

Advertise Date: Tuesday, January 16, 2018

Lee County Board of County Commissioners DIVISION OF PROCUREMENT MANAGEMENT

Request for Proposal (RFP) NON-CCNA

Solicitation No.: RFP180095MRH

Annual – Nuisance Vegetation and Debris Removal

Solicitation Name:

Ver 06/08/2017-2

from Creeks and Waterways in Lee County, FL

Open

Date/Time:

2/16/2018

Time: 2:30 PM

Location:

Lee County Procurement Management

1500 Monroe Street 4th Floor

Fort Myers, FL 33901

Procurement

Contact:

Melanie Hicks

Title Procurement Analyst

Phone:

(239) 533-8881

Email:

mhicks @leegov.com

Requesting

Dept.

COUNTY WIDE

Pre-Solicitation Meeting:

Type:

No meeting scheduled at this time

All solicitation documents are available for download at www.leegov.com/procurement

Electronic bidding is coming! Visit www.leegov.com/bid to stay informed





Notice to Contractor / Vendor / Proposer(s)

REQUEST FOR PROPOSAL (RFP)

Lee County, Florida, is requesting proposals from qualified individuals/firms for

RFP180095MRH Annual – Nuisance Vegetation and Debris Removal from Creeks and Waterways in Lee County, FL

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 Friday, February 16, 2018

to the office of the Procurement Management Director, 1500 Monroe Street, 4th 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. Vendors who obtain scope of services from sources other than 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. It is the proposer's responsibility to check for posted information. The County may not accept incomplete proposals.

There will be no Pre-proposal Conference for this RFP

It has been determined that the specifications and scope of work within this solicitation are adequate to describe the product or services being requested. A pre-proposal conference and site visit has not been scheduled for this solicitation. Questions regarding this Request for Proposal are to be directed, in writing, to the individual listed below using the email address listed below or faxed to (239) 485 8383 during normal working hours. Melanie Hicks mhicks@LeeGov.com

Sincerely,

Mary G. Tucker, CPPO, CPPB

Director of Procurement Management

*WWW.LeeGov.Com/Procurement is the County's official posting site



Terms and Conditions Request for Proposal

1. DEFINTIONS

- 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. <u>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</u>



- 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

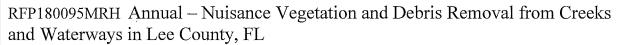
- 7.1. A pre-solicitation conference will be held in the location, date, and time specified on the cover of this solicitation. The cover will also note if the pre-solicitation conference is Non-Mandatory or Mandatory. All questions and answers are considered informal. All prospective proposers are encouraged 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.leegov.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 warrantees will begin from the date of final completion.
- 9.3. Unless otherwise specifically provided in the specifications, the equipment must be warranteed 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, REVISONS 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 <u>not</u> 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

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- validate why these documents should be declared confidential in accordance with Chapter 119, "Public Records," exemptions.
- 14.3. Lee County <u>will not reveal engineering estimates or budget amounts for a project</u> 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 Statues. 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):

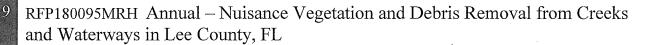
- 23.2.1. Evaluation 1: The first evaluation will rank Proposers based on the scores from the selection criteria point values.
- 23.2.2. Evaluation 2: Following the initial evaluation process, the short-listed proposer(s) will be required to provide an on-site interview/presentation.
 - 23.2.2.1. Such 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.leegov.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 1st place rankings shall be deemed the first ranked proposer. In the event a tie still exists the proposer with the highest number of 2nd, place rankings shall be the first ranked proposer. Should a tie still remain the method used above will continue with each ranking level, 3rd, then 4th, then 5th 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 local proposer shall be deemed the highest ranked proposer over a non-local proposer. Local shall be defined by Lee County Ordinance 08-26 or current revision thereof.
- 25.1.3. Step 3: At the conclusion of step 1 and step 2 if all is equal, the proposer having a drug-free work place program shall be deemed the first ranked proposer.
- 25.1.4. Step 4: At the conclusion of steps 1, 2, 3, if all are equal, the 1st 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. WITHDRAWL 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.leegov.com/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 3rd 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 with in 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. <u>Retention</u>: 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. FL33901. 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
 - 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;
 - Contractor has been placed on the Scrutinized Companies that Boycott Israel List, or is 30.6.4.4. 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

with Maritime Remedies

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. <u>Commercial General Liability</u> - 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. <u>Business Auto Liability</u> - 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. <u>Workers' Compensation</u> - 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

d. <u>Maritime Remedies</u> – Coverage shall provide minimum limits of liability of \$1,000,000 per occurrence for General Maritime Laws, including but not limited to:

Maintenance & Cure;

Unseaworthinness;

Wrongful Death;

Jones Act;

d. Maritime Remedies cont.

Death on the High Seas Act; Longshore and Harbor Workers' Act; Protection and Indemnity;

And/or any other state workers' compensation law, or other federal occupational disease law that your employees might be exposed to.

*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.

End of Insurance Guide section

SPECIAL CONDITIONS FOR

RFP180095MRH

ANNUAL – NUISANCE VEGETATION AND DEBRIS REMOVAL FROM CREEKS AND WATERWAYS IN LEE COUNTY, FL

1. PROJECT TERM

1.1 The successful bidder(s) 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 one-year (1) 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 bidder(s) at the time of extension or renewal for three (3), additional one (1) year periods.

2. PROJECT - SUPPLEMENTAL TASK ORDER (STA) OR PURCHASE ORDER

- 2.1 Each project will not exceed \$200,000.00
- 2.2 Any project less than \$200,000.00 must be quoted by a minimum of three (3) awarded vendors holding a valid contract under this Bid.
- 2.3 Any project over \$100,000.00 must provide a payment and performance bond.

3. NOTICE TO PROCEED

- 3.1 All projects \$25,000.00 or less will use the purchase order as the notice to proceed. The start date or the number of days to complete the project must be included on the purchase order or STA. If the start date is left off the purchase order or STA, then the date of the purchase order or STA approval will default as the NTP start date.
- **4.** The County retains the right to select any vendor to whom an award has been made. Award will be to the lowest responsive, responsible bidder.
- 5. The County retains the right to separately and competitively bid any and all job estimates greater than \$200,000.00.

6. LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

- 6.1 The Lee County Local Bidder's Preference Ordinance No. 08-26 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.
- 6.2 "Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee/Collier County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive three (3) years, and that has the personnel, equipment and materials located within the boundaries of Lee/Collier County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

End of Special Conditions

LEE COUNTY, FLORIDA DETAILED SPECIFICATIONS FOR

RFP180095MRH

ANNUAL – NUISANCE VEGETATION AND DEBRIS REMOVAL FROM CREEKS AND WATERWAYS IN LEE COUNTY, FL

1. GENERAL SCOPE OF PROJECT

- 1.1 Lee County desires to contract with a pool of vendors to perform cleanup and maintenance projects within creeks and waterways throughout Lee County on an as-needed basis. All work performed to follow Federal, State, Local, OSHA and department mandated regulations and specifications for associated work. The scope of work for these projects will be developed individually and may include one or more of the following tasks:
 - 1.1.1. Removal (manual and/or mechanical) of nuisance vegetation from designated portions of creeks or waterways. Nuisance vegetation includes invasive species listed as Category I & II by the Florida Exotic Pest Plant Council (FLEPPC) as well as other native and non-native species as determined by the County Project Manager for each individual project. Removal may include herbicidal treatment by or under the supervision of an applicator with the appropriate State of Florida certification.
 - 1.1.2. Removal of vegetative and non-vegetative debris if determined to be an impediment to flow, have an adverse impact on water quality, or be a hazard to navigation.
 - 1.1.3. Planting of native vegetation as needed to restore site conditions or comply with permit requirements.
 - 1.1.4. Minor grading or excavation.
 - 1.1.5. Other incidental tasks determined by the County Project Manager to be necessary to complete project.
- 1.2. The following general conditions will apply for all projects conducted under this contract unless modified by the County Project Manager.
 - 1.2.1. The Contractor shall be solely responsible for determining the type and amount of equipment and labor necessary to complete the work in accordance with the scope of work and within the time limits established by the County Project Manager.
 - 1.2.2. The Contractor shall be solely responsible for examining the area(s) identified on maps provided by the County Project Manager to arrive at an accurate cost determination for the work involved during the time period of the year for which the work will occur.
 - 1.2.3. The Contractor shall be responsible for providing adequate notice (at least 24 hours) to the County Project Manager prior to beginning any work.
 - 1.2.4. The Contractor shall be responsible for the proper disposal of all debris or vegetation collected or generated at the work site including trash items such as bottles, cans, etc. Non-vegetative debris must be disposed of at a Florida Department of Environmental Protection permitted facility. The contractor will be required to submit a vegetation disposal estimate form at invoicing.
 - 1.2.5. The Contractor shall exercise care to avoid damage to adjacent wetland and native plants or to public or private improvements including lawns, roadways, structures, utilities, sprinklers, septic systems, and fencing. Repair, replacement, or restitution for any such damage shall be the sole responsibility of the Contractor.
 - 1.2.6. The Contractor shall implement Best Management Practices (BMP's) for erosion and turbidity control to prevent violations of state water quality and impacts to wetlands and surface waters. The Contractor shall maintain water quality as-needed during the course of the project to include but not be limited to the use of turbidity barriers and silt screens. In the event the work causes a violation of the turbidity or water quality standards in Rule 62-302, F.A.C., the Contractor shall cease all work contributing to the violation, and install more turbidity containment devices and repair any non-functioning turbidity containment devices. The Contractor shall notify the County Project Manager of the violation within eight (8) hours.

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1.2.7. The Contractor shall be required to submit a site specific prescription for any works involving the use of herbicides. All herbicides shall be approved for use by the E.P.A. and shall be applied per the manufacturer's instructions on the label by or under the supervision of an applicator that has been certified by the Florida Department of Agricultural and Consumer Services to include a category certification in either Aquatic Pest Control or Natural Areas Weeds Management. The Contractor shall adhere to all Federal, State and Local regulations governing the application, transportation, storage, use, and disposal of products used in the performance of this contract.

2. PROJECT OBJECTIVE

- 2.1 In selecting a bidder(s) 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.
 - 2.1.1. Provide and maintain adequate staff to oversee and manage the projects;
 - 2.1.2. Successfully complete the project within the approved schedule;
 - 2.1.3. Comply with the contract documents and its general conditions.

3. MAINTENANCE OF TRAFFIC CERTIFICATION

3.1. There may be locations whereas Maintenance of Traffic will become applicable to the project. When required, there must always be a worker with MOT certifications and ability to carry out the procedures at the work site.

End of Detailed Specifications

SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

FOR

RFP180095MRH

ANNUAL – NUSANCE VEGETATION AND DEBRIS REMOVAL FROM CREEKS AND WATERWAYS IN LEE COUNTY, FL

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 may not exceed 10 pages printed single-sided, excluding required forms found herein and dividers. 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.

TAB 1: Introduction

- Project RFP Number & Name
- > Firm's Name & Address
- > Firm's Contact Person & Information (phone, fax and email address)

TAB 2: Description of Firm

- > How many years has Proposer been in business under present name?
- > Under what other former names has your organization operated?
- Proposed responsible office location.

TAB 3: Overall Firm Experience

- > Provide details of a minimum of three (3) projects similar in scope to that being requested through this solicitation that your Company has completed recently. Details for each project example provided should include:
 - o Project Name
 - Project Address
 - Customer Name
 - Customer Contact Information
 - Point of contact Name, Phone, and Email
 - o Brief description of work provided.
 - o Initial costs of work
 - o Final costs of work
 - o Number of change orders
 - o Total completion time (From Notice to Proceed to Final Invoice payment)

- > Provide a minimum of three (3) references with contract details where your firm has provided similar services associated with above experience request. (Required Form #3)
- Provide a statement of understanding that your Company recognizes the County reserves the right to evaluate the proposing Company on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) as part of their experience criteria.
- > Companies will be selected to provide the performance of all goods and services necessary for the successful completion of the project(s). This will be inclusive of obtaining necessary permits.
- > Provide a brief history of your company. The vendor must have been in business for a minimum of four (4) years. Tell us about your business such as the year started, your location, how many full/part time employees you have. How many employees are subcontracted/leased employees (i.e. seasonal) and the different types of work that you do, etc.
- > Equipment Provide a list of owned and/or leased equipment to include make, model, year, size and if it is owned or leased. If leased provide the date the lease expires. Lee County has the right to visit Contractors Office/Warehouse and see equipment. Equipment must be available for inspection at any time.

TAB 4: Personnel

- > Provide a list with the names, credentials, and contact information for all employees proposed to perform work under this contract and identify the following:
 - The name of the person or persons to act as the Primary contact for the company.
 - The names of at least one person certified as an herbicide applicator (in either the Aquatic or Natural Areas Categories) by the Florida Department of Agricultural and Consumer Services. Must include a copy of the Applicator License.
 - The name of at least one person shown to be knowledgeable in identifying native vegetation as well as Category I & II invasive plants as designated by FLEPPC.
 - The name of at least one person certified as a Florida Department of Environmental Protection Storm water Erosion & Sediment Control Inspector. Must include a copy of this certification.
- > Provide resumes of proposed **specific** project management team to be assigned to the Lee County contract.
 - *Resumes are not included within page restrictions, but should be limited to one (1) page per person. *

TAB 5: Required Forms

➤ Forms 1-8

2. SCORING CRITERIA & WEIGHT

Following the initial evaluation process, the highest ranking Proposer(s) may be required to complete and additional questionnaire regarding more specific processes and capabilities. In addition, Proposer may be required to provide an on-site interview and/or system demonstration as it relates to requested and/or proposed services.

CRITERIA	CRITERIA DESCRIPTION	MAX. POINTS AVAILABLE
1	Overall Firm Experience (TAB 1, 2, 3)	50
4	PERSONNEL (TAB 4)	50
TOTAL POINT	S	100

^{*}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)	Tuesday, January 16, 2018	N/A
Proposal Question Deadline	Thursday, February 8, 2018	Prior to 5:00 PM
Submission Deadline	Friday, February 16, 2018	Prior to 2:30 PM
First Committee Meeting Short list discussion	TBD	TBD
Notify Shortlist Selection via e-mail	TBD	N/A
Final Scoring/Selection Meeting	TBD	TBD
Commission Meeting	TBD	TBD

Additional notes on Submission Schedule:

- Submission Schedule is provided as a guideline only and is subject to change at the discretion of Lee County authorized personnel.
- 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 the dates through Lee County website. www.leegov.com/procurement

Unless otherwise stated, location of all openings and meetings will take place at **1500 Monroe Street, Fort Myers, FL 33901** – 4th Floor Procurement Management.

End of Section

REQUIRED FORMS

REQUEST FOR PROPOSAL (NON-CCNA)

These forms are <u>required</u> and should be submitted with all proposals. If it is determined that forms in this selection are not applicable to your company or solicitation they should be marked "N/A or Not Applicable" across the form in large letters and <u>returned with your submission</u> package. *Note:* If submitting via hard copy the original must be a manually signed original. Include additional copies, if specified, in the Solicitation documents.

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-N/A for this solicitation

This form is used to provide itemization of project cost. A more detailed "schedule of values" may be requested by the County

Minimum Requirements Table (RFP) Required Provide relevant project information.

- Business Relationship Disclosure Requirement (if Applicable)
 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. 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 request form and disclose this relationship, failure to do so could result in being declared non-responsive.

 NOTICE: UNDER THE PROVISIONS OF FL § #112.317 (1983), 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 \$5,000.00.
- 2 Affidavit Certification Immigration Laws

 Form is acknowledgement that the proposer is in compliance in regard to Immigration Laws.
- 3 Reference Survey
 Provide this form to reference respondents. This form will be turned in with the proposal package.

- 1. **Section 1**: Bidder/Proposer to complete with <u>reference respondent's</u> 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. 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.

- 8 Trench Safety (Required for Construction Projects Only)
 Self explanatory.
- 9 Bid Bond (if applicable)
 Self explanatory

Proposal Label (Required)

Self explanatory. Please affix to the outside of the sealed submission documents. The mailing envelope MUST be sealed and marked with:

✓ Solicitation Number

RFP180095MRH Annual – Nuisance Vegetation and Debris Removal from Creeks and Waterways in Lee County, ${\rm FL}$

Ver 06/08/2017-2

- ✓ Opening Date and/or Receiving Date
- ✓ Mailing Address: Lee County Procurement Management Division 1500 Monroe Street, 4th Floor Fort Myers, FL 33901

Include any licenses or certifications requested (if applicable)

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 <u>opening date and time</u>. (If solicitation is not received prior to deadline it cannot be considered or accepted.)

Form 1 – Solicitation Response Form



LEE COUNTY PROCUREMENT MANAGEMENT SOLICITATION RESPONSE FORM

Date Subm	itted:			Deadline Date) :	2/16/2013	8	
Solicitati	ON IDENTIFICATION:	RFP18	0095MRH		*			
SOLICITAT COMPANY	ION NAME: <u>Nuisance Ve</u> NAME:	getation	and Debris Rem	oval from Creeks	s and V	Waterways	s in Lee County, F	<u>L</u>
Name & T	TLE: (TYPED ORPRINTED)	Mary Control of the C						
Corporat	Address: (physical e or Mailing Address ame as physical	:						
Address M	IUST MATCH SUNBIZ.ORG							
E-Mail Ai Phone Nui			F2	AX NUMBER:		<u> </u>		_
In submittir and represe No.	WILL POST ADDENDA of this proposal, Proposer ints that: Proposer has exa Dated: Dated:	makes all mined cop No.	representations re vies of all the solic Dated:	equired by the instruction documents	uctions and the	e following Dat	gaddenda: ted:	
Tax Payer I	dentification Number:	W			unalisada-ya			
(including a	` '	llects you ation from	r social security notes the website www.	or- (2) Social Secunumber for tax repov.sunbiz.org estable State of Florida, a	o <i>rting p</i> lishing	ourposes on the Propos	er/firm as authorize	d nt
persons without with fu propose specific	on Statement: Lee Count, other than the undersigned collusion with others; and all knowledge of all conditions and agree to furnish this eations or scope of work for negotiate prices in good	ed, are inted that we litions unde service actors said services	erested in this solinave carefully rear which the service cording to the revice for the price	citation as Principa ad and examined the ces herein is contequirements set out s as listed on the c	al, and the specemplate the tin the	that this so difications of d must be solicitatio	licitation is submitted or scope of work, a furnished, hereby on documents,	nd
Section that are in the In As the pon either	ized Companies Certifica 287.135, FL § , prohibits on either the Scrutinized can Petroleum Energy Sec person authorized to sign of er the Scrutinized Companies troleum Energy Sector Lisation may subject compan	agencies for Companie tor List. Eon behalf of ies with At. I under	s with Activities in the state of Respondent, I had a carrier state of Respondent, I had a carrier stand that pursuant that the state of the sta	in Sudan List or the red pursuant to sect hereby certify that to a List or the Scrutin at to section 287.13	e Scrutition 21: the commized C 35, FL§	inized Com 5.473, FL§ npany ident companies v	npanies with Activit . tified above not liste with Activities in the	d



Form#1 - Solicitation Form, Page 2

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 nonresponsive. Business Relationship NOT Applicable Business Relationship Applicable (request form) 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) (Affix Corporate Seal, if applicable) Authorized Representative Name (printed or typed) Witnessed/Attested by: (Witness/Secretary name and title printed or typed) Authorized Representative's Title (printed or typed) Witness/Secretary Signature Authorized Representative's 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 FEI/EIN Number 5111111111 Date Filed 09/22/1980

State FL ACTIVE Status

Last Event AMENDED AND RESTATED ARTICLES

Event Date Filed 07/25/2006 Event Effective Date NONE

Principal Address Verify either Principal or Mailing

555 N Main Street Your Town, USA 99999 address is on Form 1

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, USA99999

Name Changed:12/14/2006

Address Changed: 12/14/2006

Officer/Director Detail®

Name & Address

TitleP

President, First 555 AVENUE Anytown, USA99999

The corporate authorized representative executing the documents must be authorized by member shown in this section of the sunbiz,org printout)

Title V President, Second 555 AVENUE Anytown, USA99999

Proposer Name:

Relevant Project	.J.		
Owner Name:		·	Summary of Project Scope:
Project Name:			1
Project Address:			·
Owner Representative:	4 4 4 4		
Representative		-	
Telephone:	_		
Representative E-Mail:			
Project Cost: Ini	itial \$		
Fir	nal \$		
Schedule: Pla	anned	(calendar days)	
Ac	tual	(calendar days)	
O N			Summary of Project Scope:
Owner Name:			Summary of Project Scope.
Project Name:			
Project Address:		:	
Owner Representative:			
Representative			
Telephone:			
Representative E-Mail:	itial \$		
•			
		(calendar days)	
	anned	(calendar days)	
Ac	ctual	· · · · · · · · · · · · · · · · · · ·	
	The second second 2000 and the second		
Owner Name:			Summary of Project Scope:
Project Name:			1
Project Address:	and the second of the second o		
	, _{est} _{est} de principal.		
Owner Representative:			
Representative			
Telephone:			
Representative E-Mail:			
Project Cost: In	itial		
Fi	nal		
Schedule: Pl	anned	(calendar days)	
Ac	ctual	(calendar days)	



AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP180095

SOLICITATION NAME: Annual - Nuisance Vegetation and Debris Removal from Creeks and Waterways in Lee County, FL.

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:		<u> </u>	
	Signature	Title	Date	
STATE OF _ COUNTY OF	1	·		
The foregoing	g instrument was sig	ned and acknowledged bewho has pame)	efore me thisday of produced	
(Type of Iden	atification and Numb	s identification. er)		
Notary Public	Signature			
Printed Name	of Notary Public			
Notary Comm	nission Number/Exp	iration		

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. <u>LEE COUNTY RESERVES THE RIGHT TO REQUEST</u> SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.



Form 3 Reference Survey



Lee County Procurement Management *REFERENCE SURVEY*

Solicitation # RFP180095MRH

ANNUAL – NUISANCE VEGETATION AND DEBRIS REMOVAL FROM CREEKS AND WATERWAYS IN LEE COUNTY, FL

Section 1 Reference	ce Respondent Information	(D) ((III ER) (III ER)	Please return completed for	m to:					
FROM:		Bidder/Prop	Bidder/Proposer:						
COMPANY:		Due Date:	Due Date:						
PHONE #:		Total # Page	Total # Pages: 1						
FAX #:		Phone #:	Fax #:	,					
EMAIL:		Bidder/Propos	er E-Mail:						
Section 2 Enter Bide	der/Proposer Information , if applicable Similar Perfo	ormed Project (Bidder/Proposer to e	nter details of a project performed for above refere	nce respondent)					
Proposer Name:									
Reference Project Name:	Project Addres	SS:	Project Cost:						
Summarize Scope:									
	or your company has been g	given as a reference	e on the project identified	above. Please					
provide your response Section 3	s in section 3 below.			Indicate: "Yes" or "No"					
	any have the proper resource	es and personnel by	which to get the job done?						
2. Were any prob	olems encountered with the c	company's work peri	formance?						
	nge orders or contract amend			*					
	ompleted on time?	inicites issued, other							
	ompleted within budget?								
	one to ten, ten being best, how	www.uld vou rote th	a arrandl ryank						
1	onsidering professionalism;	final product; person							
7. If the opportun	ity were to present itself, wo	ould you rehire this o	company?						
8. Please provide	any additional comments per	rtinent to this compa	any and the work performed	l for you:					
Section 4									
Reference Name (Print		Please sul	omit non-Lee County employ	yees as references					
Reference Signature									
	30095MRH Annual – Nuis Vaterways in Lee County	-	and Debris Removal fr	om Creeks					

Form 4 -Negligence or Breach of Contract Disclosure Form



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. 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 compete in

ALLEGED NEGLIGENCE OR BREACH OF CONTRACT

DISCLOSURE FORM

Company Name:

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

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 oartners 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 nade. If a monetary settlement was made the amount may remain anonymous. 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 esponsible" 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



RFP180095MRH Annual - Nuisance Vegetation and Debris Removal from Creeks and Waterways in Lee County, FL



AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

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

Con	npany Name:			
Printe	d name of authorized signer Title			
The affic	rized Signature Date signee of this Affidavit guarantee, as evidenced by the sworn davit to interrogatories hereinafter made. LEE COUNTY RESERVICES PROVIDENCE OF SERVICES PROVIDENCE.	SERVES TĤE	E RIGHT T	
Nota Stat			<u>e TIME.</u>	day of
20	1			who has produced
	Type of ID and number		as identi	fication (or personally known)
⇒ Notary	v Public Signature	Notary Commission	on Number and e	xpiration
1.	Principal place of business is located within the boundaries of:		Lee C Collie Non-I	r County
	Local Business Tax License #			
2.	Address of Principal Place of Business:			
3. 4.	Number of years at this location Have you provided goods or services to Lee County on a regular basis within the past 3 consecutive years	years Yes*	No	*If yes, attach contractual history for past 3 consecutive years
5. 6.	Number of available employees for this contract Does your company have a Drug Free Workplace Policy	Yes	No	

Form 6-Sub-contractor List

SOUTHWEST FLORIDA

SUB-CONTRACTOR LIST

Amount or Percentage of Total						
Qualified DBE Yes/No						
Phone Number and Email						,
Point Of Contact Or Project Supervisor					r ·	
Area Of Work						
Sub-contractor Name						

dollar value or percentage that the sub-contractor will be performing. If sub-contractors qualify as Disadvantaged Business Enterprise (DBE) Please include sub-contractors name, area of work (i.e. mechanical, electrical, etc.) and a valid phone number and email. Also include the contractors, please attach a current certificate.



RFP180095MRH Annual - Nuisance Vegetation and Debris Removal from Creeks and Waterways in Lee County, FL This form must be signed and sworn to in the presence of a notary public or other officer authorized to administer oaths.

	(Print name of the public entity)
by	υ
	(Print individual's name and title)
for	
	(Print name of entity submitting sworn statement)
whose business	s address is
(If applicable) i	its Federal Employer Identification Number (FEIN) is

- 2. I understand that a "public entity crime" as defined in Paragraph 287.133(1) (g), <u>Florida Statutes</u>, 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 understate 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.
- 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*.)

	Neithe	r the en	itity submi	tted thi	s sworn	statemen	it, nor	any	officers,	director	s, ex	ecutives	, partne	rs, sha	reholder	3,
employ	ees, me	mbers,	and agents	who a	re active	e in mana	geme	nt of	an entity	nor aff	iliate	of the e	ntity ha	ve bee	n charge	d
with and	d convi	cted of	a public er	itity cri	me subs	equent to	July 1	1, 198	39.							

My Commission Expires:		
	(NOTARY PUBLIC)	·-
of,2		
who, after first being sworn by me, affixed his/her signature in		day
PERSONALLY APPEARED BEFORE ME, the u	indersigned authority,(Name of individual signing)	
STATE OFCOUNTY OF		
	(Date)	_
	(Signature)	
		_
CHANGE IN THE INFORMATION CONTAINED IN THIS		ITWOOKANI
AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIO THRESHOLD AMOUNT PROVIDED IN SECTION 287.017		
ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE I IS VALID THROUGH DECEMBER 31 OF THE CALENDA		
UNDERSTAND THAT THE SUBMISSION OF THIS FOR		
on the convicted vendor list. (Attach a copy of the fine		ng uns sworn statement
proceeding before a Hearing Officer of the State of Flo by the Hearing Officer determined that it was not in t	orida, Division of Administrative Hearing and	l the Final Order entered
shareholders, employees, member, or agents who are been charged with and convicted of a public entity cri		
The entity submitting this sworn statemen		
been charged with and convicted of a public entity cri		·
The entity submitting this sworn statement shareholders, employees, member, or agents who are		
The entity exhaulting this errows statement	t an ana an mana of the officers divector	a arragrativas mantagna

TRENCH SAFETY

Contractor/Vendor acknowledges that included in the appropriate solicitation items of the solicitation and in the Total solicitation price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida) effective October 1, 1990. The contractor/vendor further identifies the costs of such compliance to be summarized below:

Trench Safety Measure (Description)	Units of Measure (LF, SF)	Unit (Quantity)	Unit Cost	Extended Cost	
A					
В	_				
C	_				
D					
	TOTAL \$				
EXCAVATION SAFET Failure to complete the a			•	,	
	(Company Name)				
STATE OF	was acknowledged befor of	e me this day of (<i>name of corporati</i> she is personally know	on), aby n to me or has pro-	(state or pl	(name and lace of incorporation) (type of
			notary public)	220	
			· notary public) vped, printed or stamp	oed)	

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

PROPOSAL DOCUMENTS • DO NOT OPEN SOLICITATION NO.: **RFP180095MRH** Annual – Nuisance Vegetation and Debris Removal SOLICITATION TITLE: from Creeks and Waterways in Lee County DATE DUE: Friday, February 16, 2018 TIME DUE: Prior to: 2:30 PM SUBMITTED BY: (Name of Company) e-mail address Telephone **DELIVER TO:** Lee County Procurement Management 1500 Monroe 4th Floor Fort Myers FL 33901 Note: proposals received after the time and date above will not be accepted.

Lee County Procurement Management 1500 Monroe Street, 4th Floor Fort Myers, FL 33901 (239) 533-8881 www.leegov.com/procurement

PLEASE PRINT CLEARLY