



**Lee County Board of County Commissioners**  
**DIVISION OF PROCUREMENT MANAGEMENT**

**Request for Proposal (RFP) NON-CCNA**

Solicitation No.: **RFP180345KLC**

Solicitation Name: **Landscape Maintenance & Mowing for Parks - Annual**

Open Date/Time: **Tuesday, September 18, 2018** Time: **2:30 PM**

Location: **Lee County Procurement Management  
1500 Monroe Street 4th Floor  
Fort Myers, FL 33901**

**Procurement**

Contact: **Kathy Ciccarelli** Title **Procurement Analyst**  
Phone: **(239) 533-8881** Email: **keiccarelli @leegov.com**

Requesting Dept. **Parks/Recreation & Sports Infrastructure**

**Pre-Solicitation Meeting:**

Type: **NON-Mandatory**  
Date/Time: **9/6/2018 10:00 AM**  
Location: **Procurement: Public Works Building, 1500 Monroe St 4th Floor, Fort Myers, FL 33901**

**All solicitation documents are available for download at**  
**[www.leegov.com/procurement](http://www.leegov.com/procurement)**

**Electronic bidding is coming! Visit [www.leegov.com/bid](http://www.leegov.com/bid) to stay informed**

**Friday, August 17, 2018**

**LEE COUNTY**  
SOUTHWEST FLORIDA

**Notice to Contractor / Vendor / Proposer(s)**

**RFP#180345KLC Landscape Maintenance & Mowing for Parks**

**REQUEST FOR PROPOSAL (RFP)**

Lee County, Florida, is requesting proposals from qualified individuals/firms for  
Landscape Maintenance & Mowing for Parks

Then and there to be publicly opened and read aloud for the purpose of selecting a vendor to furnish; all necessary labor, services, materials, equipment, tools, consumables, transportation, skills and incidentals required for Lee County, Florida, in conformance with proposal documents, which include technical specifications and/or a scope of work.

Those individuals/firms interested in being considered for (RFP) are instructed to submit, in accordance with specifications, their proposals, pertinent to this project prior to

**2:30 PM Tuesday, September 18, 2018**

to the office of the **Procurement Management Director, 1500 Monroe Street, 4<sup>th</sup> Floor, Fort Myers, Florida 33901**. The Request for Proposal shall be received in a sealed envelope, prior to the time scheduled to receive proposals, and shall be clearly marked with the solicitation name, solicitation number, proposer name, and contact information as identified in these solicitation documents.

The Scope of Services for this RFP is available from [www.leegov.com/procurement](http://www.leegov.com/procurement). Vendors who obtain scope of services from sources other than [www.Leegov.com/procurement](http://www.Leegov.com/procurement) are cautioned that the solicitation package may be incomplete. The County's official bidders list, addendum(s) and information must be obtained from [www.Leegov.com/procurement](http://www.Leegov.com/procurement). It is the proposer's responsibility to check for posted information. The County may not accept incomplete proposals.


**A Non-Mandatory Pre-proposal Conference has been scheduled for the following time and location:**

**10:00 AM Thursday, September 06, 2018 Public Works Building 1500 Monroe St. 4<sup>th</sup> Floor Fort Myers, FL 33901**

(FOR PRE-PROPOSAL) for the purpose of discussing the proposed project. Prospective proposers are encouraged to attend. All prospective proposers are encouraged to obtain and review plans, specifications, and scope of work for this proposal before the pre-proposal so that they may be prepared to discuss any question or concerns they have concerning this project. A site visit may follow the pre-proposal conference. Questions regarding this Request for Proposal are to be directed, in writing, to the individual listed below using the email address list below or faxed to (239) 485 8383 during normal working hours.

Kathy Ciccarelli [kciccarelli@LeeGov.com](mailto:kciccarelli@LeeGov.com)

Sincerely,

  
Laurie Victory, CPPB  
Procurement Manager

\*[WWW.LeeGov.Com/Procurement](http://WWW.LeeGov.Com/Procurement) is the County's official posting site

## Terms and Conditions Request for Proposal

### 1. DEFINITIONS

- 1.1. **Addendum/Addenda:** A written change, addition, alteration, correction or revision to a bid, proposal or contract agreement. Addendum/Addenda may be issued following a pre-bid/pre-proposal conference or as a result of a specification or work scope change to the solicitation.
- 1.2. **Approved Alternate:** Solicitation documents may make reference of specific manufacturer(s) or product(s). These references serve only as a recommendation and a guide to minimum quality and performance. The references are not intended to exclude approved alternatives of other manufacturer(s) or product(s).
- 1.3. **Bid/Proposal Package:** A bid/proposal is a document submitted by a vendor in response to some type of solicitation to be used as a basis for negotiations or for entering into a contract.
- 1.4. **Bidder/Responder/Proposer:** One who submits a response to a solicitation.
- 1.5. **County:** Refers to Lee County Board of County Commissioners.
- 1.6. **Due Date and Time/Opening:** Is defined as the date and time upon which a bid or proposal shall be submitted to the Lee County Procurement Management Division. Only bids or proposals received prior to the established date and time will be considered.
- 1.7. **Liquidated Damages:** Damages paid usually in the form of monetary payment, agreed by the parties to a contract which are due and payable as damages by the party who breaches all or part of the contract. May be applied on a daily basis for as long as the breach is in effect.
- 1.8. **Procurement Management:** shall mean the Director of Lee County's Procurement Management Department or designee.
- 1.9. **Responsible:** A vendor, business entity or individual who is fully capable to meet all of the requirements of the bid/proposal solicitation documents and subsequent contract. Must possess the full capability including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.
- 1.10. **Responsive:** A vendor, business entity or individual who has submitted a bid or request for proposal that fully conforms in all material respects to the bid/proposal solicitation documents and all of its requirements, including all form and substance.
- 1.11. **Solicitation:** An invitation to bid, a request for proposal, invitation to negotiate or any document used to obtain bids or proposals for the purpose of entering into a contract.

### 2. ORDER OF PRECEDENCE

- 2.1. If a conflict exists between the "Terms and Conditions" the following order of precedents will apply:
  - 2.1.1. Florida State Law as applied to Municipal Purchasing in accordance with Title XIX, "Public Business", Chapter 287 "Procurement of Personal Property and Services."
  - 2.1.2. Lee County Procurement Management Division Policy and Ordinances
  - 2.1.3. Special Conditions and Supplemental Instructions
  - 2.1.4. Detailed Scope of Work
  - 2.1.5. These Terms and Conditions

### 3. RULES, REGULATIONS, LAWS, ORDINANCES AND LICENSES

- 3.1. It shall be the responsibility of the proposer to assure compliance with all other federal, state, or county codes, rules, regulations or other requirements, as each may apply. Any involvement with the Lee County shall be in accordance with but not limited to:
  - 3.1.1. Lee County Procurement Policy Manual
  - 3.1.2. Pursuant to FL § Section 119.071, Public Records, General exemptions from inspection or copying of public records, sealed bids or proposals received by the County. Pursuant to this, solicitation are exempt from public records request (s. 119.07(1) and s. 24(a), Art. I, of the Florida Constitution) until such time as the agency provides notice of a decision or intended decision (pursuant to s. 119.071(2)) or within 30 days after bid or proposal opening, whichever is earlier.

- 3.1.3. Florida Statute 218 Public Bid Disclosure Act.
  - 3.1.4. Florida Statute 337.168 Confidentiality of official estimates, identities of potential bidders, and bid analysis and monitoring.
  - 3.1.5. FL § Section 607.1501(1) states: A foreign corporation may not transact business in the State of Florida until it obtains a certificate of authority from the Department of State.
  - 3.2. **Local Business Tax:** If applicable, provide with proposal.
  - 3.3. **License(s):** Proposer should provide, at the time of the opening of the proposal, all necessary permits and/or licenses required for this product and/or service.
4. RFP – PREPARATION OF PROPOSAL
- 4.1. Proposals must be sealed in an envelope, and the outside of the envelope must be affixed with the label included in the forms section.
  - 4.2. **Submission Format:**
    - 4.2.1. Required Forms: complete and return **all** required forms. If the form is not applicable, please return with “Not Applicable” or “N/A” in large letters across the form.
    - 4.2.2. Execution of Proposal: All documents must be properly signed by corporate authorized representative, witnessed, and where applicable corporate and/or notary seals affixed. All proposals shall be typed or printed in ink. The proposer may not use erasable ink. All corrections made to the proposal shall be initialed.
    - 4.2.3. Should not contain links to other Web pages.
  - 4.3. **Preparation Cost:**
    - 4.3.1. The Proposer is solely responsible for any and all costs associated with responding to this solicitation. No reimbursement will be made for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any Proposer.
5. RESPONSES RECEIVED LATE
- 5.1. It shall be the proposer’s sole responsibility to deliver the proposal submission to the Lee County Procurement Management Division prior to or on the time and date stated.
  - 5.2. Any proposals received after the stated time and date will not be considered. The proposal shall not be opened at the public opening. Arrangements may be made for the unopened proposal to be returned at the proposer’s request and expense.
  - 5.3. The Lee County Procurement Management Division shall not be responsible for delays caused by the method of delivery such as, but not limited to; Internet, United States Postal Service, overnight express mail service(s), or delays caused by any other occurrence.
6. PROPOSER REQUIREMENTS (unless otherwise noted)
- 6.1. **Responsive and Responsible:** Only proposals received from responsive and responsible proposers will be considered. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other necessary action, such as background checks, to determine ability to perform is satisfactory, and reserves the right to reject submission packages where evidence submitted or investigation and evaluation indicates an inability for the proposer to perform.
    - 6.1.1. Proposals may be declared “non-responsive” due to omissions of “Negligence or Breach of Contract” on the disclosure form. Additionally, proposals may be declared “not responsible” due to past or pending lawsuits that are relevant to the subject procurement such that they call into question the ability of the proposer to assure good faith performance. This determination may be made by the Procurement Management Director, after consulting with the County Attorney.
    - 6.1.2. Additional sources may be utilized to determine credit worthiness and ability to perform.
    - 6.1.3. Any proposer or sub-proposer that will have access to County facilities or property may be required to be screened to a level that may include, but is not limited to; fingerprints, statewide criminal. There may be fees associated with these procedures. These costs are the responsibility of the proposer or sub-proposer.

- 6.2. **Past Performance:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) Poor or unacceptable past performance may result in proposer disqualification.
7. PRE-SOLICITATION CONFERENCE
- 7.1. A pre-solicitation conference will be held in the location, date, and time specified on the cover of this solicitation. The cover will also note if the pre-solicitation conference is Non-Mandatory or Mandatory. All questions and answers are considered informal. All prospective proposers are encouraged to obtain and review the solicitation documents prior to the pre-proposal so they may be prepared to discuss any questions or concerns they have concerning this project. All questions must be submitted formally in writing to the procurement staff noted on the first page of the solicitation document. A formal response will be provided in the form of an addendum (see "County Interpretation/Addendums" for additional information.) A site visit may follow the pre-proposal conference, if applicable.
- 7.2. **Non-Mandatory:** Pre-solicitation conferences are generally non-mandatory, but it is highly recommended that prospective proposers participate.
- 7.3. **Mandatory:** Failure to attend a mandatory pre-solicitation conference will result in the proposal being considered **non-responsive**.
8. COUNTY INTERPRETATION/ADDENDUMS
- 8.1. Each Proposer shall examine the solicitation documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the solicitation shall be **submitted in writing prior to 5:00 PM at least eight (8) calendar days prior to the date when the submission is due.**
- 8.2. Response(s) will be in the form of an Addendum posted on [www.lee.gov.com/procurement](http://www.lee.gov.com/procurement). It is solely the proposer's responsibility to check the website for information. No notifications will be sent by Lee County Procurement Management Division.
- 8.3. All Addenda shall become part of the Contract Documents.
- 8.4. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. Interpretation of the meaning of the plans, specifications or any other contract document, or for correction of any apparent ambiguity, inconsistency or error there in, shall be in writing. Issuance of a written addendum by the County's Procurement Management Division is the only official method whereby interpretation, clarification or additional information can be given.
9. QUALITY GUARANTEE/WARRANTY (as applicable)
- 9.1. Proposer will guarantee their work without disclaimers, unless otherwise specifically approved by the County, for a minimum of twelve (12) months from final completion.
- 9.2. Unless otherwise specifically provided in the specifications, all equipment and materials and articles incorporated in the work covered by this contract shall be new, unused and of the most suitable grade for the purpose intended. Refurbished parts or equipment are not acceptable unless otherwise specified in the specifications. All warranties will begin from the date of final completion.
- 9.3. Unless otherwise specifically provided in the specifications, the equipment must be warranted for twelve (12) months, shipping, parts and labor. Should the equipment be taken out of service for more than forty-eight (48) hours to have warranty work performed, a loaner machine of equal capability or better shall be provided for use until the repaired equipment is returned to service at no additional charge to the County.
- 9.4. If any product does not meet performance representation or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed, the vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials, if in its judgment the item reflects unsatisfactory workmanship or manufacturing or shipping damage. The vendor shall refund, to the County, any money which has been paid for same.

## 10. SUBSTITUTION(S)/APPROVED ALTERNATE(S)

- 10.1. Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If a proposer wishes to make a substitution in the specifications, the bidder shall furnish to the County, **no later than ten (10) business days prior to the solicitation opening date**, the name of the manufacturer, the model number, and other identifying data and information necessary to aid the County in evaluating the substitution. Such information is submitted through the Procurement Management Division. Any such substitution shall be subject to County approval through the issuance of a written addendum by the County's Procurement Management Division. Substitutions shall be approved only if determined by the County to be an **Approved Alternate** to the prescribed specifications.
- 10.2. A proposal containing a substitution is subject to disqualification if the substitution is not approved by the County. Items bid must be identified by brand name, number, manufacturer and model, and shall include full descriptive information, brochures, and appropriate attachments. Brand names are used for descriptive purposes only. An **Approved Alternate** product or service may be used.

## 11. ADDITIONS, REVISIONS AND DELETIONS

- 11.1. Additions, revisions, or deletions to the Terms and Conditions, specifications that change the intent of the solicitation will cause the solicitation to be non-responsive and the proposal will not be considered. The Procurement Management Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the solicitation.

## 12. NEGOTIATED ITEMS

- 12.1. Any item not outlined in the Scope of Services may be subject to negotiations between the County and the successful Proposer.
- 12.2. After award of this proposal the County reserves the right to add or delete items/services at prices to be negotiated at the time of addition or deletion.
- 12.3. At contract renewal time(s) or in the event of significant industry wide market changes, the County may negotiate justified adjustments such as price, terms, etc., to this contract with the County, in its sole judgment, considers such adjustments to be in the best interest of the County.

## 13. ERRORS, OMISSIONS, CALCULATION ERRORS (as applicable)

- 13.1. **Errors/Omissions:** Approval by County of the successful proposer's work product for the project shall not constitute nor be deemed a release of the responsibility and liability of the successful proposer for the accuracy and competency of the successful proposer's designs, drawings, specifications or other documents and work pertaining to the project. Additionally, approval by the County of the successful proposer's work product shall not be deemed to be an assumption of drawings, specifications or other documents prepared by the successful proposer for the project. After acceptance of the final plans by the County, the successful proposer agrees, prior to and during the construction of the project, to perform such successful proposer services, at no additional cost to the County, as may be required by the County to correct errors or omissions on the plans prepared by the successful proposer pertaining to the project.
- 13.2. **Calculation Errors:** In the event of multiplication/addition error(s), the unit price shall prevail. Written prices shall prevail over figures where applicable. All proposals shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

## 14. CONFIDENTIALITY

- 14.1. Proposers should be aware that all proposals provided are subject to public disclosure and will **not** be afforded confidentiality, unless provided by Chapter 119 Florida Statute.
- 14.2. If information is submitted with a proposal that is deemed "Confidential" the proposer must stamp those pages of the proposal that are considered confidential. The proposer must provide documentation as to validate why these documents should be declared confidential in accordance with Chapter 119, "Public Records," exemptions.

- 14.3. Lee County **will not reveal engineering estimates or budget amounts for a project** unless required by grant funding or unless it is in the best interest of the County. According to Florida State Statute 337.168: A document or electronic file revealing the official cost estimate of the department of a project is confidential and exempt from the provisions of s. 119.07(1) until the contract for the project has been executed or until the project is no longer under active consideration.

15. CONFLICT OF INTEREST

- 15.1. All proposers are hereby placed on formal notice that per Section 3 of Lee County Ordinance No. 92-22: The County is prohibited from solicitation of a professional services firm to perform project design and/or construction services if the firm has or had been retained to perform the project feasibility or study analysis.

And:

- 15.2. A professional services firm who has performed or participated in the project feasibility planning, study analysis, development of a program for future implementation or drafting of solicitation documents directly related to this County project, as the primary vendor/consulting team, cannot be selected or retained, as the primary consultant/vendor or named a member of the consulting/contracting team, to perform project design, engineering or construction services for subsequent phase(s) or scope of work for this project. Pursuant to FS. S287.057 (17) the firm will be deemed to have a prohibited conflict of interest that creates an unfair competitive advantage.

- 15.3. Should your proposal be found in violation of the above stated provisions; the County will consider this previous involvement in the project to be a conflict of interest, which will be cause for immediate disqualification of the proposal from consideration for this project.

- 15.4. **Business Relationship Disclosure Requirement:** The award hereunder is subject to the provisions of Chapter 112, Public Officers and Employees: General Provisions, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the Lee County or any of its agencies. Further, all proposers must disclose the name of any County employee who owns directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.

16. ANTI-LOBBYING CLAUSE (Cone of Silence)

- 16.1. Following Florida Statute Section 287.057(23), Upon the issuance of the solicitation, prospective proposers or any agent, representative or person acting at the request of such proposer shall not have any contact, communicate with or discuss any matter relating in any way to the solicitation with any Commissioner, Evaluation Review Committee, agent or employee of the County other than the Procurement Management Director or their designee. This prohibition begins with the issuance of any solicitation, and ends upon execution of the final contract or when the solicitation has been cancelled. **If it is determined that improper communications were conducted, the Proposer maybe declared non- responsible.**

17. DRUG FREE WORKPLACE

- 17.1. Lee County Board of County Commissioners encourages Drug Free Workplace programs.

18. DISADVANTAGED BUSINESS ENTERPRISE (DBE's)

- 18.1. The County encourages the use of Disadvantaged Business Enterprise Proposer(s) as defined and certified by the State of Florida Office of Supplier Diversity.
- 18.2. Bidder/Proposer is required to indicate whether the Firm and/or any proposed sub-consultants are Disadvantaged Business Enterprises (DBE). Lee County encourages the utilization and participation of DBEs in procurements, and evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond.

19. ANTI-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

- 19.1. The proposer agrees to comply, in accordance with Florida Statute 287.134, 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of

2008 (ADAAA) that furnishing goods or services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, disability or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

- 19.2. The proposer will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, disability or marital status. The proposer will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, disability or marital status.
- 19.3. The proposer will include the provisions of this section in every sub-contract under this contract to ensure its provisions will be binding upon each sub-contractor. The proposer will take such actions in respect to any sub-contractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.
- 19.4. An entity or affiliate who has been placed on the State of Florida's Discriminatory Vendor List (This list may be viewed by going to the Department of Management Services website at <http://www.dms.myflorida.com>) may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a vendor, supplier, sub-contractor, or consultant under contract with any public entity, and may not transact business with any public entity.

20. PROPOSER/SUB-PROPOSER/CONSULTANT/CONTRACTOR RELATIONSHIP

- 20.1. The prime proposer on a solicitation may not also be listed as a sub-proposer/consultant/contractor to another firm submitting a proposal for the same solicitation. Should this occur, all responses from the involved/named firms will be considered non-compliant and rejected for award. Sub-proposers/consultant/contractor may be listed on multiple proposals for the same solicitation.

21. SUB-PROPOSER/CONSULTANT

- 21.1. The use of sub-proposer/consultant under this solicitation is not allowed without prior written authorization from the County representative.

22. RFP - PROJECT GUIDELINES

- 22.1. The County has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget and or Requirements which shall service as a guide to the proposer(s) in conforming the professional services and work to provide pursuant to this Agreement/Contract:
  - 22.1.1. No amount of work is guaranteed upon the execution of an agreement/contract.
  - 22.1.2. Hourly rates and all other negotiated expenses will remain in effect throughout the duration of the agreement/contract period.
  - 22.1.3. This contract does not entitle any firm to exclusive rights to County agreements/contracts. The County reserves the right to perform any and all available required work in-house or by any other means it so desires.
  - 22.1.4. In reference to vehicle travel, mileage and man-hours spent in travel time, is considered incidental to the work and not an extra compensable expense.
  - 22.1.5. Lee County reserves the right to add or delete, at any time, and or all tasks or services associated with this agreement.
  - 22.1.6. Any Single Large Project: The County, in its sole discretion, reserves the right to separately solicit any project that is outside the scope of this solicitation, whether through size, complexity or the dollar value.

23. RFP – EVALUATION

- 23.1. **Ranking Method:** Lee County uses the Dense Ranking (1223” ranking). In Dense Ranking, items that compare equal, receive the same ranking number, and the next item(s) receive the immediately following ranking number. This ranking method is used for each individual committee member’s scores. Thus if A ranks ahead of B and C (which compare equal) which are both ranked ahead of D, then A is ranked number



1(“first”), B is ranked number 2 (“joint second”), C is also ranked number 2 (“joint second”) and D is ranked number 3 (“third”).

23.1.1. Each Ranking is derived by the individual committee member’s scores being totaled and then ranked with the highest “score” being “ranked” first with each following in the same manner. For example: a score of 100 would rank 1, a score of 75 would rank 2, and continue until all proposals have been ranked.

23.1.2. Upon completion of this method for each individual committee member the individual rankings are then totaled for an “Over-all Ranking.” During the Over-all Ranking process the lowest total would be deemed the highest ranked (1). Example: Proposer A individual rankings totaled 5 and Proposer B individual rankings totaled 7 making “Over-all Ranking” order as Proposer A ranked 1, Proposer B ranked 2.

23.1.3. In the event of a tie, please refer to the tiebreaker section of this solicitation.)

23.2. **Evaluation Meeting(s):**

23.2.1. Evaluation 1: The first evaluation will rank Proposers based on the scores from the selection criteria point values.

23.2.2. Evaluation 2: Following the initial evaluation process, the short-listed proposer(s) will be required to provide an on-site interview/presentation.

23.2.2.1. Such subsequent evaluations will be accomplished by simply ranking the proposers. Proposers will be ranked in sequential order with one (1) being the highest ranking. Proposers’ rankings will then be totaled with the total lowest scores receiving final rank order starting with one (1) - the highest ranking.

23.2.3. Proposed short-list and final selection meeting dates are posted on the Procurement Management web page: [www.lee.gov.com/procurement](http://www.lee.gov.com/procurement) (Projects, Award Pending.)

24. RFP – SELECTION PROCEDURE

24.1. The selection will be made in accordance with Lee County Procurement Policy. Some or all of the responding proposer(s) may be requested to provide interviews and/or presentations of their proposal, for the ranking process.

24.2. The recommendation to award, negotiated rates and agreement/contract(s) will be submitted to the Board of County Commissioners for approval.

24.3. If a satisfactory agreement/contract(s) cannot be negotiated, in a reasonable amount of time, the County, in its sole discretion, may terminate negotiations with the selected proposer(s) and begin agreement/contract negotiations with the next finalist.

24.4. The Procurement Management Director reserves the right to exercise their discretion to:

24.4.1. Make award(s) to one or multiple proposers.

24.4.2. Waive minor informalities in any response;

24.4.3. Reject any and all proposals with or without cause;

24.4.4. Accept the response that in its judgment will be in the best interest of Lee County

25. RFP – TIEBREAKER

25.1. In the event of a tie, two or more proposers that have the same ranking, the following steps will be taken to determine the highest ranked proposer. This method shall be used for all (RFP) ties.

25.1.1. Step 1: The proposer that has the highest number of 1<sup>st</sup> place rankings shall be deemed the first ranked proposer. In the event a tie still exists the proposer with the highest number of 2<sup>nd</sup> place rankings shall be the first ranked proposer. Should a tie still remain the method used above will continue with each ranking level, 3<sup>rd</sup>, then 4<sup>th</sup>, then 5<sup>th</sup>, etc. rank, will be counted until the tie is broken.

25.1.2. Step 2: At the conclusion of step 1, if all is equal, the proposer having a drug-free work place program, shall be deemed the first ranked proposer.

25.1.3. Step 3: In the event the tie exists then the highest ranked proposer from the first evaluation committee meeting, in which point values were applied, will win the award. One being the highest.

25.1.4. Step 4: At the conclusion of steps 1, 2, 3, if all are equal, the 1<sup>st</sup> place proposer shall be determined by the flip of a coin.

- 25.2. When the tiebreaker is determined the highest ranked proposer shall be awarded the contract or receive the first opportunity to negotiate, as applicable.
  - 25.3. If an award or negotiation is unsuccessful with the highest ranked proposer, award or negotiations may commence with the next highest ranked proposer.
26. RFP – EVALUATION/ SELECTION COMMITTEE
- 26.1. The selection shall be by a Selection Committee consisting of staff representatives from the appropriate County Departments as approved by the Procurement Management Director or designee.
  - 26.2. The Selection Committee will receive and review written proposals in response to this Request for Proposal (RFP). Responses will be evaluated against a set of criteria to determine those Proposers/Firms most qualified and suited for this project. If applicable, the Selection Committee may choose to short-list Proposers/Firms to be interviewed to determine final selection.
27. WITHDRAWAL OF PROPOSAL
- 27.1. No proposal may be withdrawn for a period of **180 calendar days** after the scheduled time for receiving proposals. A proposal may be withdrawn prior to the proposal opening date and time. Withdrawal requests must be made in writing to the Procurement Management Director, who will approve or disapprove the request.
  - 27.2. A proposer may withdraw a proposal any time prior to the opening of the solicitation.
  - 27.3. After proposals are opened, but prior to award of the contract by the County Commission, the Procurement Management Director may allow the withdrawal of a proposal because of the mistake of the proposer in the preparation of the proposal document. In such circumstance, the decision of the Procurement Management Director to allow the proposal withdrawal, although discretionary, shall be based upon a finding that the proposer, by clear and convincing evidence, has met each of the following four tests:
    - 27.3.1. The proposer acted in good faith in submitting the proposal,
    - 27.3.2. The mistake in proposal preparation that was of such magnitude that to enforce compliance by the proposer would cause a severe hardship on the proposer,
    - 27.3.3. The mistake was not the result of gross negligence or willful inattention by the proposer; and
    - 27.3.4. The mistake was discovered and was communicated to the County prior to the County Commission having formally awarded the contract/agreement.
28. PROTEST RIGHTS
- 28.1. Any proposer that has submitted a formal response to Lee County, and who is adversely affected by an intended decision with respect to the award, has the right to protest an intended decision posted by the County as part of the solicitation process.
  - 28.2. “Decisions” are posted on the Lee County Procurement Management Division website. Proposers are solely responsible to check for information regarding the solicitation. ([www.lee.gov/procurement](http://www.lee.gov/procurement))
  - 28.3. Refer to the “Bid/Proposal Protest Procedure” section of the Lee County “Contracts Manual” for the complete protest process and requirements. The Manual is posted on the Lee County website or you may contact the Procurement Management Director.
  - 28.4. In order to preserve your right to protest, you must file a written **“Notice Of Intent To File A Protest”** with **the Lee County Procurement Management Director by 4:00 PM on the 3<sup>rd</sup> working day after the decision** affecting your rights is posted on the Lee County website.
    - 28.4.1. The notice must clearly state the basis and reasons for the protest.
    - 28.4.2. The notice must be physically received by the Procurement Management Director within the required time frame. No additional time is granted for mailing.
  - 28.5. To secure your right to protest you will also be required to post a **“Protest Bond”** and file a written **“Formal Protest”** document **within 10 calendar days** after the date of **“Notice of Intent to File a Protest”** is received by the Procurement Management Director.
  - 28.6. **Failure to follow the protest procedures requirement within the timeframes as prescribed herein and established by the Lee County Board of County Commissioners, Florida, shall constitute a waiver of your protest and any resulting claims.**

29. AUTHORITY TO UTILIZE BY OTHER GOVERNMENT ENTITIES

- 29.1. This opportunity is also made available to any government entity. Pursuant to their own governing laws, and subject to the agreement of the vendor, other entities may be permitted to make purchases at the terms and conditions contained herein. Lee County Board of County Commissioners will not be financially responsible for the purchases of other entities from this solicitation.

30. CONTRACT ADMINISTRATION

30.1. **Designated Contact:**

- 30.1.1. The awarded proposer shall appoint a person(s) to act as a primary contact for all County departments. This person or back-up shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.
- 30.1.2. Lee County requires that the awarded proposer to provide the name of a contact person(s) and phone number(s) which will afford Lee County access 24 hours per day, 365 days per year, of this service in the event of major breakdowns or natural disasters.

30.2. **RFP – Term:** (unless otherwise stated in the Scope of Work or Detailed Specifications)

- 30.2.1. Unless otherwise stated in the scope of work, specifications, or special conditions the default **contract term shall be one (1) year with three (3), one (1) year renewals for a total of four (4) years upon mutual written agreement of both parties.**
- 30.2.2. The County reserves the right to renew this contract, or any portion thereof, and to negotiate pricing as a condition for each.
- 30.2.3. The County’s performance and obligation to pay under this contract, and any applicable renewal options, is contingent upon annual appropriation of funds.

30.3. **RFP – Basis of Award:**

- 30.3.1. Award will be made to the most responsible and responsive proposer based on the evaluation criteria.

30.4. **Agreement/Contract:**

- 30.4.1. The awarded proposer will be required to execute an Agreement/Contract as a condition of award. A sample of this document may be viewed on-line at <http://www.leegov.com/procurement/forms>.

30.5. **Records:**

- 30.5.1. Retention: The proposer shall maintain such financial records and other records as may be prescribed by Lee County or by applicable federal and state laws, rules and regulations. Unless otherwise stated in the specifications, the proposer shall retain these records for a period of five years after final payment, or until they are audited by Lee County, whichever event occurs first.
- 30.5.2. Right to Audit/Disclosure: These records shall be made available during the term of the contract as well as the retention period. These records shall be made readily available to County personnel with reasonable notice and other persons in accordance with the Florida General Records Schedule. Awarded Bidder/Proposer(s) are hereby informed of their requirement to comply with FL §119 specifically to:
  - 30.5.2.1. Keep and maintain public records required by the County to perform the service.
  - 30.5.2.2. Upon request from the County’s custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided or as otherwise provided by law.
  - 30.5.2.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
  - 30.5.2.4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the County upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the

contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County’s custodian of public records, in a format that is compatible with the information technology systems of the County.

30.5.3. Public Record: **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FL § , TO THE VENDOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, <http://www.leegov.com/publicrecords>.**

30.5.4. Ownership: It is understood and agreed that all documents, including detailed reports, plans, original tracings, specifications and all data prepared or obtained by the successful proposer in connection with its services hereunder, include all documents bearing the professional seal of the successful proposer, and shall be delivered to and become the property of Lee County, prior to final payment to the successful proposer or the termination of the agreement. This includes any electronic versions, such as CAD or other computer aided drafting programs.

**30.6. Termination:**

30.6.1. Any agreement as a result of this solicitation may be terminated by either party giving **thirty (30) calendar days’ advance written notice**. The County reserves the right to accept or not accept a termination notice submitted by the proposer, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

30.6.2. The Procurement Management Director may immediately terminate any agreement as a result of this solicitation for emergency purposes, as defined by the Lee County Purchasing and Payment Procedures Manual (Purchasing Manual), (also known as Appendix “D”, ”AC-4-1.pdf”).

30.6.3. Any proposer who has voluntarily withdrawn from a solicitation without the County’s mutual consent during the contract period shall be barred from further County procurement for a **period of 180 days**. The vendor may apply to the Board for a waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by the Procurement Management Department.

30.6.4. The County reserves the right to terminate award or contract following any of the below for goods or services over \$1,000,000:

- 30.6.4.1. Contractor is found to have submitted a false certification as provided under FL § 287.135 (5);
- 30.6.4.2. Contractor has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List;
- 30.6.4.3. Contractor has engaged in business operations in Cuba or Syria;
- 30.6.4.4. Contractor has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel – beginning October 1, 2016.

**31. WAIVER OF CLAIMS**

31.1. Once this contract expires, or final payment has been requested and made, the awarded vendor shall have no more than **thirty (30) calendar days** to present or file any claims against the County concerning this contract. After that period, the County will consider the vendor to have waived any right to claims against the County concerning this agreement.

**32. LEE COUNTY PAYMENT PROCEDURES**

32.1. All vendors are requested to mail an original invoice to:  
**Lee County Finance Department**  
**Post Office Box 2238**  
**Fort Myers, FL 33902-2238**

- 32.2. All invoices will be paid as directed by the Lee County payment procedure unless otherwise stated in the detailed specification portion of this project.
  - 32.3. Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, proposer, or bidder for the preparation of these specifications.
  - 32.4. Lee County is generally a tax exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All proposers should include in their proposal, all sales or use taxes, which they will pay when making purchases of material or sub-contractor's services.
33. MATERIAL SAFETY DATA SHEETS (MSDS/SDS) (if applicable)
- 33.1. In accordance with Chapter 443 of the FL §, it is the vendor's responsibility to provide Lee County with Material Safety Data Sheets on bid materials, as may apply to this procurement.
34. DEBRIS DISPOSAL (if applicable)
- 34.1. Unless otherwise stated, the Proposer shall be fully responsible for the lawful removal and disposal of any materials, debris, garbage, vehicles or other such items which would interfere with the undertaking and completion of the project. There shall not be an increase in time or price associated with such removal.
35. SHIPPING (if applicable)
- 35.1. Cost of all shipping to the site, including any inside delivery charges and all unusual storage requirements shall be borne by the proposer unless otherwise agreed upon in writing prior to service. It shall be the proposer's responsibility to make appropriate arrangements, and to coordinate with authorized personnel at the site, for proper acceptance, handling, protection and storage (if available) of equipment and material delivered. All pricing to be F.O. B. destination.
  - 35.2. The materials and/or services delivered under the proposal shall remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.
36. INSURANCE (AS APPLICABLE)
- 36.1. Insurance shall be provided by the awarded proposer. Upon request, a certificate of insurance (COI) complying with the attached guide shall be provided by the proposer.



## Major Insurance Requirements

**Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the Vendor's interest or liabilities. The following are the required minimums the Vendor must maintain throughout the duration of this Contract. The County reserves the right to request additional documentation regarding insurance provided.*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, and contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence  
\$2,000,000 general aggregate  
\$1,000,000 products and completed operations  
\$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL) or  
\$500,000 bodily injury per person  
\$1,000,000 bodily injury per accident  
\$500,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by Chapter 440, Florida Statutes, encompassing all operations contemplated by this Contract or Agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers' Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident  
\$500,000 disease limit  
\$500,000 disease – policy limit

*\*The required minimum limit of liability shown in a. and b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies," in which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*

**Verification of Coverage:**

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the Contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:
  - a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners  
P.O. Box 398  
Fort Myers, Florida 33902**
  - b. ***“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials” will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.***

**Special Requirements:**

1. An appropriate "Indemnification" clause shall be made a provision of the Contract.
2. If applicable, it is the responsibility of the general contractor to ensure that all subcontractors comply with all insurance requirements.
3. Place the project name and number in the Description of Operations box.
4. Insurance carriers providing coverage required herein shall be licensed to conduct business in the State of Florida and shall possess a current A.M. Best's Financial Strength Rating of B+ Class VII or better.

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### 37. SPECIAL CONDITIONS

These are conditions that are in relation to this solicitation only and have not been included in the County's standard Terms and Conditions or the Scope of Work.

The awarded vendor will be required to perform background checks on all employees that will be working. The results of the background checks will be provided to County Procurement within thirty days of award of the contract. Background checks on any new employees hired during the term of the contract must be performed immediately and provided to County Procurement before the employee will be allowed to work.

Based on these background checks, the County reserves the right to ask the vendor to refrain from having an employee work on this contract or in any County facility.

If the awarded vendor does not comply at all times with the security check procedure, it may be grounds for termination of the contract.

Any charges incurred for these background checks are the sole responsibility of the Vendor.

Some locations could require higher security checks. In this case, the following would also apply:

Because of higher security requirements at some County facilities, it may be necessary to require a Criminal Information Background Check. Checks are to be performed by the Florida Department of Law Enforcement at the following address:

Florida Department of Law Enforcement  
P.O. Box 1489  
Tallahassee, FL 32302

Provide the name, date of birth, race, sex, and last known address of each of your employees to FDLE. A copy of the background check from the Florida Department of Law Enforcement must be provided to Lee County Procurement prior to an employee working in a Lee County Facility.\*\*

End of Special Conditions



**LEE COUNTY, FLORIDA**  
**DETAILED SPECIFICATIONS**  
**FOR**  
**RFP180345KLC**  
**Landscape Maintenance & Mowing for Parks - Annual**

1. GENERAL SCOPE OF PROJECT

The intent of this RFP is to acquire a vendor to provide landscape mowing and maintenance for various locations throughout Lee County for Parks and Recreation. Each site varies in size and may involve trash pickup. Approximately 95% of the work consists of Bahia mowing including small-designated areas such as bullpens, with Bahia, possibly fenced in, that a riding mower cannot fit into. Any areas missed or that a mower can't get into should be line trimmed, such as but not limited to swells, drain grates, fence corners, etc. Site should be left in a neat clean professional condition.

2. PROJECT OBJECTIVE

In selecting a Proposer, the County will place emphasis on the experience of the Proposer and its assigned personnel in providing products and/or services on projects of similar nature and size:

- a. Provide and maintain adequate staff to oversee and manage the projects;
- b. Successfully complete the project within the approved schedule;
- c. Comply with the contract documents and its general conditions.

3. PROJECT TERM

Multi-year Renewals: The successful Proposer shall be responsible for furnishing and delivering to the Lee County requesting Department(s) the commodity or services on an "as needed basis" for a two-year (2) period. There may be an option to extend this contract as specified in the Scope of Work or specifications upon the approval of both the County and the successful Proposer at the time of extension or renewal for three (3), additional one (1) year periods.

4. EXAMINATION OF SITES

Lee County strongly encourages suggests that vendors to visit the sites of this work and acquaint themselves with the conditions as they exist and the operations to be carried out under this RFP. Vendors shall make such investigations as they may see fit so that they may fully understand the facilities, difficulties and restrictions attending the execution of the work under this RFP.

When examining the sites please do so between the hours of 8:00 am and 3:00 pm. Please do not disturb any of the Park activities or personal. Questions must be sent in writing to @ [kciccarelli@leegov.com](mailto:kciccarelli@leegov.com).

5. CONSUMER PRICE INDEX ADJUSTMENT

Rates may increase annually to a maximum of 4% or per the CPI Index, whichever is less. The CPI Index to be utilized shall be the CPI-All Urban Consumers, Series ID CUUR0000SA0, Not Seasonally Adjusted (NSA); [https://data.bls.gov/timeseries/CUUR0000SA0?output\\_view=pct\\_12mths](https://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_12mths). The month applicable shall be the third month prior to renewal or anniversary of contract and the year applicable shall be the current year in which the request is being made. The request to increase rates must be made in writing to the Lee County Procurement Management Department and supported by detailed justification which warrants the requested increase. The Consultant shall submit its written request at least (60) calendar days prior to the renewal date / anniversary of the agreement in order for a request to be considered by the County. The County shall review the Consultant's written request and supporting documentation to determine whether an increase is warranted and, if so, what percentage increase. Failure by the Consultant to request an increase in rates in accordance with these terms shall result in the continuation of the rates contained in the agreement until the next scheduled rate increase request date. If the request is not made within the timeframe specified above, an increase for that year will be forfeited

## 6. SCHEDULING OPTIONS

Since each site is different and has different requirements, scheduling will be as following:  
On call, 7-day, 10-day or 14-day cycles. The site supervisor will determine which will work best at each site.

The Site supervisor will determine the amount of mowing and maintenance to be carried out at each site. Some sites shall be on an as needed basis and the site supervisors will determine the type of maintenance to be done.

## 7. MAJOR BREAKDOWNS/NATURAL DISASTERS

Lee County requires that the awarded vendor provide the name of an English speaking contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

Lee County reserves the right to purchase the product or service listed in this RFP elsewhere in an emergency situation.

## 8. DESIGNATED CONTACT

The awarded vendor shall appoint a person or persons to act as a primary contact for all County departments. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.

## 9. ADD OR DELETE

Lee County may, at their sole discretion, add new areas of dissimilar nature or alter sites, based on a mutually agreed price, to be negotiated between the vendor and an authorized Lee County representative.

Lee County reserves the right to delete or cancel any site or service at the proposed price or add any site or service at a negotiated price between the vendor and an authorized Lee County Representative.

Lee County reserves the right to add or delete services based on a mutually agreed upon price, to be negotiated between the vendor and an authorized Lee County Representative.

Lee County reserves the right to adjust the number of cycles or terminate this agreement at any time as best serves the needs of the County.

## 10. ASSIGNMENT OF THIS CONTRACT

Contractor shall not assign, transfer or sub-contract any portion of this agreement unless prior permission is granted by County Representative.

## 11. WORKMANSHIP AND INSPECTION

The supervision of the performance of this RFP is vested wholly with Lee County Parks and Recreation. Lee County Parks will decide any and all questions, which may arise as to the quality and acceptability of equipment, materials used, work performed, and the manner of performance and rate of progress of the work.

All work that does not meet the specifications must be corrected before Lee County Parks and Recreation will give approval for payment. Lee County has the right to deny a monthly payment for work not completed for that period of time.

## 12. TOLLS

Lee County will not pay for or reimburse awarded vendors for any bridge tolls.

## 13. EMERGENCY PHONE NUMBERS

Provide to the County Representative a list of emergency phone numbers. Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

## 14. SUPERVISION AND SAFETY

- A. Provide the maintenance services in a professional manner. During all maintenance work hours, provide a qualified and competent, English speaking person on site who is authorized to supervise the maintenance operations and to represent and act for the Contractor.
- B. All vehicles and trailers shall have the contractor's name and business phone number clearly displayed during work hours and shall have a clearly displayed Best Management decal.
- C. Contractors' personnel shall wear appropriate apparel including high visibility safety vest or any other appropriate Personal Protective Equipment needed for the job being performed.
- D. It shall be the Contractor's responsibility to maintain safe and efficient pedestrian and vehicular traffic flow through the designated work zone area. The Contractor shall adhere to the applicable federal, state, and local laws, ordinances and regulations.
- E. The Contractor shall fully adhere to the Federal Occupational Safety and Health Act (OSHA).
- F. Lee County Parks and Recreation requires that mowing equipment have warning lights or a strobe light installed and operating while in operation. Warning signs that read "Mowers Ahead" and meeting the MUTCD specifications be placed in the right-of way facing each lane of traffic or path ways in both directions. Signage must be placed at the beginning and ending limits of the project where necessary.

## 15. INITIAL SITE VISIT

Before the contractor begins any work, the contractor, a county representative, and the Site Supervisor shall meet on site to clearly define the limits of landscape, maintenance responsibilities and expectations, and to discuss any relevant landscaping issues.

## 16. EAST DISTRICT

The Parks Supervisor for each Park will determine the services that need to be provided for each mowing. The Parks that include Ball Fields will not require any line trimming or Vegetation Control to the fence line around the Athletic Fields only as these are covered under the Athletic Turf Contract.

The following Parks listed under the East District do not have Athletic Fields: Alva Boat Ramp, Alva Wayside Park, Barbados Lot NW, Buckingham Center, Caribbean Lot, Charleston Park, Davis Boat Ramp, FM Shores Nature Trail, Lehigh Trailhead Park, Manatee Park, Olga Park, Orange River Park and CRP.

## 17. NORTH DISTRICT

The Parks Supervisor for each Park will determine the services that need to be provided for each mowing. The Parks that include Ball Fields will not require any line trimming or Vegetation Control to the fence lines around the Athletic Fields only as these are covered under the Athletic Turf Contract.

The following Parks listed under the North District do not have Athletic Fields are: Mary Moody Park, Matlacha Park, Miramar Park, North Pool, North Shore Park, Royal Palm Park, Russell Park Boat Ramp, Tice Pool, Tropical Point, Waterway Park, and Nalle Grade Park.

## 18. SOUTH DISTRICT

The Parks Supervisor for each Park will determine the services that need to be provided for each mowing. The Parks that include Ball Fields will not require any line trimming or Vegetation Control to the fence lines around the Athletic Fields only as these are covered under the Athletic Turf Contract.

The following Parks listed under the South District do not have Athletic Fields: Karl J. Drews Center & House, San Carlos Pool and TY Linear Park Sections 1, 2 and 3.

## 19. WEST DISTRICT

The Parks Supervisor for each Park will determine the services that need to be provided for each mowing. The Parks that include Ball Fields will not require any line trimming or Vegetation Control to the fence lines around the Athletic Fields only as these are covered under the Athletic Turf Contract.

The following Parks listed under the West District do not have Athletic Fields: Bonita Beach Access 10, Bonita Beach Park & access 1, Bowditch Point Park, Bunch Beach, Hunter Park, Imperial River Ramp, Lynn Hall Park, Main St. Parking, Mantanzas Pass Nature Preserve, Crescent Beach Park and Punta Rassa Boat Ramp.

## 20. PRO-AM SPORTS COMPLEXES

The Sports Complex Supervisor will determine the services that need to be provided for each mowing at the various locations. CenturyLink Sports Complex and Jet Blue Sports Complex have been divided into two zones. Please see attached map for the zone boundaries.

## 21. CONSERVATION 20/20 PRESERVES

The Parks Supervisor for each Park will determine the services that need to be provided for each mowing. The following Parks listed under the Conservation 20/20 Preserves do not have Athletic Fields: Alva Scrub Preserve, Buckingham Trails Preserve, C. Creeks Preserve W, Daniels Preserve 260, Deep Lagoon Preserve, Galt Preserve, Hickory Swamp Preserve, Pine Island Flatwoods (Bayside Estates), Powell Creek Preserve, Prairie Pines Preserve, Telegraph Creek Preserve E, Telegraph Creek Preserve W, Wild Turkey Strand Preserve and C. Creeks Preserve Lots 1 & 2.

## 22. LANDSCAPE MAINTENANCE

### A. MOWING

Mow all Bahia sod areas at a height of three to four inches (3"-4") with a rotary mower. Mowing consists of twenty-four (24) cycles per fiscal year. Since each site is different and has different requirements Parks would like to be able to schedule the following options:

On call, 7-day, 10-day or 14-day cycles. The site supervisor will determine which will work best at each site.

Please refrain from mowing sod clippings into the tree rings, landscaped areas, ballfields, sidewalks or roadways or any other frequently used areas. It will be the vendor's responsibility to clean. Any irrigation equipment damaged by mowing or trimming will be repaired at the vendor's expense. Mowing wet grass or operating with dull blades shall be avoided, mulching blades preferred.

The Vendor is responsible for line trimming any areas mower can't get to such as swells, drain grates, fence corners, etc. Sites should be left in a neat clean professional condition.

The County reserves the right to add or eliminate a cycle. The county shall contact the Contractor a minimum of one (1) week ahead of scheduled cycle for cancellation. If the Contractor feels that an extra mowing is warranted please notify the Site Supervisor immediately. Any extra mowing charges submitted without prior approval will be denied.

- (1) The vendor is responsible to make sure all trash and debris are cleared from the area to be mowed.
- (2) The vendor shall be responsible for clean-up of any debris or cuttings thrown or dragged by his machinery onto adjacent property and roadways.
- (3) Any damage to buildings, trees, utilities, etc., must be reported by the vendor in writing, within 24 hours to the Site Supervisor.
- (4) All mowing must be completed within 3 calendar days after vendor's receipt of notification.
- (5) In the event that the awarded vendor cannot provide the service within the 14 calendar days as required above, Lee County reserves the right to utilize another vendor.

Roadway, Parking Lots, curb and gutter, sidewalk, ballfields and bike paths shall be blown free of clippings in conjunction with mowing and edging events. Do not leave large clumps of grass clippings in the roadways or on sidewalks.

In accordance with the Lee County Fertilizer BMP ordinance section 7, subsection G: grass clippings shall not be directed into storm drains, ditches, conveyances, water bodies, roadways or any other impervious surfaces. All curbs are to be cleaned of mulch debris with each visit to the site.

- Litter Pick-up and Debris Removal

Clean-up all litter, palm fronds and dead plants and trees in all areas within the projects limits during each site visit. Litter and debris will be removed prior to mowing and any debris thrown or dragged to adjacent property or roadways by mowing operations shall be cleaned-up. Litter and debris will be removed, and disposed of at a County approved disposal site. No litter shall be left on site after the Contractor departs. There will be no additional cost to Lee County for litter and debris disposal.

Litter and Debris is defined as foreign items within the limits of the project such as, but not limited to, palm fronds, dead plants and trees, paper, plastic, aluminum, metal, glass, and tires. etc. If an illegal dump is located (defined as centralized piles of debris, construction materials or large items such as mattresses, or household appliances) within the limits of the project, the contractor is to contact the County Representative and report the event. The contractor will not be held responsible for the cleanup of illegal dumping.

- Edging

Edging will be required at all sights where it is required to have a neat edged appearance and will include all planter beds, sidewalks, concrete areas and roadway, etc. also to maintain areas with a neat appearance blowing will be required see site supervisor for any questions on areas to be edged.

Edging shall be performed with rigid blade edging equipment or manual hand edger leaving a clean straight edge no more than 1" back from curbs, walks, buildings, tree rings, or bed areas. Weed eaters shall not be used for trimming or edging purposes particularly around the trees

- Line Trimming

Line trimming is required along fence lines, trees around structures, light poles, ditches, lake banks, bollards, car stops and any areas not accessible to a mower. Line trimming will only be allowed around mulched trees with a maintained mulched bed 24" from base of the tree. Due care must be taken to avoid girdling trees.

See site supervisor for any questions on areas that need to be trimmed.

- Vegetation Control

Landscaped beds and mulched areas shall be weed free. Remove weeds and grasses from beds, around and near all signposts, utility poles, guide wires, benches, fence lines, guardrails, ditches, lake banks, perimeter fences, sidewalks, paved areas, concrete cracks, and any other concrete forms, etc.

Weeding may be done by hand pulling or chemically applied with selective herbicides with a pre-emergent added. Also a granular pre-emergent applied to any landscape bed once a year. Apply spot treatments as necessary to control localized weed problems. Weeds obtaining a height of six inches (6") shall be hand pulled and disposed of offsite. Any exotic plant such as palm shoots should be part of this scope.

Any parks on the turf contract will use the same scope of work but without Athletic Field fence lines only.

All areas to be treated will be determined by the site supervisor.

- Disease and Pest Control:

Disease and Pest Control (on plants, shrubs and trees) shall be addressed by the contractor as needed or requested by the County Representative. Control shall be addressed in a timely manner to control the infestation.

- Fertilizing:

a. All trees and shrubs, etc., shall be fertilized as directed by site representative.

b. The fertilizer shall be applied in the following quantities, utilizing a measuring device to ensure proper application:

Small shrubs and ground cover - 1/2 pound per plant per application

Medium shrubs - one pound per plant per application

Large shrubs - two pounds per plant per application

Trees - 1/2 pound per application, per inch of diameter of the trunk (for trees six inches or less) and one pound per application, per inch of diameter of the trunk (for trees over six inches)

Palms - five pounds per tree per application

c. Fertilizer shall be distributed in a band halfway between the stem and the circumference of the drip line and equal distance past the drip line. Fertilizer shall be distributed by hand, over the band, as evenly as possible.

d. Fertilizer that lands on the leaves shall be shaken off.

e. Fertilizer shall be placed just inside the tree well on the palms and trees.

f. Any fertilizer that get on concrete or asphalt should be blown off.

g. Lee County will supply the fertilizer.

- Bushhogging

Before each site is mowed, blades should be sharpened and bush hog and tractor washed to prevent transmitting exotic grasses from site to site. 5"-10" Maximum height of cut. Site supervisor will determine acceptable height of cut. If property needs to be double cut it needs to be approved by the site supervisor. If not approved it will not be paid.

- Pruning:

Groundcovers and shrubs shall be pruned to maintain a neat and aesthetically pleasing appearance. In areas where plants have the potential to interfere with the driver's line of sight, plants shall be maintained to meet the requirements of FDOT Standards.

All sucker growth shall be removed during each visit. Do not apply Round-up (or equivalent) onto sucker growth on trees, suckers must be mechanically removed.

Understory largely overgrown shrubs and trees shall be rejuvenation pruned (the shrub or tree is pruned by cutting off all old branches at or near ground level) once annually at the discretion of the County Representative and per his/her specifications.

Date palms and paurotis palms: Remove dead fronds/canes, and seed pods annually.

Trees shall be structurally pruned annually to promote proper growth habits under the direction of an arborist certified by the International Society of Arboriculture, and at the discretion of the County Representative, per Best Management Practices and ISA Standards. All trees shall be kept at an 8' minimum canopy height.

- Ornamental Grass trimming:

In general, ornamental grasses will be cut back once a year. In certain areas, ornamental grasses will be cut back multiple times per year to provide visual sight clearances and accessibility. The timing of the trimming will be coordinated between the awarded vendor and Lee County's County Representative.

- Removal of Palm Fronds

All Palm Fronds on the ground must be removed by the vendor each visit.

- Mulching:

Mulch refers to any of the following: Pine Nuggets, Flori-mulch, Pine Straw or Shell depending on the project location. The Contractor will refresh with the type and quality of mulch on site or as prescribed by the Site Supervisor. The County reserves the right to substitute mulch type at any time during the contract. Depending on site conditions at the time of initiating the contract, the Site Supervisor may omit or add mulching intervals as deemed necessary.

A. Mulch shall be applied to obtain the settled depth of three inches (3"). Shell mulch shall be 0.5" – 1" size crushed, washed shell and applied to obtain a settled depth of one and one-half inches (1.5"). Mulch shall not be within 6" of the trunk of trees and shall be applied to the drip line of trees and palms. Additional mulch shall be applied when deteriorated, at no additional cost to the county.

B. The contractor is expected to remove any and all mulch debris from the curb, roadway and parking lots with each maintenance visit.

**C. The use of Cypress mulch is prohibited by County Administration Code 5-9.**

23. INVOICE

All vendors are requested to mail one original invoice and one invoice copy to: Lee County Finance Department, P. O. Box 2238, Fort Myers, FL, 33902-2238. In addition, one original invoice shall be sent to: 3410 Palm Beach Blvd, Fort Myers, Florida 33916 Attn: Parks and Recreation Fiscal Staff. Please make sure that the purchase order number is on the invoice, otherwise it can't be processed. Also, make sure you list the dates mowed and the cost per mow and the total for the month of \_\_\_\_\_. Once the invoice has been approved by the department it can be processed for payment.

End of Detailed Specifications



## SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

### 1. SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

- 1.1 Interested firms shall include the following information in their submittal responses to this solicitation. The following format and sequence should be followed in order to provide consistency in the firm's responses and to ensure each proposal receives full consideration. Use 8 ½ x 11 sheet pages only with minimum font size of 10 points and with tabs or section dividers to separate sections as defined below. More than one section is permitted on one page unless otherwise indicated below. Undesignated information shall be inserted at the rear of each package. Place page numbers at the bottom of every page, excluding dividers. Proposal documents should not contain links to other web pages; such links will not be reviewed for evaluation purposes.
- 1.2 Submittal package should be printed single-sided. **PLEASE INCLUDE PAGE TABS/SECTION DIVIDERS** so that those evaluating your submittal can easily compare each section with others that are submitted. If any of the information provided by the Proposer is found to be, in the sole opinion of the Evaluation Committee and Procurement Management Director, substantially unreliable their proposal may be rejected.
- 1.3 Proposers shall submit one (1) original hard copy (clearly marked as such) and six (6) electronic version(s) on a USB flash drive set(s) containing the proposal submittal in an unlocked PDF format. The County may request specific files be submitted in specialty format (IE: Provide a Project Timeline in Excel format.) Vendor shall accommodate such specialty requests as stated within the submittal requirements describe herein. Should files not be provided in the format or quantity as requested Vendor may be deemed Non-Responsive and therefore ineligible for award. In case of any discrepancies, the original will be considered by the County in evaluating the Proposal, and the electronic version is provided for the County's administrative convenience only. Limit the color and number of images to avoid unmanageable file sizes.

### 2. COMPENSTATION

Compensation shall be submitted in a **SEPARATE SEALED ENVELOPE**. Pricing will not be assigned points or used to evaluate vendors qualifications. After the evaluation process a maximum of the top five scored vendors will move on to have their cost proposals opened.

The cost proposals will be evaluated in sections and awarded to the lowest most responsive responsible bidder per section. However, Lee County reserves the right, at its discretion, to limit the number of Sections awarded to any single vendor. The intent of this is to ensure the vendors are able to adequately maintain the Sections they are awarded. The County will also take into consideration the current workload of the vendor.

The County intends to award to the offerer or offerers that demonstrate the best overall value to the County and the most substantiated ability to fulfill the requirements contained in the Request for Proposal.

#### **Introduction**

- Project RFP Number & Name
- Firm's Name & Address
- Firm's Contact Person & Information (phone, fax and email address)
- How many years has Proposer been in business under present name?
- Under what other former names has your organization operated?

**TAB 1: Company History:** Please provide a brief history of your company.

- A. Provide the type of business (corporation, partnership, individual) and the year it was started. (The vendor must have been in business for a minimum of five (5) years).
- B. How many years has your company provided this type of service? How long have you been working with Florida Landscapes and Florida grasses?
- C. How many years has your organization been in business under its present business name? Have you ever operated under a different name?
- D. Tell us about your location. How long have you been at this current location? Where were you located before?
- E. Does your company have the ability to handle the service required for these large areas? Have you had similar jobs of this size and scope? Please explain
- F. Especially during spring training you could be called out to work at any one of the Stadiums, or sometimes all of them at the same time. Would you have the personal and equipment to do this?

**TAB 2: Personnel**

- A. Provide the number of employees that are currently employed by the company. How many of them are full time employees? How many are subcontracted or seasonal? How many of them are located in this area and will work on our job? (Please only give the information on the employees who will be working on this proposal).
- B. What type of services do these employees provide? (Please only give the information on the employees who will be working on this proposal).
- C. Would you be able to add more employees if required to complete the contract?

**Tab 3: Licenses and Certifications:**

Provide a brief resume' of key employees to be assigned to the project. Please provide the following for the employees who will be working on this proposal (only provide licenses and certifications for local employees who will actually be working on this proposal):

- A. Pesticide License for Natural Area and Right of Way. Provide copies of current licenses issued by the State of Florida.
- B. Provide current Intermediate Maintenance of Traffic (IMOT) Certification(s)
- C. Provide current certificate(s) of training for "Fertilizer Best Management Practices"
- D. Provide current certification of "Limited Certification for Urban Landscape Commercial Fertilizer" Applicators.

**TAB 4: Equipment**

- A. Please provide a list of all the equipment you own that will be used for this proposal.
- B. Please provide a list of the equipment you lease that will be used for this proposal.
- C. Is the company financially sound to add equipment if necessary? Please explain.  
Equipment must be available for inspection and within a 20-mile radius for easy access.

**TAB 5: References:** Insert "Form 1a and Reference Survey" and any additional Reference related information. The vendor must have at least three relevant projects. Include project information which best illustrate the experience of the Proposer and current staff to be assigned to work on this project.

## 2. SCORING CRITERIA & WEIGHT

CRITERIA	CRITERIA DESCRIPTION	MAX. POINTS AVAILABLE
1	Company History (TAB 1)	25
2	Personnel (TAB 2)	20
3	Licenses and Certifications (TAB 3)	10
4	Equipment (TAB 4)	20
5	References (TAB 5)	25
<b>TOTAL POINTS</b>		<b>100</b>
*Additional details and documents found within submittal package, although not located within tabs as listed above, may be reviewed and considered by evaluation committee when scoring Proposers.		

## 3. RFP SUBMISSION SCHEDULE

Submission Description	Date(s)	Time
Advertise Request for Proposal (RFP)	Friday, August 17, 2018	N/A
Pre-Proposal Meeting	Wednesday, September 5, 2018	10:00 AM *
Proposal Question Deadline	September 10, 2018	Prior to 5:00 PM
Submission Deadline	Tuesday, September 18, 2018	Prior to 2:30 PM
First Committee Meeting Short list discussion	Click here to enter a date.TBD	TBD *
Notify Shortlist Selection via e-mail	TBD	N/A
Final Scoring/Selection Meeting	NA	TBD *
Commission Meeting		
<b>Additional notes on Submission Schedule:</b> <ul style="list-style-type: none"> <li><i>Submission Schedule is provided as a guideline only and is subject to change at the discretion of Lee County authorized personnel.</i></li> <li><i>Changes in closing date or other parameters may occur and will be posted to the Lee County Procurement website. It shall be the responsibility of Contractor to verify all dates through County website.</i></li> <li><i>Unless otherwise stated, location of all openings and meetings will take place at 1500 Monroe Street, Fort Myers, FL 33901 – 4<sup>th</sup> Floor Procurement Management.</i></li> </ul> <p><b>*Meeting Locations::</b> *Public Works Building 1500 Monroe Street 4<sup>th</sup> Floor, Fort Myers FL 33901</p> <p><b>NOTE:</b> Proposed short-list and final selection meeting dates are posted on the Procurement Management web page at <a href="http://www.lee.gov/procurement">www.lee.gov/procurement</a> (Projects, Award Pending).</p>		

End of Section

It is the Bidder's/Proposer's responsibility to review the submittal request in its entirety and ensure that all submittal requirements are included within their submission package. Failure to submit required forms may deem your company as non-responsive.

## FORMS DESCRIPTION & INSTRUCTIONS

### REQUEST FOR PROPOSAL (NON-CCNA)

This table provides a brief list, description, and instructions regarding the standard requested forms that should be submitted with all bids or proposals. This is not intended to be an all-inclusive list of forms required for your submission, but rather a guide to assist in completion of the County's standard forms. Bidders/Proposers should utilize the Lee County Document Management Form for a complete list of all forms required for project submission.

#### **Form #**    **Title/Description**

- 1*      *Solicitation Response Form*  
All signatures must be by a corporate authorized representative, witnessed, and corporate and/or notary seal (if applicable.) The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the web-page(s) from <http://www.sunbiz.org> as certification of this required information. Sample attached for your reference.  
Verify that all addenda and tax identification number have been provided.
- 1a*     *Proposal Form*  
This form is used to provide itemization of project cost. A more detailed "schedule of values" may be requested by the County
- \**        *Business Relationship Disclosure Requirement (if Applicable)*  
Sections 112.313(3) and 112.313(7), F.S., prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. If this **disclosure is applicable, the Bidder must request the form entitled "INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS"** (Required by § 112.313(12)(b), F.S.) to be completed and **returned with the Solicitation Response.** **It is the Bidder's responsibility to request the form and disclose this relationship; failure to do so may result in being declared non-responsive.**  
NOTICE: UNDER THE PROVISIONS OF § 112.317, F.S., A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR, AND MAY BE PUNISHED BY, ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.00.
- 2*        *Affidavit Certification Immigration Laws*  
Form is acknowledgement that the proposer is in compliance in regard to Immigration Laws.
- 3*        Provide this form to reference respondents. This form **will be turned in with the proposal** package.
1. **Section 1:** Bidder/Proposer to complete with reference respondent's information prior to providing to them for their response. (This is **not** the Bidder/Proposer's information.)
  2. **Section 2:** Enter the name of the Bidder/Proposer; provide the project information in which the reference respondent is to provide a response.
  3. The reference respondent should complete "**Section 3.**"
  4. **Section 4:** The reference respondent to print and sign name
  5. **Three (3) Reference responses** are to be **returned with the proposal package.**
  6. Failure to obtain reference surveys may make your company non-responsive.

4

*Negligence or Breach of Contract Disclosure Form*

The form may be used to disclose negligence or breach of contract litigation that your company may be a part of over the past ten years. You may need to duplicate this form to list all history. If the proposer has more than 10 lawsuits, you may narrow them to litigation of the company or subsidiary submitting the solicitation response. Include, at a minimum, litigation for similar projects completed in the State of Florida. Final outcome should include in whose favor the litigation was settled and was a monetary amount awarded. The settlement amount may remain anonymous.

If you have **no litigation**, enter **“None”** in the first **“type of incident”** block of the form. Please do not write N/A on this form.

5

*Affidavit Principal Place of Business*

Certifies proposer’s location information.

6

*Sub-Contractor List* (if applicable)

To be completed and returned when sub-contractors are to be utilized and are known at the time of the submission.

7

*Public Entity Crimes Form (Required form)*

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

\*

*Minimum Requirements Table* (RFP-CCNA) (if applicable)

Provide relevant project information.

States the **minimum qualifications** the Bidder/Proposer is required to meet in order to be considered for award or evaluation.

\*

*Proposal Label* (Required)

Self-explanatory. Please affix to the outside of the sealed submission documents.

*Include any licenses or certifications requested*

Local Business Tax Account (as applicable) issued by City and/or County entity. This is necessary for all Florida vendors.

It is the Proposer’s responsibility to insure the Solicitation Response is mailed or delivered in time to be received no later than the specified opening date and time. (If solicitation is not received prior to deadline it cannot be considered or accepted.)

Form 1 – Solicitation Response Form



LEE COUNTY  
SOUTHWEST FLORIDA

LEE COUNTY PROCUREMENT MANAGEMENT  
SOLICITATION RESPONSE FORM

Date Submitted: \_\_\_\_\_ Deadline Date: 9/18/2018

SOLICITATION IDENTIFICATION: RFP180345KLC

SOLICITATION NAME: Landscape Maintenance & Mowing for Parks - Annual

COMPANY NAME: \_\_\_\_\_

NAME & TITLE: (TYPED OR PRINTED) \_\_\_\_\_

BUSINESS ADDRESS: (PHYSICAL \_\_\_\_\_

CORPORATE OR MAILING ADDRESS: \_\_\_\_\_

SAME AS PHYSICAL \_\_\_\_\_

**ADDRESS MUST MATCH SUNBIZ.ORG** \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.**

In submitting this proposal, Proposer makes all representations required by the instructions to Proposer and further warrants and represents that: Proposer has examined copies of all the solicitation documents and the following addenda:

No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_

No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_

Tax Payer Identification Number: \_\_\_\_\_

(1) Employer Identification Number -OR- (2) Social Security Number:

**\*\* Lee County collects your social security number for tax reporting purposes only**

Please submit a copy of your registration from the website [www.sunbiz.org](http://www.sunbiz.org) establishing the Proposer/firm as authorized (including authorized representatives) to conduct business in the State of Florida, as provided by the *Florida Department of State, Division of Corporations*.

1 **Collusion Statement:** Lee County, Florida The undersigned, as Proposer, hereby declares that no person or other persons, other than the undersigned, are interested in this solicitation as Principal, and that this solicitation is submitted without collusion with others; and that we have carefully read and examined the specifications or scope of work, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby propose and agree to furnish this service according to the requirements set out in the solicitation documents, specifications or scope of work for said service for the prices as listed on the county provided price sheet or (CCNA) agree to negotiate prices in good faith if a contract is awarded.

2 **Scrutinized Companies Certification:**  
Section 287.135, FL § , prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, FL§.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, FL§, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Form#1 – Solicitation Form, Page 2

3 **Business Relationship Disclosure Requirement:** Sections 112.313(3) and 112.313(7), FL§, prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. See Part III, Chapter 112, FL § and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers, Candidates and Employees" for more details on these prohibitions. However, Section 112.313(12), FL § (1983), provides certain limited exemptions to the above-referenced prohibitions, including one where the business is awarded under a system of sealed, competitive bidding; the public official has exerted no influence on bid negotiations or specifications; and where disclosure is made, prior to or at the time of the submission of the bid, of the official's or his spouse's or child's interest and the nature of the intended business. The Commission on Ethics has promulgated this form for such disclosure, if and when applicable to a public officer or employee.

**If this disclosure is applicable request form "INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS" (Required by 112.313(12)(b), Florida Statute (1983)) to be completed and returned with solicitation response. It is the proposer's responsibility to disclose this relationship, failure to do so could result in being declared non-responsive.**

Business Relationship Applicable (request form)

Business Relationship NOT Applicable

4 Disadvantaged Business Enterprise (DBE) proposer? If yes, please attach a current certificate.  Yes  No

**ALL PROPOSALS MUST BE EXECUTED BY AN AUTHORIZED AUTHORITY OF THE PROPOSER, WITNESSED AND SEALED (IF APPLICABLE)**

\_\_\_\_\_  
Company Name (Name printed or typed)



\_\_\_\_\_  
Authorized Representative Name (printed or typed)

(Affix Corporate Seal, if applicable)

\_\_\_\_\_  
Authorized Representative's Title (printed or typed)

\_\_\_\_\_  
Witnessed/Attested by:

(Witness/Secretary name and title printed or typed)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Witness/Secretary Signature

Any blank spaces on the form(s), qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the submission being declared non-responsive by the County.

### Detail by Entity Name

#### Florida Profit Corporation

Bill's Widget Corporation

#### Filing Information

Document Number 655555  
 FB/EIN Number 5111111111  
 Date Filed 09/22/1980  
 State FL  
 Status ACTIVE  
 Last Event AMENDED AND RESTATED ARTICLES  
 Event Date Filed 07/25/2006  
 Event Effective Date NONE

#### Principal Address Verify either Principal or Mailing address is on Form 1

555 N Main Street  
 Your Town, USA 99999

Changed 02/11/2012

#### Mailing Address

555 N Main Street  
 MYour Town, USA 99999

Changed 02/11/2012

#### Registered Agent Name & Address

My Registered Agent  
 111 Registration Road  
 Registration, USA 99999

Name Changed: 12/14/2006

Address Changed: 12/14/2006

#### Officer/Director Detail

##### Name & Address

Title P

President, First  
 555 AVENUE  
 Anytown, USA 99999

Title V

President, Second  
 555 AVENUE  
 Anytown, USA 99999

##### IMPORTANT:

For corporations, ALL documents must be signed by the president of the company or an authorized individual. For any individual other than the president, we will need one of the following to confirm their authority to sign:

1. a corporate resolution by the Board of Directors, or
2. an extract of minutes, or
3. an extract of Vote by the Board of Directors

If the company's articles of incorporation identify additional positions that have the power to bind the corporation, we will accept the articles of incorporation with verification from the president that a certain individual serves in that role (e.g., the president confirms that John Doe is the CEO, and the articles of incorporation provide that the CEO has the power to bind the company).

With respect to an LLC, the authority to bind a limited liability company is controlled by Florida statutes. Managers or managing members have inherent authority to bind an LLC.

If the president of a corporation or a manager/managing member of an LLC delegates their authority, such delegation must be sent to us on company letterhead with the President's or manager's/managing member's original, wet signature.

v01.03/2018





Lee County Procurement Management  
**PROPOSAL FORM**

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

Solicitation # **RFP180345KLC** Solicitation Name **Landscape Maintenance & Mowing for Parks - Annual**

Having carefully examined the “Terms and Conditions”, and the “Detailed Specifications”, all of which are contained herein, propose to furnish the following which meet these specifications.

**Multi-year and Renewals**

The successful proposer shall be responsible for furnishing and delivering to the Lee County requesting Department commodity or services on an “as needed basis for a two-year (2) period or as specified in the Scope of Work as per specifications. There will be an option to extend this contract as specified in the Scope of Work or specification upon approval of both the County and the vendor at the time of the extension or renewal.

Please include this page with your submission package.

Item #	Site	Acreage	Unit of Measure	Quantity	Unit Cost	Total Cost
	<b>East District</b>					
	<b>Section A</b>					
1.	Alva Boat Ramp 21580 Pearl St. Alva, FL 33920	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 1</b>					
2.	Alva Park 21580 Pearl St. Alva, FL 33920	4				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 2</b>					

3.	Alva Wayside Park 21250 Palm Beach Blvd. Alva, FL 33920	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 3</b>					
4.	Barbados Lot NW Corner of Barbados & Caribbean Blvd. Fort Myers, FL 33905	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 4</b>					
5.	Buckingham Center 4940 Buckingham Rd. Fort Myers, FL 33905	2				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 5</b>					
6.	Buckingham Park 9800 Buckingham Rd. Fort Myers, FL 33905	15				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		

	<b>Total Area 6</b>					
7.	Caribbean Lot 13498 Caribbean Blvd Fort Myers, FL 33905	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 7</b>					
8.	Charleston Park 2611 Charleston Park Dr. Alva, FL 33920	2				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 8</b>					
9.	Davis Boat Ramp 2227 Davis Blvd Fort Myers, FL 33905	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 9</b>					
10.	FM Shores Nature Trail 13114 Fifth St. Fort Myers, FL 33905	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		

g)	Fertilization		Per Service	1		
	<b>Total Area 10</b>					
11.	Lehigh Park & Pool 1400 West 5 <sup>th</sup> St. Lehigh Acres, FL 33972	7				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 11</b>					
12.	Lehigh Middle School Soccer 104 Arthur Ave. Lehigh Acres , FL. 33936	2				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 12</b>					
13.	Lehigh Trailhead Park 213 David Ave. Lehigh Acres, FL. 33936	5				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 13</b>					
14.	Manatee Park 10901 State Road 80 (Palm Beach Blvd.) Fort Myers, FL 33905	6				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		

e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 14</b>					
15.	Olga Park 2325 S Olga Dr. Fort Myers, Fl 33905	2				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 15</b>					
16.	Orange River Park 13800 Cemetery Rd. Fort Myers, Fl 33905	3				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 16</b>					
17.	Veterans Park 55 Homestead Road South Lehigh Acres, FL. 33936	37				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 17</b>					
18.	Veterans Park Academy for the Arts Soccer 49 Homestead Rd. Lehigh Acres, FL 33936	4				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		

c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 18</b>					
	<b>Total for Section A East District (Areas 1 – 18)</b>					
	<b>Section B</b>					
1.	CRP 18500 North River Rd Alva, FL 33920	187				
a)	Mowing	14	Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Bushhogging	173	Per Service	1		
	<b>Total Area 1</b>					
	<b>Total Section B( Area 1)</b>					
	<b>Grand Total for East District(Sections A &amp; B)</b>					
	<b>North District</b>					
	<b>Section A</b>					
1.	Bayshore Soccer Complex 17050 Williams Rd. North Fort Myers, FL 33905	4				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 1</b>					
2.	Hancock Park 2211 Hancock Bridge Parkway North Fort Myers, FL 33903	7				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		

e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 2</b>					
3.	Judd Park 1297 Parkview Ct. North Fort Myers, FL 33906	3				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 3</b>					
4.	Mary Moody Park 915 Lakeview Dr. North Fort Myers, FL 33903	2				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 4</b>					
5.	Matlacha Park 4577 Pine Island Rd. N.W. Matlacha, FL 33993	4				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 5</b>					
6.	Miramar Park 200 Avacado Ct. Fort Myers, FL 33905	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		

d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 6</b>					
7.	North Fort Myers Academy for the Arts 1856 Arts Way North Fort Myers, FL. 33917	4				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 7</b>					
8.	North Pool 5170 Orange Grove Blvd. North Fort Myers, FL 33903	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 8</b>					
9.	North Shore Park 13001 N. Cleveland Ave. North Fort Myers, FL 33903	2				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 9</b>					
10.	Phillips Park 5675 Sesame Drive Bokeelia, FL 33922	5				
a)	Mowing		Per Service	21		



b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 10</b>					
11.	Pine Island School 5360 Ridgewood Dr. Bokcelia, FL 33922	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 11</b>					
12.	Royal Palm Park 300 Royal Palm Park Rd. Fort Myers, FL 33916	2				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 12</b>					
13.	Russell Park Boat Ramp 237 Lagoon Drive Ft. Myers, FL. 33905	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 13</b>					
14.	Tice Pool 4524 Tice St. Fort Myers, FL 33905	2				

a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 14</b>					
15.	Tropical Point Tropical Point Drive Saint James City, FL 33956	.5				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 15</b>					
16.	Waterway Park 5820 Poetry Lane North Fort Myers, FL 33903	6				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 16</b>					
	<b>Total for Section A North District (Areas 1 – 16)</b>					
	<b>Section B</b>					
1.	Nalle Grade Park 8350 Nalle Grade Road North Fort Myers, FL. 33917	8				
a)	Liter Pickup & Debris Removal		Per Service	12		
b)	Edging		Per Service	1		
c)	Line Trimming		Per Service	1		
d)	Vegetation Control		Per Service	1		
e)	Disease and Pest Control		Per Service	1		
f)	Fertilization		Per Service	1		
g)	Bushhogging	8	Per Service	12		
	<b>Total Area 1</b>					

	<b>Total for Section B(Area 1)</b>					
	<b>Section C</b>					
1.	Schandler Park 419 Royal Palm Park Rd. Fort Myers, FL 33905	4				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	4		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Pruning		Per Service	4		
	<b>Total Area 1</b>					
2.	North Community Park 2021 N. Tamiami Trail North Fort Myers, FL 33903	19				
a)	Mowing	10	Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Bushhogging	9	Per Service	1		
i)	Pruning		Per Service	1		
	<b>Total Area 2</b>					
	<b>Total for Section C (Areas 1 &amp; 2)</b>					
	<b>Grand Total for North District(Sections A, B &amp; C)</b>					
	<b>South District</b>					
	<b>Section A</b>					
1.	Estero High School 21900 River Ranch Rd, Estero, FL 33928	2				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 1</b>					

2.	Estero Park/Pop Warner 9200 Corkscrew Palms Blvd. Estero, FL 33928	23				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 2</b>					
3.	Karl J. Drews Center & House 18412 Lee Rd. Fort Myers, Fl 33912	3.25				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 3</b>					
4.	San Carlos School 17282 Lee Rd. Fort Myers, Fl 33967	2				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 4</b>					
5.	San Carlos Pool 8208 Sanibel Blvd. South Fort Myers, FL 33967	0.5				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 5</b>					

6.	Three Oaks Park & Retention 18251 Three Oaks Parkway Fort Myers, FL 33912	16				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 6</b>					
	<b>Total Section A (Areas 1 – 6)</b>					
	<b>Section B</b>					
1.	JY Linear Park Section 1 Six Mile Cypress to Daniels Parkway Fort Myers, FL 33912	5				
a)	Mowing	3	Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Bushhogging	2	Per Service	1		
	<b>Total Area 1</b>					
2.	JY Linear Park Section 2 Daniels to Crystal Fort Myers, FL 33912	10				
a)	Mowing	7	Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Bushhogging	3	Per Service	1		
	<b>Total Area 2</b>					
3.	JY Linear Park Section 3 Crystal to Colonial Fort Myers, FL 33912	15				
a)	Mowing	11	Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		

d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Bushhogging	4	Per Service	1		
	<b>Total Area 3</b>					
	<b>Total Section B (Areas 1, 2 &amp; 3)</b>					
	<b>Section C</b>					
1.	Lakes Park 7330 Gladiolus Dr, Fort Myers, FL 33908	27				
a)	Mowing	24	Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	4		
d)	Line Trimming		Per Service	6		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Bushhogging	3	Per Service	1		
i)	Pruning		Per Service	6		
j)	Lake Bank Trimming		Per Service	6		
	<b>Total Area 1</b>					
	<b>Total South District(Sections A, B &amp; C)</b>					
	<b>West District</b>					
	<b>Section A</b>					
1.	Bonita Beach Access 10 26082 Hickory Blvd. Bonita Springs, FL 34134	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 1</b>					
2.	Bonita Beach Park & Access 1 27954/ 27890 Hickory Blvd. Bonita Springs, FL 34134	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		

e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 2</b>					
3.	Bowditch Point Park 50 Estero Blvd. Fort Myers Beach, FL 33931	3				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 3</b>					
4.	Bunch Beach 18201 John Morris Rd. Fort Myers, FL 33908	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 4</b>					
5.	Hunter Park 1526 Oak Dr, Fort Myers, FL 33906	5				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 5</b>					
6.	Imperial River Ramp 27551 South Tamiami Trail Bonita Springs, FL 34134	3				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		

d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 6</b>					
7.	Harlem Hts. /Kelly Road Park 7340 Concourse Dr, Fort Myers, FL 33908	7				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 7</b>					
8.	Lynn Hall Park 950 Estero Blvd Fort Myers Beach, FL 33931	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 8</b>					
9.	Main St. Parking 1050 Main St. Fort Myers Beach, FL 33931	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 9</b>					
10.	Mantanzas Pass Nature Preserve 199 Bay Rd. Fort Myers Beach, FL 33931	.5				
a)	Mowing		Per Service	21		



b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 10</b>					
11.	Rutenberg Park 6500 S. Pointe Blvd. Fort Myers, FL 33967	10				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 11</b>					
	<b>Total Section A (Areas 1 – 11)</b>					
	<b>Section B</b>					
1.	Brooks Park 50 South Rd, Fort Myers, FL 33907	5				
a)	Mowing	3	Per Service			
b)	Liter Pickup & Debris Removal		Per Service			
c)	Edging		Per Service			
d)	Line Trimming		Per Service			
e)	Vegetation Control		Per Service			
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service			
h)	Bushhogging	2	Per Service			
	<b>Total Area 1</b>					
	<b>Section C</b>					
1.	Crescent Beach Park 1100 Estero Blvd. Fort Myers Beach, FL 33931	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Pruning		Per Service	1		

	<b>Total Area 1</b>					
2.	Punta Rassa Boat Ramp 18700 McGregor Blvd. Ft. Myers , FL. 33908	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	4		
e)	Vegetation Control		Per Service	4		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Pruning		Per Service	6		
	<b>Total Area 2</b>					
3.	Wa-Ke Hatchee Park 16760 Bass Rd. Fort Myers, FL 33908	16				
a)	Mowing	10	Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	2		
d)	Line Trimming		Per Service	2		
e)	Vegetation Control		Per Service	3		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Bushhogging	6	Per Service	1		
i)	Pruning		Per Service	4		
	<b>Total Area 3</b>					
	<b>Total Section C (Areas 1, 2 &amp; 3)</b>					
	<b>Total West District Sections A, B &amp; C)</b>					
	<b>Pro-Am Sport Complexes</b>					
	<b>Section A</b>					
1.	CenturyLink Sports Complex 14100 Six Mile Cypress Parkway Fort Myers, FL 33912	21				
1)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging – Total Site		Per Service	3		
	Zone 1		Per Service	3		
	Zone 2		Per Service	3		
d)	Line Trimming – Total Site		Per Service	4		
	Zone 1		Per Service	4		
	Zone 2		Per Service	4		
e)	Vegetation Control– Total Site		Per Service	6		
	Zone 1		Per Service	6		

	Zone 2		Per Service	6		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization- Total Site		Per Service	2		
	Zone 1		Per Service	2		
	Zone 2		Per Service	2		
h)	Pruning- Total Site		Per Service	6		
	Zone 1		Per Service	6		
	Zone 2		Per Service	6		
	<b>Total Area 1</b>					
2.	City Of Palms Park 2201 Edison Ave. Fort Myers, Fl 33901	9				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	3		
d)	Line Trimming		Per Service	3		
e)	Vegetation Control		Per Service	6		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	2		
h)	Pruning		Per Service	6		
	<b>Total Area 2</b>					
3.	JetBlue Sports Complex 11500 Fenway South Drive, Ft Myers, FL 33913	17				
a)	Mowing - Total Site	13	Per Service	21		
	Zone 1		Per Service	21		
	Zone2		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging - Total Site		Per Service	3		
	Zone 1		Per Service	3		
	Zone 2		Per Service	3		
d)	Line Trimming - Total Site		Per Service	4		
	Zone 1		Per Service	4		
	Zone 2		Per Service	4		
e)	Vegetation Control - Total Site		Per Service	6		
	Zone 1		Per Service	6		
	Zone 2		Per Service	6		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization - Total Site		Per Service	2		
	Zone 1		Per Service	2		
	Zone 2		Per Service	2		
h)	Bushhogging	4	Per Service	1		
i)	Pruning - Total Site		Per Service	6		
	Zone 1		Per Service	6		
	Zone 2		Per Service	6		

	<b>Total Area 3</b>					
4.	P.D.C.(5 Plex) 4301 Edison Ave. Fort Myers, FL 33916	6.5				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	3		
d)	Line Trimming		Per Service	4		
e)	Vegetation Control		Per Service	6		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	2		
h)	Pruning		Per Service	6		
	<b>Total Area 4</b>					
5.	Terry Park 3410 Palm Beach Blvd. Fort Myers, FL 33916	10				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	3		
d)	Line Trimming		Per Service	4		
e)	Vegetation Control		Per Service	6		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	2		
h)	Pruning		Per Service	6		
	<b>Total Area 5</b>					
	<b>Total Pro-Am Sport Complexes (Areas 1 – 5)</b>					
	<b>Conservation 20/20 Preserves</b>					
	<b>Section A</b>					
1.	Alva Scrub Preserve (057/127/136/195/325/357/163-3) Edwards Drive, Joel Blvd., Witt's End Rd., Langford Rd., and Goggin Rd. Alva , Florida 33920	.25				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 1</b>					
2.	Boomer Pond	1				

	1 Block South of Broadway heading South on U.S. 41 on right Estero					
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 2</b>					
3.	Buckingham Trails Preserve 8790 Buckingham Rd. Fort Myers, FL 33905	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 3</b>					
4.	C. Creeks Preserve W 17100 McDowell Dr. North Fort Myers, FL 33917	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 4</b>					
5.	Daniels Preserve(260) 18500 Persimmon Ridge Rd Alva , Florida 33920	.50				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 5</b>					

6.	Deep Lagoon Preserve 14790 A&W Bulb Rd Fort Myers, FL 33908	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 6</b>					
7.	Galt Preserve 3661 Stringfellow Rd. St. James City, FL 33956	4				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 7</b>					
8.	Hickory Swamp Preserve 13320 Peace Rd. Fort Myers, FL 33905	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 8</b>					
9.	Pine Island Flatwoods (Bayside Estates) (092/121/147/168/184- 2/346/402/389) 6351 Stringfellow Rd St James City , Florida 33956	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		

g)	Fertilization		Per Service	1		
	<b>Total Area 9</b>					
10.	Powell Creek Preserve 15601 Hart Rd. North Fort Myers, FL 33917	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 10</b>					
11.	Prairie Pines Preserve 18400 N Tamiami Trail North Fort Myers, FL 33903	2				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 11</b>					
12.	Telegraph Creek Preserve E (236-2/412) 16451 North River Road Alva , Florida 33920	.12				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 12</b>					
13.	Telegraph Creek Preserve W (236-2/412) 16451 North River Road Alva , Florida 33920	.26				
a)	Mowing		Per Service	21		

b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 13</b>					
14.	Wild Turkey Strand Preserve 11901 Rod & Gun Club Rd. Fort Myers, FL 33913	1				
a)	Mowing		Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
	<b>Total Area 14</b>					
	<b>Total Section A (Areas 1 – 14)</b>					
	<b>Section B</b>					
1.	C. Creeks Preserve E 10130 Bayshore Rd. North Fort Myers, FL 33917	6				
a)	Mowing	2	Per Service	21		
b)	Liter Pickup & Debris Removal		Per Service	21		
c)	Edging		Per Service	1		
d)	Line Trimming		Per Service	1		
e)	Vegetation Control		Per Service	1		
f)	Disease and Pest Control		Per Service	1		
g)	Fertilization		Per Service	1		
h)	Bushhogging	4	Per Service	1		
	<b>Total Area 1</b>					
2.	C. Creeks Preserve Lots 1 & 2 17000 East Lake Dr./16780 Tarpon Way North Fort Myers, FL 33917	2				
a)	Liter Pickup & Debris Removal		Per Service	21		
g)	Bushhogging	2	Per Service	1		
	<b>Total Area 2</b>					
	<b>Total Section B (Areas 1 &amp; 2)</b>					
	<b>Total Conservation 20/20 Preserves (Sections A &amp; B)</b>					



	<b>Grand Total: East District, North District, South District, West District, Pro-Am Sport Complexes and Conservation 20/20 Preserves</b>					
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Amount Written:

OPTIONS			
1.	Plant and Tree replacement	% over cost	
2.	Rate for extra work	Per Hour	
3.	Rate for Bushhogging	Per Hour	
4.	Rate for Bushhogging	Per Acre	
5.	Flori Mulch and Labor – color to be determined by Parks supervisor	Per Bag	
6.	Pine Bark and Labor	Per Bag	
7.	Pine Straw and Labor	Each	
8.	Slope Mowing	Per Acre	

**NOTE:** Quantities are for bidding purposes only and can be added, deleted or decreased at any time.

**AFFIDAVIT CERTIFICATION IMMIGRATION LAWS**



**LEE COUNTY**  
S O U T H W E S T F L O R I D A

SOLICITATION NO.: RFP180345KLC      SOLICITATION NAME:      Landscape Maintenance & Mowing for Parks - Annual

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

PROPOSER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

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

Signature	Title	Date

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

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_, by \_\_\_\_\_ who has produced

(Print or Type Name)

\_\_\_\_\_ as identification.

(Type of Identification and Number)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Lee County Procurement Management

REFERENCE SURVEY

Solicitation # **RFP180345KLC**

**Landscape Maintenance and Mowing for Parks**

<b>Section 1</b> Reference Respondent Information	Please return completed form to:
<b>FROM:</b> _____	<b>Bidder/Proposer:</b> _____
<b>COMPANY:</b> _____	<b>Due Date:</b> _____
<b>PHONE #:</b> _____	<b>Total # Pages:</b> 1
<b>FAX #:</b> _____	<b>Phone #:</b> _____ <b>Fax #:</b> _____
<b>EMAIL:</b> _____	<b>Bidder/Proposer E-Mail:</b> _____

**Section 2** Enter Bidder/Proposer Information, if applicable Similar Performed Project (Bidder/Proposer to enter details of a project performed for above reference respondent)

<b>Proposer Name:</b> _____			
<b>Reference Project Name:</b> _____	<b>Project Address:</b> _____	<b>Project Cost:</b> _____	_____
<b>Summarize Scope:</b> _____	_____	_____	_____

**You as an individual or your company has been given as a reference on the project identified above. Please provide your responses in section 3 below.**

<b>Section 3</b>	Indicate: "Yes" or "No"
1. Did this company have the proper resources and personnel by which to get the job done?	
2. Were any problems encountered with the company's work performance?	
3. Were any change orders or contract amendments issued, other than owner initiated?	
4. Was the job completed on time?	
5. Was the job completed within budget?	
6. On a scale of one to ten, ten being best, how would you rate the overall work performance, considering professionalism; final product; personnel; resources. <div style="text-align: right;">Rate from 1 to 10. (10 being highest)</div>	
7. If the opportunity were to present itself, would you rehire this company?	
8. Please provide any additional comments pertinent to this company and the work performed for you:	

**Section 4**

Reference Name (Print) \_\_\_\_\_

**Please submit non-Lee County employees as references**

Reference Signature \_\_\_\_\_

Form 4 - Negligence or Breach of Contract Disclosure Form



**ALLEGED NEGLIGENCE OR BREACH OF CONTRACT  
DISCLOSURE FORM**

Please fill in the form below. Provide each incident in regard to alleged negligence or breach of contract that has occurred over the past 10 years. Please complete in chronological order with the most recent incident on starting on page 1. Please do not modify this form (expansion of spacing allowed) or submit your own variation.

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

Type of Incident <i>Alleged Negligence or Breach of Contract</i>	Incident Date <b>And Date Filed</b>	Plaintiff <i>(Who took action against your company)</i>	Case Number	Court <i>County/State</i>	Project	Claim Reason <i>(initial circumstances)</i>	Final Outcome <i>(who prevailed)</i>

Make as many copies of this sheet as necessary in order to **provide a 10-year history** of the requested information. If there is no action pending or action taken in the last 10 years, complete the **company name** and write **"NONE"** in the first **"Type of Incident"** box of this page and return with your proposal package. This form should also include the primary partners listed in your proposal. Do not include litigation with your company as the plaintiff. Final outcome should include who prevailed and what method of settlement was made. If a monetary settlement was made the amount may remain anonymous.

Page Number: \_\_\_\_\_ Of \_\_\_\_\_ Total pages

Update the page number to reflect the current page and the total number of pages. Example: Page 3, of 5 total submitted pages of this form.

Proposals may be declared "non-responsive" due to omissions of "Negligence or Breach of Contract" on this disclosure form. Additionally, proposals may be declared "not responsible" due to past or pending lawsuits that are relevant to the subject procurement such that they call into question the ability of the proposer to assure good faith performance. This determination may be made by the Procurement Management Director, after consulting with the County Attorney.



# LEE COUNTY SOUTHWEST FLORIDA

## AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

Instructions: Please complete all information that is applicable to your firm

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

Printed name of authorized signer \_\_\_\_\_

Title \_\_\_\_\_

⇒  
Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Notary:

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_ : \_\_\_\_\_ who has produced

\_\_\_\_\_ as identification (or personally known)

Type of ID and number

⇒  
Notary Public Signature \_\_\_\_\_

Notary Commission Number and expiration \_\_\_\_\_

1. Principal place of business is located within the boundaries of: \_\_\_\_\_ Lee County  
\_\_\_\_\_ Collier County  
\_\_\_\_\_ Non-Local

Local Business Tax License # \_\_\_\_\_

2. Address of Principal Place of Business: \_\_\_\_\_

3. Number of years at this location \_\_\_\_\_ years

4. Have you provided goods or services to Lee County on a regular basis within the past 3 consecutive years \_\_\_\_\_ Yes\* \_\_\_\_\_ No \*If yes, attach contractual history for past 3 consecutive years

5. Number of available employees for this contract \_\_\_\_\_

6. Does your company have a Drug Free Workplace Policy \_\_\_\_\_ Yes \_\_\_\_\_ No



This form must be signed and sworn to in the presence of a notary public or other officer authorized to administer oaths.

1. This sworn statement is submitted to \_\_\_\_\_  
(Print name of the public entity)

by \_\_\_\_\_  
(Print individual's name and title)

for \_\_\_\_\_  
(Print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_

(If applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: On the attached sheet.) Required as per IRS Form W-9.

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, and bid or contract for goods or services to be provided to any public entity or agency or political subdivision or any other state or of the Unites States, and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understare that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:  
1. A predecessor or successor of a person convicted of a public entity crime:  
or:  
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those offices, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm's length agreement, shall be a facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of the entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting those sworn statement. (Please indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_  
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day  
of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC)

My Commission Expires: \_\_\_\_\_



**Minimum Qualifications Requirements** (form may be expanded or duplicated as needed)

**Proposer Name:** \_\_\_\_\_

**Relevant Projects:**

Owner Name: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
\_\_\_\_\_  
Owner Representative: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Project Cost:      Awarded    \$ \_\_\_\_\_  
Project Size:      Acreage    \_\_\_\_\_  
Extra Field

**PROJECT 1 Summary of Project Scope:**

\_\_\_\_\_

Owner Name: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
\_\_\_\_\_  
Owner Representative: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Project Cost:      Awarded    \$ \_\_\_\_\_  
Project Size:      Acreage    \_\_\_\_\_  
Extra Field

**PROJECT 2 Summary of Project Scope:**

\_\_\_\_\_

Owner Name: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
\_\_\_\_\_  
Owner Representative: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Project Cost:      Awarded    \$ \_\_\_\_\_  
Project Size:      Acreage    \_\_\_\_\_  
Extra Field

**PROJECT 3 Summary of Project Scope:**

\_\_\_\_\_

**Proposer Name:** \_\_\_\_\_  
**Owner Name:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Owner Representative:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_  
**Project Cost:**      Awarded    \$ \_\_\_\_\_  
**Project Size:**      Acreage    \_\_\_\_\_  
**Extra Field** \_\_\_\_\_

**PROJECT 4 Summary of Project Scope:**

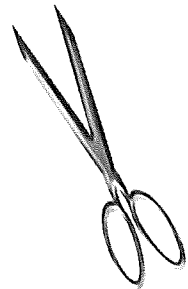
**Owner Name:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Owner Representative:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_  
**Project Cost:**      Awarded    \$ \_\_\_\_\_  
**Project Size:**      Acreage    \_\_\_\_\_  
**Extra Field** \_\_\_\_\_

**PROJECT 5 Summary of Project Scope:**

*Sealed Proposal Label*

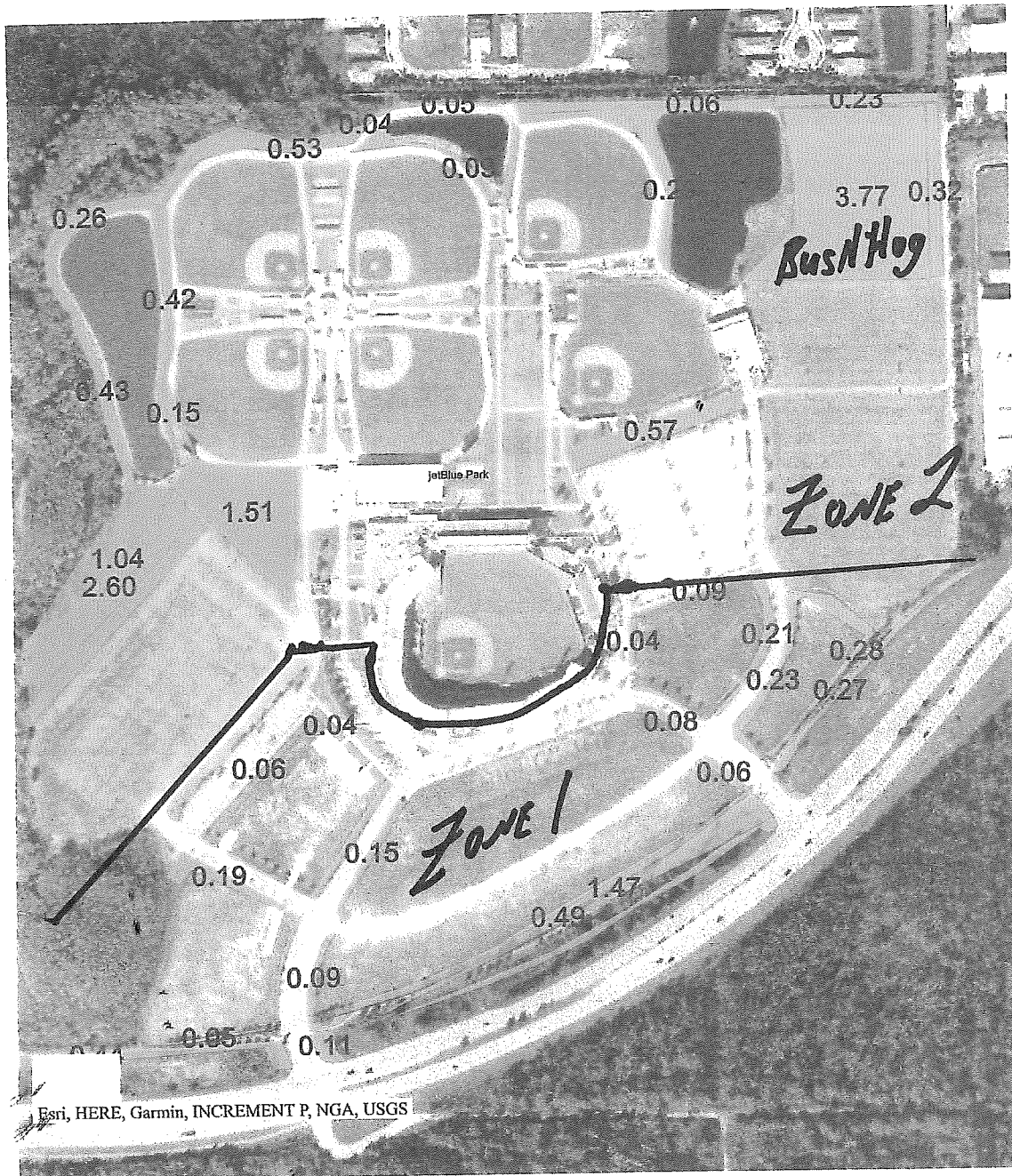
**Cut along the outer border and affix this label to your sealed solicitation envelope to identify it as a "Sealed Submission/Proposal".**

<b>PROPOSAL DOCUMENTS • DO NOT OPEN</b>	
SOLICITATION NO.:	RFP180345KLC
SOLICITATION TITLE:	<b>Landscape Maintenance &amp; Mowing for Parks - Annual</b>
DATE DUE:	<b>Tuesday, September 18, 2018</b>
TIME DUE:	<b>Prior to: 2:30 PM</b>
SUBMITTED BY:	_____
	(Name of Company)
e-mail address	Telephone
<b>DELIVER TO:</b>	Lee County Procurement Management 1500 Monroe 4 <sup>th</sup> Floor Fort Myers FL 33901
<b><i>Note: proposals received after the time and date above will not be accepted.</i></b>	



Lee County Procurement Management  
1500 Monroe Street, 4<sup>th</sup> Floor  
Fort Myers, FL 33901  
(239) 533-8881  
[www.leegov.com/procurement](http://www.leegov.com/procurement)

**PLEASE PRINT CLEARLY**



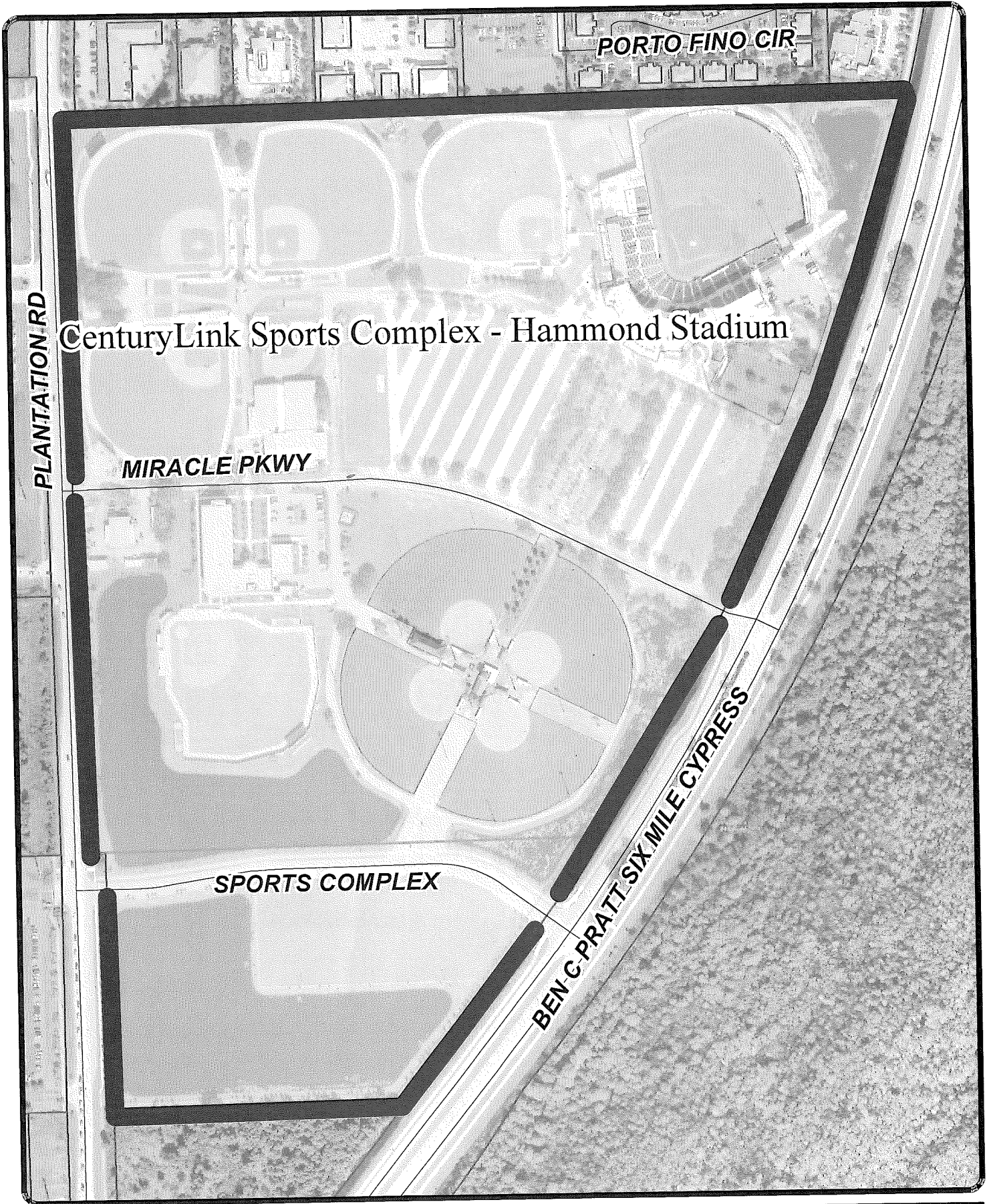
**JETBLUE PARK**

Find address or place

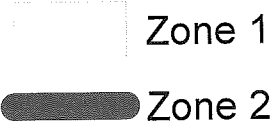
**Bush Hog 4 AC**

file:///C:/Users/kinmeyb/Documents/Contact%20Mowing.html

**ZONE 1 = 4.35 AC**  
**ZONE 2 = 8.59 AC**  
**TOTAL 1+2 = 13 AC**



THIS IS NOT A SURVEY.  
 LEE COUNTY GIS DEPARTMENT HAS PREPARED THIS MAP FOR  
 INFORMATIONAL PURPOSES ONLY. DETAILS SHOWN MAY  
 BE UNOFFICIAL DETERMINATIONS AND MAY NOT BE  
 ACCOMPANIED BY WARRANTY OR GUARANTEE. WHILE THE  
 DEPARTMENT HAS MADE EVERY EFFORT TO PROVIDE THE  
 CORRECT INFORMATION, INDEPENDENT VERIFICATION MAY  
 BE REQUIRED.



**CenturyLink Sports Complex  
 Hammond Stadium  
 Twins Training Complex**

DATE	PROJECT	S,T,R	SCALE	SHEET
Aug, 2018			1:1000	1 of 1