



<b>Submittal Due Date:</b> Wednesday, February 13, 2008	<b>Submittal Due Time:</b> 2:00 P.M.
<b>Submit Responses To:</b> School District of Osceola County, Florida Purchasing Department 817 Bill Beck Boulevard, Building 2000 Kissimmee, FL 34744	<b>Purchasing Representative:</b> Cheryl M. Jessee (407) 870-4627 Office • Fax (407) 870-4616 E-mail: <a href="mailto:jesseec@osceola.k12.fl.us">jesseec@osceola.k12.fl.us</a> <a href="http://www.osceola.k12.fl.us/depts/purchasing">www.osceola.k12.fl.us/depts/purchasing</a>

<b>BID # SDOC-08-B-064 CJ</b> <b>LAWN CARE SERVICE FOR FLORA RIDGE ELEMENTARY SCHOOL</b>
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The purpose of this Invitation To Bid (ITB) is to solicit competitive sealed bids to furnish Lawn Care Service for the School District of Osceola County, Florida.

A Non-Mandatory Pre-Bid Walk-Thru is scheduled for January 30, 2008, beginning at 9:00 AM in the Administrative Office of Flora Ridge Elementary School at 2900 Dyer Boulevard, Kissimmee, FL.

Bids will be received at the School District's Purchasing Department located at 817 Bill Beck Blvd., Bldg. 2000, Kissimmee, FL 34744, **until 2:00 PM on Wednesday, February 13, 2008.** Submittals received after this deadline **will not** be considered for award.

Cut out the Label below and attach it to your envelope/package

<b>* DO NOT OPEN * SEALED BID * DO NOT OPEN *</b>	
<b>SEALED PROPOSAL NUMBER:</b>	_____
<b>PROPOSAL TITLE:</b>	_____
<b>PROPOSAL DUE ON</b>	_____ <b>AT</b> _____ <b>P.M.</b>
<b>PROPOSAL ENCLOSED</b>	____ <b>"NO PROPOSAL LETTER" ENCLOSED</b> _____
<b>Deliver To:</b>	The School District of Osceola County, Florida PURCHASING DEPARTMENT 817 Bill Beck Blvd., Building 2000 Kissimmee, FL 34744-4495

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

**INVITATION TO BID REQUIRED RESPONSE FORM**

TITLE: **LAWN CARE SERVICE FOR FLORA RIDGE ELEMENTARY BID #SDOC 08-B-059 CJ**

Anti-Collusion Statement/Public Domain

I, the undersigned bidder, have not divulged, discussed, or compared this proposal with any other bidders and have not colluded with any other bidder in the preparation of this bid in order to gain an unfair advantage in the award of this bid.

I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

Submittal Certification

I hereby certify that I am submitting the following information as my company's proposal and understand that by virtue of executing and returning with this BID this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the contents of this bid, and all attachments and the contents of any addendum released hereto.

BIDDER (Contractor Name): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON'S ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TOLL FREE: \_\_\_\_\_ INTERNET E-MAIL ADDRESS \_\_\_\_\_

BIDDER TAXPAYER IDENTIFICATION NUMBER: \_\_\_\_\_

**NOTE: Entries must be completed in ink or typewritten. An original manual signature is required.**

DRUG FREE WORKPLACE CERTIFICATION FORM  
FOR BID # SDOC 08-B-064 CJ  
LAWN CARE SERVICE FOR FLORA RIDGE ELEMENTARY SCHOOL

In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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

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

\_\_\_\_\_  
Vendor's Signature

ne(pr237p)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

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This certification is required by the regulations implementing *Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510 Participants responsibilities*. The regulations were published as ***Part IV of the January 30, 1989, Federal Register (pages 4722-4733)***.

\*\*\*\*\* BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE \*\*\*\*\*

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attached an explanation to this proposal.

\_\_\_\_\_  
Organization Name

SDOC 08-B-064 CJ  
LAWN CARE SERVICE FOR  
FLORA RIDGE ELEMENTARY  
\_\_\_\_\_  
Bid Name & Number

\_\_\_\_\_  
Names and Titles of Authorized Representative(s)

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

\_\_\_\_\_  
Date

## **INSTRUCTIONS FOR DEBARMENT CERTIFICATION**

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1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out herein in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", "voluntarily exclude", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions", without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a perspective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction may pursue available remedies, including suspension and/or debarment.

**STATEMENT OF NO BID**

The School District of Osceola County, Florida  
Purchasing Department  
817 Bill Beck Boulevard, Building 2000  
Kissimmee, Florida 34744-4495

Attn: Cheryl Jessee, Senior Buyer

Bid # \_\_\_\_\_

We, the undersigned, have decided not to bid for the following reasons.

- \_\_\_\_\_ We do not handle products/services in this classification
- \_\_\_\_\_ Opening date does not allow sufficient time to complete bid
- \_\_\_\_\_ Cannot supply at this time
- \_\_\_\_\_ Suitable but engaged in other work
- \_\_\_\_\_ Quantity too small
- \_\_\_\_\_ Cannot meet required delivery
- \_\_\_\_\_ Equivalent not presently available
- \_\_\_\_\_ Unable to meet specifications
- \_\_\_\_\_ Unable to meet insurance/bond requirements
- \_\_\_\_\_ Please remove our name from the vendor file only for the commodity listed above
- \_\_\_\_\_ Please remove our name from the School Board's entire vendor files
- \_\_\_\_\_ Other reasons or remarks

We understand that if the "No Bid" letter is not returned by the bid due date, our name may be deleted from the School District of Osceola County's vendor list for this commodity.

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

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

Print Name of Authorized Person \_\_\_\_\_

Email Address for Authorized Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

## The School District of Osceola County, Florida

817 Bill Beck Boulevard, Kissimmee, FL 34744-4495

Main Phone: (407) 870-4600

Purchasing: (407) 870-4630 Fax (407) 870-4616 [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us)

**JANUARY 17, 2008**

### **INVITATION TO BID BID #SDOC-08-B-064-CJ**

Notice is hereby given that the Purchasing Department of the School District of Osceola County, Florida will receive bids for **LAWN CARE SERVICE FOR FLORA RIDGE ELEMENTARY SCHOOL** at the Purchasing Department, located at 817 Bill Beck Blvd., Building 2000, Kissimmee, Florida 34744-4495, until **2:00 PM on February 13, 2008**. All bids will be publicly opened in the Purchasing Department at that time. Recommendations will be made to the School Board at a regularly scheduled meeting.

A **Pre-Bid Walk-Thru** is scheduled for **Wednesday, January 30, 2008 at 9:00 AM** beginning in the Administrative Office of Flora Ridge Elementary School located at 2900 Dyer Boulevard, Kissimmee, Florida.

#### **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST**

Per the provisions of Florida Statute 287.133(2)(a), A person or affiliate who has been on the Convicted Vendor list for the State of Florida following a conviction for a public entity crime:

- May not submit a bid on a contract to provide any 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 be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any Public Entity.

Convicted Vendors may not transact business with any Public Entity in excess if the threshold amount provided in Florida Statute 287.017 for a Category Two (2) for a period of thirty-six (36) months from the date of being placed on the Convicted Vendors List.

**DISCRIMINATION:** An entity or affiliate who has been placed on the discriminatory vendor list 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 contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

#### **REQUIRED BID SUBMITTALS:**

**Please be sure you have completed and enclosed the required documents listed below for your bid to be considered complete. Failure to do so may constitute your bid as incomplete in the awarding process.**

Certificate of Debarment

Drug Free Workplace Certification

Insurance Documentation as specified in Bid

List of Subcontractors

List of References

Additional Submittals specific to this bid may also be required. See Bid for details.

**1. SCOPE**

1.01 THIS SPECIFICATION establishes the minimum requirements for **LAWN CARE SERVICE FOR FLORA RIDGE ELEMENTARY SCHOOL**, listed and described in the body of these specifications, to be used as noted, by the School District of Osceola County, 817 Bill Beck Boulevard, Kissimmee, Florida 34744-4495.

1.02 THE INTENT of this bid is to establish a contract for a base period of three (3) years from the date of award of the bid. During which time, the successful bidder shall guarantee firm prices for the item(s) awarded to him as specified in this bid. This contract may be renewed at the conclusion of the three (3) year base period for one (1) additional two (2) year periods (for a total of five (5) years) at the same terms and conditions if mutually agreeable by both parties. However, the contract may be terminated upon thirty (30) calendar day written notice by the School District of Osceola County or a ninety (90) calendar day written notice by the awarded vendor. The purchase of this service and listed options will be contingent upon available funding.

1.03 **GENERAL INFORMATION ABOUT THE DISTRICT**

The School Board was created pursuant to Section 4, Article IX of the Constitution of the State of Florida. The School Board is an independent taxing and reporting entity, controlled, operated, and administered by District in accordance with Chapter 1000, Florida Statutes. The Board consists of five elected officials responsible for the adoption of policies, which govern the operation of District public schools. The Superintendent is responsible for the administration and management of the schools and the departments within the applicable parameters of state laws, State Board of Education Rules, and School Board policies.

The District is coterminous with Osceola County. The annual budget for the District for 2007-2008 school year totals \$999,422,956, including an operating budget of \$461,355,469, and a capital budget of \$401,140,409. The District operates thirty-nine schools, which includes twenty-one (21) elementary schools, seven (7) middle schools, eight (8) high schools, two (2) K thru 8 schools, and one (1) 6th thru 12th grade school. The District is also responsible for twelve alternative education sites, and seven charter schools. The total full-time K-12 projected enrollment of public school students for August 2007 is 53,070. Growth is projected to continue in the future at an average of 2000 students per year.

**2. STANDARD TERMS AND CONDITIONS**

2.01 **RETURNING OF BID PACKAGE**

The complete Bid package, as received, must be returned "Intact" in a sealed envelope, plainly marked on the outside with the Bid Number it's opening date and time along with the Bidder's Company name and address. Non-compliance with this stipulation may result in your bid not being considered. Bid proposals submitted on vendor's quotation forms will not be accepted.

2.02 **RECEIPT OF BID PACKAGE**

It is the bidder's responsibility to assure that their bid is delivered at the proper time, in the proper form, and to the proper place of the bid opening. Submit bid to The School District of Osceola County, Purchasing Department, Building 2000, 817 Bill Beck Boulevard, Kissimmee, Florida 34744-4495. The official clock for receiving bids is located in the Purchasing Department. All bids must be date and time stamped by the Purchasing Department. Bids will be opened in the



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Purchasing Department after the deadline for receiving bids. Any Bid received in Purchasing after the deadline, will be date and time stamped but will not be opened. The Bidder is responsible to allow adequate mailing time, including time for interoffice mail delivery, or to take appropriate alternate steps to assure that their bid is delivered to the **Purchasing Department** by the specified date and time. Offers by telegram, facsimile machine, email, or telephone are not acceptable unless otherwise specified.

2.03 **BIDDERS RESPONSIBILITY**

Each bidder is required, before submitting their proposal, to carefully examine the invitation to bid specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this bid. Ignorance on the part of the bidder will in no way relieve them of any of the obligations and responsibilities, which are a part of this bid.

2.04 **MODIFICATION OF BID**

Bidders will not be allowed to modify their bids after the opening time and date. After bid opening, by appointment, bid files may be examined during normal working hours.

2.05 **INQUIRIES**

Please direct all inquiries concerning this bid, in writing at least seven (7) business days prior to the scheduled bid opening, to: Cheryl M. Jessee, Senior Buyer, Purchasing Department, School District of Osceola County, 817 Bill Beck Boulevard, Kissimmee, Florida, 34744-4495, by fax at # (407) 870-4616 or by email at [jesseec@osceola.k12.fl.us](mailto:jesseec@osceola.k12.fl.us)

2.06 **TAXES**

The School District of Osceola County is exempt from Federal and State Tax for Tangible Personal Property. A copy of the District's Tax Exempt Certificate is available upon request. Vendors or Contractors doing business with the School District of Osceola County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the District, nor shall any Vendor/Contractor be authorized to use the District's Tax Exemption Number in securing such materials.

2.07 **AVAILABILITY OF FUNDS**

The obligations of the School District of Osceola County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the School Board. All purchases are contingent upon available District funding.

2.08 **ACCEPTANCE / REJECTION**

The School District of Osceola County reserves the right to:

- Accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the District, will be in the best interest of and/or most advantageous to the District.
- Reject the bid or any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award.
- Inspect all facilities of bidders in order to make a determination as to the foregoing.
- Waive any irregularities and technicalities and may, at its discretion, request a rebid.

2.09 **CONTRACTUAL AGREEMENT**

This Invitation To Bid shall be included and incorporated in the final award. The order of contractual precedence will be the bid document, response and purchase order. Any and all legal action necessary to enforce the award will be held in Osceola County and the contractual obligations will be interpreted according to the laws of Florida. The School District of Osceola County reserves the right to use any and all remedies for violations of the contract that the law allows.

2.10 **UNIFORM COMMERCIAL CODE**

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the awarded Contractor and the School Board any terms and conditions not specifically stated in this Invitation to Bid.

2.11 **POSTING OF BID TABULATIONS**

Bid tabulations and recommended awards will be posted at the location where bids were opened and will remain posted for 72 hours for review by interested parties. Bid tabulations can also be viewed on the School Districts website. Failure to file a bid protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

2.12 **LEGAL REQUIREMENTS**

Federal, State, County and local laws, ordinances, rules, and regulations that in any manner affect the item or items covered herein apply. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.

2.13 **CHECK UNIT PRICES**

Please be sure to check all unit prices and extensions. In the event an error is made in submitting your bid prices, the unit price bid will be used in determining the correct bid price.

2.14 **NON-COLLUSION**

Vendor warrants that he/she has not employed or retained any company or person other than a bona fide employee working solely for the vendor, to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the VENDOR, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this bid.

If the VENDOR violates this provision, the School Board shall have the right (which shall be cumulative to the other rights the School Board may have) to forthwith terminate this bid without liability and, further, the School Board may, at its discretion, deduct from moneys then owed to the VENDOR, if any, or otherwise recover from the VENDOR the full amount of such fee, commission, percentage, gift or consideration.

Bidder also certifies that their bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, services, or equipment and is in all respects fair and without collusion or fraud.

2.15 **CONFLICT OF INTEREST**

The award hereunder is subject to provisions of Florida Statutes (F.S. 112). All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the School Board. Further, all bidders must disclose the name of any District employee who owns, directly or indirectly, interest of ten percent (10%) or more in the bidder's firm or any of its branches.

2.16 **EEO STATEMENT**

The School District of Osceola County, Florida, does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law.

2.17 **BANKRUPTCY / INSOLVENCY**

At the time of bid submittal, vendor/firm shall not be in the process of or engaged in any type of proceedings in insolvency or bankruptcy, either voluntary or involuntary, or receivership proceedings. If the vendor/firm is awarded a contract for six (6) months or longer, and files for bankruptcy, insolvency or receivership, the District may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

2.18 **FACILITIES**

The School Board reserves the right to inspect the bidder's facilities at any time with prior notice.

2.19 **OTHER GOVERNMENTAL AGENCIES**

It is the intent of this Solicitation to obtain bids to furnish the product(s)/services herein specified to the School Board. Other School Boards and governmental agencies/entities may purchase from this solicitation if permitted by the contractor or supplier. Said product(s)/services are to be furnished in accordance with the Contract resulting from this Solicitation.

2.20 **DEFINITIONS**

The following words and phrases, when used in this instruction to prospective bidders, shall have the following meanings:

1. The term District shall mean: the School Board, The School System, Owner, The School District of Osceola County, Florida; The Board and/or any other state or local governmental agency in the State of Florida.
2. "Bidder" shall mean any person, firm, or corporation who submits a bid/proposal pursuant to this instruction to Bidders.
3. "Facility" shall mean any building(s) owned or leased by the District.
4. "Contractor" shall mean the bidder, whether a corporation, partnership, individual or any combination thereof, and its, their or his successors, personal representatives, executors, administrators, and assignees.
5. "Vendor" shall mean the Bidder.
6. "Successful Bidder" shall mean the Bidder whose bid/proposal is accepted by the School Board.
7. "Material", if used in this document, shall mean all items used in the execution and completion of the work, including all installed equipment. This excludes (except when pre-approved by the Owner) standard tools and machinery normally used in the industry.

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8. "Contract Documents" shall consists of and not limited to each of the following:
  - a) each page of this document,
  - b) all addenda heretofore issued,
  - c) drawing(s), if any,
  - d) purchase order,
  - e) bidder's submittals, if any,
  - f) contract agreement, if required.
9. "Campus Grille" shall also be known as the Food Services Department.

2.21 **QUESTIONS REGARDING SPECIFICATIONS OR BIDDING PROCESS**

A. To ensure fair consideration for all bidders, the School Board prohibits communication of any kind, relating to this bid, to or with any department, bureau, or employee during the submission process of this bid, except as provided in paragraph "B" below. Such communications initiated by a bidder may be grounds for disqualifying the offending bidder from consideration or award of the bid then in evaluation and/or any future bid.

B. **INTERPRETATION OF BIDDING DOCUMENTS**

No interpretation of the meaning of the Bid Document, any correction of any apparent ambiguity, inconsistency or error therein, will be made to any Bidder orally. Every request for such interpretation or correction should be in writing, seven (7) business days prior to bid date, addressed to the Buyer/Purchasing Specialist assigned to this project. All such interpretations and supplemental instructions will be in the form of written Addenda to the Bidding Documents. Only the interpretation or correction so given by the assigned Buyer/Purchasing Specialist, in writing, shall be binding and prospective Bidders are advised that no other source in the Purchasing Office is authorized to give information concerning, or to explain or interpret the Bid Documents.

C. It shall be the responsibility of the bidder to contact the Office of Purchasing prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with the bid.

2.22 **LITIGATION HISTORY**

All vendors, including predecessors or related vendor or entity, shall identify any litigation in which they have been involved in, including arbitration and administrative proceedings, during the past five (5) years involving claims for excess of ten (10) percent of the contact value. Include a brief legal description of the dispute and its current status. Where the action or lawsuit involved a similar project as herein discussed, bidder shall describe the particular circumstances giving rise to the dispute.

2.23 **CONDITIONS FOR EMERGENCY / HURRICANE OR DISASTER**

It is hereby made a part of this Invitation to Bid that before, during and after a public emergency, disaster, hurricane, flood or acts of God that the municipal government, through the School Board, shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation, which threatens public health and safety, as, determined by the School Board. Vendor/Contractor agrees to rent/sell/lease all goods and services to the School Board or other government entity as opposed to a private citizen, on a first priority basis. The District expects to pay a fair and reasonable price for all products in the event of a disaster, emergency or hurricane. Vendor/Contractor shall furnish a "24-hour" phone number in the event of such an emergency.

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I hereby understand and agree to the above statement:

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(Signature) (Print Name) (Title)

Emergency Telephone Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Beeper or Cellular Phone Number: \_\_\_\_\_

2.24 **EMERGENCY / STORM RELATED CATASTROPHE - CONTRACTOR AGREEMENT**

Due to Acts of God, Acts of Terrorism or War, any contractors working with the School District shall acknowledge and agree to the following terms and conditions. This will allow the District to obtain Federal funding if available.

2.25 **FAMILIARITY WITH LAWS**

The contractor is required to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may in any manner affect the work. Ignorance on the part of the contractor will in no way relieve him from any responsibility or liability arising from the award. The awarded contractor assures and certifies that they will comply with:

- U.S. EPA Asbestos Containing Materials in Schools, final Rule and Notice 40CRF763, Reference 736.99(a)(7).
- Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327 et seq.
- Federal Fair Labor Standards Act, 29 U.S.C. Section 201 et seq.
- Title VI of the Civil Rights Act of 1964
- Age Discrimination Act of 1975
- Executive Order 11246 as amended by Executive Orders 11375 and 12086 related to discrimination.
- Americans with Disabilities Act
- Anti-Kickback Act of 1986, 41 U.S.C. Section 51
- The Hatch Act, 18 U.S.C. 594, 598, 600-605
- Uniform Federal Accessibility Standards, 41 C.F.R. Section 101-19.6
- Title IX of the Education Amendments of 1972, 20 U.S.C.: 1681-1683 and 1685-1686 prohibiting discrimination on the basis of sex.
- Comprehensive Alcohol and Alcoholism Prevention Treatment and Rehabilitation Act of 1970, 42 U.S.C. 4521-45-94
- Public Health Service Act of 1912, 42 U.S.C. 290 dd-3 and 290 ee-3
- Lead-Based Paint Poison Prevention Act
- Energy Policy and Conservation Act, P.L. 94-163: 42 U.S.C.
- Clean Air Act of 1955, 42 U.S.C. 7401-7642
- Clean Water Act of 1977
- Immigration and Nationality Act, 8 U.S.C. Section 1324a(e) Section 274A(e)
- Records Retention, 34 C.F.R.

**3. SPECIAL TERMS AND CONDITIONS**

**3.01 LENGTH OF CONTRACT**

Prices shall remain firm for a base period of three (3) years from the date of bid award. This stipulation shall be subject to a thirty (30) day written notice of cancellation by the School Board, the awarded vendor must provide a ninety (90) day written notice to cancel as specified herein.

**3.02 METHOD OF AWARD**

BID PRICES will be accepted and considered by the following method: An "**ALL OR NONE**" Bid for the entire quantity of items. The Board reserves the right to reject any or all bids or to accept any bid or part thereof that in its judgment will be for the best interest of the School Board. The Board also reserves the right to waive all informalities.

**3.03 LOWEST AND BEST BID**

SCHOOL BOARD intends to accept the "lowest" and "best" bid submitted to it. The term "lowest" shall be interpreted to mean the lowest "ALL OR NONE" Total Net Bid Price for all required tasks. In determining which is the "lowest" and "best" bid received by it, SCHOOL BOARD shall also consider and weigh (a) the experience, qualifications and reputation of each BIDDER, and (b) the quality of products and services proposed by each BIDDER.

**3.04 CONTRACT RENEWAL**

The School Board reserves the right to renew this contract or any portion thereof, for up to one (1) additional two (2) year period, upon mutual agreement, in writing.

**3.05 ASSIGNMENT**

Any Purchase Order issued regarding this invitation to bid or money which may become due hereunder are not assignable except with the prior written approval of the School Board.

**3.06 PURCHASING AGENT AS REFEREE**

The Purchasing Agent is hereby designated as the direct representative of the School Board and he/she shall settle all disputes or questions of doubt that may arise as to the meaning of any clause in these specifications, or methods of prosecution of the Contract, and his/her decision shall be final and conclusive.

**3.07 CANCELLATION CLAUSE**

The School Board reserves the right to cancel this contract at anytime during this contract period by providing the bidder with a written notice from the Purchasing Department at least thirty (30) calendar days prior to cancellation date without "cause" and ten (10) calendar days with "cause". Only notice given by the Purchasing Department is binding.

**3.08 RIGHT TO TERMINATE**

In the event the successful bidder violates any of the provisions of the contract, the School Board may serve written notice upon such bidder of its intention to terminate the contract. Such notice is to state the reasons for such intention to terminate the contract, and, unless ten (10) calendar days after serving such notice upon the bidder, such violation shall cease and satisfactory arrangements for correction be made, the contract shall, upon expiration of said ten (10) calendar days, cease and terminate, but the liability of such bidder and his surety for any and all such violation or violations shall not be affected by any such termination.

3.09 **EXEMPT FROM THIS BID**

Purchases shall not include items available at lower prices on other School District bid award(s) or on Florida State Contracts. The School District reserves the right to bid separately any item if deemed to be in the best interest of the District.

3.10 **INVOICING**

The successful bidder will be required to submit invoices and reference purchase order numbers on all requests for payment. All statements must reference valid School District purchase order numbers. Invoices shall be mailed directly to: Accounts Payable, School District of Osceola County, 817 Bill Beck Blvd., Kissimmee, Florida 34744-4495. A separate invoice must be received for each purchase order number. Payment for partial shipments shall not be made unless specified. Invoices, which do not reference valid School District, purchase order numbers or which are erroneous (incorrect contract prices, minimum order charges, etc.) shall be returned to the vendor for resolution of the discrepancies. **IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO RECONCILE THE PURCHASE ORDER AND THE VENDOR'S INVOICE AND TO NOTIFY THE PURCHASING REPRESENTATIVE OF ANY DISCREPANCIES PRIOR TO BILLING. THE SCHOOL BOARD WILL ONLY PAY THE DOLLAR AMOUNTS AUTHORIZED ON THE PURCHASE ORDER.**

3.11 **PARTIAL PAYMENT**

Partial payments in the full amount of the value of items received and accepted may be requested by the submission of a properly executed invoice with support documents if required.

3.12 **BIDDER QUALIFICATIONS**

Only responsible Bidders qualified by previous experience and satisfactory completion of at least five contracts or orders for similar work within the last five years will be considered. The Bidder shall be in sound financial position and qualified to perform the work. In order to facilitate prompt award of the Contract, the Bidder shall complete and submit the attached questionnaire with his bid package. {The School Board reserves the right to contact any and all customers, past or present to verify previous experience and satisfactory completion of contracts.}

Failure to submit the above requested information may be cause for rejection of your bid. If you have previously submitted this information for similar work in response to another Invitation to Bid, please indicate so on your proposal.

3.13 **VENDOR SERVICE REPRESENTATIVE**

The bidder must submit with his bid proposal the name, address, and phone number of the person(s) to be contacted for the placement of an order and the coordination of service. A contact for both regular work-hours and after-hours, weekends, and holidays must be identified.

3.14 **VENDOR EMPLOYEE REQUIREMENTS**

1. All employees assigned by the Contractor to the performance of work under this contract shall be physically able to do their assigned work. It shall be the Contractor's responsibility to insure that all employees meet the physical standards to perform the work assigned and are free from communicable diseases. This requirement also includes acceptable hygiene habits of Contractor's employees.

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2. The personnel employed by the Contractor shall be capable employees, age 18 years or above, qualified in this type of work.
3. It is the Contractor's responsibility to ensure that all employees are legally allowed to work in the United States in accordance with Immigration Policies.
4. The Contractor's employees shall be required to dress neatly, commensurate with the tasks being performed.
5. All our schools are smoke free. Smoking on school grounds is prohibited.
6. The Contractor shall provide the School District's Representative(s) within ten calendar days of the start of the contract, a list of all Contractor employees assigned to work on the School Board premises. The employee list shall include complete name, Social Security number, date of birth, home address, and telephone number for each. Similar data shall be submitted for all new hires. The Contractor shall be held responsible for the accuracy of the data provided, and shall insure updated changes are provided the School District's Representative(s) immediately upon their effective date.
7. It is the Contractor's responsibility to see that every employee on the Contractor's work force is provided and wears an Identification Badge or company shirt/uniform in order to maintain security at the school's facility. It shall be Contractor's responsibility to inform the School District Representative(s) of all new employees promptly at time of employment.
8. The Contractor shall require employees to be dressed in their work attire when reporting for duty, as locker space is not available. Break areas are restricted to designated space within the building, on chairs in the main hallways, or outside benches. Contractor personnel can use designated areas for lunch breaks. Office areas in all buildings are off-limits for designated break periods. The School District's Representative(s) will identify the exact locations in each building where breaks can be taken.
9. The Contractor shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for official use.
10. The Contractor shall require his employees to comply with the instructions pertaining to conduct and building regulations, issued by duly appointed officials, such as the building managers, guards, inspectors, etc.
11. The School District's Representative(s) will determine how the Contractor will receive access to the facility.
12. If keys are provided and lost, the Contractor will be responsible for any and all costs associated with replacement keys and re-keying of the facility.



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13. When requested, the Contractor shall cooperate with any ongoing SCHOOL BOARD investigation involving economic loss or damage to SCHOOL BOARD buildings, or SCHOOL BOARD or personal property therein. The SCHOOL BOARD reserves the right to require any employee of the Contractor to submit to a polygraph test if the SCHOOL BOARD has a reasonable suspicion that the employee is or was involved in the incident or activity under investigation. The Contractor shall obtain a waiver from the employee authorizing the release to the SCHOOL BOARD of information acquired by the Contractor from the polygraph test. The SCHOOL BOARD, at its discretion, may require that the Contractor immediately remove the employee under investigation from working within SCHOOL BOARD buildings for the following reasons: 1) The employee's refusal to submit to a polygraph test in the above circumstances, or 2) an employee's refusal to sign the waiver referenced above or 3) an analysis of the polygraph test indicates that the employee is or was involved in the incident under investigation. If the test results show involvement on the part of the Contractor's employee, the Contractor will be obligated to cover the cost of the examination. If the test results indicate that the Contractor's employee was not involved in the incident, when the SCHOOL BOARD will pay for the cost of the examination.
14. CONTROLLED SUBSTANCE OR ALCOHOL ABUSE ON SCHOOL BOARD PROPERTY: The successful Contractor(s) is hereby notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited on any school district property, or at any school board activities. Violations may subject the Contractor and/or the Contractor's employee(s) to prosecution, fines, imprisonment and/or cancellation of this or any other contract(s) that this Contractor presently holds. The Contractor(s) are required by this school board to take appropriate disciplinary action in such cases and/or require that the employee(s) satisfactory participation in a rehabilitation program.
15. Any Contractor's employee convicted of violating a criminal drug statute in the workplace must report the conviction to the employer within five (5) workdays. Contractors (Employers) are required to report such convictions to the school board within ten (10) workdays of receiving this information.
16. The School District of Osceola County, Florida, is committed to the education and safety of its students and employees. To that end, any bidder awarded a contract will be required to assure that the personnel assigned to the project, do not possess criminal records that would violate the School Board's standards for employment as set forth by the Florida Department of Education. Each bidder must certify that the company and its employees are or will be in compliance with those standards for the project awarded.
17. The Contractor shall strictly prohibit interaction between their employees and the student(s).
18. Contractor's employees may not solicit, distribute or sell products while on School Board property.
19. Friends, visitors or family members of the Contractor's employees are not permitted in the work area.
20. The Contractor shall adhere to all of the District's security standards.

3.15 **COMPLIANCE WITH THE JESSICA LUNSFORD ACT**

a.) **LEVEL 2 BACKGROUND SCREENING**

In pursuant to Florida Statutes 1012.465, as modified, the school district will be required to screen any awarded vendor, their employee(s), or agent(s), and/or representative(s) who will be on school grounds when students may be present. This is a level 2 background screening. Participating bidders must take this into consideration when bidding on this contract. Prior to the start of any work/project/contract the awarded vendor must schedule with the district, dates and time with which to have the assigned personnel finger printed by the school district. The School Board will notify the awarded vendor the names of those employee(s) that will be allowed to work on School Board property. The School Board reserves the right to check, at random, any person hired by the awarded vendor working on School Board premises to see that the vendor is in compliance of this requirement. The awarded vendor must certify that the company and its employees are, or will be, in compliance with these standards for each project/contract awarded, prior to the finger printing process.

The fee to be charged all awarded vendors shall be the same fee charged the School Board at the time the fingerprinting is performed. Currently the School Board is being charged \$61.00/set of fingerprinting.

The School Board is now Sharing Finger Print Data with other Districts, if your employee(s) have been finger printed by another School District they only need to register with our District. To do so, they must bring to the School District's Human Resources Department the following items:

1. Two (2) separate forms of identification.
  - a. One must be a State issued "photo" ID
  - b. Social Security Number

b.) **FELONY OFFENCES**

The awarded vendor(s), by signing this bid, certifies that all his employees, who may be assigned work under this contract, and who may have access to school grounds, have not been convicted of a felony, a misdemeanor involving (a) sexual assault, (b) obscenity and related offences, (c) drugs, (d) moral turpitude, (e) physical or sexual abuse or neglect of a child or an equivalent offense in another state, and/or (f) are not listed in any sexual offender registry.

3.16 **SUBCONTRACTING**

If a vendor must subcontract any portion of a contract for any reason, he must state the name and address of the subcontractor and the name of the person to be contacted. The School Board also reserves the right to reject a bid or any bidder if the bid names a subcontractor who has previously failed to deliver on time contracts of similar nature, or who is not in a position to perform properly this award. The School Board reserves the right to inspect all facilities of any subcontractors in order to make a determination as to the foregoing.

3.17 **SERVICE REQUIREMENTS**

The successful bidder shall provide sufficient staff, resources and facilities to ensure that the School Board's business is handled in a timely manner.

3.18 **PROTECTION OF PROPERTY**

The successful bidder shall at all times guard from damage or loss to property of the School Board or of other vendors or contractors and shall replace or repair any loss or damage unless such caused by the School Board, other vendors or contractors. The School Board may withhold payment or make such deductions, as it might deem necessary to insure reimbursement for loss or damage to property through negligence of the successful bidder or his agents.

3.19 **LOSS DEDUCTIBLE CLAUSE**

The School District shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Contractor and/or sub-consultant providing such insurance.

3.20 **INSURANCE**

The awarded Contractor (including any subcontractors) shall maintain during the life of the contract, the following requirements. Certificates verifying this information will be required with bid submittal. Any bidders not meeting these requirements will be disqualified. Additionally, upon award of contract the successful vendor must show proof that the School Board has been added to the vendor's current insurance policy as additionally insured.

Minimum requirements the vendor must meet are as follows:

Certificate of general liability insurance - minimum of 1,000,000

Certificate of workers compensation for all employees

Proof of automobile liability

3.21 **COMPENSATION INSURANCE**

The Contractor shall maintain during the life of this Contract, Workmen's Compensation Insurance in accordance with Florida Statute 440. Contractors shall require all subcontractors to maintain such insurance during the life of this Contract.

3.22 **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**

The Contractor shall take out and maintain during the life of this Contract such liability and property damage insurance, including automotive equipment as shall protect him and any subcontractor performing work covered by this Contract, from claims or damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them, and the amount of such insurance shall be as follows:

3.23 **PUBLIC LIABILITY INSURANCE**

Insurance shall be in an amount not less than One Hundred Thousand Dollars (\$100,000.00) for bodily injuries, including wrongful death to any one person, and subject to the same limit for each person, in an amount not less than Three Hundred Thousand Dollars (\$300,000.00) on account of all accidents.

3.24 **PROPERTY DAMAGE INSURANCE**

In an amount not less than Five Thousand Dollars (\$5,000.00) for damages on account of any one accident, and in an amount not less than Twenty-Five Thousand Dollars (\$25,000.00) for damages on account of all accidents. Automobile property damage shall be not less than Five Thousand Dollars (\$5,000.00). The limits specified herein are minimum limits.

3.25 **CONTRACTOR'S PROTECTIVE LIABILITY**

The above policies for Public Liability and Property Damage Insurance must be so written as to include Contingent Liability and Contingent Property Damage Insurance to protect the contract against claims arising from the operation of subcontractors.

3.26 **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 calendar days to present or file any claims against the School District concerning this contract. After that period, the School District will consider the contractor to have waived any right to claims against the District concerning this agreement.

3.27 **PROOF OF INSURANCE**

Certificates of Insurance, as outlined herein, shall be furnished to the School Board within ten (10) working days of the notification of the award of the contract. Certificate of Insurance shall provide a minimum of a thirty (30) calendar day notice of cancellation to the School Board and shall name The School District of Osceola County, FL as an Additional Insured where herein specified. These Certificates shall be sent to: Purchasing Department, 817 Bill Beck Boulevard, Florida 34744-4495.

3.28 **INSURANCE CANCELLATION**

Should any of the required insurance policies be canceled before the expiration date or non-renewed, the issuing company will provide 30 calendar days written notice to the certificate holder The School District of Osceola County.

All insurance contracts and certificates of insurance shall either be executed by or countersigned by a licensed resident agent of the insurance or surety company having its place of business in the State of Florida. The insurance or surety company shall be duly licensed and qualified to do business in the State of Florida.

3.29 **INSURANCE POLICY REVIEW**

Insurance policies shall be submitted for review to the School Board's Department of Risk Management. Said policies shall be in form and content satisfactory to the School Board's said representatives. Said policies shall also name The School District of Osceola County, FL as an additional insured party where specified herein.

3.30 **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

The Vendor shall assume full responsibility for and shall indemnify the School Board for any and all loss or damage of whatsoever kind and nature to all School Board property which in his custody for service under this agreement resulting in whole or part from the negligent act or omission of the Vendor, and subcontractor, or employee, agent or representative of the Vendor.

3.31 **NON-PERFORMANCE**

Time is of the essence in this contract. The bidder must comply with all requirements as set forth by this contract. Failure to complete the requirements of this contract shall be considered a default.

In case of contract default, the School Board may procure the services or products from other sources and hold the bidder responsible for any excess costs occasioned thereby and may immediately proceed to cancel the contract. Furthermore, the School Board may suspend the vendor from future bids and business with the School Board for a specified period of time.

3.32 **TERMINATION / CANCELLATION OF CONTRACT**

The School Board and the Contractor may cancel this contract without cause at any time during the contract period by providing the other party with written notice as stated herein; The Contractor must give a ninety (90) calendar day written notice to the School District and the District must give the Contractor at least thirty (30) calendar day written notice to cancel prior to the contracts annual Board Approval and/or renewal date.

Termination or cancellation of the contract will not relieve the contractor of any obligations for any deliverables entered into prior to the termination of the contract (i.e., reports, statements of accounts, etc., which are required and have not been received).

Termination or cancellation of the contract will not relieve the contractor of any obligations or liabilities resulting from any acts committed by the contractor prior to the termination of the contract. Failure to provide proper notice to the District may result in the contractor being bared from future business with the District.

3.33 **TERMINATION FOR DEFAULT**

In the event the successful bidder violates any of the provisions of the contract, The District's Representative shall notify the contractor, in writing of deficiencies or default in the performance of its duties under the contract and its intention to terminate the contract. Such notice is to state the reasons for such intention to terminate the contract, and, unless ten (10) calendar days after serving such notice upon the bidder, such violation shall cease and satisfactory arrangements for correction be made, the contract shall, upon expiration of said ten (10) calendar days, cease and terminate, but the liability of such bidder and his surety for any and all such violation or violations shall not be affected by any such termination.

If the contractor has repeated (three or more) separate documented instances of deficiency or failure to perform in accordance with the specifications contained herein the District may constitute cause for termination for default. It shall be at the District's discretion whether to exercise the right to terminate. The contractor shall not be found in default for events arising due to acts of God (see Force Majeure, Section 3.38).

3.34 **TERMINATION FOR DISTRICT'S CONVENIENCE**

The performance of work under this contract may be terminated in accordance with this clause in whole, or from the time in part, whenever the District representative shall determine that such termination is in the best interest of the District. Any such termination shall be effected by the delivery to the contractor of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective. Upon such termination for convenience, contractor shall be entitled to payment, in accordance with the payment provisions, for services rendered up to the termination date and the District shall have no other obligations to the contractor. Contractor shall be obligated to continue performance of contracted services, in accordance with this contract, finishing all open projects prior to the termination date, and shall have no further obligation to perform services after the termination date.

3.35 **UNSATISFACTORY WORK**

The contractor shall correct any unsatisfactory work (unseen during initial inspection) within 24 HOURS of notification by the School Board. If unsatisfactory work is not corrected within 24 hours the District shall have the right (which shall be cumulative to the other rights the District may have) to forthwith terminate this contract without liability and further, the District may, at its discretion, deduct from moneys owed to the contractor, if any, or otherwise recover from the contractor the full amount of such fee, commission, percentage, gift or consideration.

3.36 **FAILURE OF PERFORMANCE AND/OR DELIVERY**

If the successful bidder fails to perform as required per these specifications, or fails to deliver the item(s) or perform the work specified in these specifications, he shall recompense the School District of Osceola County, Florida, for any damages to the said Board caused by his failure to perform as stated.

3.37 **UNSATISFACTORY WORK**

The vendor shall correct unsatisfactory work within 24 HOURS of notification by the School Board.

3.38 **FORCE MAJEURE**

Notwithstanding anything herein to the contrary, Vendor shall not be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder for any reason beyond its reasonable control including without limitation, acts of GOD, acts of war, civil disturbance, lockouts, fire, unavoidable casualties or the action of promulgation of any statute, rule, regulation or order by any federal, state or local government or judicial agency of official (including the revocation or refusal to grant licenses or permits, where such revocation or refusal is not directly caused by the Vendor), or any other event constituting force majeure under the Agreement.

3.39 **PRE-BID WALK-THRU**

It is the bidder's responsibility to become fully informed as to the nature and extent of the work required and its relation to any other work in the area, including possible interference from academic or other school activities.

A pre-bid walk-thru will be held at 9:00 A.M., January 30, 2008, beginning in the Administrative Office of Flora Ridge Elementary School located at 2900 Dyer Boulevard, Kissimmee, Florida. The bid document will be reviewed and questions from the vendors will be addressed.

3.40 **SAFETY**

The contractor shall take all necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The contractor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning "OSHA" and all applicable state labor laws, regulations, and standards. The contractor shall indemnify and hold harmless the School District from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) which may be imposed on the District because of the contractor, sub-contractor, or supplier's failure to comply with the regulations.

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3.41 **CERTIFICATION**

Vendor must hold a certificate of competency and show proof by submission of a copy of the certificate with bid submitted as State of Florida or Osceola County Certified Contractor.

Certificate must bear the name under which the vendor is bidding.

3.42 **BID PROTESTS**

- A. BIDDERS are advised that any and all Bid Protests must be made in accordance with the requirements of the TERMS AND CONDITIONS of this bid, the Administrative Rules of the Florida Department of Education, and Chapter 120, Florida Statutes.
- B. ALL BIDDERS acknowledge that the significant damages and losses that will be suffered by the DISTRICT as a result of the time lost and costs associated with an unsuccessful Bid Protest will be difficult, if not impossible to prove. Therefore, any and all Bid Protests must be accompanied by SECURITY in an amount equal to one (1) percent of the total estimated contract value, but not less than \$500.00 nor more than \$5000.00, whichever is less.
- C. THE SECURITY may be in the form of a bank cashier's check or bank certified check payable to "The School District of Osceola County, Florida." Or the Security may be in the form of a Bond naming as Obligee therein "The School District of Osceola County, Florida." Each such Bond shall be executed by the BIDDER, as the PRINCIPAL therein, and by a Surety. The Protest Bond shall be dated the same date as the date shown on the BIDDER'S Protest. There must be attached to each Protest Bond a duly authenticated or certified Power of Attorney evidencing that the Attorney-In-Fact who executes the Protest Bond on behalf of and in the name of the SURETY thereon, has the authority to so execute the Protest Bond on the date of the Protest Bond.
- D. Should the protesting BIDDER be successful in its Bid Protest, the SECURITY submitted by that BIDDER shall be returned to the Protesting BIDDER in full.
- E. Should the protesting BIDDER'S protest be unsuccessful, the SECURITY submitted by the protesting BIDDER in the form of a cashier's check or certified check shall be kept and retained by the DISTRICT and the DISTRICT may receive and retain all moneys represented by such check and the Protesting BIDDER shall have no right to same or to a refund of any part of same.
- F. If the Protesting BIDDER'S protest is unsuccessful, and the SECURITY submitted by the BIDDER is in the form of a Protest Bond, the BIDDER and the Surety on said Protest Bond shall forthwith pay over to the DISTRICT the full monetary amount and penal sum of said Protest Bond, and such amount and sum shall be retained by the DISTRICT.

To qualify as a successful Bid Protest:

In the case of a protest of another BIDDER'S Bid, the Bid being protested by the Protesting BIDDER must be rejected by the School Board for the reasons stated in the Protesting Bidder's Protest.

In the case of the BIDDER protesting the rejection of its own Bid, for the protest to be successful, the School Board must award the contract to the Protesting Bidder.

**4. TECHNICAL SPECIFICATIONS**

**4.01 SCOPE OF WORK**

The scope of work shall consist of completely mowing, weeding, edging, trimming, pruning and debris removal within the perimeter of the campus in order that the campus maintains a neat and orderly appearance. The mowing, weeding, edging, trimming, pruning, and removal of debris must be done on a weekly basis. The awarded contractor will be responsible for maintaining the main buildings, parking lots, courtyards and the items listed below:

- a. Maintaining all areas around the portables, where applicable
- b. Weeding along all fences on campus, retention pond perimeters and all parking lots
- c. Mowing and weeding around all athletic equipment, utility, trees, shrubs, bike racks, fence, school signs, and any other obstacles
- d. Weeding in all flower beds, and areas inside fenced in electric units
- e. Clearing off parking lots of grass, sand and mulch
- f. Periodic testing of the irrigation system is required, if head needs to be replaced  
The vendor is responsible to replace heads, heads are supplied by the school

**4.02 SCHEDULE**

At least seven (7) calendar days prior to commencement of the contract, the awarded contractor shall submit a permanent schedule listing the day of the week services shall be performed (weather permitting). Any amendment to the schedule must be requested in writing to the school contact person prior to implementation, and a copy of the “approved” schedule sent to Purchasing.

**4.03 LAWN CARE SERVICES**

The lawn care services as listed below shall be performed by the contractor according to the guidelines and schedule outlines in Appendix A: Cutting Height for Turf Grasses and Appendix B: Cutting periods. These services shall be performed such that the campus maintains a well-groomed appearance.

**A. MOWING**

All turf areas shall be mowed and maintained. The lawn care Contractor is to make all efforts to maintain the grass height to within a one half inch (1/2”) tolerance of the cutting heights listed in Appendix A, the mowing schedule may be adjusted by the contractor only after consultation and approval with the District Contact Person to fit the changes in weather conditions and climatic factors.

**B. EDGING**

The edging shall be done for all such areas as sidewalks, curbs, parking lot, flowerbeds, shrub beds and around the bottom of trees. This is to be done on a weekly basis.



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- C. TRIMMING  
All turf areas shall be trimmed evenly around areas such as tree bases, building perimeters, fence lines, etc. to maintain a neat and orderly appearance. Note: It is imperative that all fence lines be weed free and maintains a neat and orderly appearance. Environmentally safe chemicals are to be used to keep fence lines free of weeds, are to be removed from the fence lines as well. The chemical kill line shall not exceed four (4) inches. **The vendor will provide and apply the chemicals, as needed. The vendor must either hold a current Department of Agriculture Applicator License or provide a sub-contract and a copy of their license for the application of all herbicides and pesticides.** MSDS (materials safety data sheets) for all chemicals used in the performance of this contract and a log of the dates and locations the chemicals.
- D. PRUNING  
All Plants and trees shall be neatly pruned and/or clipped to preserve the natural character and in a manner appropriate for each plant. Broken or bruised limbs shall be removed with a clean cut; all clippings shall be taken up and properly disposed of. Trimming required on trees or palms over eight (8) feet high will be negotiated separately with the awarded vendor as needed to maintain a natural shape.
- E. CLEANING THE PROPERTY  
All areas, (streets, sidewalks, patios, hallways, dock areas, etc) are to be cleaned free of leaves, mulch, grass and any other debris by means if blowers, or any other means necessary to insure a clean property.
- F. LITTER AND DEBRIS REMOVAL  
It is not reasonable for any lawn care service to pick-up other than occasional pieces of paper during regular maintenance visits. It is the Districts responsibility to maintain a normal trash pickup and to continue to clean up such high activity areas. A variety of refuse will build up in scrub, ground cover, bed and turf areas. During regular maintenance procedures, such as mowing and pruning, this debris is to be removed by the lawn care contractor on a frequency of not less than one per week and must be completed prior to mowing.
- G. INSECT AND WEED CONTROL  
Regular spraying of both Herbicides and Pesticides should be applied on a monthly or as needed basis, following manufactures instructions. This shall also include any possible hand weeding necessary to maintain a neat and orderly campus. MSDS (material safety data sheets) must be provided all chemicals used on the site along with dates listed on the checklist when these chemicals were applied. These Safety Data Sheets are to be sent to District's Risk Management Department.
- H. REMOVAL OF DEAD/DYING PLANT LIFE  
The awarded contractor shall be responsible for removing all dead and dying plant life. Contractor shall note removal on monthly checklist submitted to school. It will be the responsibility of the School to replace plants. Removal of dead, fallen trees and large branches over eight (8) feet in height/length is not included as part of this contract and may be negotiated with the awarded vendor.

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4.04 **FLOWER BEDS**

All Flowerbeds shall be weeded as specified. The use of chemical weed killer to maintain the flowerbeds must receive prior approval of the District Contact Person. Replacement of flowers, trees, shrubs bushes, or other plants damaged due to improper use of chemicals in the performance of the lawn care services will be responsibility of the vendor, at no cost to the District.

4.05 **HERBICIDE LIMITATIONS**

Round up or equal to may be used to kill vegetation in areas as listed below that are not accessible with conventional lawn care equipment. The resulting dead vegetation must be removed from the premises in order to maintain a well-groomed appearance. Herbicides may be used in the following areas, under the conditions listed:

- a. Along the outer fence lines of the campus, provided the kill line does not exceed four (4) inches.
- b. Inside the small fenced utility area, provided the kill line remains inside the fence.
- c. Along buildings for weed control, provided the kill line is not noticeable and the lack of vegetation does not promote any washout.

4.06 **CLEAN-UP REQUIREMENTS**

Clean up shall include the initial mowing and lawn care services required bringing the campus up to a well-groomed appearance following award of the contract. The clean up may also include the following:

- a. All Fence lines shall be cleaned of all plant growth including all small utility fenced areas.
- b. All trees under (8') and scrubs up to (3 ½') shall be properly groomed and shaped.
- c. All flowerbeds shall have plants groomed and weeds removed.
- d. All street edges, curbs, and sidewalks shall be groomed and maintained.

4.07 **MONTHLY SIGN-OFF SHEET**

The awarded contractor shall submit a completed copy of the Monthly Sign-off attached herein as Appendix C with their monthly invoice for the school site showing that each required function (mowing, edging, weed eating, etc) was satisfactorily completed on each visit of stating why completion was not possible. The checklist should also show any problem areas and include comments or suggestions that may enhance the appearance of the site or be of general interest to the district.

4.08 **CONTACT PERSON**

The successful vendor shall be notified by the Purchasing Department of the name and phone number of the District Contact Person. Only the School Contact Person may authorize changes in the scope of work.

4.09 **QUALITY**

All Workmanship shall meet the highest industry standards so as to pass without objective in the industry and shall be in accordance with accepted horticultural practices. All materials used in accordance with this agreement shall be of the highest quality by the lawn care contractor and shall be of such a type so as to perform the purpose for which it was intended.

4.10 **ADDITIONAL SERVICES**

The District may request additional services from the awarded vendor through out this contract. Services might include but are not limited to the following:

- a. Purchasing and installation of flowers, plants and shrubs
- b. Landscaping modifications to enhance the schools appearance.

4.11 **AMENDED SCOPE OF WORK**

The District reserves the right to re-negotiate the monthly fee for lawn care services in the event that the existing scope of work is changed for any reason. Any revisions to the original contract or price changes shall be negotiated through the Purchasing Department in the form of an Addendum to the bid documents and must be agreed to in writing by the District and the Contractor. The District reserves the right to re-bid this project if the change in the scope of work so dictate.

4.12 **TIME FOR COMPLETION OR DELIVERY**

At the Principals request, all work being accomplished while school is in session must be performed on Wednesday after early release, Monday, Tuesday, Thursday and Friday after 5pm or weekends (providing there are no special activities on campus). The work must be completed in one (1) day, therefore requiring a minimum of a 3 to 5 person mowing team.

In the event that the performance of the contractor is interrupted or delayed by unforeseen circumstances (hurricane, excessive rain, etc.) the contractor shall be excused from performance for a period of three working days unless otherwise agreed upon in writing by the school liaison and the contractor.

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**QUESTIONNAIRE**

4.13 The following questionnaire will be answered by the Bidder for use in the evaluating of the bid to determine the “lowest” and “best” bid. The School Board shall weight (a) experience, qualifications, and reputation of each Bidder and (b) the quality of the products and of the services proposed by each bidder.

1. **FIRM NAME:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Person for Inquiries: \_\_\_\_\_

2. **INSURANCE:**  
Insurance Company: \_\_\_\_\_  
Agent Company: \_\_\_\_\_  
Agent Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Worker’s Compensation Modifier for the past three (3) years:  
\_\_\_\_\_

3. **SAFETY:**  
Have you had any OSHA fines within the last three (3) years? YES  NO   
Have you had job site fatalities with the last five (5) years? YES  NO

If you have answered **YES** to either of the above questions, you **MUST** submit on a separate sheet the details describing the circumstances surrounding each incident.

4. **EXPERIENCE:**  
Years in business under present name: \_\_\_\_\_  
Years in this area of work: \_\_\_\_\_  
Value of work now under contract: \_\_\_\_\_  
Value of work in place last year: \_\_\_\_\_  
Average annual value of work completed  
(last three (3) years): \_\_\_\_\_  
Trades usually self-performed: \_\_\_\_\_  
Percentage (%) of work performed by own  
forces: \_\_\_\_\_  
Licenses currently valid in force: \_\_\_\_\_

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Total number of permanent staff employed includes the following:

Management:	_____	Superintendents:	_____
Engineers/Arch.:	_____	Foremen:	_____
Draftsman:	_____	Skilled Craftsmen:	_____
Project Managers:	_____	Unskilled Labor:	_____
Project Engineers:	_____	Other:	_____
Estimators:	_____		

In-house Engineering or Fabrication Capability:

Approximate Value of Equipment owned by Firm: \$ \_\_\_\_\_

(Attach list of Major Equipment)

List Four (4) Most Significant Projects Completed in the Last Five (5) Years:

PROJECT #1:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

PROJECT #2:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

PROJECT #3:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

PROJECT #4:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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List Three (3) Most Significant Projects, Other Than Those Listed Above, That are Presently Under Contract:

PROJECT #1:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

PROJECT #2:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

PROJECT #3:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**5. BANK REFERENCES, CREDIT REFERENCEES:**

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Currently Rated with Dun & Bradstreet?  YES  NO

If so, what is your D&B rating: \_\_\_\_\_

Has Firm: Failed to complete a contract?  YES  NO

Been involved in bankruptcy or reorganization?  YES  NO

Pending judgment claims or suits against firm?  YES  NO  
(If answer to proceeding is YES, submit details on separated sheet.)

**6. Has anyone employed by your firm ever been convicted, plead nolo contendere (no contest), or had adjudication withheld in a criminal offense, felony, misdemeanor, or otherwise, or are there any criminal charges now pending against anyone employed by your firm other than a con-criminal traffic violation?**

YES  NO

**If YES provide complete details on a separated sheet.**

**APPENDIX A**

**TABLE 1 CUTTING HEIGHTS FOR TURF GRASSES**

<b><u>WARM SEASON GRASSES</u></b>	Summer	Winter
Bermuda Grasses	1" – 2"	1' – 2"
Carpet Grasses	1' – 2"	1" – 2"
<b><u>WARM SEASON GRASSES</u></b>		
Centipede Grasses	1" – 2"	1' – 2"
St. Augustine Grasses	1" – 2"	1" – 2"
Zoysia Grasses	2" – 3"	2" – 3"
<b><u>COOL SEASON GRASSES</u></b>		
Tall Fescue Alta	2" – 3"	3" – 4"
Kentucky 31	2" – 3"	3" – 4"
Red Fescue	1" – 2"	3" – 4"
Kentucky Bluegrass	1" – 3"	2" – 4"
Rye Grasses	1" – 2"	2" – 3"
Bent Grasses	½ - 1"	1" – 2"

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**APPENDIX B**

**SERVICE SCHEDULE/CUTTING PERIODS**

**COMMON LAWN AREAS:**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mowing	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Edging	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Weed-Eating	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Rake	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN

**PLANTED GROUND COVER AREAS:**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Prune	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Edging	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Weed-Eating	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Trash Pick-up	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Weed Removal	BW	BW	BW	W	W	W	W	W	W	W	BW	BW

**SHRUBS, TREES & BED AREAS:**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Prune	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO
Edging	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Weed-Eating	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Trash Pick-up	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Weed Removal	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Cultivate Beds	BW	BW	BW	W	W	W	W	W	W	W	BW	BW

**WALKS & CURBS AREAS:**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Trash Pick-up (landscape debris only)	BW	BW	BW	W	W	W	W	W	W	W	BW	BW
Blow/Sweep	BW	BW	BW	W	W	W	W	W	W	W	BW	BW

**RETENTION POND AREAS:**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mowing	MO	MO	MO	BW	BW	BW	MO	MO	MO	BW	BW	BW
Weed Eating	MO	MO	MO	BW	BW	BW	MO	MO	MO	BW	BW	BW

**“SPECIAL” ATHLETIC FIELDS:**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Reel Mowing	TW	TW	TW	TW	TW	TW	TW	TW	TW	TW	TW	TW
Edging	TW	TW	TW	TW	TW	TW	TW	TW	TW	TW	TW	TW
Weeding Eating	TW	TW	TW	TW	TW	TW	TW	TW	TW	TW	TW	TW
Trash Removal	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN

**KEY:** AN = As Needed BW = Bi-Weekly MO = Monthly W = Weekly TW=Twice Weekly



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APPENDIX C

**SCHOOL DISTRICT OF OSCEOLA COUNTY**

LAWN CARE SERVICE

MONTHLY SIGN-OFF SHEET

Awarded Vendor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Beeper Number: \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

School Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_ Bid #: \_\_\_\_\_ B/A Date: \_\_\_\_\_

Day / Date Lawn Care Services Performed for Current Month:

Week 1	Week 2	Week 3	Week 4	Week 5
_____	_____	_____	_____	_____
Day of week	Day of week	Day of week	Day of week	Day of week
_____	_____	_____	_____	_____
Date	Date	Date	Date	Date

\*\*\*\*\*

**Please read bid Specifications and Addenda for Service Requirements**

All lawn care services were completed satisfactorily for this month, OK to pay invoice.

**Month of Service:** \_\_\_\_\_ **Vendor Invoice Number:** \_\_\_\_\_

\_\_\_\_\_  
Vendor Representative (Signature)

\_\_\_\_\_  
School Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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APPENDIX C

Description of Service Performed Please Check each week work was completed

**Work required each visit:**

	<u>Week 1</u>	<u>Week 2</u>	<u>Week 3</u>	<u>Week 4</u>	<u>Week 5</u>
Mowing	_____	_____	_____	_____	_____
Edging	_____	_____	_____	_____	_____
Weed Eating	_____	_____	_____	_____	_____
Blowing	_____	_____	_____	_____	_____

**Work required Monthly** **Date work was performed**

Prune Shrubs/Trees (max 8 ft.)	_____
Weed Removal	_____
Herbicides/Pesticides	_____

**Additional Work "Authorized" by School Contact Person Date work was performed**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PRICE SHEET**

5.

**ITEM DESCRIPTION**

- 
- 5.01 Cost of Lawn Care Service for Flora Ridge Elementary School  
(Includes providing and applying herbicides, pesticides)  
  
\$ \_\_\_\_\_/month x 12 = \$ \_\_\_\_\_ Year
- 5.02 District to purchase Sod, Contractor to install  
(Approximately 400 sq. ft.) To match existing grass \$ \_\_\_\_\_ Pallet
- 5.03 Contractor to purchase and install Sod  
(Approximately 400 sq. ft.) To match existing grass \$ \_\_\_\_\_ Pallet
- 5.04 District to purchase mulch, Contractor to spread mulch \$ \_\_\_\_\_/cu. Yard
- 5.05 Contractor to purchase mulch, Contractor to spread mulch \$ \_\_\_\_\_/cu. Yard
- 5.06 Contractor to Purchase plants, based on cost-plus percentage markup \_\_\_\_\_%
- 5.07 Hourly rate for additional services related to this bid \$ \_\_\_\_\_/hour
- 5.08 Do you subcontract work out to other lawn care companies? Yes No
- 5.09 List of lawn care equipment owned by your company attached? Yes No
- 5.10 Do you have Department of Agriculture Certification to apply  
Herbicides? (Provide copy of license with bid response) Yes No
- 5.11 If no, provide sub-contractors name and a copy of their license from  
the Department of Agriculture. License attached? Yes No

**AWARD IS BASED ON PARAGRAPH 3.02, 3.03, QUESTIONNAIRE AND ITEM #5.01**

---

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

\_\_\_\_\_  
COMPANY NAME (Print)

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
TITLE

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