

Monroe County School District

INVITATION TO BID

ITB 2019916

Lower Keys Grounds Landscaping



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Mark T. Porter

Superintendent of Schools

Submissions must be in an envelope separate from any express mail or courier envelopes, as those will be opened and discarded.

Be sure to include the name of the company submitting the proposal where requested.

Cut along the outer border and affix this label to your sealed envelope to identify it as a “Sealed Proposal”.

SEALED PROPOSAL • DO NOT OPEN

SOLICITATION NO.: **ITB 2019916**

SOLICITATION TITLE: Lower Keys Grounds Landscaping

SUBMISSION DUE: May 1, 2019 at 9:00 AM

SUBMITTED BY: _____
(Name of Company)

DELIVER TO:

MONROE COUNTY SCHOOL DISTRICT

ATTN: Internal Services Department / Purchasing Division

241 Trumbo Road

Key West, FL 33040

From time to time, addenda may be issued to this solicitation. Any such addendum will be posted on www.demandstar.com. You should periodically check the Web site to download any addendum which may have been issued. The Addendum Acknowledgement must be submitted with the proposal.

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INVITATION TO BID

NOTICE IS HEREBY GIVEN TO PROSPECTIVE PROPOSERS that on **May 1, 2019 at 9:00 AM** the **School Board of Monroe County** (the “School District” or “School Board”) will open sealed proposals for the following:

ITB 2019916
Lower Keys Grounds Landscaping

Specifications and proposal documents may be requested from Demand Star by Onvia by calling 1-800-711-1712 or by going to the website www.demandstar.com . The public record documents are available on the district web site at www.KeysSchools.com or by contacting the Internal Services Department / Purchasing Division, 241 Trumbo Road, Key West, FL 33040.

Questions regarding the proposal should be directed by e-mail to Jessica Bailey – Buyer, Jessica.Bailey@KeysSchools.com.

All proposals must be received by the Internal Services Department / Purchasing Division on or before May 1, 2019 at 9:00 AM. No waivers shall be allowed for proposals which have not been submitted to the Internal Services Department / Purchasing Division by the deadline date. One (1) signed original, two (2) copies, and one (1) electronic copy (PDF format – saved as one document which must be submitted with the bid package – it cannot be emailed) of the proposal package are to be submitted to:

**Monroe County School District
Administration Building
Internal Services Department / Purchasing Division, Room 119
241 Trumbo Road
Key West, Florida 33040**

The Monroe County School District reserves the right, at its sole discretion, to accept or reject any and all proposals and to waive informalities when it is in the best interest of the Board to do so.

All proposals must remain valid for a period of ninety (90) days or until the MCSB approves the contract. The School Board will automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of General Services, State of Florida, under Section 287.133(3) (d), F.S. (1997).

Recommendation to the District School Board of Monroe County will be based upon a proposal(s) that represent the best interest of the District and award of the contract will be deemed by the board to be in the best interest of Monroe County.

**Suanne C. Lee, CPPO, CPPB, FCRM, RMLO
Director of Internal Services**

Released in Key West, Florida, March 15, 2019

ITB 2019916 – Lower Keys Grounds Landscaping

***District School Board of Monroe County
Internal Services Department / Purchasing Division***

PROPOSAL FORM

ITB 2019916 – Lower Keys Grounds Landscaping

BID DUE /BID OPENING DATE/TIME: MAY 1, 2019 AT 9:00 AM

***RETURN ONE (1) SIGNED ORIGINAL, TWO (2)
COPIES, AND ONE (1) ELECTRONIC COPY (PDF FORMAT)
OF THE PROPOSAL. NO OTHER PROPOSAL
FORM WILL BE ACCEPTED***

NAME OF COMPANY

***PLEASE BE SURE THAT THE NAME OF
YOUR COMPANY APPEARS ON EACH
PAGE OF THIS PROPOSAL FORM.***

ADDRESS OF COMPANY

PRINT NAME OF AUTHORIZED SIGNATURE

***IF SIGNED BY AN AGENT OF NAMED COMPANY
WRITTEN EVIDENCE FROM THE OWNER OF
RECORD OF HIS/HER AUTHORITY MUST
AUTHORITY MUST ACCOMPANY THIS PROPOSAL.***

EMAIL ADDRESS

TELEPHONE No.

FAX

Proposal Certification

I hereby certify that: I am submitting the following information as my firm's (proposer) proposal and am authorized by proposer to do so; proposer agrees to complete and unconditional acceptance of the contents of Pages 1 through 50 inclusive of this Invitation to Bid, and all appendices and the contents of any Addenda released hereto; proposer agrees to be bound to any and all specifications, terms and conditions contained in the Invitation to Bid, and any released Addenda and understand that the following are requirements of this ITB and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of
Proposer's Authorized Representative (blue ink preferred on original) _____ Date _____

Name of Proposer's Authorized Representative _____ Title of Proposer's Authorized Representative _____

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SCOPE OF WORK

1. General

- a. The Monroe County School District is requesting bids for lower keys grounds landscaping. This contract will be for one year with the option to renew for up to three additional years.
- b. There will be a **MANDATORY** site walk through to examine the campus grounds on March 28, 2019 at 9:00 AM starting at the MCSD Administration Building (241 Trumbo Rd, Key West, FL 33040). We will then visit the following sites which are included in the scope of this bid:
 - Administration/Transportation Complex, 241 Trumbo Road, Key West, FL 33040
 - Boys and Girls Club, 1315 Reynolds Street, Key West, FL 33040
 - Key West Maintenance Office, 1310 United Street, Key West, FL 33040
 - Key West High School, 2100 Flagler Ave, Key West, FL 33040
 - Horace O'Bryant School, 1105 Leon Street, Key West, FL 33040
 - Poinciana Elementary, 1407 Kennedy Drive, Key West, FL 33040
 - Gerald Adams School, 5855 W. Jr College Road, Key West, FL 33040
- c. School investigation for proposals shall be coordinated with each individual school. Vendors require escorts when students are on campus.
- d. Insurance including Workers Compensation insurance shall be maintained at the levels specified in the contract made with the District.
- e. Communication – provide management level contact for school administrators to discuss concerns regarding services or performances. Vendor management is solely responsible for performance and discipline of its employees.
- f. When requested, the contractor shall cooperate with any ongoing investigation involving economic loss or damage to the buildings or personal property.
- g. Fraternization – The vendor's employees, subcontractors and its employees, and any other personnel, including material suppliers engaged in activities encompassed by this Agreement are strictly forbidden from participating in any manner and form of interaction with the students of Monroe County Schools. Violation of this provision may result in the removal of the people involved from the school site and prohibited from working there again
- h. Subcontracting
 - i. The vendor is to be the primary service provider and shall perform the work described in this specification with their employees.
 - ii. In general, the subcontracting of any part of this work is not allowed. If special situations warrant it the District may allow exceptions if it is in the District's best interest. All

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situations where a subcontractor is used must be approved in writing by the District prior to the subcontractor beginning work.

2. Staffing

- a. All staff shall be badged through the District personnel office. This ID badge is to be worn at all times while on the campus.
- b. Ground/landscaping staff shall wear company shirts of the same color with the company's logo to allow for their identification on the school grounds.
- c. Each crew or team shall have a foreman or lead. This person must be able to communicate with the school office staff verbally and in writing, in English. This employee shall check in with the office as needed to coordinate special needs or concerns.
- d. The contractor is required annually to train their staff in safe work principles included but not limited to:
 - i. Blood borne pathogens
 - ii. Hazard communication and the importance of MSDS
 - iii. Personal protection Equipment (PPE)
- e. The contractor is required to train their staff in all landscaping procedures prior to them starting work on the school jobsite. Training shall include manual techniques, procedure, and apparatus training. Provide the district with copies of any training programs and sign in sheets from any training sessions.

3. Grounds Care General

- a. For the safety of our students and staff **all grounds work is to be done on Saturdays, Sundays, or days when staff and students are not scheduled to be on the campus.** Provide crews with sufficient manpower to perform the required work in these limited times.
 - i. On rare occasions the school may need for work to be done during a school day. If required at the request of the District, work may be scheduled on week days. Such requests will be in writing and need the written approval of the school administration and the Assistant Director of Facilities.
 - ii. Unoccupied, Administrative, and support complexes may be done during the normal work week.
 - iii. Perimeter trimming, weeding, and mulching work that is greater than 50 yards from an occupied building may be done during the normal work week. Extreme care is to be used around occupied parking areas to prevent vehicle damage.
 - iv. Absolutely no work is to be performed on days with state performance testing like FCAT. These dates become available on the school's website calendars.

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- v. Any remedial work will be done within 3 days of written notification by the district. This can be done Monday – Friday. All remedial work involving mowers, blowers, weed eaters, shall be done after normal school hours.
- b. This contractor shall provide all labor, materials, and equipment required to perform the services described in this specification.
- c. Special events – The contractor shall coordinate the schedule to cut the campuses the weekend prior to these special events. Review with maintenance administration the intended dates.
 - i. High School graduations. Example, cuts would be 5/25 and 5/26 for this school year.
 - ii. Return of teachers and meet the teacher. This is the week prior to the first day of school. Example, cuts would be 8/10 through 8/11 this year.
 - iii. Other special events conveyed to the contractor by the school one month prior to the event.
- d. The contractor is to provide at least a two week notice of a cut by sending email notification to the school and maintenance department. A monthly schedule is an acceptable alternative.
- e. During the week prior to coming to the campus for a scheduled cut, the contractor shall contact the office and confirm. The office may elect delay or not to have the grounds cut that weekend for any reason. Some reasons may be slow growth period or scheduled events.
- f. The District will only pay for actual cuts done and is not obligated in any fashion to pay the contractor when the school chooses not to have a cut done.
- g. Notify the school administration of any unsafe condition that is noted that is outside of the scope of this specification.
- h. By Wednesday morning after the work has been completed that weekend, the contractor shall convey electronically or in person a statement of completion to the school Principal or their designee. A copy of the form to be used is attached to the end of this specification (APPENDIX B). The area maintenance supervisor is to be copied on this document. The school and maintenance department will review the work performed.
- i. In general campus planting follows the principles of native plants and xeriscaping. After being established landscape elements do not normally need water, fertilizer, or pest control. If any fertilizer or pest control is needed to keep a landscape element healthy, this contractor is to provide it.
- j. The State of Florida will not allow payment for work that has not been done. Incomplete work will be reviewed with the contractor. If not completed in three days, a prorated amount proportional to the work left undone will be deducted from the payment for that cut. The contract administrator will determine the prorated amount based on the following schedule. Their decision is final.

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- i. Uncut or long portions of campus lawn – 25% or more.
 - ii. Mulch not maintained as specified or weeds in planter areas – 20%
 - iii. Tree and bush trimming not maintained as specified – 20%
 - iv. Perimeter fencing not maintained as specified – 20%
 - v. Playground mulch not maintained as specified 15%
 - vi. Branches or Palm fronds left hanging or on the ground – 10%
 - vii. Weed eating incomplete, sidewalk weeds, courtyard weeds, and mechanical yards– 10%
 - viii. Dead elements, invasive exotic plants, and invasive “volunteer” native plants in left planter areas. 10%
 - ix. Dead tree elements – 10%
 - x. Dead bush elements – 5%
- k. All grounds work performed shall comply with all State and Federal regulations with regards to wetlands, hammocks, and native vegetation. If requested work could violate these standards please submit to the maintenance supervisor. A written ruling will be obtained that the contractor shall follow.

4. Grounds Care Standards for each Cut

a. Grass areas and PE fields

- i. Police campus to pick up all trash, sticks, and rocks prior to cutting.
- ii. **Cut to a height of 3”±1”.** Holidays and knocked down grass are unacceptable. Grass must be mowed at a speed to ensure cutting and so as to not create ruts.
- iii. Trim areas that mowers cannot go with weed eaters.
- iv. Mowers shall be a type that causes the clippings to be distributed evenly over the cut area. If mowing causes an accumulation of clippings in rows or piles, the contractor shall be responsible to remove them. The clippings may be disposed of by spreading on bare areas where grass is desired.
- v. Care is to be taken when mowing around gutters, walkway supports, water pipes, and electrical conduits so as not to damage them while mowing.
- vi. Edge all buildings, sidewalks, planters, driveways, fences, and other borders with the grass. Edging shall maintain clear contour lines. Edge line shall be between 1” and 3” wide and shall be consistent plus or minus 1”.
- vii. The use of herbicides like Round Up for edge along buildings, sidewalks, planters, drives, and fences is permitted. Landscape elements killed by improper use of herbicides shall be replaced by this contractor at no expense to the owner.
- viii. Remove all weeds from concrete, paver, or courtyard type areas.
- ix. Remove all weeds along sidewalks, building edges, mechanical yards, and street curbs.
- x. Leaves - In general when falling on grass areas under trees they shall be left to decompose. When in abundance so that they damage the grass or begin to blow into fences, buildings, or sidewalks, they shall be raked up and removed. These can be put on mulched area if free of grass.

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1. Contained areas like Courtyards and entryways areas need special attention to remove leaves at each visit. During the late spring from April through May courtyard accumulations are greater. At the end of each cut these areas shall be free of leaves and clippings.
 2. Unmaintained and wooded areas will not be raked.
- b. Weed and maintain mulch in all landscaped planter areas and landscape islands. All weeds and invasive plants shall be removed.
- i. Maintain mulch tree rings 18" beyond the trunk of all trees and landscape boulders located in grass areas.
 - ii. **Mulch is to be maintained between 4 and 6" deep.** We require the use of locally generated waste mulch like that provided by local tree services or local power companies. Coordinate mulch staging amount and location with the Maintenance Supervisor of Facilities for the area. Dyed and Cypress mulch is not to be used.
 - iii. All unground sticks and fronds are to be removed prior to placing the mulch.
 - iv. The contractor will have until January 1st of the year following the original contract date to get this item up to specified conditions.
 - v. Landscape areas that use crushed rock as the ground cover shall be maintained free of weeds. Rock shall be raked back into place and shall be maintained at a depth greater than 1". Replacement materials shall match the existing material.
- c. Bushes shall be maintained as follows.
- i. As specially requested by the school principal or their designee for aesthetics.
 - ii. At driveways trim to allow unobstructed view of pedestrians and traffic.
 - iii. Along buildings keep trimmed out of sidewalks, doorway, and below the bottom of windows. Emergency exit windows must be kept clear.
 - iv. In courtyard areas keep trimmed no higher than 3' unless against a building.
 - v. Any bushes to the height required by the principal to maintain campus supervision or night security.
 - vi. Maintain in mulch rings or landscape islands to protect trunks from mowing and weed eating.
 - vii. Provide fertilizer or pest treatment as needed to keep plants healthy. This contractor is to provide the material and labor for this process. This is by exception only.
- d. Trees shall be maintained as follows:
- i. For trees taller than 15' above grade, keep all branches trimmed to meet the following:
 1. Branches or fronds should not hang below 8' above the grade below.
 2. Keep all branches trimmed 8' away from overhanging or touching buildings and walkway covers.
 3. Trimming shall include all branches less than or equal to 30" in circumference. This is just under 10" diameter. This applies to all branches up to 15' above grade.

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- ii. Protect trunk from mowers and weed eaters using mulch tree ring 18" beyond the trunk.
 - iii. Provide fertilizers and supplements as needed to keep palm trees healthy.
 - iv. Treat any tree identified as having white flies with insecticidal soap. This should happen at each cut until the tree is healthy.
 - v. Remove all dead or diseased branches up to 15' above grade.
 - vi. Treat for pests and diseases by exception only. This contractor shall provide any and all pesticides and fertilizers needed to maintain tree health.
- e. Un-mowed wooded areas that are left natural should be trimmed back over the school's Christmas break and prior to the beginning of each school year in August. This is to keep them from growing in size and taking over.
 - i. Trim back at least 6' away from drives, sidewalks, and buildings.
 - ii. Trim back 18" from fences. The contractor will have until January 1st of the year following the original contract date to get this item up to specified conditions.
 - iii. The trimming of drives and fences shall continue up to a height of 15' above grade.
- f. All tree and brush trimmings shall be removed and properly disposed of by the contractor. It is acceptable to grind trimmings to be used as mulch on site. Branches are not to be left on site.
- g. Playgrounds shall be maintained as follows **at EACH cut.**
 - i. Remove all rocks and sticks from sand, mulch, or pea rock "use areas".
 - ii. Level and rake "use area" materials back into place filling holes and removing accumulation from building under the equipment.
 - iii. Notify area maintenance supervisor via e-mail of "use zones" needing additional materials based on the following criteria.
 - 1. Mulch must be greater than 9" deep
 - 2. Sand must be greater than 6" deep.
- h. The District will provide additional materials as budgets allow. The district will install and spread them in the playground use area. This is normally done less than once per year.
- i. Once all elements of a campus "cut" are complete the contractor shall blow off all sidewalks, drives, and parking areas that have become littered with trimmings. Tire marks from mowers shall be removed.

5. Lower Keys Grounds Maintenance supplies

- a. All materials needed to perform the work described in this specification are to be provided by this contractor.
- b. If pricing is equal the District has a preference for Green Certified products.

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- c. All products must be approved for use by local, state, and federal guidelines.
 - d. Provide any and all pesticides and fertilizers needed to maintain landscape and trees.
 - e. All products are to be used in strict accordance with the manufacturers written instructions for that product.
 - f. Products that are not safe per the manufacturer's instructions once applied and dried shall not be used.
 - g. Herbicides and pesticides must be approved for the application and should be the least toxic product available for the job.
 - i. After award contractor must submit a list all products you intend to use.
 - ii. The District will provide written approval of allowed herbicides and pesticides.
 - iii. Persons applying pesticides and herbicides shall be licensed as required to apply these products. Provide copies of these licenses with your proposal.
 - h. Our preference is to not fertilize landscape elements. If this contractor feels it is required for the health of a specific plant it may be done. This contractor will provide that product if needed. This contractor is to keep landscape elements healthy. Trees, bushes, and ground cover that die due to poor maintenance or lack of care shall be replaced by this contractor. Replacement trees must have a minimum of 7' clear wood.
 - i. Provide the school with Material Safety Data Sheets (MSDS) on any product used at the school.
6. Grounds and landscaping equipment – The district will not provide any equipment required to perform the work described in this specification. The contractor is to provide all equipment they need to perform the work described in this specification.
- a. All equipment shall be well maintained and kept in safe working condition.
 - b. Equipment that has had safeties bypassed or guards removed shall not be used on district property.
 - c. This contractor is to provide their crew with all personal protection equipment (PPE) needed to do the work described in this specification. This includes PPE devices like gloves, masks, respirators, aprons, smocks, garments, safety glasses, ear muffs/plugs, and face shields.
7. Evaluation of grounds landscape services – Evaluations will be performed quarterly. Three will cover the normal school year and one will cover the summer period just prior to school opening. The evaluations will include one or more managers from the Facilities Department. The contractor shall also send a management level representative to the evaluation. The decision of the Facility Department's manager is final. The evaluation process will utilize spot checking to verify the landscaping activities listed in this specification. The evaluation will be done shortly after the contractor has completed a cut and is

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presenting the bill indicating they are finished. Each site will receive an “A” though “F” letter grade on the conditions found. Our goal is to have schools score B’s or better.

- a. A – Excellent
 - b. B – Acceptable
 - c. C- Improvement in some areas needed. If a contractor has 3 or more C’s or lower in one year the district will not renew the contract for the following year.
 - d. D – Improvement not noted or improvement needed in many areas. The contractor will be given 2 weeks to correct. If improvement to a C or better is not noted during that time procedures to cancel the contract will begin.
 - e. F – Immediate change required to prevent cancelation of the contract agreement. This includes failure to show up to do the agreed work. The contractor will be given 2 weeks to correct. If improvement to a C or better is not noted during that time procedures to cancel the contract will begin.
8. Storm Recovery – The District places a priority on getting students safely back into school once a storm is over. Once the mandatory evacuation is lifted and residents are allowed to return, grounds services shall begin again. Provide an hourly labor rate to be used to cover the non- typical work required after a storm. Two people per school may be needed. The district requires first priority on staffing. Staff is required to report as soon as District officials can coordinate their entrance into the work area. Contractor staff may be used at another school in the district. Any associated travel expenses to travel to different schools shall be documented for billing. Recovery Activities may include:
- a. Cutting up and removing fallen trees to pick up areas. This includes the use of chainsaws and power pruners provided by the contractor. Work shall include all tree branch work subject to the limits defined in this specification under “Trees shall be maintained as follows.”
 - b. Removal of debris from damaged or flooded buildings.
 - c. Assistance in drying flooded buildings using wet vacs, push brooms, squeegees, fans, and dehumidifiers. Assistance in picking up brush, branches, and debris on campus property.
 - d. District maintenance personnel will assist in moving large items with District equipment to facilitate safe handling.
 - e. The District may require 12 hour days during recovery efforts. Time beyond the standard 8 hour work day will be at 1.5 times the normal rate and should be billed separately.
9. Campus Site Photos – These photos are diagrammatic in nature and are to aide establishing the location and boundaries of the work to be included. In case of conflict the written description of the specification shall take precedence.

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a. Legend:

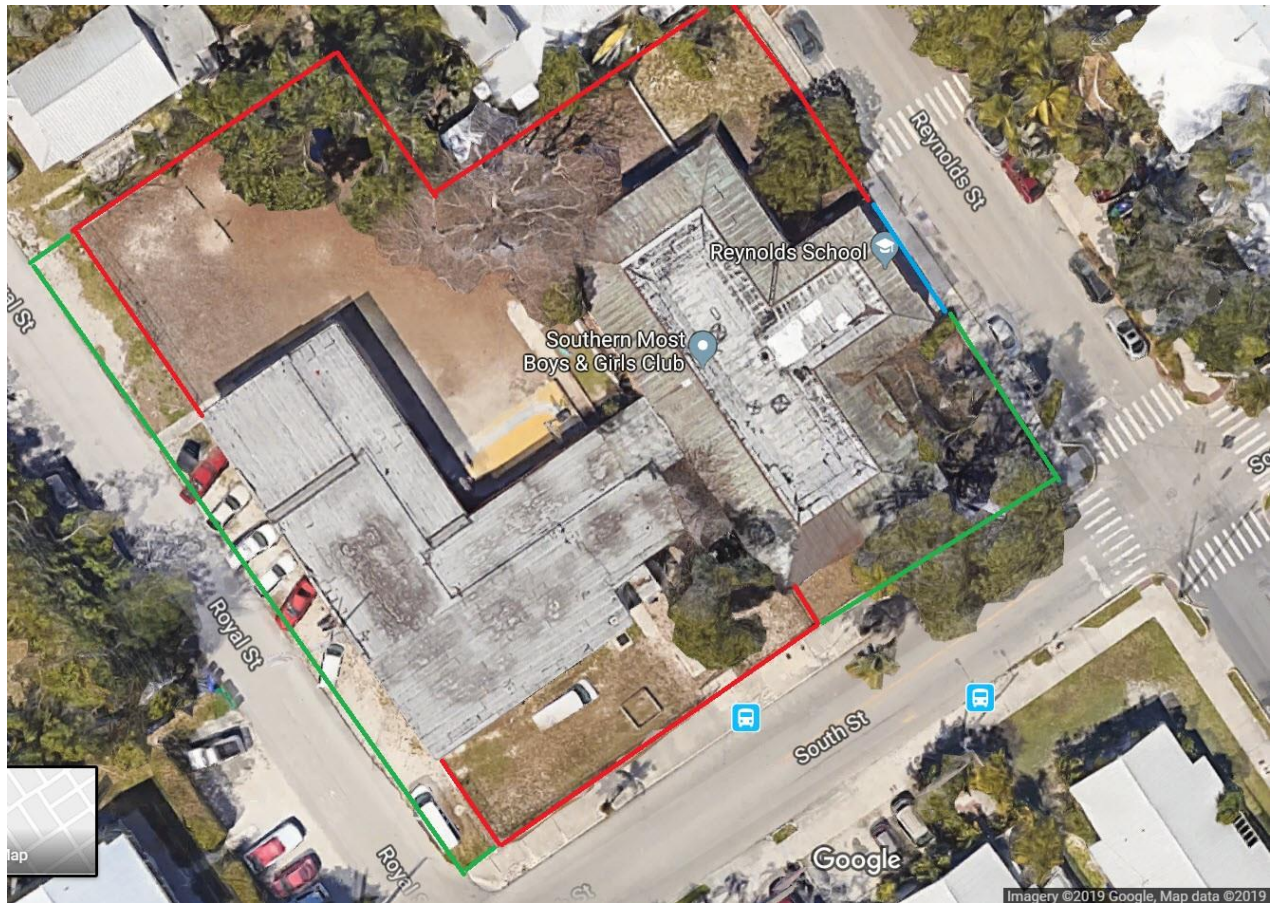
- i. Red= Perimeter fence to maintain
- ii. Green= Driveway or property edge to maintain
- iii. Blue = Non-Fenced School boundary
- iv. Orange = Perimeter of athletic field not in this contract

b. Administration Complex and Transportation



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c. Boys and Girls Club



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d. Key West Maintenance Office



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e. Key West High School



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f. Horace O'Bryant School



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g. Poinciana Elementary



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- b. Pricing shall be provided on a “per cut” basis. There will be no less than 16 cuts and no more than 24 “cuts” per campus per year. The Maintenance department’s administration shall determine the number of cuts and if a scheduled cut is to be skipped. The contractor will be notified at least one week in advance if a cut is to be skipped.
- c. Cuts are to be at least 2 weeks apart and equally divided over the contract year.
- d. Pricing will be weighted as follows:
 - i. Campus Prices - 80% weight factor
 - ii. Hourly Rate Prices – 10% weight factor
 - iii. Price to add/remove ¼ acre increments – 10% weight factor.

11. Only qualified bids will be considered. Provide documentation with your bid on each of the following items to be considered for qualification. Bids that do not provide satisfactory evidence of these required qualifications will not be evaluated:

- a. Provide evidence of individual commercial contracts for landscaping services in Monroe County totaling greater than or equal to \$30,000.00 per year. These may be condos, resorts, hospitals, parks, or other government properties.
- b. Provide staffing plan that demonstrates how you will be able to meet a 2 hour response time for call outs.
- c. Provide evidence of past multi-year landscaping contracts with commercial properties equal to or larger than the amount of your combined bids on this project.
- d. Provide two reference letters indicating high performance on existing commercial landscape contracts that have an annual contract value of more than \$20,000.00 per year. At least one of the two letters shall be from Monroe County. Letters shall be on company letter head and have a contact phone number.
- e. Provide statement confirming your ability to have at least one English speaking staff member on site at all times to act as liaison between any non-English speaking workers and site administration. This is to ensure complete understanding of issues being discussed. Failure to do so will result in the following: 1st offense - \$500.00 fine, 2nd offense \$1,000.00 fine, 3rd offense – vendor will go on 30 day notice that contract is being terminated.
- f. Provide evidence of employee safety and training programs.
- g. Provide evidence of at least one staff member with Ornamental and Turf Pest Control Certification.
- h. Provide business license and proof of insurability at required levels.

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12. A committee will review bids to determine if they are respondent, complete, and from a qualified bidder. Bids deemed respondent will be ranked by weighted price from the submitted price sheet and submitted to the school board for review.

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Local Preference

Application:

ITB - A local bidder that is within 5% of a non-local apparent low bid in a solicitation is given the opportunity to match the non-local bid within 3 business days of the recommendation from the committee. If the local vendor confirms in writing that they will match the low bid, the notice of intent will go out recommending the local vendor. If they cannot, the notice of intent will go to the non-local vendor.

RFP – Local preference can become part of the ranking matrix used to evaluate proposals by applying EITHER 5 points (5%) for local preference OR 5 points (5%) for a factors affected by geographic location: ie: response time, knowledge of county/city requirements.

Location Boundaries - Bids are procured based on the geographic areas needed within the district. Application boundaries will be within 25 miles of any one of the district locations in that geographic location. Bids are procured by either specific City whereas boundaries will apply to that city, Regions (ie: Lower Keys (sites within Key West to Sugarloaf Key), Middle Keys (Marathon area sites) or Upper Keys (first site north of Marathon city limits extending to the northernmost Key Largo school site), or District Wide (encompassing district facilities from Key West to Key Largo).

In order to qualify for local preference, the bidder would need to meet all of the following criteria and submit documentation as stated below:

- Vendor must fill out a Local Preference Affidavit and submit with bid solicitation for which preference is being applied and
- Principal address registered with Department of State as operating out of an office within 25 miles of boundaries of the location for which goods/services are being solicited, or if the job pertains to the entire district, then any one of the cities located within Monroe County, as evident by State Business License (COPY MUST BE SUBMITTED) and
- Business is listed with the chief licensing official in Monroe County as having a business tax receipt within 25 miles of boundaries of the location for which services are being solicited for at least one year prior to solicitation; (COPY MUST BE SUBMITTED) and
- Affirm that at least 50% of workforce live in Monroe County (via local Preference affidavit); and
- At least one member (director or principal) of the entity shall reside within Monroe County (Copy of DL or FL ID Card Must be Submitted).

NOTES:

1. Joint Ventures can qualify if at least one of the two entities meets the test set forth above and the combined local workforce of the joint venture is at least 50% local.
2. You cannot use a PO box to prove address verifications above.
3. Any bidder who fails to submit sufficient documentation with their bid or proposal shall not be granted local preference consideration for the purpose of that award.

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4. Preference is calculated based on the total bid or quote price, including any alternate or optional services or products in the bid or quote selected.
5. The preference in no way prohibits the right of the agency to compare quality of materials proposed and purchase, evaluate the best interest of the agency with options provided in proposals, etc.
6. Board reserves the right to withhold application of local preference if in the best interests of the District or where application of preference would conflict with statute, administrative rule, or the terms of any grant funding of the purchase or contract.
7. Vendors found to have falsified documentation with regard to local preference certification will be subject to suspension up to/including debarment.

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Bid Documents Required

The following documents and forms in the following arrangement must accompany each bid submitted:

- ☐ Bid Documents Required Checklist
- ☐ Bid Proposal Form
- ☐ Addenda Acknowledgement Form
- ☐ Contractor Rules Form
- ☐ Debarment Certification
- ☐ Identical Tie Proposals Form
- ☐ Non-Collusion Affidavit
- ☐ Business/Personal Relationship Disclosure Affidavit
- ☐ Drug Free Workplace Form
- ☐ W-9
- ☐ Vendor Information Sheet
- ☐ Documentation of individual commercial contracts for landscaping services in Monroe County totaling greater than or equal to \$30,000.00 per year.
- ☐ Documentation of past multi-year landscaping contracts with commercial properties equal to or larger than the amount of your combined bids on this project.
- ☐ Documentation of staffing plan that demonstrates how you will be able to meet a 2 hour response time for call outs.
- ☐ Two reference letters indicating high performance on existing commercial landscape contracts that have an annual contract value of more than \$20,000.00 per year.
- ☐ Statement confirming your ability to have at least one English speaking staff member on site at all times to act as liaison between any non-English speaking workers and site administration.
- ☐ Documentation of employee safety and training programs.
- ☐ Documentation of at least one staff member with Ornamental and Turf Pest Control Certification (include copy of license)
- ☐ Proof of insurability and an appropriate business license required for this project.
- ☐ Price Sheet
- ☐ Reference Form
- ☐ Local Preference Affidavit and backup (if applicable)

I, _____ (name), an authorized officer of _____ (company/vendor), confirm that the above listed documents are provided in our bid being submitted to the Monroe County School District and confirm that I have read and understand the ITB document in its entirety.

Signature

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APPENDIX A – Price Sheet

<u>School</u>	<u>MM#</u>	<u>Per Cut Landscape Services</u>	<u>Hourly Rate Additional Service</u>
Admin/Trans Complex	KW	\$ _____	\$ _____
Maint Bldg United Street	KW	\$ _____	\$ _____
Reynolds	KW	\$ _____	\$ _____
Horace O'Bryant	KW	\$ _____	\$ _____
Key West High	KW	\$ _____	\$ _____
Poinciana	KW	\$ _____	\$ _____
Gerald Adams	KW	\$ _____	\$ _____

Price to add or take away work in ¼ acre increments rounded off in the vendor's favor. Measurements made on gross area including improvements. Work would include all work described in this specification.

\$ _____

Provide an hourly labor rate to be used to cover the non-typical work required after a storm.

\$ _____

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APPENDIX B

COMPLETION CHECK LIST – Fill out for each site when completed

Email to Principal and Michael.Skrodinsky@KeysSchools.com within three days of each cut.

School: _____ Date: _____

- ☐ Check all mowed areas for spots that were missed
- ☐ Sidewalks clean with no tire tracks or grass
- ☐ All mulch beds have sufficient mulch as specified.
- ☐ Sidewalks, courtyards, walls, utility areas free from weeds
- ☐ All dead branches, palm fronds, and “hangers” are removed.
- ☐ Any dead landscaping removed and reported. _____
- ☐ Gravel and mulched areas are free from weeds
- ☐ Gravel and mulched areas are free from invasive natives /exotics
- ☐ Playground mulch/sand free from weeds
- ☐ Playground mulch/sand raked to fill in wear areas.
- ☐ Tree branches cleared from within 6’ of playground equipment.
- ☐ Tree branches trimmed lifting clear above 8’
- ☐ Bushes in supervised areas maintained between 24” and 36”
- ☐ Perimeter fence trimmed to keep plants out as specified
- ☐ Wooded edges trimmed back as specified
- ☐ Bushes at driveways trimmed to promote vehicle vision of sidewalks and bike paths.

I have checked the work for completeness and certify with my signature below that all work has been performed as specified and is ready for district inspection.

Signature of On Site Foreman

Printed name

Date

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GENERAL INFORMATION

A. INTRODUCTION

The School Board of Monroe County, Florida, hereinafter referred to as the "School Board" will accept sealed proposals from any responsive and responsible proposer as specified herein. Following is a tentative calendar:

B.

CALENDAR OF EVENTS ITB 2019916		
DATE:	TIME (ET):	ACTION:
March 15, 2019	8:00 AM	Release Solicitation
March 15, 16, 2019	Publication	Notice of Solicitation /Bid Opening
March 28, 2019	9:00 AM	Mandatory Walk Through (Open to Public –Starts as MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)
April 16, 2019	5:00 PM	Last day for submission of written questions to MCSD
April 19, 2019	5:00 PM	Last day for MCSD to post answers to questions
May 1, 2019	9:00 AM	Proposal Due/Bid Opening (Open to Public –MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)
May 1, 2019	5:00 PM	Recommendation to Award
May 14, 2019	3:00 PM	Board Meeting (Open to Public –Key West City Hall, 1300 White Street, Key West, FL 33040)

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C. SUBMISSION REQUIREMENTS

All proposals must be submitted in sealed envelopes bearing on the outside the label provided on page 2 of this solicitation package. This includes: name of the Proposer and ITB 2019916 - Lower Keys Grounds Landscaping. The proposal must be signed by a person(s) legally authorized to conduct business in the name of the Proposer.

The name, office address, e-mail address and office telephone number of the representative designed to serve as a liaison with the School Board must be included. Proposals received, which are at variance with these instructions, may not be given further consideration.

One (1) original, two (2) copies, and one (1) electronic copy (PDF format – single file) of the proposal package must be submitted no later than May 1, 2019 at 9:00 AM to:

**Monroe County School District
Administration Building - Internal Services Department / Purchasing Division, Room 119
241 Trumbo Road
Key West, Florida 33040**

D. CONDITIONS AND LIMITATIONS

a) The School Board reserves the right to reject any and all proposals, to waive any irregularities or informality, and to accept or reject any items or combination of items.

b) The School Board may consider all proposals and reserves the right to award the contract(s) in the best interest of the School Board.

c) A proposal may not be withdrawn before the expiration of ninety (90) days after the proposal due date.

d) The School Board will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs incurred.

e) Proposer acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Public Records Law.

f) Proposers, their agents and/or associates shall refrain from contacting or soliciting any official of the Monroe County School District or School Board member regarding this proposal during the selection process. Failure to comply with this provision may result in disqualification of the proposer.

g) The proposal and the related responses of the selected proposer will by reference become part of the formal agreement between the selected proposer and the School Board.

h) The School Board and the selected proposer(s) will negotiate a contract or contracts as to terms and conditions. In the event an agreement cannot be reached with the selected proposer in a timely manner, the School Board reserves the right to select an alternative proposer.

i) Cancellation: In the event the proposer violates any of the provisions of this proposal, the Superintendent shall give written notice to the proposer stating the deficiencies and unless deficiencies are corrected within five (5) days, recommendations will be made to the School Board for immediate cancellation. The School Board reserves the right to terminate any contract resulting from this proposal at any time for any reasons, upon giving thirty (30) days prior written notice to the other party.

j) Non-Discrimination: There shall be no discrimination as to race, sex, color creed, or national origin in operations conducted under this contract.

k) Selling, Transferring or Assigning Contract: No contract awarded under these terms, conditions and specification shall be sold, transferred or assigned. In the event that the Proposer to which the contract is awarded merges with another entity, the School Board has the option to remain with the new institution or cancel the contract by giving 120 days advance written notice to the institution.

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E. INSURANCE REQUIREMENTS

Comprehensive General Liability - with minimum occurrence limits of \$1,000,000 and General Aggregate of \$2,000,000 (Should limits of \$1,000,000 be prohibitive due to exposure or availability, \$500,000/\$1,000,000 may be sufficient). The liability policy will need to include an Additional Insured endorsement naming the Monroe County District School Board.

Commercial Auto Coverage - with minimum combined single limit of \$1,000,000 (Should \$1,000,000 be prohibitive due to exposure of availability, \$500,000 may be sufficient).

Workers Compensation - Statutory limits and Employers Liability \$100,000 /500,000/100,000. Note, if the contract is with a sole proprietor with no employees, he/she may not have Workers Compensation and may not be required by the state of Florida to carry this coverage. If this is the case and you decide to waive the WC requirement, we recommend that the District specifically include a disclaimer in the contract describing the status as an Independent Contractor and a sole proprietor with no employees and confirming that the District would not be responsible for providing Workers Compensation coverage for any work related injury or illness.

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GENERAL TERMS & CONDITIONS

1. PREPARATION OF PROPOSALS:

- a) **Bidder's Liability:** Respondents are expected to examine the specifications and all special and general conditions, requirements, and instructions. Negligence on the part of the respondent to make the necessary examinations and investigations, visit appropriate site locations and become familiar with ALL locations covered under this solicitation, or failure to fulfill, in every detail, the requirements of the contract documents, will not be accepted as a basis for varying the requirements of the district or for paying additional compensation to the contractor. Failure to do so is at the contractor's risk.

Failure to follow the instructions contained in the solicitation for completion of a solicitation response is cause for rejection of a proposal.

- b) **Submittal of Proposals: PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE.** The return address label provided with your solicitation invitation packet should be affixed to the outside of your envelope identifying it as a **sealed proposal**. **Submit proposals in an envelope separate from any express mail or courier envelopes, as those will be opened and discarded.** Any company not responding to this request with either a proposal or a "NO BID" *may be removed from the active broadcast list.*

- c) **Receipt of Proposals:** The Internal Services Department / Purchasing Division is not responsible for timely delivery of the U.S. or private courier mail. The Respondent is responsible to allow adequate mailing time, including time for interoffice mail delivery, or to take appropriate alternative steps to ensure that their proposal is delivered to the **Internal Services Department / Purchasing Division** by the specified due date and time.

LATE PROPOSALS WILL NOT BE OPENED.

- d) **Minimum Required Documents:** The following documents must be returned with your proposal to be considered responsive:

- i) Completed and signed **Invitation Package**
- ii) Completed **Proposal** form(s)
- iii) Certificate of Insurance

- e) **Forms:** All proposals must be submitted on and comply with the proposal forms provided. If additional space is required, the respondent may submit an attachment which will become part of the proposal response. The Invitation Package **must** be signed by the owner or authorized officer/agent of the company submitting a proposal or the proposal will be rejected. Facsimile (FAX) or email proposals will not be considered.

- f) **Quoted Prices:** Prices are to be submitted in accordance with the quantities required, which appear in the solicitation invitation. Unit prices will prevail over extended totals whenever the extended amount is in conflict with the estimated quantity (x) the unit price. When a total group price of two or more distinct items is requested, the Internal Services Department / Purchasing Division reserves the right to verify mathematical extensions and totals, correct extensions and totals if necessary and recommend an award based upon the overall group total.

- g) **Freight Terms:** All items are to be proposed **FOB destination** with all transportation charges prepaid and included in the proposal prices and title transferring to the district at the time of delivery, unless otherwise stated in solicitation. Any exceptions to these freight terms taken by the respondent must be clearly stated in the respondent's proposal. The Internal Services Department / Purchasing Division will evaluate any such exceptions and determine if the exception constitutes grounds for rejection of the respondent's proposal.

- h) **Item Specifications:** Specifications in this document may reference specific manufacturers' products and list their model or part numbers, followed by the words "or equal" or "approved brands". Unless the words "only" or "No Substitutes" is used in place of "or equal", these references are intended to establish a quality and performance standard only. Anything listed, herein, of a proprietary nature is done so without express knowledge or intent to exclude other manufacturers' products from consideration.

i) The term "*No Substitutes*" or "*Only*" may be used when compatibility with other articles or materials is required or if standardization is desired.

ii) Any item proposed as an alternate which lacks sufficient descriptive literature or technical information to enable a complete comparative analysis, may prevent its consideration.

iii) If the respondent does not clearly state in their proposal that an item proposed is an alternate to that specified, the respondent must furnish the specified item upon receipt of a purchase order or else be declared in breach of contract.

- i) **Insurance Certificate:** When an insurance certificate is required, detailed specifications for this insurance will be included in the Insurance Requirement section of the solicitation.

- j) **Product Certification:** When product certification is requested, the respondent must submit a signed, notarized affidavit along with their proposal attesting that the item meets all specifications requested.

- k) **Proposal Organization:** Respondents are expected to organize their proposals in such a manner as to facilitate the

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evaluation process. Proposals should be keyed or indexed to correspond with this solicitation. Responses should be correlated to the specific Submittal, Criterion, Section or Paragraph Number of the **Competitive Solicitation** or **Invitation to Bid** being addressed. District staff will make a reasonable effort to locate information in the proposals; however, failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate point credit or complete rejection of your proposal.

2. INQUIRIES/INFORMATION: Any questions by prospective respondents concerning requirements of this solicitation should be addressed by e-mail to Jessica.Bailey@KeysSchools.com. The Internal Services Department / Purchasing Division will assist vendors and facilitate questions to the appropriate individuals as deemed necessary. Requests for interpretation of the solicitation or additional information should be communicated to the Internal Services Department / Purchasing Division by e-mail prior to the "Last Day for Submission of Written Questions" period listed on the Calendar of Events. Vendors are encouraged to visit www.demandstar.com to obtain this information. The following information is available from this location, 24 hours per day, 7 days per week:

- A copy of a solicitation packet for a contract or project currently issued and any associated addenda (It is the respondent's responsibility to check www.demandstar.com frequently for an updated list of issued addenda)
- A listing of solicitations scheduled for award
- Historical solicitation award information
- A copy of all required documentation

3. ACCEPTANCE AND WITHDRAWAL OF PROPOSALS: A proposal (or amendment thereto) will not be accepted by the Internal Services Department / Purchasing Division after the time and date specified for the proposal opening, nor may a proposal (or amendment thereto) which has already been opened in public be withdrawn by the respondent for a period of ninety (90) calendar days after the proposal opening date and time, unless authorized by the Superintendent. By written request to Superintendent, the respondent may withdraw from the solicitation process and ask to have their sealed proposal returned at any time prior to the closing date and time for the receipt of proposals.

4. AMENDMENT & CANCELLATION: The Internal Services Department / Purchasing Division reserves the right to cancel, recall and/or reissue all, or any part, of this solicitation or Invitation to Bid, at any time, if it is found to be in the best interest of the district to do so.

5. SOLICITATION OF DISTRICT EMPLOYEES & ACCEPTANCE OF GRATUITIES: The district expressly

prohibits respondents from making any offer of employment or any other offering of value to any employee of the district who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this solicitation.

6. QUALIFICATIONS OF RESPONDENT: Proposals will be considered only from contractors, manufacturers, authorized distributors or dealers who are normally engaged in the manufacture, sale or distribution of the materials or services requested herein. The respondent must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the district. The Internal Services Department / Purchasing Division expressly reserves the right to reject any proposal if it determines that the business and technical organization, equipment, financial and other resources, or experience of the respondent, compared to work proposed, justifies such rejection.

7. CONFIDENTIALITY OF STUDENT RECORD INFORMATION: Student record information may be provided to vendors to enable them to respond to a sealed competitive solicitation or to an Invitation to Bid, or to perform under a contract already awarded to them. Vendors are hereby notified that any such student record information must be kept strictly confidential and may not be released to any other person or entity without authorization, pursuant to FS. 228.093 and Rule 6A-1.0955, FAC. Failure to comply with this directive could result in civil liability.

8. NON COLLUSION: The respondent, by affixing its signature to this proposal, certifies that its proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

9. CONFIDENTIALITY OF INFORMATION SUBMITTED BY RESPONDENT: The district reserves the right to retain all copies of respondents' proposals and associated documentation submitted. Under Florida's public records laws, sealed proposals received by the district pursuant to competitive solicitations or requests for proposals may only be kept confidential until such time as the district provides notice of a decision or intended decision or within 30 days after the proposal opening, whichever is earlier. Vendor requests to hold certain submitted materials or information in confidence cannot generally be honored. If a vendor feels that public scrutiny of certain information requested in the solicitation documents could be detrimental to its business, the vendor should notify the district and cite the governing statute which exempts such material from public scrutiny.

In the matter of solicitations requiring a negotiation process; If the District rejects all sealed replies, the records may remain exempt from Florida Statute 119.07 until such time as the District provides notice of a decision or intended decision pursuant to Florida Statute 120.57(3)(a) concerning the reissued invitation or until the District withdraws the reissued

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invitation. Records may not remain exempt for longer than 12 months after the initial notice rejecting all replies. (FS 286.0113(3))

10. SUBCONTRACTING: The respondent must describe in their proposal, all responsibilities that the respondent anticipates assigning or subcontracting, identify all the subcontractors and also describe how the respondent will manage these subcontractors. The vendor will be held directly responsible and liable for the actions of all of its subcontractors and the actions of its subcontractors' employees.

11. INTELLECTUAL PROPERTIES: If this agreement specifically provides for product development work on behalf of the District, any discovery, invention or work product produced for the District under this contract shall be the sole and exclusive property of the District. The vendor assigns to the District any and all claims of any kind, type or nature to such property, including but not limited to patent rights, copyrights and rights in data, arising out of the specific development covered by such agreement. Unless specifically agreed by the parties in writing, this paragraph will not apply to customizations of vendor's product. Any intellectual property rights arising out of such customizations will be the property of vendor. The parties acknowledge that if this Agreement does not specifically include the funding of any development, then all products, processes, or similar works developed and/or prepared by vendor in the course of this Agreement shall be the exclusive property of the vendor.

12. PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST: Per the provisions of Florida Statute 287.133 (2)(a), "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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 287.017 for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list".

13. PROPOSAL PREPARATION COSTS: The costs to develop the proposal are entirely the responsibility of the respondent, and shall not be charged in any manner to the district. This includes, but is not limited to, the direct cost of the respondent's personnel assigned to prepare the respondent's response to this solicitation and any out-of-pocket expenses (including, but not limited to, travel, accommodation, supplies) incurred by the respondent in preparing their proposal.

14. VARIANCE TO SOLICITATION DOCUMENTS: For the purpose of proposal evaluation, respondents must clearly stipulate any or all variances to the solicitation documents or

specifications, no matter how slight. If variations are not stated in the respondent's proposal, it shall be construed that the proposal submitted fully complies in every respect with our solicitation documents.

15. ADDENDA TO SOLICITATIONS IN PROCESS: Interpretations of the solicitation, clarification of solicitation specifications and requirements or changes to the solicitation which have a *material effect* will be documented and communicated to respondents **only by written addenda posted on www.demandstar.com**. Verbal responses to respondents' questions do not constitute an *official response* unless documented in the form of written addenda and shall be considered inadmissible in bid protest proceedings. All such written addenda should be acknowledged on the "**Addendum Acknowledgement Form**" or by returning a copy of the signed addendum along with your proposal as proof of receipt. Failure to acknowledge such addenda may constitute cause for rejection of your proposal. Telegraph, facsimile or email acknowledgements of addenda will not be accepted.

16. FLORIDA STATE CONTRACTS & FLORIDA DEPARTMENT OF EDUCATION CONTRACTS: If a company currently holds a contract with the State of Florida, Department of Management Services, Division of Purchasing or the Florida Department of Education (FDOE), to supply the products or services requested in this solicitation, the respondent shall quote not more than the prices listed in these approved contracts. Failure to comply with this request may result in disqualification. The Internal Services Department / Purchasing Division reserves the right to reject all proposals and purchase from State contracts or FDOE contracts if doing so represents the best interests of the district.

17. SAFETY REQUIREMENTS: All items proposed must comply with ALL applicable safety requirements as required by Federal, State and local regulations, OSHA & EPA guidelines, and any other laws and regulations that govern the item(s) or services requested in this solicitation. All electrically operated equipment shall be UL® rated or approved. Corded equipment shall have a 3-wire grounded power cord or be double insulated and labeled as such.

18. PURCHASE OF MATERIALS WITH RECYCLED CONTENT: The Internal Services Department / Purchasing Division will seek alternative proposals, whenever possible, for select products containing recycled materials. Such products shall be purchased as long as all specifications are met and the price does not exceed an amount 10% more than the cost of comparable products made from 100% virgin materials.

19. MANUFACTURER'S CERTIFICATION: The Internal Services Department / Purchasing Division reserves the right to request a separate letter from the manufacturer of the products proposed certifying that all statements and claims made in the proposal are true, and that all products proposed meet or exceed the specifications stated in the solicitation documents.

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20. SOLICITATION QUANTITIES: Quantities listed in the solicitation are estimates provided for respondent information purposes only. No guarantee is given or implied as to the exact quantities which will be purchased from this solicitation. The district reserves the right to increase or decrease all estimated quantities during the term of this contract or to delete any item or items as it deems appropriate, without affecting the proposal pricing or the terms and conditions of the solicitation.

21. METHODS OF AWARD:

- a) **“By Item”:** Each item in the solicitation may be awarded individually to the lowest responsive and responsible respondent.

- b) **“All or None by Group, Section or Category”:** The solicitation will/may be divided into Groups, Sections or Categories of similar types of items when it would be impractical to split the award to multiple vendors. Each Group, Section or Category will be awarded to the lowest responsive and responsible respondent for all items contained within the Group, Section or Category. Respondents are required to propose on all items within the Group, Section or Category in order to be considered for award of that Group, Section or Category. After proposals are opened and tabulated, the Internal Services Department / Purchasing Division reserves the right to delete one or more items within a Group, Section or Category and recommend award of the balance of the items contained within that Group, Section or Category, when to do so represents the best interests of the district.

- c) **“All or None”** The solicitation will/may be awarded to all respondents to the solicitation, or may be awarded to no respondents. In the event of awarding to no respondents, the school district will issue a “Notice to Reject All Bids”.

- d) **“Primary & Secondary Suppliers or Contractors”:** The solicitation is awarded to both a **Primary** and a **Secondary** supplier or contractor when it is critical to have a backup source of supply, or when it is anticipated that only one vendor cannot effectively handle the volume of business generated under the contract. In the event that the **Primary** supplier or contractor cannot perform in accordance with the district's needs, the district reserves the right to use the **Secondary** supplier or contractor at its sole discretion. The **Primary** and a **Secondary** suppliers or contractors are defined as the two lowest Responsive and Responsible respondents.

- e) **“Rotating Short List of Contractors”:** An ITB is awarded to a short list of Responsive and Responsible contractors, the number of which is pre-defined in the solicitation documents. The district will use a list of selection criteria to determine eligibility to make the short list. Project work is rotated through the short list as it is identified. Every effort is made to equitably distribute the workload amongst all contractors.

- f) **“Qualified Supplier Sourcing”** An RFQ (*Request For Qualifications*) is awarded to a listing of suppliers based on qualification criteria. The district will use a list of selection criteria to determine eligibility and award consideration.

22. DELIVERY LEAD TIME: Each respondent shall state the number of consecutive calendar days they require after receipt of order (A.R.O.) to either complete delivery or provide the requested services in the space provided on the **Proposal** form. The length of time to complete a project and deliver all of the items ordered could be a factor in awarding this solicitation. If a finite number of days have been specified for delivery or project completion, this deadline must be met. If a finite number of days have not been specified in the solicitation and the respondent has not stipulated a specific lead time for delivery in their proposal, orders will be considered delinquent after 30 days from the issue date of the purchase order.

23. TAXES: Purchases are exempt from **ALL** Federal excise and State sales tax.

24. FISCAL NON-APPROPRIATIONS CLAUSE: In the event sufficient budgeted funds are not available for a new fiscal period, the Internal Services Department / Purchasing Division shall notify the vendor of such an occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the district.

25. SOLICITATION SAMPLES: The respondent shall provide product samples, without charge, when requested. Criteria used to determine compliance with specifications include, but are not limited to; performance, delivery lead time, workmanship, fit and finish, compatibility with existing stock, and durability. If the sample is not consumed through testing, it will be returned to the respondent when said request is submitted with the proposal. Unused samples will be returned at the respondent's risk and expense. The successful respondents' samples may be retained until all the terms of the purchase order or contract have been fulfilled. All samples are to be submitted at the place indicated in the **Special Conditions** section of the solicitation in accordance with the instructions outlined therein.

26. PROMPT PAYMENT DISCOUNTS: Only prompt payment discounts offered for thirty (30) days or longer will be taken into consideration when determining lowest proposal.

27. TIE PROPOSALS: In the case of identical qualified proposals, if all other considerations are equal, the Board prefers to purchase within the District from established local vendors.

28. ERRORS AND OMISSIONS: In the event an error or obvious omission is discovered in a respondent's proposal, either by the Internal Services Department / Purchasing Division or the respondent, the respondent may have the opportunity of withdrawing their proposal, provided they can produce sufficient evidence to document that the error or

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omission was clerical in nature and unintentional. Actual original copies of working papers, calculations, etc., may be requested at the Internal Services Department / Purchasing Division's discretion, to support the validity of such a request. This privilege shall not extend to allowing a respondent to change any information contained in their proposal; however, in the event of a minor omission or oversight on the part of the respondent, the Internal Services Department / Purchasing Division (or designee) may request written clarification from a respondent in order to confirm the evaluator's interpretation of the respondent's response and to preclude the rejection of their proposal, either in part or in whole. The Internal Services Department / Purchasing Division will have the authority to weigh the severity of the infraction and determine its acceptability. Informalities and improprieties may be waived if deemed to be in the best interest of the district to do so.

29. BASIS OF AWARD OF SOLICITATIONS: When price and specification compliance are the primary criteria for making the vendor selection, the Superintendent will recommend the lowest responsive and responsible respondent(s) to the Board. A "Responsive" Respondent is defined as one whose proposal is in substantial conformance with the material requirements of the solicitation. A Respondent who substitutes its standard terms and conditions for the district's, or who qualifies its proposal in such a manner as to nullify or limit its liability to the district will be considered non-responsive. A "Responsible" respondent is defined as one who is able to satisfactorily perform the work described in the Competitive Solicitation or Invitation to Bid. The district may apply all, or any part of the following criteria to measure a Respondent's degree of responsibility

- Size of firm
- District's past experience with firm
- Financial status of firm
- Capabilities of Management and Technical staff
- Labor relations
- Internal procedures of the firm
- Capacity of the firm
- Bonding capacity
- Reputation of firm among its peers
- Customer references
- Service after the sale
- Facilities and reserve facilities
- Location of firm
- Location of service facilities
- Professional credentials

When additional criteria other than price must be considered, a point system may be used to make the vendor selection, the Superintendent will then recommend the vendor receiving the highest point score to the Board. Slight variations or irregularities may be accepted by the Board if either is found to be in its best interest of the district to do so.

30. REJECTION OF PROPOSALS: A proposal may be rejected by the Internal Services Department / Purchasing

Division if it is non-responsive or the respondent is determined to be not responsible. A proposal is not officially rejected until the School Board approves the recommendation. Proposals may not be rejected frivolously to avoid a protest or litigation. The Board reserves the right to reject any or all proposals received.

31. NOTICE OF INTENT TO AWARD SOLICITATIONS: Once proposals are evaluated and a recommendation for award is received by the Internal Services Department / Purchasing Division, a *Notice of Intent to Award* will be posted on www.demandstar.com. The recommendation for award is not official until approved by the School Board. Intent to Award Notices are normally posted on or about two weeks preceding the Board meeting date listed on the Calendar of Events. Occasionally a supplemental posting may occur after the regular posting if it is essential to include the award on the next Board agenda. This schedule may vary depending on the Board meeting schedule from month to month. **Since this information is available as outlined above, the Internal Services Department / Purchasing Division will not mail or fax intent to award notices to all respondents.**

32. BID PROTEST: If a respondent wishes to protest a solicitation, they must do so in strict accordance with Monroe County School Board Policy 6320. Copies of this procedure are included in the solicitation document and are also available at www.KeysSchools.com. Any person who files an action protesting the solicitation specifications or a decision or intended decision pertaining to this solicitation pursuant to FS 120.57(3)(b), shall post with the Internal Services Department / Purchasing Division at the time of filing the formal written protest, a bond payable to the Monroe County School District in an amount equal to 5 percent (5%) of the total estimated contract value, but not less than \$10,000 nor more than \$25,000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, or certified bank check, will be an acceptable form of security.

Failure to file a protest within the time or manner prescribed shall constitute a waiver of proceedings.

Any person who is adversely affected by the District's decision or intended decision concerning a proposal solicitation or a contract award shall file with Superintendent a written notice of protest within seventy-two (72) hours after posting of the notice of the decision or intended decision. Saturdays, Sundays and legal holidays shall be excluded in the computation of the 72-hour time periods. The formal written protest shall be submitted by the person within ten (10) days after filing the notice of protest. Failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. A protest is officially filed when it is received in the Internal Services Department / Purchasing Division. The formal written protest shall contain the following: (a) name, address, and file

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or identification number, if known, of the affected agency. (b) Name and address of the affected party (c) a state of the ultimate facts upon which the protest is based: and, (d) such other information as deemed relevant the issue.

33. NOTIFICATION OF SOLICITATION AWARD: After the Board awards a solicitation, the Internal Services Department / Purchasing Division will issue an official award letter, a purchase order, or both, which will authorize the respondent to commence delivering materials or providing services.

34. AUTHORIZATION TO PERFORM UNDER A CONTRACT: All purchases must be properly authorized in advance. Vendors must first obtain either a printed purchase order, a purchase order number or a purchasing card account number before commencing performance under a contract. Vendors shall take no directions to modify (increase, change, decrease, cancel) a purchase order, once issued, from anyone other than the buyer listed on the purchase order. Additional work must be authorized in advance by the buyer who will issue either a change order to the original purchase order or a supplemental purchase order. The vendor assumes all liability for any costs or damages incurred and payment will be denied for additional work if this procedure is not strictly followed.

35. POINT OF CONTACT: The district will consider the selected respondent(s) to be the sole point of contact with regard to all contractual matters, including payment of any and all charges.

36. ASSIGNMENT OF CONTRACT: The final contract to be awarded and any resulting amounts to be paid shall not be transferred, pledged, or assigned without the prior written approval of the district.

37. LICENSES AND PERMITS: The vendor shall obtain and pay for all necessary licenses, permits, and related documents required to comply with the solicitation specifications. The vendor shall save and hold harmless the district as a result of any infraction of the aforementioned.

38. CONDITION OF ITEMS: Unless otherwise specified in the **Special Conditions** section of the solicitation, all items requested must be **new**, the **latest model manufactured, first quality, carry the manufacturer's standard warranty** and be **equal to or exceed the specifications** listed in the solicitation. Proposals on "*used, remanufactured or reconditioned* equipment" or "*blemis or seconds*" will not be considered unless specifically requested in the solicitation documents.

39. INSPECTION: The district reserves the right to have inspectors on the premises of the respondents or manufacturers at any time during the manufacturing or assembly process to verify compliance with solicitation specifications.

40. PACKAGING: All products require adequate packaging to protect them from damage in transit. Packaging must fully cover and protect merchandise. Vendors must fully comply with all special packaging requirements, if and when specified in the solicitation document. When corrugated carton packaging is specified, poly wrap or blanket wrap will not be acceptable. Respondents are requested to provide products with environmentally safe packaging if at all possible. The district assumes no responsibility for damage of any kind incurred while the items are in transit. Respondents may adjust unit packaging up or down only when attempting to reach the next standard unit pack. Otherwise, only exact quantities requested will be accepted and no overages will be allowed.

41. STANDARDS OF CONDUCT: Vendors awarded a contract will be held to the same standards of conduct as employees of the school district while conducting business with the district. These standards, as defined in School Board policies, will apply not only to employees of the vendor, but also to the employees of its subcontractors. Standards of Conduct are located at www.KeysSchools.com.

42. ITEM SUBSTITUTIONS & DISCONTINUATIONS: Under no circumstances may a vendor substitute a different product for any item they were awarded from this solicitation, without prior approval from the Internal Services Department / Purchasing Division. In the event an awarded item is discontinued by the manufacturer or the vendor no longer offers the item in their product line during the term of this solicitation, the vendor **must** provide an acceptable substitute item at a mutually acceptable negotiated price, or risk being found in default. The vendor must file a written request with the Internal Services Department / Purchasing Division and be granted approval to substitute, in writing, before any substitution may be made. Requests to substitute should be accompanied by complete detailed, technical specifications for the proposed substitute item, and a sample, if requested. The district reserves the right to purchase on the open market while negotiations are being conducted.

43. RECEIPT OF MERCHANDISE & DELIVERY NOTIFICATION: The purchaser reserves the right to reject any and all materials or products delivered which, in its opinion, do not comply with the solicitation specifications, within 5 calendar days of receipt. All materials or products rejected by the purchaser shall be promptly removed and replaced by the vendor at no charge. All shipments are to be off-loaded from the delivery vehicle to the loading dock or brought inside the building if the facility has no loading dock. The exception will be for materials obviously intended for outdoor use. Deliveries shall be made between the hours of 9:00 AM and 3:00 PM, Monday through Friday, excluding holidays, unless stipulated. Exceptions to this schedule will be stated in the **Special Conditions** or on the purchase order. For shipments which may require the assistance of district personnel to off-load merchandise, or when the purchase order specifies vendor installation, the person to whose attention the items are being

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shipped should be notified a minimum of forty-eight (48) hours prior to delivery to allow sufficient time to prepare the area.

44. EQUIPMENT DEAD ON ARRIVAL (D.O.A.): Any product shipped which arrives inoperable or ceases to function within seven (7) business days of the initial installation shall be considered DOA and shall be replaced by the vendor with a new product identical to the one ordered within 30 days of notification at no charge to District.

45. INVOICES AND PAYMENT TERMS: All invoices, packing lists, and correspondence should reference our purchase order number. Unless otherwise stated in the **Special Conditions**, payment will only be made after the merchandise or services have been:

- Received complete or substantially complete;
- Inspected and found to comply with all specifications and be free of damage or defect;
- Properly invoiced. A minimum of **thirty (30)** days is required for payment. Photocopies of original invoices may be sent to other district personnel if they request it, but the original copies must be sent to the District. Failure to follow this procedure may result in payment delays. Occasionally, a school may issue its own internal purchase order. Invoices associated with a school's internal purchase order should be submitted directly to the school for payment.

46. BREACH OF CONTRACT AND TERMINATION FOR CAUSE: The District reserves the right to terminate this contract for cause. The failure of the vendor to comply with any provision of this contract shall constitute a breach of contract and just cause for termination. Prior to the district terminating a contract, the Superintendent will initiate an internal review of the case in which the vendor may be invited to participate. If after examining the facts surrounding the case, the Superintendent feels that sufficient grounds exist to declare the vendor in default, he or she shall notify the vendor in writing, making specific reference to the provision(s) that gave rise to the default. The vendor shall then be entitled to a period of five (5) working days from receipt of such notice in which to cure the breach. If the breach is not cured within the five (5) day period, the Superintendent (or designee) shall serve a written notice of termination on the vendor, which shall become effective thirty (30) calendar days from the vendor's receipt of such notice. The failure of either party to exercise this right shall not be considered a waiver of such right in the event of any further breach or non-compliance.

47. RENEWAL OF SOLICITATIONS: This Contract may be renewed for a period that may not exceed three (3) years or the term set forth above, whichever period is longer. The compensation for the renewal term shall be determined prior to renewal of this contract and is subject to approval by the MCSB. Further, renewal of this contract is contingent upon a determination by the MCSB that the services have been

satisfactorily performed, that the services are needed and upon availability of funds.

48. ADMINISTRATIVE REGULATION ON FINGERPRINTING: All Vendors awarded contracts that require contractors, workers, or subcontractors to perform services on school facility grounds will comply with The Jessica Lunsford Act. The expense of fingerprinting individuals is to be borne by the contractor or person finger printed unless waived by the Superintendent. In accordance with the legislative mandate set out in sections 1012.32, 1012.465 and 435.04, Florida Statutes (2005) as well as with the requirements of HB 1877, The Jessica Lunsford Act (2005), effective September 1, 2005, Contractor agrees that all of its employees and sub-contractors, including employees of sub-contractors, who provide or may provide services under this Contract have completed all background screening requirements through a Monroe County School Board designee pursuant to the above-referenced statutes. It is recognized and agreed that the provisions and exceptions relating to the dictates of The Jessica Lunsford Act, and codified at sections 1012.321, 1012.465, 1012.467 and 1012.468 of the Florida Statutes, shall apply to the requirements of this paragraph where so applicable.

49. CIVIL RIGHTS COMPLIANCE: The Contractor certifies it is in compliance with the Office for Civil Rights requirements with respect to nondiscrimination on matters related to race, sex, handicap or age, and the contractor further agrees that it shall not discharge; fail or refuse to hire; limit, segregate, or classify employees or applicants for employment opportunities or adversely affect any individual's status as an employee; or otherwise to discriminate against any individual with respect to compensation, terms conditions or privileges of employment, because of such individual's race, color, religion, sex, national origin, age, handicap or marital status except as may otherwise be provided by law or as a result of a bona fide occupational qualification reasonably necessary for the performance of the particular employment.

50. FEDERAL LAW COMPLIANCE: The Contractor certifies it is in compliance with applicable provisions of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1974; Section 504 of the Rehabilitation Act 1973; The Individuals with Disabilities Education Act; and the Immigration Reform Act of 1986, all as may be amended from time to time.

51. VENDOR CONDUCT DURING SOLICITATION: Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

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ACKNOWLEDGMENT OF ADDENDUM

As the person authorized to sign the statement, I certify that this firm acknowledges any and all addendum that may have been issued as part of this bid. All addendum are issued via www.demandstar.com.

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

Date: _____

Applicant's Signature

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STATEMENT OF NO BID

NOTE: If you do not intend to bid on this requirement/project, please return this form immediately. Thank you.

School Board of Monroe County, Florida

We, the undersigned have declined to submit a proposal due to the following reason(s):

- ☐ Specifications too “tight”, i.e. geared toward one brand/manufacturer/service only (explain below)
- ☐ Unable to meet time period for responding to proposal.
- ☐ We do not offer this product or service.
- ☐ Our schedule would not permit us to perform.
- ☐ Unable to meet specifications.
- ☐ Unable to meet Bond/Insurance requirement(s).
- ☐ Specifications unclear (explain below).
- ☐ Unable to Meet Insurance Requirements.
- ☐ Please Remove Us from Your “Bidder’s List”.
- ☐ Other (specify below).

REMARKS: _____

We understand that if the “No Bid” letter is not executed and returned our name may be deleted from the Bidder’s List of the School Board of Monroe County.

Company Name: _____

Email: _____

Proposal Number: _____

Date: _____

Signature: _____

Fax: _____

Telephone: _____

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CONTRACTOR RULES

The following is a list of rules that contractors/vendors and their personnel must adhere to while working on Monroe County School projects. Failure of the contractor/vendor to abide by the rules will result in the violators being removed from the job site. All costs resulting from this will be the responsibility of the contractor/vendor. Please sign these rules and indicate the contractor/vendor's agreement to follow them.

- Casual communications by contract/vendor personnel with students, staff, or faculty is prohibited.
- Convicted felons and employees with a past history of child abuse or molestation shall not be used on Monroe County School projects.
- The schools are "Drug Free Zones," use or possession of illegal substances and alcohol in any form are prohibited.
- The schools are "Tobacco Free," no tobacco use is permitted on the school campus, in parking lots, or inside school restrooms.
- Vulgar language or gestures discernible to students or school staff is prohibited.
- Fighting or physically abusive actions of a similar nature are prohibited.
- Appropriate and modest attire is required while working on school campus. Revealing clothing will not be permitted.
- Clean up of work area is required on a daily basis. Hazardous materials shall not be put in school trash receptacles.
- Work that may be disruptive to the school shall be scheduled with the school administration or done after normal school hours.
- Pets are not allowed on campus.

Signature

Date

Printed Name

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DEBARMENT CERTIFICATION

“The bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;

(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.

Dated this _____ day of _____, 20_____.

By _____
Authorized Signature/Contractor

Typed Name/Title

Contractor's Firm Name

Street Address

City/State/Zip Code

Area Code/Telephone Number

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IDENTICAL TIE PROPOSALS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more of a proposal, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, an proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tie vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements

Vendor's Signature

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NON-COLLUSION AFFIDAVIT

I, _____ of the City of _____
according to law on my oath, and under penalty of perjury, depose and say that;

1) I am _____, the bidder making the proposal for
the project described as follows:

2) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to proposal opening, directly or indirectly, to any other bidder to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, an proposal for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that Monroe County School District relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

Signature of Authorized Representative

Date

STATE OF _____,

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____,
who, ___ being personally known, ___ or having produced _____
as identification, and after first being sworn by me, affixed his/her signature in the space provided above on
this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:

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PUBLIC ENTITY CRIME STATEMENT

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

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MONROE COUNTY SCHOOL DISTRICT
BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT

I, _____, of the City/Township/Parrish of _____, State of _____, and according to law on my oath, and under penalty of perjury, depose and say that;

- I am the authorized representative of the company or entity making a proposal for a project described as follows:
Name of company/vendor: _____
Nature of services presently being offered to School District: _____

2) ____ I have (OR) ____ I have not at any time prior to this application, had a **business relationship** with any employee or board member of the School District of Monroe County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee or board member's name with whom you have done business, the type of work that was performed and the years worked. _____

3) ____ I have (OR) ____ I DO NOT have a **personal relationship** (this includes family) with an employee of OR a board member of the School District of Monroe County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee(s) or board member(s) name with whom you are related, and your ties to that person (spouse, mother, brother, cousin, or related by marriage, partners, etc.) _____

The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project. **I hereby agree to keep the School District of Monroe County, Florida, informed of any change to the information contained herein. I further understand and agree that discovery of any undisclosed relationship can and will lead to termination of any ongoing contracts, and may potentially lead to me being banned from conducting future business with the school district.**

Date

(Signature of Authorized Representative)

STATE OF _____
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, _____ being personally known, ____ or having produced _____ as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this ____ day of _____ 20____.

NOTARY PUBLIC

My commission expires:

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DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in section (1).
4. In the statement specified in section (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Applicant's Signature

Date

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SB 988 – HIGH-RISK OFFENDERS

by Argenziano (*HB 7103 by Safety & Security Council*)

AMENDS: ss. 322.141, 322.212, 775.21, 943.0435, 944.607, 1012.465, F.S.

CREATES: ss. 1012.321, 1012.467, 1012.468, F.S.

EFFECTIVE: July 1, 2007

THIS BILL HAS SCHOOL BOARD POLICY IMPLICATIONS

This bill amends Jessica Lunsford Act provisions that require background checks for contractors on school grounds. The bill defines “noninstructional contractor” to mean any vendor, individual, or entity under contract with a school or with the school board who receives remuneration for services performed for the school district or a school, but who is not otherwise considered an employee of the school district. The term also includes such contractor’s employees and subcontractors and subcontractor’s employees. The bill defines “school grounds” to mean the buildings and grounds of any public prekindergarten, kindergarten, elementary school, middle school, junior high school, high school, or secondary school, or any combination of grades prekindergarten through grade 12, together with the school district land on which the buildings are located. The term does not include any other facility or location where school classes or activities may be located or take place, the public school buildings and grounds during any time period in which students are not permitted access, or any such buildings during any period in which it is used solely as a career or technical center for postsecondary or adult education.

The bill provides a list of offenses that automatically disqualify a noninstructional contractor from being on school grounds when students are present. The bill also provides an exemption from the screening requirement for a non-instructional contractor who:

- is under direct line-of-sight supervision of a person who meets the screening requirements;
- is already required, and has undergone, a level 2 background screening;
- is a law enforcement officer assigned or dispatched to school grounds, or an employee or medical director of an ambulance provider;
- works and remains in an area separated from students by a 6-foot chain link fence;
- provides pick-up or delivery services to school grounds.

The bill also exempts instructional personnel who work with children with developmental disabilities or who are child care personnel meeting certain requirements. The exempted contractors are subject to a search of the online state and national registry of sexual predators and sexual offenders at no charge to the contractor.

For those subject to a fingerprint-based background check, the check must be performed at least every five years and may be paid for by the school board, the school, or the contractor. Any fee charged by a school board may not exceed 30 percent of the total costs charged by FDLE and the FBI for the check. FDLE is required to implement an Internet-based system for school districts to share the results of the background checks.

Further, the bill requires a contractor who is arrested for a disqualifying offense to report the arrest to the employer or primary contractor and the school district within 48 hours. If a contractor has been arrested for a qualifying offense, it is a third-degree felony for the contractor to willfully fail to report the arrest or for an employer or primary contractor to knowingly authorize the contractor to be on school grounds when students are present. If a contractor is to be denied access to school grounds, the school district must notify the contractor of the basis for denial. The only basis for contesting the denial is mistaken identity and misinterpretation of an offense from another jurisdiction. The bill provides immunity from civil and criminal liability for employees of school districts and schools who share background check information in good faith. It also provides that the new or amended portions of the School Code are not intended to create a new duty of care or basis of liability, or to create a private cause of action.

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Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see Instructions) ▶ _____ </div> <div> <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> </div>	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Social security number <div style="border: 1px solid black; width: 100%; height: 20px; position: relative;"> [] [] - [] - [] [] </div> </div> <div style="width: 35%;"> or Employer identification number <div style="border: 1px solid black; width: 100%; height: 20px; position: relative;"> [] [] - [] [] [] [] </div> </div> </div>		
Part II Certification Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.		
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.		
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:		
<ul style="list-style-type: none"> • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i> 		

ITB 2019916 – Lower Keys Grounds Landscaping

**Monroe County School District
Vendor Information Sheet**

Vendor Name: _____

Federal EIN/SSN: _____

Primary Address: _____

Payment Address: _____

Contact Name: _____

Phone: _____ ext. _____

Fax: _____

E-Mail: _____

ITB 2019916 – Lower Keys Grounds Landscaping

**MONROE COUNTY SCHOOL DISTRICT
LOCAL VENDOR AFFIDAVIT**

The undersigned, as a duly authorized representative certifies to the best of his/her knowledge, that the vendor meets the definition of a “Local Business” by meeting ALL of the following criteria:

- a) Principle address registered with the Department of State showing an address within 25 miles of the boundaries of the city for which goods/services are being solicited, or if the job pertains to the entire district, then any one of the cities located within Monroe County, (copy of license required) AND
- b) Is listed with the chief licensing official for the City/County having a business tax receipt within 25 miles of the boundaries of the location for which goods/services are being solicited at least one year prior to the date of the solicitation, (copy of license required) AND
- c) Attests that they maintain a workforce that is made up of at least 50% of its employees from within Monroe County, AND
- d) At least one member (director or principal) of the entity shall reside within Monroe County (copy of ID required).

Please submit this signed, notarized form, along with copies of member ID and state and local licenses indicated above, with your bid proposal for review. **Failure to include this form, together with the copies requested, will result in denial of certification as a local business for preference purposes.**

Business Name: _____
Name of Representative Signing Below: _____
Current Local Address: _____
Phone: _____
Email Address: _____

Signature of Representative Date

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____, of _____

Name of Representative

Name of Company

☐ who is personally known OR has produced _____
as identification.

Signature of Notary (Stamp or Seal)