

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

Purchasing/Property Records/Warehouse

817 Bill Beck Boulevard, Building 2000 • Kissimmee • Florida 34744-4495

Phone: 407-870-4630 • Fax: 407-870-4616 • www.osceola.k12.fl.us

SCHOOL BOARD MEMBERS

- District 1 – Jay Wheeler
407-390-0505
- District 2 – Julius Melendez
407-922-5113
- District 3 – Cindy Lou Hartig
407-832-3999
- District 4 – David Stone, Vice Chair
407-933-2700
- District 5 – John McKay, Chair
407-957-4056



Superintendent of Schools

Michael A. Grego, Ed.D.

August 13, 2009

SDOC 10-B-007 CJ

Lawn Care Service for St. Cloud Administrative Annex

Addendum # 1

(To be attached and become a part of the ITB)

The original solicitation documents shall remain in full force and effect, except as modified herein, and shall take precedence over any contrary provisions in the prior documents. The Bid opening date and time, Tuesday, August 25, 2009 at 2:00 p.m. and location will remain the same as stated in original solicitation document.

This addendum is being issued to make revisions to the above referenced solicitation document.

A. The St. Cloud Administrative Annex incorporates two (2) locations as follows: 1200 Vermont Avenue, St. Cloud, Florida 34769 (formerly known as Ross E. Jeffries Elementary School) and 1022 Virginia Avenue, St. Cloud, Florida 34769 (formerly known as COPE & Transition Center).

B. The boundaries for these sites are as follows:

Location #1 Former Ross E. Jeffries Site

North – 11th Street

South – 13th Street

East – Vermont Avenue

West – Carolina Avenue

Excluding the fenced in Vandal Watch area (the mobile home facing Carolina Avenue)

Location #2 Former COPE & Transition Site

North – 10th Street

South – ½ a block in off 10th Street between Maryland & Virginia and

11th Street between Virginia & Michigan Avenue

East – ½ a block on Maryland then a block down on Virginia

West – Michigan Avenue

C. Attached is a revised bid submittal form. For budget purposes pricing for each of these sites are listed separately. Remove page 23 and 24 of the original bid document and replace them with pages 4 and 5 of this addendum.

D. At the Pre-Bid Walk-Through it was discussed that a one-time cleanup would be required for the former Ross E. Jeffries site. The campus grounds will be cleaned-up prior to the School Board's approval of this bid award. Prior to School Board Approval it will be determined if a one-time cleanup is necessary. If a one-time cleanup is required, the District will negotiate with the awarded vendor a reasonable fee.

Student Achievement – Our Number One Priority

Districtwide Accreditation by the Southern Association of Colleges and Schools

School District Main Office: 817 Bill Beck Boulevard • Kissimmee • Florida • 34744-4492 • Phone: 407-870-4600 • www.osceola.k12.fl.us

An Equal Opportunity Agency

E. The School District has implemented a process to track specific categories of certified businesses (minority, women and/or service disabled veterans) as listed below and will accept certifications from the State of Florida Office of Supplier Diversity as well as certifications from other government agencies. Please complete the section below and required documentation if applicable.

CERTIFIED BUSINESS CATEGORIES (Check One)

___ Asian American (A) ___ African American (B) ___ Hispanic American (C) ___ Native American (D)

___ American Woman (E) ___ Service Disabled Veteran (V)

*Certifying Agency Name: _____ *Certification Number: _____ *Expiration Date: _____

*Attach copy of Certification from Certifying Agency

*Complete the attached **Certified Business Program Reciprocity Affidavit** (Attachment "A") and include it with this Addendum if your firm qualifies for one of the above business categories.

***Required Information**

If you should have any questions regarding this addendum, please do not hesitate to contact Cheryl Jessee, the Purchasing Agent responsible for this project at jesseec@osceola.k12.fl.us or by phone at 407-870-4627.

Sincerely,

Cheryl L. Olson, CPPO, C.P.M., CPM, FCCN
Director of Purchasing and Warehouse Services

CLO/cmj

Acknowledgment of Addendum #1 by Vendor:

This addendum shall be completed by the Vendor and returned with the bid response. If a bid has already been submitted, this addendum must be submitted to the above address in a sealed envelope, which is marked on the outside: Addendum to Bid, Bid title and number.

This is to acknowledge receipt of this addendum, which will become part of the Bid document.

NAME (TYPED OR PRINTED)

TITLE

SIGNATURE

VENDOR NAME

DATE

PHONE NUMBER

Attachment "A"

Certified Business Program Reciprocity Affidavit

By signing and submitting this affidavit and business certification copy, I acknowledge individually and on behalf of the applicant business that the applicant and I understand that:

- The attached business certification is a copy of an official business certification as issued by the State of Florida Office of Supplier Diversity or other government agency, and said business certification has not been modified,
- All information and documents submitted to the School District of Osceola County, Florida becomes an official public record. As such, the District bears no obligation to return to the applicant any items of original production or any copies of file documents,
- The applicant consents to examinations of its books, records and premises and to interviews of its principals, employees, business contacts, creditors, and bonding companies by the District as necessary for the purpose of verifying the applicant's proof of certification,
- The District may request additional documentation not requested on this vendor application, and
- Pursuant to Section 287.094, Florida Statutes, the false representation of any entity as a minority business enterprise for the purpose of claiming certification as such under this reciprocity program may be punishable as a felony of a second degree. The certifying entity may initiate such disciplinary actions it deems appropriate including, but not limited to, forwarding pertinent information to the Department of Legal Affairs and/or certifying entity's legal counsel for investigation and possible prosecution.

Further, applicant declares and affirms that ownership and management of this firm has not changed, except as indicated in the application/affidavit, during the past year since certification status was granted:

Authorized Officer Name: _____
 Title: _____
 Company Name: _____
 Signature: _____

On this _____ day of _____, 20_____ personally appeared before me, the undersigned officer authorized to administer oaths, known to me the persons described in the foregoing affidavit who acknowledged that he/she execute the same in the capacity stated for the purpose therein contained.

In witness whereof, I have hereunto set my hand and official seal;

Notary Public: _____

Form of Identification Presented: _____

My Commission expires: _____

REVISED BID SUBMITTAL FORM

TO: The School District of Osceola County, Florida
Purchasing Department, Building 2000
817 Bill Beck Blvd.
Kissimmee, Florida 34744-4495

The undersigned hereby declare that [firm name] _____
_____ has carefully examined the specifications to furnish:

LAWN CARE SERVICE FOR ST. CLOUD ADMINISTRATIVE ANNEX

for which Bid Submittals were advertised to be received **no later than 2:00 p.m., local time, on August 25, 2009**, and further declare that will furnish the Lawn Care Service according to specifications.

- 1. Cost of Lawn Care Service for St. Cloud Administrative Annex Location #1 (former Ross E. Jeffries). (Includes providing and applying herbicides, pesticides)

\$ _____/month x 12 = \$ _____ Year

- 2. Cost for Lawn Care Service for St. Cloud Administrative Annex Location #2 (former COPE & Transition Center). (Includes supplying and applying herbicides, pesticides)

\$ _____/month x 12 = \$ _____ Year

- 3. District to purchase Sod, Contractor to install (Approximately 400 sq. ft.) To match existing grass \$ _____ Pallet

- 4. Contractor to purchase and install Sod (Approximately 400 sq. ft.) To match existing grass \$ _____ Pallet

- 5. District to purchase mulch, Contractor to spread mulch \$ _____/cu.Yard

- 6. Contractor to purchase mulch, Contractor to spread mulch \$ _____/cu.Yard

- 7. Contractor to Purchase plants, based on cost-plus percentage markup _____%

- 8. Hourly rate for additional services related to this bid \$ _____/hour

- 9. Do you subcontract work out to other lawn care companies? Yes ___ No ___

- 10. List of lawn care equipment owned by your company attached? Yes ___ No ___

- 11. Do you have Department of Agriculture Certification to apply Herbicides? **(Provide copy of license with bid response)** Yes ___ No ___

- 12. If no, provide sub-contractors name and a copy of their license from the Department of Agriculture. License attached? Yes ___ No ___

Have you supplied all the Submittal Requirements outlined below?

- Invitation To Bid cover page
- Completed and executed Bid Submittal form
- Any addenda pertaining to this ITB
- Drug Free Certification
- Debarment Certification
- Emergency/Storm related catastrophe-Contractor agreement form
- Conflict of Interest form
- References, in accordance with Section 2.11, *Definition of Responsive and Responsible*
- Licenses / Occupational
- Proof of Insurance
- Hold Harmless Agreement and/or Notice of Election to be Exempt, if required
- Did you include a CD, as required in the section entitled **Bid Submittal Form?**
- Department of Agriculture Certification

Prompt Payment Terms: _____ % _____ Days; Net 45 Days

Do you accept electronic funds transfer (ETF)? YES NO

If yes, does you firm offer a discount? _____ %

Do you accept Purchase/Payment by Visa card? YES NO

The School Board reserves the right to reject any or all proposals, to waive informalities, and to accept all or any part of any proposal as they may deem to be in the best interest of the School Board.

I hereby certify that I have read and understand the requirements of this Invitation To Bid No. **SDOC 10-B-007 CJ, "Lawn Care Service for St. Cloud Administrative Annex"**, and that I, as the bidder, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this ITB.

Company _____

Per _____ (Print name)

Signature _____

Address _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____

E-Mail Address: _____

Dunn & Bradstreet # _____ Fed. I.D. # _____