the County.

**INSPECTION OF SITE**

Inspection of the site is a mandatory requirement to be considered for award of this Contract.

Location of Project. (Quoters are to meet at the location indicator on Map B (corner of 9<sup>th</sup> Ave NW and 99<sup>th</sup> Street NW, Bradenton, FL 34209.

Site visit (s) shall be acknowledged in Quote Form, page 23.



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**CONTRACT FORMS**

The Contract resulting from the acceptance of quote shall be in the form of the Contract stated in the quotation.

**ASSIGNMENT OF CONTRACT**

Contractor shall not assign, transfer, convey, sublet or otherwise dispose of this Contract or of his right, title, or interest therein, or his power to execute such Contract, or to assign any monies due or to become due there under to any other person, firm or corporation unless first obtaining the written consent of the County. The giving of such consent to a particular subcontractor assignment shall not dispense with the necessity of such consent to any further or other assignment.

**COMPLETION OF WORK**

The Work will be completed and ready for final inspection within the specified time indicated on the Quote Form.. Stormwater Discharge Maintenance Program for Bay Drive is based on **completion by May 30, 2014. Only one award shall be made.**

**LIQUIDATED DAMAGES**

If the Contractor refuses or fails to prosecute the Work, or any separable part thereof, with such diligence as will hinder its completion within the time specified, the County may seek damages. The actual damages for delay will be impossible to determine and in lieu thereof, the Contractor shall pay to the County the sum of **Two Hundred Fifty Dollars (\$250.00)** as fixed, agreed, and liquidated damages for each calendar day of the delay until the Work is finally accepted by the County and the Contractor and his Surety shall be liable for the amount thereof for each awarded site.

**RETAINAGE (If Contract over \$ 100,000)**

A retainage of 10% of the total work in place shall be withheld until 50% complete. After 50% completion, the retainage shall be reduced to 5% of the total work in place until final completion and acceptance of the work by the County. Upon final acceptance, the remaining retainage shall be included in the final payment.

**PERFORMANCE AND PAYMENT BONDS (If Contract exceeds \$100,000)**

The successful Quoter shall furnish surety bonds using the form prescribed in F.S. 255.05, which is provided herein, as security for faithful performance of the Contract awarded as a result of this quote and for the payment of all persons performing labor and/or furnishing material in connection therewith. Failure to provide the required bonds on the prescribed form may result in successful bidder being deemed nonresponsive. Bonds must be in the form prescribed in F.S. § 255.05, and must not contain notice, demand or other terms and conditions, including informal pre-claim meetings, not provided for in F.S. § 255.05.

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**PERFORMANCE AND PAYMENT BONDS (If Contract exceeds \$100,000)**

Surety of such bonds shall be in an amount equal to the quote award (100% each) issued by a duly authorized and nationally recognized surety company, authorized to do business in the State of Florida, satisfactory to this County. The attorney-in-fact who signs the bonds must file with the bonds, a certificate and effective dated copy of power-of-attorney. Performance and Payment bonds shall be issued to Manatee County, a political subdivision of the State of Florida, within fourteen (14) calendar days after notification of intent to award

In addition, pursuant to F.S. § 255.05(1) (b), prior to commencing work, the Contractor shall be responsible and bear all costs associated to record the Performance and Payment bond with the Manatee County Clerk of the Circuit Court. A certified copy of said recording shall be furnished to the Purchasing Division upon filing. Pursuant to F.S. § 255.05(1) (b), the County will make no payment to the Contractor until the Contractor has complied with this paragraph.

Furnishing of the recorded Performance and Payment bonds shall be requisite to execution of a Contract with the County. Said Performance and Payment bonds will remain in force for the duration of the Contract with the premiums paid by the Contractor. Failure of the successful Bidder to execute such Contract and to supply the required bonds shall be just cause for cancellation of the award. The County may then contract with another acceptable Bidder or re-advertise this Invitation for Bid. If another Bidder is accepted, and notice given within ninety (90) days after the opening of bids, this acceptance shall bind the Bidder as though they were originally the successful Bidder.

Failure of the County at any time to require performance by the Contractor of any provisions set out in the Contract will in no way affect the right of the County, thereafter, to enforce those provisions.

**REGULATIONS**

It shall be the responsibility of the Bidder to assure compliance with any OSHA, EPA and/or other federal or state of Florida rules, regulations or other requirements as each may apply.

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**CANCELLATION**

Any failure of the contractor to furnish or perform the Work (including, but not limited to, commencement of the Work, failure to supply sufficient skilled workers or suitable materials or equipment) in accordance with the contract, the County may order the stop of the Work, or any portion thereof, until the cause for such order has been eliminated. If the contractor persistently fails to perform the Work in accordance with the contract, the County reserves the right to terminate the contract and select the next qualified

Quoter or re-advertise this procurement in part or in whole. The County reserves the right to cancel all or any undelivered or unexecuted portion of this contract with or without cause.

**INDEMNIFICATION**

The Contractor covenants and agrees to indemnify and save harmless the County, its agents and employees, from and against all claims, suits, actions, damages, causes of action, or judgments arising out of the terms of the resulting Contract or any personal injury, loss of life, or damage to the property sustained as a result of the performance or non-performance of services or delivery of goods; from and against any orders, judgments, or decrees, which may be entered against the County, its agents or employees; and from and against all costs, attorney's fees, expenses and other liabilities incurred in the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting Contract, Contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute Section 768.28.

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**CONTRACT CONTINGENCY WORK**

This Quote Item entails a monetary allowance which is used at County's discretion to handle unexpected conditions as required to satisfactorily complete the Project in accordance with the plans and Specifications. A Field Directive must be issued by an authorized County Representative to authorize use of Contract Contingency funds.

The percentage for Contract Contingency is listed on the Bid Form. Vendor shall enter the amount for Contract Contingency based on the percentage of their Total Base Quote.

The total Contract Award will include the Contract Contingency funds.

Appropriate uses of Contract Contingency funds include increases to existing Quote item quantities that do not change the initial Scope of Work, which may be directed by staff, modified items not originally quoted which were unforeseen yet necessary during the construction to provide a safe, complete Project and that do not change the initial Scope of Work, and unanticipated conflicts and/or design changes required during construction which are necessary to provide a safe, complete Project and that do not change the initial Scope of Work.

Inappropriate uses of Contract Contingency funds include anything that changes the initial Scope of Work, including the Contract Price and Contract Time, and adding Quote items not previously contemplated that change the initial Scope of Work.

**SCHEDULE OF VALUES**

Unit Prices shall be established for these contracts by the submission of a schedule of values. The Contractor shall submit a Schedule of Values within **ten days** of Notice to Proceed date. The Schedule shall include quantities and prices of items equaling the total Price and will subdivide the Work into component parts in sufficient detail to serve as a basis for process payments during construction. Such prices will include an appropriate amount of overhead and profit applicable to each item of work. Upon request of the County, the Contractor shall support the values with data which will substantiate their correctness.

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**NO DAMAGES FOR DELAY**

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the Total Contract Price or payment or compensation of any kind from the County or direct, indirect, consequential impact or other costs, expenses for damages, including but not limited to costs of acceleration or inefficiency arising because of delay, disruption, interference or hindrance from any cause whatsoever; provided; however, that this provision shall not preclude recovery or damages by the Contractor for hindrance or delays due solely to fraud, bad faith, or active interference on part of the County or its agents. Otherwise, the Contractor shall only be entitled to extensions of the Contract Time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

**NO INTEREST**

Any monies not paid by the County when claimed to be due to the Contractor under this Contract shall not be subject to interest including prejudgment interest. Any monies not paid by the County when claimed to be due to the Contractor for damages awarded in the case of construction delays shall not be subject to prejudgment interest.

**INSURANCE**

The Contractor will not commence work under a Contract until all insurance under this section and such insurance coverage as might be required by the County has been obtained. **For this Request for Quotation; the Contractor is to provide a copy of their insurance certificate with their Quote submittal.** The Contractor shall obtain, and submit to the Purchasing Division, at his expense, the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy):

- a. Workers' Compensation/Employers' Liability  
Part One - There shall be no maximum limit (other than as limited by the applicable statute) for liability imposed by Florida Workers' Compensation Act or any other coverage required by the Contract Documents which are customarily insured under Part One of the standard Workers' Compensation Policy.

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**INSURANCE (Continued)**

Part Two - The minimum amount of coverage required by the Contract Documents which are customarily insured under Part Two of the standard Workers' Compensation Policy shall be:

<u>\$1,000,000.</u>	(Each Accident)
<u>\$ 500,000</u>	(Disease-Policy Limit)
<u>\$ 100,000</u>	(Disease-Each Employee)

b. Commercial General Liability

The limits are to be applicable only to work performed under this Contract and shall be those that would be provided with the attachment of the Amendment of Limits of Insurance (Designated Project or Premises) endorsement (ISO Form CG 25 03) a Commercial General Liability Policy with the following minimum limits.

General Aggregate:

Products/Completed Operations Aggregate	<u>\$1,000,000</u>
Personal and Advertising Injury	<u>\$1,000,000</u>
Each Occurrence	<u>\$1,000,000</u>

Fire Damage (Any One Fire)	<u>\$Nil</u>
Medical Expense (Any One Person)	<u>\$Nil</u>

c. Business Auto Policy

Each Occurrence Bodily Injury and Property Damage Liability Combined	<u>\$1,000,000</u>
Annual Aggregate (if applicable):	<u>\$1,000,000</u>

d. Property Insurance

**If this Contract includes** construction of or additions to above ground buildings or structures, Contractor shall provide "**Builder's Risk**" insurance with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).

e. Installation Floater

**If this Contract does not include** construction of or additions to above ground building or structures, **but does involve** the installation of machinery or equipment, Contractor shall provide an "**Installation Floater**" with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).

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**INSURANCE (Continued)**

- f. Certificates of Insurance and Copies of Policies  
Certificates of Insurance in triplicate evidencing the insurance coverage specified herein shall be filed with the Purchasing Official before operations are begun. The required certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall refer specifically to the Quote number and title of the project. All insurance policies required herein shall be issued by companies that are authorized to do business under the laws of the State of Florida and hold an A.M. Best rating of A- or better. Insurance, as specified herein, shall remain in force and effect for the duration of the project including any warranty periods.
- g. **Complete Policies:** The entire and complete insurance policies required herein shall be provided to the County on request.
- If the initial insurance expires prior to the completion of operations and/or services by the Contractor, renewal certificates of insurance and required copies of policies shall be furnished by the Contractor and delivered to the Purchasing Official thirty (30) days prior to the date of their expiration. Nothing herein shall in any manner create any liability of the County in connection with any claim against the Contractor for labor, services, or materials, or of Subcontractors; and nothing herein shall limit the liability of the Contractor or Contractor's sureties to the County or to any workers, suppliers, material men or employees in relation to this Contract.
- h. Certification Requirements – In order for the certificate of insurance to be accepted it must comply with the following:
1. The certificate holder shall be:  
**Manatee County, a political subdivision of the State of Florida**  
**P.O. Box 1000**  
**Bradenton, FL 34206-1000**
  2. Certificate shall be mailed to:  
**Manatee County Purchasing Division**  
**1112 Manatee Avenue West, 8<sup>th</sup> Floor**  
**Suite 803**  
**Bradenton, FL 34205**  
**Attn: Donna M. Stevens, Contract Specialist**

**MANATEE COUNTY GOVERNMENT**  
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**Removal of Australian Pines from Botanical Area at Robinson Preserve**

**INSURANCE (Continued)**

- I. By way of its submission of a Bid hereto, Bidder
  1. Represents that Quoter maintains, and will maintain during the term of any Contract arising from this solicitation, insurance coverage from responsible companies duly authorized to do business in the State of Florida, as set forth in this solicitation;
  2. Agrees that, upon County's request, appropriate evidence of the insurance requirements set forth in this solicitation will be produced by Quoter within ten (10) calendar days from the date of notice of Intent to Award; and
  3. Agrees that, insurance should not be cancelled without thirty (30) days notice to County and must be endorsed to provide same. Failure of Quoter to obtain and maintain proper amounts of insurance as called for herein shall constitute a material breach of the resulting Contract by successful Bidder.

**CONSTRUCTION OF CONTRACT**

This Contract and the rights and responsibilities hereunder shall not be construed more strongly against either party, regardless of the extent to which such party may have participated in the preparation hereof.

**MBE/WBE**

The State of Florida, Office of Supplier Diversity provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at: <http://www.osd.dms.state.fl.us/iframe.htm>

If you have any questions regarding this State service, please contact their office at (850) 487-0915.



**MANATEE COUNTY GOVERNMENT  
REQUEST FOR QUOTATION #14-1796-DS  
Removal of Australian Pines from Botanical Area at Robinson Preserve**

**EXAMINATION OF CONTRACT DOCUMENTS AND SITE**

It is the responsibility of each Quoter before submitting a Quote, to (a) examine the Quote Documents thoroughly; (b) visit the site to become familiar with local conditions that may affect cost, progress, performance, or furnishing of the Work; (c) consider federal, state, and local codes, laws, and regulations that may affect costs, progress, performance, or furnishing of the Work; (d) study and carefully correlate Quoters' observations with the Quote Documents; and (e) notify County of all conflicts, errors, or discrepancies in the Quote Document.

When applicable to a solicitation the accuracy of the existing utility locations shown on the plans is approximate and without express or implied warranty. Each Quoter may, at Quoters' own expense, make or obtain any additional examinations, investigations, explorations, tests and studies, and obtain any additional information and data which pertain to the physical conditions at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work and which Quoter deems necessary to determine his Quote for performing and furnishing the Work in accordance with the time, price and other terms and conditions of the Contract Documents. County will provide each Quoter access to the site to conduct such explorations and tests.

When applicable to a solicitation, the Quoter shall fill all holes, clean up and restore the site to its former condition upon completion of such explorations. The lands upon which the Work is to be performed, rights-of-way and easements for access thereto, and other lands designated for use by Contractor in performing the Work are identified in the Contract Documents.

All additional lands and access thereto required for temporary construction facilities or storage of materials and equipment are to be provided by Contractor. Easements for permanent structures or permanent changes in existing structures are to be obtained and paid for by County unless otherwise provided in the Contract Documents.

**End of Section**

**MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION****Vendor Registration**

All vendors are encouraged to register with Manatee County using the on-line "Vendor Registration" web page on [www.mymanatee.org](http://www.mymanatee.org).

Enclosed are a copy of the current Manatee County law that details the County's Local Preference and the County's definition of a Local Business.

If you assert that your firm meets the stated definition of a Local Business, we ask that in addition to registering on the County's Web page, you fill out the attached "**Affidavit As To Local Business Form**" that is included in this section, have the completed document notarized, and mail the original to the following address: Manatee County Administration Center, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify Local Businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases.

You will note that Manatee County collaborates with the Manatee Chamber of Commerce, posting bids on [www.manateechamber.com](http://www.manateechamber.com) as well as using the same vendor categories for registration.

Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

**Quick steps to registration:**                      **[www.mymanatee.org](http://www.mymanatee.org)**

A link to "Purchasing" is listed under "Quick Links" on page one of the County Web Site.

On the left hand side of the Purchasing Web page, click on "Vendor Registration".

This will bring up the Vendor Registration form for on-line input. Please note that the definition of a "Local Business" changed on March 17, 2009. The Web page will be updated to include the current Law which has been provided in this section of the bid.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notifications of quotation, bid and proposal opportunities to your business.

**Section 2-26-6. Local preference, tie bids, local business defined.**

(a) Whenever a responsible local business bidder and a responsible non-local business bidder are found, upon the opening of bids, to have both submitted the lowest responsive bid, the bid of the local bidder shall be awarded the contract. Should more than one responsible local business bidder match the responsible non-local business bidder's lowest responsive bid, or should no responsible local business bidder match the lowest responsive bid but two or more responsible non-local business bidders submit lowest responsive bids for equal amounts, then the award of the contract shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the purchasing office and open to the public. Any bidders seeking to be recognized as local businesses for purposes of this local business preference provision may be required by the terms of the bid announcement to certify they meet the definition of local business set forth in this section, and to register as a local business with the County in the manner prescribed by the County to facilitate the County's ability to track the award of contracts to local businesses and to allow the County to provide future notifications to its local businesses concerning other bidding opportunities.

(b) Nothing herein shall be deemed to prohibit the inclusion of requirements with respect to operating and maintaining a local place of business in any invitation for bids when the bidder's location materially affects the provisions of the services or supplies that are required by the invitation.

**(c) Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its bid that for at least six (6) months prior to the announcement of the solicitation of bids it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employees at that location.**

(d) Each solicitation for bids made by the County shall contain terms expressly describing the local business preference policies of the County, and shall provide that by electing to submit a bid pursuant to a request for bids, all bidders are deemed to understand and agree to those policies.

(e) For all contracts for architecture, professional engineering, or other professional services governed by Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, the County shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

(f) Local preference shall not apply to the following categories of contracts:

1. Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
2. Contracts for professional services subject to Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, except as provided for in subsection (e) above;

**MANATEE COUNTY GOVERNMENT  
AFFIDAVIT AS TO LOCAL BUSINESS  
(Complete and Initial Items B-F)**

**A. Authorized Representative**

I, [name] \_\_\_\_\_, am the [title] \_\_\_\_\_  
and the duly authorized representative of: [name of business] \_\_\_\_\_  
\_\_\_\_\_, and that I possess direct personal knowledge to make informed responses to these  
certifications and the legal authority to make this Affidavit on behalf of myself and the business for which I  
am acting; and by electing to submit a bid pursuant to this Invitation for Bids, shall be deemed to  
understand and agree to the local business preference policies of Manatee County; and that I have the  
direct knowledge to state that this firm complies with all of the following conditions to be considered to be a  
Local Business as required by the Manatee County Code of Laws, Section 2-26-6.

**B. Place of Business:** I certify that the above business is legally authorized to engage in the sale of  
goods and/or services and has a physical place of business in Manatee, DeSoto, Hardee, Hillsborough,  
Pinellas or Sarasota County with at least one (1) fulltime employee at that location. The physical address  
of the location which meets the above criteria is: \_\_\_\_\_  
[Initial] \_\_\_\_\_

**C. Business History:** I certify that business operations began at the above physical address with at  
least one fulltime employee on [date] \_\_\_\_\_ [Initial] \_\_\_\_\_

**D. Criminal Violations:** I certify that within the past five years of the date of this Bid announcement, this  
business has not admitted guilt nor been found guilty by any court or local, state or federal regulatory  
enforcement agency of violation of any criminal law or administrative regulation regarding fraud. [Initial] \_\_\_\_\_

**E. Citations or Code Violations:** I certify that this business is not currently subject to any unresolved  
citation or notice of violation of any Manatee County Code provision, with the exception of citations or  
notices which are the subject of a legal current appeal within the date of this bid announcement.  
[Initial] \_\_\_\_\_

**F. Fees and Taxes:** I certify that within this business is not delinquent in the payment of fines, liens,  
assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, with the  
exception of those which are the subject of a legal current appeal. [Initial] \_\_\_\_\_

*Each of the above certifications is required to meet the qualification of "Local Business" under Manatee  
County Code of Laws, 2-26-6.*

Signature of Affiant \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2014, by (name of person making statement).

(Notary Seal) Signature of Notary: \_\_\_\_\_

Name of Notary (Typed or Printed) \_\_\_\_\_

Personally Known \_\_\_\_ OR Produced Identification \_\_\_\_ Type of Identification Produced \_\_\_\_\_

**Submit executed copy to Manatee County Purchasing Division, Suite 803, 1112 Manatee Avenue W.,  
Bradenton, FL 34205.**

**MANATEE COUNTY GOVERNMENT  
REQUEST FOR QUOTATION #14-1796-DS  
Removal of Australian Pines from Botanical Area at Robinson Preserve**

**DATE DUE: May 7, 2014 at 2:00 PM**

To: Manatee County Purchasing Division  
1112 Manatee County Government  
Bradenton, Florida 34205  
Attention: **Donna M. Stevens/ RFQ #14-1796-DS**

We, the undersigned hereby declare that we have reviewed the quote documents and with full knowledge and understanding of the aforementioned, herewith submit our quote. We understand that the specifications documents and general conditions in their entirety are made a part of any contract between the County of Manatee and the successful Quoter.

We propose to furnish, Manatee County, the services required to perform required and as defined in accordance with the attached documents and specifications'.

In accordance with the technical specifications, as specified herein, at the following price:

**This is a time sensitive project.**

**By submitting your quote you acknowledge that the work will be performed complete by May 30, 2014 after the Notice to Proceed has been issued for the Removal of Australian Pines from Botanical Area at Robinson Preserve.**

Total Price \$ \_\_\_\_\_

Contract Contingency \$ \_\_\_\_\_

**TOTAL Contract Award \$ \_\_\_\_\_**

\_\_\_\_\_  
Company Name Phone Number

\_\_\_\_\_  
Address Fax Number  
City, State, Zip Code

\_\_\_\_\_  
Authorized Signature Date

EMAIL ADDRESS: \_\_\_\_\_

I, \_\_\_\_\_ on (date) \_\_\_\_\_ attest that I have visited the project site (s) to familiarize myself with the full scope of work required for the quote.

Acknowledge Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Acknowledge Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

**QUOTE FORM**  
**RFQ# 14-1796-DS**  
**STORMWATER DISCHARGE MAINTENANCE PROGRAM, BAY DRIVE**  
**Based on Completion Date of May 30, 2014**

NO.	ITEM DESCRIPTION	QUANTITY	UNIT MEASURE	UNIT PRICE \$	EXTENDED COST \$
1.	Fell Designated Trees	231	EA	\$	\$
2.	Pile Debris on Site	1	LS	\$	\$
3.	Fell additional trees as requested (quantity provided is an estimate only)	50	EA	\$	\$
4.	Pile Debris from additional trees on site	1	LS	\$	\$
	<b>SUBTOTAL BASE QUOTE</b>				\$
5	Contract Contingency	%	10		\$
	<b>TOTAL CONTRACT AWARD— REMOVAL OF AUSTRALIAN PINE FROM BOTANICAL AREA AT ROBINSON PRESERVE</b>				\$

QUOTER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

STATEMENT OF NO OFFER

If you do not intend to quote please return this form immediately:

**Acceptable methods of return:**

**EMAIL**-----see front of Request for Quote.

**FAX**----- (941) 749-3034

**MAIL TO:**

**Manatee County Purchasing Division  
Attention: Donna M. Stevens  
1112 Manatee Avenue West, Suite 803  
Bradenton, FL 34205**

We, the undersigned, have declined to quote on RFQ#14-1796-DS, for the following reason(s):

- Specifications too restrictive
- Insufficient time to respond
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet specifications
- Specifications unclear (explain below)
- Other (specify below)

REMARKS PLEASE PRINT

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Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Signature: \_\_\_\_\_

(Print or type name and title of above signer)

**CONTRACTOR'S QUESTIONNAIRE**

(Must submit with Quote Form)

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

**THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR QUOTE.**

- 1. LICENSE #: \_\_\_\_\_  
 License Issued to \_\_\_\_\_  
 DATE LICENSE RECEIVED: MM/DD/YR \_\_\_\_\_  
 COMPANY'S NAME: \_\_\_\_\_  
 \_\_\_\_\_  
 CO. PHYSICAL ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 CITY \_\_\_\_\_  
 \_\_\_\_\_ STATE of INCORPORATION, (IF APPLICABLE) \_\_\_\_\_ (ZIP CODE) \_\_\_\_\_  
 (\_\_\_\_) \_\_\_\_\_ TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ FAX \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

- 2. Your organization has been in business (under this firm's name) as a \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 For how many years? \_\_\_\_\_ Is this firm in bankruptcy? \_\_\_\_\_

- 3. \_\_\_\_\_ Year's experience performing this type of project.  
 (Attach a list of projects)

- 4. Provide three current references located in Florida for similar services as defined in this Request for Quotation.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Quoter: \_\_\_\_\_



SECTION 00430  
**CONTRACTOR'S QUESTIONNAIRE**  
(Submit in Triplicate)

5. Have you ever failed to complete work awarded to you? Or provide projects not completed within Contract time. If so, state when, where (Contact name, address, phone number) and why?

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6. Have you ever been debarred or prohibited from bidding on a governmental entity's project? If yes, name the entity and describe the circumstances:

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7. **(If Applicable)** If any, list (with Contract amount) WBE/MBE to be utilized:

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8. **(If Applicable)** What equipment do you own to accomplish this Work? (A listing may be attached)

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9. **(If Applicable)** What equipment will you purchase/rent for the Work? (Specify which)

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Quoter: \_\_\_\_\_

SECTION 00430  
**CONTRACTOR'S QUESTIONNAIRE**  
(Submit in Triplicate)

10. **(If Applicable)** List the following in connection with the Surety which is providing the Bond(s):

Surety's Name: \_\_\_\_\_

Surety's Address: \_\_\_\_\_

Surety's Address: \_\_\_\_\_

Name, address and phone number of Surety's resident agent for service of process in Florida:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

QUOTER: \_\_\_\_\_

**PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION****SWORN STATEMENT PURSUANT TO ARTICLE V,  
MANATEE COUNTY PURCHASING 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 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 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 Official, 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 an 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 among 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.

(Cont'd.)

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 the County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

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 **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

\_\_\_\_\_  
[Signature]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2014 by

\_\_\_\_\_  
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.

**LABEL TO AFFIX TO OUTSIDE OF PACKAGE (if mailing)**

Cut along the outside border and affix this label to your Quote envelope to identify it. Be sure to include the name of the company submitting the Quote where requested.

**LABEL TO AFFIX TO OUTSIDE OF QUOTE PACKAGE**

**QUOTE PACKAGE**

**CONTRACTOR:** \_\_\_\_\_  
**REQUEST FOR QUOTE NO:** 14-1796-DS  
**QUOTE TITLE:** REMOVAL OF AUSTRALIAN PINES FROM BOTANICAL  
AREA AT ROBINSON PRESERVE  
**DUE DATE/TIME:** May 7, 2014 at 2:00PM

## **Reasoner Tract Exotic Tree Removal Scope of Work**

### **Project Location**

The project area, managed by the Manatee County Parks and Natural Resources Department is a portion of Robinson Preserve, located in west Manatee County. The physical address is 1704 99<sup>th</sup> St NW, Bradenton, FL 34209. Please Refer to Map B: Project Location.

### **Project Description**

The successful bidder shall furnish all labor, equipment, and materials necessary to remove Australian pines and other designated exotics, trees within the project area (Please refer to Map A). The work consists primarily of the following tasks.

1. Safely felling designated trees without damage to designated large, high-value specimen ornamental trees or power-lines.
2. Hauling and Piling of wood/debris generated during tree felling operations in designated areas; within 1,000 feet of the worksite. Hauling and Piling of wood/debris to be performed on a daily basis.

### **Work Specifications**

#### Felling of Trees:

Felling of trees will be accomplished by or under the direct (on-site) supervision of an ISA (International Society of Arboriculture) certified arborist. ANSI A300 standards for tree care will be followed at all times during work. An ASI Certified Aerial Lift and ASI Certified Climber Specialist are required to be on site to witness during lifting, topping and felling operations. Manatee County Staff will designate desirable ornamental trees that must not be damaged. Other major obstacles include power lines that traverse the Northern boundary of the site.

#### Debris Removal:

All vegetative debris generated from the removal of trees will be piled in designated areas directly adjacent within 1,000 feet of project site (see map A). Pieces of vegetation generated from this activity shall be no larger than 6 feet in length. Piles created shall be no more than 8 feet in height and sixteen feet in diameter. Piles may be of various lengths and/or in linear windrows oriented East to West.

#### Additional Project Requirements:

ISA Certified Arborist credentials will be subject to verification via the on-line "Verify an ISA credential" tool or alternatively proof of certification may be submitted with bid.

Use of a bobcat or similar equipment is permissible for moving large trees except in wetland areas. No track marks shall be visible upon completion of work.

Wet Weather Conditions: Prior County approval must be obtained and/or soil stabilization plans developed for work to take place in the event that wet weather has created conditions unfavorable to movement of equipment or rutting of soil.

County staff will demarcate boundaries where heavy equipment (bobcat, tractor, large trucks etc.) entry is not permissible and review with contractor prior to the start of work.

Access to this site is limited to daylight hours Monday through Friday unless specifically granted otherwise by County staff. Requests for weekend or nighttime access must be received 24hrs in advance and during normal business hours: Monday through Friday, 8:00am -5:00pm.

All work must be completed by May 30, 2014.

Work to be Phased from West to East: To ensure the new building construction area (western 1/3 of the Reasoner Tract) is available for building work, the tree removal project will begin first in the western 1/3, progress eastward until completion.

Bid Form:

Task	Unit	Cost per unit
Fell Designated trees(# = 231)	all	
Pile debris on-site	all	
Fell additional trees as requested	per tree	
Pile debris from additional trees on-site	per tree	