

Board of County Commissioners

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Purchasing Department
www.pbcgov.org/purchasing

**BOARD OF COUNTY COMMISSIONERS
NOTICE OF SOLICITATION
IFB #19-067/HS**

GROUND MAINTENANCE AT PALM BEACH INTERNATIONAL AIRPORT (PBIA), BELVEDERE ROAD MEDIAN, AND LANTANA AIRPORT, TERM CONTRACT

FOR MANDATORY INSPECTION INFORMATION, SEE TERM AND CONDITION #9 OF THIS SOLICITATION

BID SUBMISSION DATE: August 22, 2019 AT 4:00 P.M.

It is the responsibility of the bidder to ensure that all pages are included. Therefore, all bidders are advised to closely examine this package. Any questions regarding the completeness of this package should be immediately directed to Palm Beach County Purchasing Department at (561) 616-6800.

BIDDERS SHALL PROVIDE A RESPONSE IN A SEALED PACKAGE OR CONTAINER SIGNED BY AN AGENT OF THE COMPANY HAVING AUTHORITY TO BIND THE COMPANY OR FIRM. FAILURE TO DO SO SHALL BE CAUSE FOR REJECTION OF YOUR BID.

Protests can be accepted only during the five (5) business day posting period.

C A U T I O N

In order to do business with Palm Beach County, vendors are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If bidder intends to use subcontractors, bidder must also ensure that all subcontractors are registered as vendors in VSS. All subcontractor agreements must include a contractual provision requiring that the subcontractor register in VSS. County will not finalize a contract award until the County has verified that the contractor and all of its subcontractors are registered in VSS. As they are issued, all amendments to solicitations will be posted under the applicable solicitation on our VSS system. It is the vendor's sole responsibility to routinely check our VSS system for any amendments that may have been issued prior to the deadline for receipt of bids.

Palm Beach County shall not be responsible for the completeness of any Invitation for Bid that was not downloaded from our VSS system or obtained directly from the Purchasing Department.

**In accordance with the provisions of ADA,
this document may be requested in an alternate format.**

**50 South Military Trail, Suite 110, West Palm Beach, FL 33415-3199
(561) 616-6800 FAX: (561) 616-6811**

BOARD OF COUNTY COMMISSIONERS
Palm Beach County
INVITATION FOR BID

IFB #19-067/HS	IFB TITLE: GROUNDS MAINTENANCE AT PALM BEACH INTERNATIONAL AIRPORT (PBIA), BELVEDERE ROAD MEDIAN, AND LANTANA AIRPORT, TERM CONTRACT
PURCHASING DEPARTMENT CONTACT: Holly Skeen	TELEPHONE NO.: (561) 616-6828
FAX NO.: (561) 242-6728	E-MAIL ADDRESS: hskeen@pbcgov.org

All bid responses must be received on or before August 22, 2019, prior to 4:00 p.m., Palm Beach County local time. **SUBMIT BID TO:** Palm Beach County Purchasing Department, Attention: Holly Skeen, 50 South Military Trail, Suite 110, West Palm Beach, FL 33415-3199.

This Invitation for Bid, General Conditions, Instructions to Bidders, Special Conditions, Specifications, Attachments, Amendments (if issued), and / or any other referenced document form a part of this bid solicitation and response thereto, and by reference are made a part thereof. The selected awardee shall be bound by all terms, conditions and requirements in these documents.

PURPOSE AND EFFECT: It is the purpose and intent of this solicitation to secure bids for item(s) and / or services as listed herein. The selected awardee is hereby placed on notice that acceptance of its bid by Palm Beach County shall constitute a binding contract.

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS

GENERAL CONDITIONS

1. GENERAL INFORMATION

Bidders are advised that this package constitutes the complete set of specifications, terms, and conditions which forms the binding contract between Palm Beach County and the successful bidder. Changes to this Invitation for Bid may be made only by written amendment issued by the County Purchasing Department. Bidders are further advised to closely examine every section of this document, to ensure that all sequentially numbered pages are present, and to ensure that it is fully understood. Questions or requests for explanations or interpretations of this document must be submitted to the Purchasing Department contact in writing in sufficient time to permit a written response prior to the published bid submission time. Oral explanations or instructions given by any County agent are not binding and should not be interpreted as altering any provision of this document. Bidder certifies that this bid is made without reliance on any oral representations made by the County.

The County's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Board of County Commissioners ("Board") for subsequent fiscal years.

2. LEGAL REQUIREMENTS

- a. **COMPLIANCE WITH LAWS AND CODES:** Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder shall in no way be a cause for relief from responsibility. The successful bidder shall strictly comply with Federal, State and local building and safety codes. Equipment shall meet all State and Federal Safety regulations. Bidder certifies that all products (materials, equipment, processes, or other items supplied in response to this bid) contained in its bid meets all ANSI, NFPA, and all other Federal and State requirements. Bidder further certifies that, if it is the successful bidder, and the product delivered is subsequently found to be deficient in any of the aforementioned requirements in effect on date of delivery, all costs necessary to bring the product into compliance shall be borne by the bidder.

Any toxic substance provided to the County as a result of this solicitation or resultant contract shall be accompanied by its Safety Data Sheet (SDS).

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the successful bidder and Palm Beach County for any terms and conditions not specifically stated in the Invitation for Bid.

b. COMMERCIAL NON-DISCRIMINATION :

Item 1: Bidder's Representations and Agreement.

The Bidder represents and warrants that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution 2017-1770 as amended. As part of such compliance, the Bidder shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the Bidder retaliate against any person for reporting instances of such discrimination. The Bidder shall provide equal opportunity for subcontractors, subconsultants vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The Bidder understands and agrees that a material violation of this clause shall be considered a material breach of contract and may result in termination of the contract, disqualification or debarment of the Bidder from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

Item 2: Bidder's Agreement to Apply to Subcontracts

The bidder covenants and agrees to include the commercial non-discrimination clause in all subcontractor agreements.

- c. **DISCRIMINATION PROHIBITED:** Palm Beach County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R-2017-1770, as may be amended, the successful bidder warrants and represents that throughout the term of the contract, including any renewals thereof, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered a default of contract.

d. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The successful bidder is, and shall be, in the performance of all work, services, and activities under the Contract, an Independent Contractor and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to the Contract shall at all times, and in all places, be subject to the successful bidder's sole direction, supervision, and control. The successful bidder shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the successful bidder's relationship, and the relationship of its employees, to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

e. **CRIMINAL HISTORY RECORDS CHECK ORDINANCE:** Pursuant to Palm Beach County Code Section 2-371 through 2-377, the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), the County will conduct fingerprint based criminal history record checks on all persons not employed by the County who repair, deliver, or provide goods or services for, to, or on behalf of the County. A fingerprint based criminal history record check shall be conducted on all employees of vendors, contractors, and subcontractors of contractors, including repair persons and delivery persons, who are unescorted when entering a facility determined to be either a critical facility ("Critical Facilities") or a criminal justice information facility ("CJI Facilities"), which are critical to the public safety and security of the County. County facilities that require this heightened level of security are identified in Resolution R-2003-1274, as amended. In October 2013, compliance with the requirements of the U. S. Federal Bureau of Investigations CJI Security Policy was added to the Ordinance, which includes a broad list of disqualifying offenses. The bidder is solely responsible for understanding the financial, schedule, and / or staffing implications of this Ordinance. Further, the bidder acknowledges that its bid price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE / FBI fees that shall be paid by the County.

f. **PUBLIC ENTITY CRIMES:** F.S. 287.133 requires Palm Beach County to notify all bidders of the following: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a 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, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

g. **NON-COLLUSION:** Bidder certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful, or wrongful act, or any act which may result in unfair advantage for one or more bidders over other bidders. Conviction for the Commission of any fraud or act of collusion in connection with any sale, bid, quotation, proposal or other act incident to doing business with Palm Beach County may result in permanent debarment.

No premiums, rebates or gratuities are permitted; either with, prior to or after any delivery of material or provision of services. Any such violation may result in award cancellation, return of materials, discontinuation of services, and removal from the vendor bid list(s), and / or debarment or suspension from doing business with Palm Beach County.

h. **LOBBYING:** Bidders are advised that the "Palm Beach County Lobbyist Registration Ordinance" prohibits a bidder or anyone representing the bidder from communicating with any County Commissioner, County Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract regarding its bid, i.e., a "Cone of Silence".

The "Cone of Silence" is in effect from the date / time of the deadline for submission of the bid, and terminates at the time that the Board or a County Department authorized to act on their

behalf, awards or approves a contract, rejects all bids, or otherwise takes action which ends the solicitation process.

Bidders may, however, contact any County Commissioner, County Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract, via written communication, i.e., facsimile, e-mail or U.S. mail.

Violations of the "Cone of Silence" are punishable by a fine of \$250.00 per violation.

i. **CONFLICT OF INTEREST:** All bidders shall disclose with their bid the name of any officer, director, or agent who is also an employee or a relative of an employee of Palm Beach County. Further, all bidders shall disclose the name of any County employee or relative of a County employee who owns, directly or indirectly, an interest of ten percent or more in the bidder's firm or any of its branches.

j. **SUCCESSORS AND ASSIGNS:** The County and the successful bidder each binds itself and its successors and assigns to the other party in respect to all provisions of the Contract. Neither the County nor the successful bidder shall assign, sublet, convey or transfer its interest in the Contract without the prior written consent of the other.

k. **INDEMNIFICATION:** Regardless of the coverage provided by any insurance, the successful bidder shall indemnify, save harmless and defend the County, its agents, servants, or employees from and against any and all claims, liability, losses and / or causes of action which may arise from any negligent act or omission of the successful bidder, its subcontractors, agents, servants or employees during the course of performing services or caused by the goods provided pursuant to these bid documents and / or resultant contract.

l. **PUBLIC RECORDS, ACCESS AND AUDITS:** The bidder agrees that copies of any and all property, work product, documentation, reports, computer systems and software, schedules, graphs, outlines, books, manuals, logs, files, deliverables, photographs, videos, tape recordings or data relating to the Contract which have been created as a part of the bidder's services or authorized by the COUNTY as a reimbursable expense, whether generated directly by the bidder, or by or in conjunction or consultation with any other party whether or not a party to the Contract, whether or not in privity of contract with the COUNTY or the bidder, and wherever located shall be the property of the COUNTY.

Any material submitted in response to this solicitation is considered a public document in accordance with Section 119.07, F.S. This includes material which the responding bidder might consider to be confidential. All submitted information that the responding bidder believes to be confidential and exempt from disclosure (i.e., a trade secret or as provided for in Section 119.07 and Section 812.081, F.S.) must be specifically identified as such. Upon receipt of a public records request for such information, a determination will be made as to whether the identified information is, in fact, confidential.

The COUNTY shall have the right to request and review bidder's books and records to verify bidder's compliance with the Contract, adherence to the Equal Business Opportunity ("EBO") Program and its bid. The COUNTY shall have the right to interview subcontractors, and workers at the work site to determine Contract compliance. The bidder shall maintain records related to all charges, expenses, and costs incurred in estimating and performing the work for at least four (4) years after completion or termination of the Contract. Bidder shall retain all books and records pertaining to this Contract, including, but not limited to, subcontractor payment records, for four (4) years after project completion date. The COUNTY and the Palm Beach County Inspector General shall have access to such records as required in this Section for the purpose of inspection or audit during normal business hours, in Palm Beach County at any reasonable time during the four (4) years. .

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the Bidder: **(i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2), F.S.**, the Bidder shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The Bidder is specifically required to:

1. Keep and maintain public records required by the COUNTY to perform services provided under the Contract.
2. Upon request from the COUNTY's Custodian of Public Records ("County's Custodian") or COUNTY's representative/liaison, on behalf of the County's Custodian, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The Bidder further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
3. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if the Bidder does not transfer the records to the public agency. Nothing contained herein shall prevent the disclosure of or the provision of records to the COUNTY.
4. Upon completion of the Contract, the Bidder shall transfer, at no cost to the COUNTY, all public records in possession of the Bidder unless notified by COUNTY's representative/liaison, on behalf of the County's Custodian, to keep and maintain public records required by the COUNTY to perform the service. If the Bidder transfers all public records to the COUNTY upon completion of the Contract, the Bidder shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the Bidder keeps and maintains public records upon completion of the Contract, the Bidder shall meet all applicable requirements for retaining public records. All records stored electronically by the Bidder must be provided to the COUNTY, upon request of the County's Custodian or the COUNTY's representative/liaison, on behalf of the County's Custodian, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Bidder acknowledges that it has familiarized itself with the requirements of Chapter 119, F. S., and other requirements of state law applicable to public records not specifically set forth herein. Failure of the Bidder to comply with the requirements of this Section, Chapter 119, F.S. and other applicable requirements of state law, shall be a material breach of the Contract. COUNTY shall have the right to exercise any and all remedies available to it for breach of contract, including but not limited to, the right to terminate for cause.

IF THE BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE BIDDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH

**COUNTY PUBLIC AFFAIRS
DEPARTMENT, 301 N. OLIVE
AVENUE, WEST PALM BEACH,
FL 33401, BY E-MAIL AT
RECORDSREQUEST@PBCGOV.
ORG OR BY TELEPHONE AT 561-
355-6680.**

- m. **INCORPORATION, PRECEDENCE, JURISDICTION, GOVERNING LAW:** This Invitation for Bid shall be included and incorporated in the final award. The order of contractual precedence shall be the bid document (original terms and conditions), bid response, and purchase order or term contract order. Any and all legal action necessary to enforce the award or the resultant contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the award or the resultant contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida.
- n. **LEGAL EXPENSES:** The County shall not be liable to a bidder for any legal fees, court costs, or other legal expenses arising from the interpretation or enforcement of the contract, or from any other matter generated by or relating to the contract.
- o. **NO THIRD PARTY BENEFICIARIES:** No provision of the Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to the Contract, including but not limited to any citizen or employees of the County and / or successful bidder.
- p. **SCRUTINIZED COMPANIES**

1) **SCRUTINIZED COMPANIES:**

As provided in F.S. 287.135, by entering into a Contract or performing any work in furtherance hereof, the Bidder certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

If the County determines, using credible information available to the public, that a false certification has been submitted by Bidder, the resulting Contract from this Invitation for Bid may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of the Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal.

2) **SCRUTINIZED COMPANIES (WHEN CONTRACT VALUE IS GREATER THAN \$1 MILLION):**

As provided in F.S. 287.135, by entering into a Contract or performing any work in furtherance hereof, the Bidder certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473, or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by Bidder, the resulting Contract from this Invitation for Bid may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of the Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal.

3. BID SUBMISSION

- a. **SUBMISSION OF RESPONSES:** All bid responses must be submitted on the provided Invitation for Bid "Response" Form. Bid responses on vendor letterhead / quotation forms shall not be accepted. Responses must be typewritten, written in ink or a photocopy and must be signed by an agent of the company having authority to bind the company or firm. **FAILURE TO SIGN THE BID RESPONSE FORM AT THE INDICATED PLACES SHALL BE CAUSE FOR REJECTION OF THE BID.** Bid responses are to be submitted to the Palm Beach County Purchasing Department no later than the time indicated on the solicitation preamble, and must be submitted in a sealed envelope or container bearing the bid number for proper handling.
- b. **CERTIFICATIONS, LICENSES AND PERMITS:** Unless otherwise directed in sub-paragraph d. (Local Preference) or the Special Conditions of this bid, bidder should include with its bid a copy of all applicable Certificates of Competency issued by the State of Florida or the Palm Beach County Construction Industry Licensing Board in the name of the bidder shown on the bid response page. It shall also be the responsibility of the successful bidder to maintain a current Local Business Tax Receipt (Occupational License) for Palm Beach County and all permits required to complete the contractual service at no additional cost to Palm Beach County. A Palm Beach County Local Business Tax Receipt (Occupational License) is required unless specifically exempted by law. In lieu of a Palm Beach County Local Business Tax Receipt (Occupational License), the bidder should include the current Local Business Tax Receipt (Occupational License) issued to the bidder in the response. It is the responsibility of the successful bidder to ensure that all required certifications, licenses and permits are maintained in force and current throughout the term of the contract. Failure to meet this requirement shall be considered default of contract.

c. **S/M/WBE - EBO REQUIREMENTS**

Please note that all forms related to the EBO Program, including waiver forms and good faith effort documentation can be found at:
<http://discover.pbcbgov.org/oebo/Pages/Documents.aspx>

Item 1 – Policy

It is the policy of the Board that all segments of its business population, including, but not limited to, small, local, minority and women owned businesses, have an equitable opportunity to participate in the County's procurement process, prime contract and subcontract opportunities. To that end, the Board adopted an Equal Business Opportunity Ordinance which is codified in Sections 2-80.20 through 2-80.30 (as may be amended) of the Palm Beach County Code, (EBO Ordinance) which sets forth the County's requirements for the EBO Program, and which is incorporated in this solicitation. A bidder must comply with the requirements contained in this Section for a bidder to be deemed responsive to the solicitation requirements. The provisions of the EBO Ordinance are applicable to this solicitation, and shall have precedence over the provisions of this solicitation in the event of a conflict.

Item 2 – Application of S/M/WBE Goals through Affirmative Procurement Initiatives (APIs)

a. **Application of API(s)**

The API(s) approved for this solicitation, including any applicable S/M/WBE goals are attached. Any bid that fails to comply with the API requirements included in this solicitation after the period allowed for waiver requests has lapsed shall be deemed non-responsive to the solicitation requirements.

b. **API Waiver Requests**

If Bidder is unable to comply with the API(s) requirements as set forth in this solicitation, such Bidder shall submit a request for a waiver or partial waiver at least seven (7) days prior to the bid due date as stated in the solicitation. If a bidder requests a waiver from an API requirement from the Office of Equal Business Opportunity (OEBO) at least seven (7) days prior to the bid

due date, then the bid due date will be extended pending the outcome of a waiver request. Additionally, if the waiver is granted, the solicitation will be amended accordingly and the due date extended. After submission of a bid, if Bidder, through no fault of its own, is unable to meet the S/M/WBE participation specified in its bid, then Bidder must immediately seek substitute S/M/WBEs to fulfill the requirements and obtain the approval of the EBO Director. If, after reasonable Good Faith Efforts, as defined below, the Bidder is unable to find an acceptable substitute S/M/WBE, a post-bid opening waiver may be requested. The request shall document the reasons for the Bidder's inability to meet the goal requirement. In the event the Bidder is found not to have performed Good Faith Efforts, as defined below, in its attempt to find a suitable substitute for the initial S/M/WBE proposed utilization, one (1) or more of the penalties and sanctions as set forth in the EBO Ordinance may be applied.

c. **Good Faith Efforts**

Such waiver request shall include specified documentation that demonstrates satisfactory Good Faith Efforts, as defined below, were undertaken by Bidder to comply with the requirements as described under the selected API. The Good Faith Effort waiver request with instructions for submission to the OEBO, is located on the EBO website at <http://discover.pbcbgov.org/oebo/Pages/Documents.aspx>. The OEBO shall review a waiver request within seven (7) days of receipt. The bid due date will be extended during this review period. If the OEBO determines that adequate Good Faith Efforts, as defined below, have been demonstrated by the Bidder to warrant a partial or total waiver of the API, then the solicitation shall be amended accordingly to reflect the partial or total waiver, and any bids received by the County in the interim shall be returned unopened. The amended solicitation shall then be advertised to all prospective Bidders and the bid due date extended. However, if the OEBO determines that the Bidder failed to submit documentation sufficient to demonstrate that Good Faith Efforts, as defined below, were undertaken by the Bidder to support its waiver or partial waiver request, the request for waiver or partial waiver shall be denied, and the solicitation shall remain unchanged. In the event of an adverse waiver or partial waiver request decision, the Bidder shall have the right to request reconsideration of the adverse decision by the Director OEBO, and if still aggrieved, shall be subsequently entitled to the process for an appeal to a Special Master as referenced in Section 2.-80.28 (b) of the EBO Ordinance. The solicitation due date shall be extended pending the OEBO Director's reconsideration and Special Master appeal process, if requested.

d. **Documentation Required for Good Faith Efforts**

Documentation means documentation of the Bidder's intent to comply with the applicable API(s), including, but not limited to, the following: (1) documentation as stated in the solicitation reflecting the Bidder's commitment to comply with S/M/WBE goals as established by the OEBO for a particular contract; or (2) documentation of efforts made toward achieving EBO program goals (e.g., solicitations of bids/proposals/qualification statements from all qualified S/M/WBE firms listed in the OEBO's directory of certified S/M/WBE firms; correspondence from qualified S/M/WBE firms documenting their unavailability to perform S/M/WBE contracts; documentation of efforts to subdivide work into smaller quantities for subcontracting purposes to enhance opportunities for S/M/WBE firms; documentation of a Prime Contractor's posting of a bond covering the work of S/M/WBE subcontractors; documentation of efforts to assist S/M/WBE firms with obtaining financing, bonding or insurance required by the Bidder; and documentation of consultations with trade associations and consultants that represent the interests of S/M/WBEs in order to identify qualified and available S/M/WBE subcontractors. Scoring of Good Faith Efforts documentation and administrative determinations regarding the adequacy of such Good Faith Efforts is the responsibility of the OEBO.

Item 3 – Bid Submission Documentation

S/M/WBE bidders, bidding as prime contractors or consultants, are advised that they must complete Schedule 1 and Schedule 2, listing the work to be performed by their own workforce, as well as the work to be performed by all subcontractor or subconsultant, including S/M/WBE subcontractors and subconsultants. Failure to include this information on Schedule 1 will result in the participation by the S/M/WBE prime bidders own workforce NOT being counted towards meeting the - S/M/WBE goal. This requirement applies even if the S/M/WBE bidder intends to perform 100% of the work with their own workforce.

Bidders are required to submit Schedules 1 and 2 with their bid in order to be deemed responsive to this solicitation. Subcontractor/subconsultant documentation shall be submitted as follows:

Schedule 1 - List of Proposed Subcontractors/ Subconsultants

A completed Schedule 1 submitted by the prime shall list the names of all Subcontractors/subconsultants intended to be used in performance of the contract, if awarded. The total proposed percentage of S/M/WBE participation shall also be included on this form. This schedule shall also be used if an S/M/WBE Prime Contractor/consultant is performing all or any portion of this contract with their work force.

Schedule 2 - Letter of Intent

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (or any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. Each Schedule 2 shall be properly executed by the Prime Contractor/consultant and by the proposed Subcontractor/subconsultant. If the Prime Contractor/consultant is an S/M/WBE, a Schedule 2 shall be submitted to document work to be performed by its workforce. All S/M/WBE(s) shall specify, in detail, the type of work they will perform along with the dollar amount they will be compensated and/or percentage of work they will perform. If any Subcontractor/subconsultant intends to subcontract any portion of their work, they are required to list the dollar amount and the name of the Subcontractor/subconsultant on this form. All named Subcontractors/subconsultants on this form must also complete and submit a separate Schedule 2. The Prime may count toward its S/M/WBE goal second and third tiered certified S/M/WBE(s); provided that the Prime Contractor/consultant submits a completed Schedule 2 form for each S/M/WBE.

A detailed quote or proposal may be attached with a signed Schedule 2.

Failure to submit a properly executed Schedule 1 and Schedule 2 will result in a bid/proposal being rejected as non-responsive to the solicitation.

In the event of a conflict between Schedules 1 and 2 when calculating S/M/WBE participation, the information provided on Schedule 2 shall have precedence.

In the event of mathematical error(s), the unit price, if available, shall prevail and the vendor's total offer shall be corrected accordingly. If the County's issuance of an alternate or change order on a project results in changes in the scope of work to be performed by a Subcontractor/subconsultant listed at the time of bid submission, the Prime must submit a, completed and properly executed Schedule 2 that specifies the revised scope of work to be performed by the Subcontractor/subconsultant, along with the price and /or percentage.

Item 4 – S/M/WBE Certification

Only those firms certified by Palm Beach County at the time of bid submission shall be counted toward the established S/M/WBE goals. Upon receipt of a completed application, **IT TAKES UP TO NINETY (90) BUSINESS DAYS TO BECOME CERTIFIED AS AN S/M/WBE WITH PALM BEACH COUNTY.** It is the responsibility of the bidder to confirm the certification of

any proposed S/M/WBE; therefore, it is recommended that bidders visit the online Vendor Directory at www.pbcgov.org/oebo to verify S/M/WBE certification status. Firms must continue to recertify during the life of the contract as the County may only count toward the established goal, work performed by an S/M/WBE during the time their certification dates are valid.

Item 5 – Counting S/M/WBE Participation

- a. Once a business is determined to be an eligible S/M/WBE according to the Palm Beach County certification procedures, the Prime Contractor/consultant may count toward its goals only that portion of the total dollar value of a contract performed by the S/M/WBE. Prior to issuance of this solicitation the total dollar value of a contract will be determined by the COUNTY by defining factors to be considered as value. Total dollar value of retail contracts shall be determined by Gross Receipts, as defined in the EBO Ordinance.
- b. Certified S/M/WBE participation will only count toward the established goal in a business category in which it does not exceed the size standard.
- c. The Prime Contractor/consultant may count toward the established goal a portion of the total dollar value of a contract with a joint venture, based on the clearly defined portion of the work to be performed by the certified S/M/WBE of the joint venture.
- d. The Prime Contractor/consultant may count toward the established goal the entire expenditures for materials and equipment purchased by an S/M/WBE Subcontractor/subconsultant, provided that the S/M/WBE Subcontractor/subconsultant has the responsibility for the installation of the purchased materials and equipment.
- e. The Prime Contractor/consultant may count sixty percent (60%) of its expenditure to S/M/WBE suppliers / distributors that are not manufacturers toward the established goal.
- f. The Prime Contractor/consultant may count toward the established goal, second and third tiered certified S/M/WBEs, provided that the Prime submits a completed Schedule 2 form for each S/M/WBE.
- g. The Prime Contractor/consultant may count the entire expenditure to an S/M/WBE manufacturer toward the established goal (i.e., a supplier/distributor that produces goods from raw materials or substantially alters the goods before resale).
- h. The Prime Contractor/consultant may only count towards the established goal the goods and services in which the S/M/WBE subcontractor/subconsultant is certified and performs with their work force.

Item 6 – Responsibilities After Contract Award**Schedule 3 – Subcontractor Activity Form**

The Prime Contractor shall submit a completed Activity Report form (Schedule 3) with each invoice, or payment application when any subcontractor has provided services during the period in which the Prime is requesting payment. This form shall contain the names of all subcontractors, and specify the contracted dollar amount, approved change orders; revised contract amount; amount drawn this period; amount drawn to date; and payments to date issued to all subcontractors with their starting date.

Schedule 4 – Payment Certification Form

A fully executed Schedule 4 shall be submitted for each Subcontractor/subconsultant after receipt of payment from the Prime Contractor/consultant. The Prime Contractor/consultant shall submit this form with each payment application or invoice submitted to the County when the County has paid the Prime Contractor/consultant on the previous payment application for services provided by a Subcontractor/subconsultant. If any

Subcontractor/subconsultant intends to disburse funds associated with this payment to another Subcontractor/subconsultant for labor provided on this contract, the amount and name of the Subcontractor/subconsultant shall be listed on this form. All named Subcontractors/subconsultants on this form must also complete and submit a separate Schedule 4 after receipt of payment. If the Prime Contractor/consultant is a certified S/M/WBE, a Schedule 4 shall be submitted to reflect the amount of payment retained by the Prime Contractor/consultant for services performed by its own workforce.

All bidders hereby agree and assure that they will meet the S/M/WBE participation percentages submitted in their respective bids with the Subcontractors/subconsultants contained on Schedules 1 and 2 and at the dollar values specified. Respondents or bidders agree to provide any additional information requested by the County to substantiate participation.

The successful Respondent/bidder shall submit an Subcontractor Activity Form (Schedule 3) and Payment Certification Forms (Schedule 4) with each payment application. **Failure to provide these forms may result in a delay in processing payment or disapproval of the invoice until they are submitted.** The Subcontractor Activity Form is to be filled out by the Prime Contractor and the Payment Certification Forms are to be executed by the Subcontractor/subconsultant to verify receipt of payment.

Upon letter notification by the County that the EBO payment portal/tracking system is available for use, the vendor is required to input all Subcontractor/subconsultant payment information directly into the EBO payment portal prior to submitting a payment application.

Item 7 – S/M/WBE Substitutions

After contract award, the Prime Contractor/consultant will only be permitted to substitute a certified S/M/WBE that is unwilling or unable to perform. The Prime Contractor/consultant will only be permitted to modify the scope of work or price of an S/M/WBE listed at bid opening or date/time for submission of the response to the solicitation as a result of the County's issuance of an amendment, alternate or change orders on a project. Substitutions shall be done with like certified S/M/WBEs in order to maintain the participation percentages submitted with the bid or proposal.

All requests for modifications or substitutions shall be submitted to the COUNTY and the Office of EBO on the EBO Request for S/M/WBE Substitution Modification Removal Form for review. Upon receiving an approval for substitution, the Prime Contractor/consultant shall submit a completed and signed Schedule 2 for the new S/M/WBE; the new S/M/WBE shall specify the type of work to be performed, and the dollar amount and/or percentage shall also be specified upon receiving approval for modification or substitution.

The Prime Contractor/consultant shall submit a new properly executed Schedule 2 that specifies the revised scope of work to be performed by the S/M/WBE, along with the revised dollar amount and/or percentage. A detailed quote or proposal may be attached with a properly executed Schedule 2.

Item 8 – EBO Program Compliance- Penalties

Under the EBO Ordinance, the OEBO is required to implement and monitor S/M/WBE utilization during the term of any contract resulting from this solicitation. It is the County's policy that S/M/WBEs shall have the maximum feasible opportunity to participate in the performance of County contracts. All Bidders are required to comply with the EBO Ordinance and shall be expected to comply with the API(s) applicable to this solicitation, as well as the S/M/WBE utilization proposed by a Bidder in its Bid, which utilization plan forms a part of any resulting Contract.

The Director of the OEBO or designee may require such reports, information, and documentation from the Bidder/Vendor as are reasonably necessary to determine compliance with the EBO

Ordinance requirements. Vendor shall correct all noncompliance issues within fifteen (15) calendar days of a written notice of noncompliance by the department procuring the goods or services or the OEBO. If the Vendor does not resolve the non-compliance within fifteen (15) days of receipt of written notice of non-compliance, then upon recommendation of sanctions by the Director of EBO or designee in consultation with the COUNTY regarding the failure of a contractor, vendor, respondent or bidder or other business representative to comply with any portion of the EBO Ordinance, the Director of the EBO or designee (for purposes of imposing penalties, the Purchasing Director shall serve as the EBO designee) may impose any or all of the following penalties on the non-complying party any or all of the following penalties:

- a. Suspension of contract;
 - b. Withholding of funds;
 - c. Termination of contract based upon a material breach of contract pertaining to EBO Program compliance;
 - d. Suspension or Debarment of a respondent or bidder, contractor or other business entity from eligibility for providing goods or services to the County for a period not to exceed three (3) years; and
 - e. Liquidated damages equal to the difference in dollar value of S/M/WBE participation as committed to in the contract, and the dollar value of S/M/WBE participation as actually achieved, if applicable.
- d. **LOCAL PREFERENCE ORDINANCE:** In accordance with the Palm Beach County Local Preference Ordinance, a preference may be given to (1) bidders having a permanent place of business in Palm Beach County or (2) bidders having a permanent place of business in the Glades that are able to provide the goods or services within the Glades.
1. **Glades Local Preference:** Pursuant to the Palm Beach County Local Preference Ordinance, a 5% Glades Local Preference is given when a Glades business offers to provide the goods or services that will be procured for use in the Glades. If the lowest responsive, responsible bidder is a non-Glades business, all bids received from responsive, responsible Glades businesses will be decreased by 5%. The original bid amount is not changed. The 5% decrease given for the Glades Local Preference is calculated only for the purpose of determining local preference.
 2. **Local Preference:** Pursuant to the Palm Beach County Local Preference Ordinance, a 5% Local Preference is given to bidders having a permanent place of business in Palm Beach County. If the lowest responsive, responsible bidder is a non-local business; all bids received from responsive, responsible local businesses will be decreased by 5%. The original bid amount is not changed. The 5% decrease given for the Local Preference is calculated only for the purpose of determining local preference.
 3. To receive a Glades Local Preference or a Local Preference (collectively referred to as "local preference"), a bidder must have a permanent place of business in existence prior to the County's issuance of this Notice of Solicitation / Invitation for Bid. A permanent place of business means that the bidder's headquarters is located in Palm Beach County or in the Glades, as applicable; or, the bidder has a permanent office or other site in Palm Beach County or in the Glades, as applicable, where the bidder will produce a substantial portion of the goods or services to be purchased.
 4. A valid Business Tax Receipt issued by the Palm Beach County Tax Collector is required, unless the bidder is exempt from the business tax receipt requirement by law, and will be used to verify that the bidder had a permanent place of business prior to the issuance of this Notice of Solicitation / Invitation for Bid. In addition, the attached "Certification of Business Location" and Business Tax Receipt must accompany the bid at the time of bid submission. The Palm Beach County Business Tax

Receipt and this Certification are the sole determinant of local preference eligibility. Errors in the completion of this Certification or failure to submit this completed Certification will cause the bidder / proposer to not receive a local preference.

- e. **DRUG FREE WORKPLACE CERTIFICATION:** In compliance with Florida Statute (Section 287.087) attached form "Drug-Free Workplace Certification" should be fully executed and submitted with bid response in order to be considered for a preference whenever two (2) or more bids which are equal with respect to price, quality, and service are received by Palm Beach County.
- f. **CONDITIONED OFFERS:** Bidders are cautioned that any condition, qualification, provision, or comment in their bid, or in other correspondence transmitted with their bid, which in any way modifies, takes exception to, or is inconsistent with the specifications, requirements, or any of the terms, conditions, or provisions of this solicitation, is sufficient cause for the rejection of their bid as non-responsive.
- g. **PRICING:**
 - 1. Prices offered must be the price for new merchandise and free from defect. Unless specifically requested in the bid specifications, any bids containing modifying or escalation clauses shall be rejected.
 - 2. The price offered must be in accordance with the unit of measure provided on the bid response page(s). One (1) space or line requires only one (1) single, fixed unit price. Anything other than a single, fixed unit price shall result in the rejection of your bid.
 - 3. All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.
 - 4. Bidder warrants by virtue of bidding that prices shall remain firm for a period of ninety (90) days from the date of bid submission to allow for evaluation and award.
 - 5. Bidder warrants by virtue of bidding that prices shall remain firm for the initial and any subsequent term.
 - 6. In the event of mathematical error(s), the unit price shall prevail and the bidder's total offer shall be corrected accordingly. **BIDS HAVING ERASURES OR CORRECTIONS MUST BE INITIALED BY THE BIDDER PRIOR TO BID SUBMISSION. IF THE CORRECTION IS NOT PROPERLY INITIALED, OR IF THE INTENT OR LEGIBILITY OF THE CORRECTION IS NOT CLEAR, THE BID SHALL BE REJECTED.**
 - 7. Bidders may offer a cash discount for prompt payment. However, such discounts shall not be considered in determining the lowest net cost for bid evaluation purposes unless otherwise specified in the special conditions. Bidders should reflect any discounts to be considered in the unit prices bid.
- h. **SUBMITTING NO BID or NO CHARGE:** Bidders not wishing to bid on some items sought by this solicitation should mark those items as "no bid". If some items are to be offered at no charge, bidders should mark those items as "no charge". Items left blank shall be considered a "no bid" for that item, and the bid shall be evaluated accordingly.
- i. **ACCEPTANCE / REJECTION OF BIDS:** Palm Beach County reserves the right to accept or to reject any or all bids. Palm Beach County also reserves the right to (1) waive any non-substantive irregularities and technicalities; (2) reject the bid of any bidder who has previously failed in the proper performance of a contract of a similar nature, who has been suspended or debarred by another governmental entity, or who is not in a position to perform properly under this award; and (3) inspect all facilities of bidders in order to make a determination as to its ability to perform.

Palm Beach County reserves the right to reject any offer or bid if the prices for any line items or subline items are materially unbalanced. An offer is materially unbalanced if it is mathematically unbalanced, and if there is reason to believe that

the offer would not result in the lowest overall cost to the County, even though it is the lowest evaluated offer. An offer is mathematically unbalanced if it is based on prices which are significantly less than fair market price for some bid line item and significantly greater than fair market price for other bid line items. Fair market price shall be determined based on industry standards, comparable bids or offers, existing contracts, or other means of establishing a range of current prices for which the line items may be obtained in the market place. The determination of whether a particular offer or bid is materially unbalanced shall be made in writing by the Purchasing Director, citing the basis for the determination.

- j. **NON-EXCLUSIVE:** The County reserves the right to acquire some or all of these goods and services through a State of Florida contract under the provisions of Section 287.042, Florida Statutes, provided the State of Florida contract offers a lower price for the same goods and services. This reservation applies both to the initial award of this solicitation and to acquisition after a term contract may be awarded. Additionally, Palm Beach County reserves the right to award other contracts for goods and services falling within the scope of this solicitation and resultant contract when the specifications differ from this solicitation or resultant contract, or for goods and services specified in this solicitation when the scope substantially differs from this solicitation or resultant contract.
- k. **OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES:** Palm Beach County encourages and agrees to the successful bidder extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder.
- l. **PERFORMANCE DURING EMERGENCY:** By submitting a bid, bidder agrees and promises that, immediately preceding, during and after a public emergency, disaster, hurricane, flood, or act of God, Palm Beach County shall be given "first priority" for all goods and services under the contract. Bidder agrees to provide all goods and services to Palm Beach County immediately preceding, during and after a public emergency, disaster, hurricane, flood, or act of God, at the terms, conditions, and prices as provided in this solicitation on a "first priority" basis. Bidder shall furnish a 24-hour phone number to the County. Failure to provide the goods or services to the County on a first priority basis immediately preceding, during and after a public emergency, disaster, hurricane, flood, or act of God, shall constitute breach of contract and subject the bidder to sanctions from doing further business with the County.
- m. **SALES PROMOTIONS / PRICE REDUCTIONS / MOST FAVORED CUSTOMER:** Should sales promotions occur during the term of the contract that lower the price of the procured item, the successful bidder shall extend to the County the lower price offered by the manufacturer on any such promotional item. Further, any price decreases effectuated during the contract period by reason of market change or otherwise, shall be passed on to Palm Beach County. Additionally, any time after award, the successful bidder may offer a reduced price which shall remain in effect for the duration of the contract. The successful bidder warrants that the price(s) shall not exceed the successful bidder's price(s) extended to its most favored customer for the same or similar goods or services in similar quantities, or the current market price, whichever is lower. In the event the successful bidder offers more favorable pricing to one of its customer(s), the successful bidder shall extend to the County the same pricing or the then current market price, whichever is lower.
- n. **BIDDER'S COMMERCIAL NON-DISCRIMINATION CERTIFICATION:** In accordance with Palm Beach County Code Section 2-80.24, the undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its response to this solicitation, the Bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in the County's Commercial Nondiscrimination Policy as set forth in Resolution 2017-1770 as amended, to wit: discrimination in the solicitation, selection or commercial

treatment of any Subcontractor, vendor, supplier or commercial customer on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information, or on the basis of any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this policy shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring in the County's relevant marketplace of Palm Beach County. Without limiting the foregoing, "discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination." Without limiting any other provision of the solicitation, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the County to reject the bid submitted by the bidder for this Solicitation, and to terminate any contract awarded based on the response.

Bidder shall indicate by checking the box provided on the Bid Response Page, its agreement to the foregoing.

At the time of bid submission, the bidder shall provide to the County a list of all instances within the immediate past four (4) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Florida that the bidder discriminated against its subcontractors, vendors, suppliers or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.

Bidder shall indicate by checking the box provided on Bid Response Page, that it has attached pages with legal/administrative proceeding information, if applicable.

Bidder's failure to meet these requirements shall render its bid response non-responsive.

4. **BID SUBMISSION TIME / AWARD OF BID**

- a. **OBSERVING THE PUBLISHED BID SUBMISSION TIME:** The published bid submission time shall be scrupulously observed. It is the sole responsibility of the bidder to ensure that their bid arrives in the Purchasing Department prior to the published bid submission time. Any bid delivered after the precise published time of bid submission shall not be considered, and shall be returned to the bidder unopened if bidder identification is possible without opening. Bid responses by telephone, electronics, or facsimile shall not be accepted. Bidders shall not be allowed to modify their bids after the published bid submission time.
- b. **POSTING OF AWARD RECOMMENDATION:** Recommended awards shall be publicly posted for review, at the Purchasing Department and on the Purchasing Department website at www.pbccgov.org/purchasing prior to final approval, and shall remain posted for a period of five (5) business days. The official posting on the Purchasing Department website shall prevail if a discrepancy exists between the referenced listings.
- c. **PROTEST PROCEDURE:** Protest procedures are provided in the Palm Beach County Purchasing Code. Protests must be submitted in writing, addressed to the Director of Purchasing, via hand delivery, mail or fax to (561) 242-6705. Protest must identify the solicitation, specify the basis for the protest, and be received by the Purchasing Department within five (5) business days of the posting date of the recommended award. The protest is considered filed when it is received by the Purchasing Department. Failure to file a protest as outlined in the Palm Beach County Purchasing Code shall constitute a waiver of proceedings under the referenced County Code.

5. **CONTRACT ADMINISTRATION**

- a. **DELIVERY AND ACCEPTANCE:** Deliveries of all items shall be made as soon as possible. Deliveries resulting from this bid are to be made during the normal working hours of the County. Time is of the essence and delivery dates must be met. Should the successful bidder fail to deliver on or before the stated dates,

the County reserves the right to CANCEL the order or contract and make the purchase elsewhere. The successful bidder shall be responsible for making any and all claims against carriers for missing or damaged items.

Delivered items shall not be considered "accepted" until an authorized agent for Palm Beach County has, by inspection or test of such items, determined that they appear to fully comply with specifications. The Board may return, at the expense of the successful bidder and for full credit, any item(s) received which fail to meet the County's specifications or performance standards.

- b. **FEDERAL AND STATE TAX:** Palm Beach County is exempt from Federal and State taxes. The authorized agent for Purchasing shall provide an exemption certificate to the successful bidder, upon request. Successful bidders are not exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor are successful bidders authorized to use the County's Tax Exemption Number in securing such materials. Any sales tax paid by successful bidders to their suppliers for materials to fulfill contractual obligations with the County are not reimbursable by the County to the successful bidder.
- c. **PAYMENT:** In order for Palm Beach County to make payment, the Vendor's Legal Name; Vendor's Address; and Vendor's TIN/FEIN Number on the successful bidder's bid; must be exactly the same as it appears on the invoice and in Palm Beach County's VSS system which can be accessed at <https://pbccvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

Successful bidders shall send **ALL ORIGINAL** invoices to the following address and may send copies of invoices to the Palm Beach County Department requesting the goods/services. Invoices submitted on carbon paper shall not be accepted.

**PALM BEACH COUNTY
FINANCE DEPT.
P.O. BOX 4036
WEST PALM BEACH, FL 33402-4036**

Payment shall be made by the County after goods / services have been received, accepted and properly invoiced as indicated in the contract and / or order. Invoices must bear the order number. The Florida Prompt Payment Act is applicable to this solicitation. Interest penalties will only be paid in accordance with the Florida Prompt Payment Act, Florida Statute 218.70.

Note: Palm Beach County Vendors can now be paid by Credit Card via the County's voluntary Payment Manager Program. For vendors who don't have a merchant account, one is needed to utilize the Program. For vendors with a merchant account, you will need to enroll with the Palm Beach County Clerk & Comptroller's Office. For information, contact the Palm Beach County Clerk & Comptroller at pbccpaymentmgr@mypalmbeachclerk.com.

- d. **CHANGES:** The Director of Purchasing, Palm Beach County, by written notification to the successful bidder may make minor changes to the contract terms. Minor changes are defined as modifications which do not significantly alter the scope, nature, or price of the specified goods or services. Typical minor changes include, but are not limited to, place of delivery, method of shipment, minor revisions to customized work specifications, and administration of the contract. The successful bidder shall not amend any provision of the contract without written notification to the Director of Purchasing, and written acceptance from the Director of Purchasing or the Board.
- e. **DEFAULT:** The County may, by written notice of default to the successful bidder, terminate the contract in whole or in part if the successful bidder fails to satisfactorily perform any provisions of this solicitation or resultant contract, or fails to make progress so as to endanger performance under the terms and conditions of this solicitation or resultant contract, or provides repeated non-performance, or does not remedy such

failure within a period of 10 days (or such period as the Director of Purchasing may authorize in writing) after receipt of notice from the Director of Purchasing specifying such failure. In the event the County terminates the contract in whole or in part because of default of the successful bidder, the County may procure goods and / or services similar to those terminated, and the successful bidder shall be liable for any excess costs incurred due to this action.

If it is determined that the successful bidder was not in default or that the default was excusable (e.g., failure due to causes beyond the control of, or without the fault or negligence of, the successful bidder), the rights and obligations of the parties shall be those provided in Section 5f, "Termination for Convenience".

- f. **TERMINATION FOR CONVENIENCE:** The Director of Purchasing may, whenever the interests of the County so require, terminate the contract, in whole or in part, for the convenience of the County. The Director of Purchasing shall give five (5) days prior written notice of termination to the successful bidder, specifying the portions of the contract to be terminated and when the termination is to become effective. If only portions of the contract are terminated, the successful bidder has the right to withdraw, without adverse action, from the entire contract.

Unless directed differently in the notice of termination, the successful bidder shall incur no further obligations in connection with the terminated work, and shall stop work to the extent specified and on the date given in the notice of termination. Additionally, unless directed differently, the successful bidder shall terminate outstanding orders and / or subcontracts related to the terminated work.

- g. **REMEDIES:** No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder now or hereafter existing at law, or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

6. PALM BEACH COUNTY OFFICE OF THE INSPECTOR GENERAL

AUDIT REQUIREMENTS: Pursuant to Palm Beach County Code, Section 2-421 – 2-440, as amended, Palm Beach County's Office of Inspector General is authorized to review past, present and proposed County contracts, transactions, accounts, and records. The Inspector General's authority includes, but is not limited to, the power to audit, investigate, monitor, and inspect the activities of entities contracting with the County, or anyone acting on their behalf, in order to ensure compliance with contract requirements and to detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be a violation of Palm Beach County Code, Section 2-421 – 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

7. **BUSINESS INFORMATION:** If bidder is a Joint Venture for the goods / services described herein, bidder shall, upon request of Palm Beach County, provide a copy of the Joint Venture Agreement signed by all parties.

THIS IS THE END OF "GENERAL CONDITIONS"

SPECIAL CONDITIONS

8. GENERAL / SPECIAL CONDITION PRECEDENCE

In the event of conflict between General Conditions and Special Conditions, the provisions of the Special Conditions shall have precedence.

9. PRE-BID CONFERENCE (MANDATORY)

Bidders must visually inspect the site where items are to be installed or services are to be performed. All bidders are required to attend this site inspection which will be held at Palm Beach County Purchasing, 50 S. Military Trail, Suite 1N-142, West Palm Beach, FL 33415 on July 25, 2019 commencing at 8:00 A.M. Immediately after the Pre-Bid Conference on the date referenced above, all bidders shall be required to ride the County provided transportation, to each location. **THE BIDDER'S FAILURE TO VISUALLY INSPECT THE SITE(S) SHALL RESULT IN DISQUALIFICATION OF THEIR BID.** Bidders are advised to make a thorough inspection of the extent of work. After the bid has been awarded, no extra charge or compensation will be allowed unless by reason of unforeseeable causes beyond the successful bidder's control and without fault or negligence, including, but not restricted to, Acts of God. Said change must be approved, in writing, by the Director of Purchasing. Vendors are reminded that statements and information provided at this meeting/inspection are not binding unless issued in writing as an Amendment to the Bid.

All interested parties/bidders shall sign an attendance sheet. The attendance sheet will be collected at TBD (10 minutes after stated start time) local time. Those arriving after the attendance sheet has been collected shall be considered as not in attendance for purposes of the mandatory site inspection.

10. QUALIFICATION OF BIDDERS

This bid shall be awarded only to a responsive and responsible bidder, qualified to provide the goods and/or service specified. The bidder shall, upon request, promptly furnish the County sufficient evidence in order to confirm a satisfactory performance record. Such information may include an adequate financial statement of resources, the ability to comply with required or proposed delivery or performance schedule, a satisfactory record of integrity and business ethics, the necessary organization, experience, accounting and operation controls, and technical skills, and be otherwise qualified and eligible to receive an award under applicable laws and regulations.

The bidder should submit the following information with their bid response; however, if not included, it shall be the responsibility of the bidder to submit all evidence, as solicited, within a time frame specified by the County (normally within two working days of request). Failure of a bidder to provide the required information within the specified time frame is considered sufficient cause for rejection of their bid. **Information submitted with a previous bid shall not satisfy this provision.**

- A. List a minimum of three (3) references in which similar goods and/or services have been provided within the past three (3) years including scope of work, contact names, addresses, e-mail addresses, telephone numbers and dates of service on the attached reference sheet included herein. A contact person shall be someone who has personal knowledge of the bidder's performance for the specific requirement listed. Contact person must have been informed that they are being used as a reference and that the County may be calling them. **DO NOT** list persons who are unable to answer specific questions regarding the requirement.
- B. The bidder must provide written evidence (copies of current licenses/certifications) that show that the firm (bidder) or a principal in the firm or a **subcontractor** of the firm be licensed to contract the scope of work in Palm Beach County with one of the following:
 1. Lawn and Ornamental Pest Control License
 2. General Core Commercial Application License for general application of pesticides/herbicides
 3. Florida Green Industries Best Management Training Certificate

11. CRIMINAL HISTORY RECORDS CHECK (Palm Beach International Airport)

All individuals working at the Palm Beach International Airport ("PBI") must pass a Criminal History Records Check ("CHRC"). Each individual requesting unescorted access authority onto the PBI Security Identification Display Area ("SIDA"), Sterile Area and the Air Operations Area ("AOA"), will be required to submit to a finger-print based CHRC that does not disclose that the individual has a disqualifying criminal offense as defined in 49 CFR 1542.209. When determining if an individual will be granted unescorted access, the Department of Airports' Security Office ("Airport Security Office") will apply the regulations set forth in 49 CFR 1542 and any directives, policies or procedures established by the Transportation Security Administration thereunder. Fingerprinting will be conducted electronically by the Airport Security Office and submitted to the FBI after being reviewed by the designated clearinghouse.

The successful bidder shall be responsible for payment of all applicable fees related to the CHRC, including, but not limited to, fingerprinting and badge fees. All badges must be returned to the Airport Security Office upon termination of services or removal of any employees due to a security violation. The Transportation Security Administration will take legal enforcement against persons (employees/employer) making any fraudulent or intentionally false statement or entry on any security program, record, application, report, access, or identification media, or any other document that is kept, made or used to show compliance with the CHRC requirements. The term "persons" includes an individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity. The County reserves the right to suspend any contractor, subject to the requirements of the Ordinance, that: 1) is not in compliance with the requirements of County Code Section 2-371 through 2-377, as amended; OR 2) does not immediately contact the County regarding a badged contractor employee or Subcontractor employee that has been terminated.

12. AWARD (LOT-BY-LOT)

Palm Beach County shall award this bid to the lowest, responsive, responsible bidder on a lot-by-lot basis. The County reserves the right to reject bids which would result in an award which is financially disadvantageous to the County. An award may be considered financially disadvantageous when it would result in an award to a bidder for less than \$1,000, or when it would result in awards of multiple small fragments. This policy is predicated on avoidance of increased administrative costs and operational complexity. Therefore, it is necessary for a bidder to bid on every item in the particular lot for which the bidder submits a bid in order to have a bid considered. It is also required that the bidder carefully consider each item, and make sure that each one meets the specifications as indicated. In the event that one item does not meet such specifications for that lot, the entire lot will be considered non-responsive. Additionally, if a bidder enters a No Bid, or N/A for any item in that lot, they will be considered non-responsive for that lot.

13. METHOD OF ORDERING (TERM CONTRACT)

A contract shall be issued for a term of twelve (12) months or until the estimated amount is expended, at the discretion of the County. The County will order on an "as needed" basis.

14. RENEWAL OPTION

The successful bidder shall be awarded a contract for twelve (12) months with the option to renew for four (4) additional twelve (12) month period(s). The option for renewal shall only be exercised upon mutual written agreement and with all original terms, conditions and unit prices adhered to with no deviations. Any renewal shall be subject to the appropriation of funds by the Board of County Commissioners. A renewal shall be revoked if a vendor is suspended by the Purchasing Department prior to the commencement of the renewal period.

15. ATTACHMENT(S)

Attachments A, B, C, D and 1, are included and are considered to be a component of this bid.

16. WORKSITE SAFETY / SECURITY

The successful bidder shall at all times guard against damage or loss to the property of Palm Beach County, the bidder's own property, and/or that of other contractors, and shall be held responsible for replacing or repairing any such loss or damage. When applicable, the successful bidder shall provide fences, signs, barricades, flashing lights, etc. necessary to protect and secure the worksite(s) and insure that all County, State of Florida, OSHA, and other applicable safety regulations are met. Additionally, successful bidder shall provide for the prompt removal of all debris from Palm Beach County property. The County may withhold payment or make such deductions as deemed necessary to ensure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or its agents.

17. INSURANCE REQUIRED

It shall be the responsibility of the successful bidder to provide evidence of the following minimum amounts of insurance coverage to Palm Beach County, c/o JDi Data Corporation (JDi), 100 W. Cypress Creek Rd., Suite 1052, Fort. Lauderdale, FL 33309, using the **CTrax Portal** unless otherwise directed by the County. Subsequently, the successful bidder shall, during the term of the Contract, and prior to each renewal thereof, provide evidence of insurability to JDi using the **CTrax Portal**, which is Palm Beach County's insurance management system, prior to the expiration date of each and every insurance required herein.

Commercial General Liability Insurance. Successful bidder shall maintain Commercial General Liability Insurance, or similar form, at a limit of liability not less than \$1,000,000 Each Occurrence for Bodily Injury, Personal Injury and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Completed Operations, Personal Injury/Advertising Liability, Contractual Liability and Broad Form Property Damage coverages. Coverage for the hazards of explosion, collapse and underground property damage (X-C-U) must also be included when applicable to the work to be performed. **This coverage shall be endorsed to include Palm Beach County as an Additional Insured.**

Pollution – Herbicide/Pesticide Applicator – Legal Liability. Successful bidder shall agree to maintain Pollution Legal & Remediation Liability at a minimum limit not less than \$1,000,000 per occurrence / \$1,000,000 annual aggregate providing coverage for damages including, but not limited to, third-party liability, clean up, corrective action including assessment, remediation and defense costs. In the event the policy includes a self-insured retention or deductible in excess of \$10,000, the County reserves the right to review and request a copy of the successful bidder's most recent annual report or audited financial statements. **This coverage shall be endorsed to include Palm Beach County as an Additional Insured.**

Alternatively, this requirement may be satisfied with the inclusion of the "CG22 64 Pesticide or Herbicide Applicator Coverage Endorsement" to the Commercial General Liability.

Note: When applicable, if the designated sub-contractor holds the requisite herbicide/pesticide applicator's license then proof of General Liability without the endorsement must be provided by the successful bidder PLUS proof of General Liability with the endorsement must be provided by the designated sub-contractor.

Business Auto Liability Insurance. Successful bidder shall maintain Business Auto Liability Insurance at a limit of liability not less than \$1,000,000 Combined Single Limit Each Accident for all owned, non-owned, and hired automobiles. (In this context, the term "Autos" is interpreted to mean any land motor vehicle, trailer or semi-trailer designed for travel on public roads.) In the event successful bidder neither owns nor leases automobiles, the Business Auto Liability requirement shall be amended allowing successful bidder to maintain only Hired & Non-Owned auto Liability and shall provide either an affidavit or a letter on company letterhead signed by the bidder indicating either the bidder does not own any vehicles, and if vehicles are acquired throughout the term of the contract, bidder agrees to purchase "Owned Auto" coverage as of the date of acquisition. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form.

Workers' Compensation and Employer's Liability Insurance. Successful bidder shall maintain Workers' Compensation & Employer's Liability Insurance in accordance with Florida Statute Chapter 440.

A signed Certificate or Certificates of Insurance, evidencing that required insurance coverages have been procured by the successful bidder in the types and amounts required hereunder shall be transmitted to the County via the Insurance Company/Agent within a time frame specified by the County (normally within 2 working days of request). Failure to provide required insurance shall render your bid non-responsive.

Except as to Business Auto, Workers' Compensation and Employer's Liability (and Professional liability, when applicable), said Certificate(s) shall clearly confirm that coverage required by the contract has been endorsed to include Palm Beach County as an Additional Insured.

Said Certificate(s) of Insurance shall, to the extent allowable by the insurer, include a minimum thirty (30) day endeavor to notify due to cancellation (10 days for nonpayment of premium) or non-renewal of coverage. The Certificate Holder shall read: Palm Beach County Board of County Commissioners c/o JDi Data Corporation, 100 W. Cypress Creek Rd., Suite 1052, Ft. Lauderdale, FL 33309. It is the responsibility of the successful bidder to ensure that all required insurance coverages are maintained in force throughout the term of the contract. Failure to maintain the required insurance shall be considered default of contract.

All insurance must be acceptable to and approved by County as to form, types of coverage and acceptability of the insurers providing coverage.

Bidder shall agree that all insurance coverage required herein shall be provided by Bidder to County on a primary basis.

SPECIFICATIONS
IFB #19-067/HS

GROUND MAINTENANCE AT PALM BEACH INTERNATIONAL AIRPORT (PBIA), BELVEDERE ROAD MEDIAN, AND LANTANA AIRPORT, TERM CONTRACT

PURPOSE AND INTENT

The sole purpose and intent of this Invitation for Bid (IFB) is to secure firm fixed pricing and establish a term contract for grounds maintenance at Palm Beach International Airport (PBIA), Belvedere Road Median, and Lantana Airport.

GENERAL

All work areas for the lots listed, Lots #1 through #4, are to be landscaped in accordance with the instructions per each lot as set forth herein. Any exceptions to the demonstrated boundaries of areas covered under this solicitation shall be identified at the mandatory pre-bid conference and followed up with an amendment, if necessary. Oral explanations or instructions given by any County agent are not binding and should not be interpreted as altering any provisions of this document unless a written amendment is issued by the County Purchasing Department.

COUNTY'S RESPONSIBILITIES

- A. The County shall be responsible for any repairs or extra work necessary due to hurricanes, floods, lightning storms or other Acts of God.

B. Designated Airport Representative:

The contract shall be administered on the County's behalf by the Department of Airports, which shall have the responsibility to ensure compliance with contract requirements, such as, but not limited to, completion, inspection and acceptance. The designated airport representative shall serve as liaison between the Palm Beach County Department of Airports and the successful bidder. All questions arising after award of contract should be addressed to the Department of Airports, Special Projects Coordinator, and shall contact Shawna Larose at (561) 471-7472.

C. Site Inspection Report:

Upon completion of each service, a "Site Inspection Report" (Attachment "D") shall be completed by the designated airport representative or his/her designee for the purpose of reporting and documenting work completed by the successful bidder. A copy of the report will be available upon request from the designated airport representative.

D. Quality Control and Contract Inspection:

One or more employees of the Department of Airports shall monitor and inspect the performance and progress of the services provided under the contract. The provisions of the contract may be called to the attention of the successful bidder by the designated airport representative. The designated airport representative or his/her designee shall in no instance have the authority to act as foreman or supervisor for the successful bidder and shall not interfere with the supervision or direction of the employees of the successful bidder. Any advice provided to the successful bidder by the designated airport representative or his/her designee shall in no way be construed as binding upon the County, or release the successful bidder from fulfilling the provisions of the contract.

SUCCESSFUL BIDDER'S RESPONSIBILITIES

A. Supervision:

The successful bidder shall provide an adequate number of trained, qualified supervisors on-site, capable of providing adequate supervision to accomplish the services.

Each supervisor, to the satisfaction of the designated airport representative, shall be capable of verbal and written communication in the English language, and shall be able to adequately communicate with service workers.

The designated airport representative may request the successful bidder to remove any supervisor if it is determined that the individual is not performing the services in accordance with the terms, conditions and specifications of the contract.

The supervisor shall be available for site inspections, as required by the designated airport representative, to review maintenance procedures and practices under the contract. Deficiencies in procedures and practices shall be corrected to the satisfaction of the designated airport representative.

B. Communication / Weekly Contact:

The successful bidder shall make weekly contact with the designated airport representative at a time mutually agreed upon by the designated airport representative and successful bidder. This weekly contact is for the purpose of discussing areas to be maintained, work schedules, and issues of non-performance. Failure to contact the designated airport representative on a weekly basis may result in termination of the contract.

C. Employees:

Persons employed by the successful bidder in the performance of services pursuant to this bid award shall be not less than eighteen (18) years of age. Said employees shall not be considered employees of the County, shall be independent thereof, and shall have no claim against the County as to pension, workers compensation, unemployment compensation, insurance, salary, wages or other employee rights or privileges granted by operation of law or by Palm Beach County. Said employees shall conduct themselves in a professional manner at all times while at the worksite. Any conduct deemed inappropriate by the designated airport representative, such as offensive gestures, mannerisms, or language, shall serve as a basis for immediate removal of employee from the worksite.

D. Attire:

Successful bidder shall provide and ensure the wearing of safety and protective clothing, masks, eye protection, etc., as required by laws, regulations, ordinances, and/or manufacturer's instructions for material and equipment. Successful bidder's employees shall preferably be in company uniform during the performance of maintenance duties.

E. Equipment:

It shall be the successful bidder's responsibility to ensure that all equipment used shall be properly maintained in order to protect the operator and the public. Any equipment inoperable, unsafe, or improper for desired use shall be removed from the jobsite. Equipment supplied by the successful bidder shall be designed for, or suited to, the grounds maintenance task for which it is to be used. Equipment shall not be used to perform tasks in areas where damage will result to the landscape or jobsites.

For safety measures, all mowers shall contain shields on discharge shoots; all edgers shall have guard(s) covering the top portion of blades. All mowers are to be adjustable and adjusted to the proper cutting height and level for the type of grass and current condition of the turf; where necessary, this may be directed by the designated airport representative. Mowing equipment shall be equipped with sharp blades so as not to tear but, rather, to cleanly cut the blades of grass.

The designated airport representative shall have the right to inspect and request the removal of equipment that, in their opinion, is unsafe for use, in order to protect the public, landscape, and jobsites from damage. Any equipment which is inoperable shall be removed from the jobsite by the end of the working day. Under no circumstances, shall any equipment belonging to the successful bidder be left on the jobsite for longer than the end of the working day. The County shall not be responsible for any equipment left on its premises.

F. Work Schedule / Site Service Schedule:

The successful bidder shall follow the work schedule as indicated in the technical specifications of the contract. Work shall be scheduled during the normal work week, Monday through Friday. All services shall be done between the hours of 8:00 a.m. and 6:00 p.m. Any deviation of the work schedule shall be approved by the designated airport representative (in writing) prior to the commencement of work. Prior to a three (3) day holiday weekend, where Monday is the observed holiday, service shall be performed within three (3) business days of said weekend.

Any deviation of the work schedule shall be approved by the designated airport representative prior to the commencement of work. During inclement weather however, the successful bidder may deviate from the specified schedule to prevent landscape destruction and ensure personal safety.

In the event successful bidder has been approved to deviate from specified schedule due to inclement weather, successful bidder shall still be required to perform the requisite service within the service intervals listed at each location. If this is not feasible, **the County shall only compensate successful bidder for the number of services successfully completed.**

G. Damages:

The successful bidder shall notify the designated airport representative of damaged plant materials resulting from vehicular damage, storm damage, or vandalism. All observed hazards shall be reported to the designated airport representative during the service visit in which they are noted.

The successful bidder shall be responsible for repairs, or repair costs or replacement of all plant materials, trees equipment and property damaged by his/her employees during performance of maintenance duties. The designated airport representative will determine the degree of damage and notify the successful bidder of his responsibility. All repairs shall be completed within three (3) calendar days, with the exception of sprinkler damage. Sprinkler system damage shall be repaired within one (1) day.

Care shall be taken not to loosen or damage guys or stakes. Any guying or staking loosened or damaged shall be reported to the designated airport representative during the service visit. The successful bidder shall be responsible for furnishing, painting and installing any stakes that are damaged through the performance of any services covered under the contract.

Sod lost due to improper pest management or improper mowing (scalping) by the successful bidder shall be promptly replaced by the successful bidder at his/her expense when requested (initially via telephone), with written notification sent within twenty-four (24) hours of notification by the designated airport representative. Failure by the successful bidder to comply shall be considered as **“Non-performance of Services”** in accordance with the terms, conditions, and specifications of this solicitation. In the event of non-performance by the successful bidder, the designated airport representative shall have the right to remedy as stated under **“Non-performance of Services.”**

The successful bidder shall alternate mowing patterns in order to avoid wearing impressed patterns from mower tires. Areas determined by the County to have damage caused by the successful bidder's failing to alternate mowing patterns shall be repaired by the successful bidder, using sand backfilling of the worn tracks in the grass (or other approved method by the designated airport representative, in writing). Failure by the successful bidder to comply shall be considered as **“Non-performance of Services”** in accordance with the terms, conditions, and specifications of this solicitation. In the event of non-performance by the successful bidder, the designated airport representative shall have the right to remedy as stated under **“Non-performance of Services”**.

H. Non-Performance of Services:

One or more employees of the Department of Airports may act on the designated airport representative's authority to monitor and inspect the performance and progress of the service provided under the contract. The provisions of the contract shall not be altered, waived or revoked by the designated airport representative's designee. Any failure of the successful bidder to comply with the provisions of the contract, may be called to the attention of the successful bidder by the designated airport representative or his/her designee. If it is determined by the designated airport representative or his/her designee that a violation of the specifications and/or the terms of the contract has occurred, they shall record, process, and submit all pertinent information to the designated airport representative.

Successful bidder's non-performance shall be considered to have occurred when services in an area were not performed in accordance with the terms, conditions, and specifications listed herein.

In the event of non-performance by the successful bidder, the designated airport representative shall have the right, with concurrence from the Purchasing Department, to remedy by the following method:

The County shall notify the successful bidder (via telephone) of the non-performance and allow the successful bidder to correct such item(s) of non-performance. Corrective action for non-performance must be approved and completed within twenty-four (24) hours of notification. The County shall make no monetary deductions if corrective actions are taken within twenty-four (24) hours of notification. If successful bidder does not correct non-performance within the twenty-four (24) hours, a Vendor Performance Report may be issued and/or a meeting may be scheduled with all parties.

A Vendor Performance Report may be issued in instances where repetitive non-performance incidents are occurring and/or non-performance has not been corrected in the allocated time frame.

A report of non-performance will be forwarded to the Purchasing Department for appropriate action. If necessary, a meeting will be set up between the parties to reinforce the requirements of the contract in order to avoid repeat non-performance.

The County may correct the item of non-performance by any means it deems necessary. Direct cost incurred by the County for the correction, shall be deducted from payments made to the successful bidder.

The County shall make no monetary deductions if corrective actions are taken within twenty-four (24) hours of notification.

TECHNICAL REQUIREMENTS**LOT #1 BELVEDERE ROAD MEDIAN****Schedule of Services****A. Mowing:**

The successful bidder shall mow and trim all turf areas twenty-nine (29) times per year, three (3) times per month, in June, July, August, September and October, and two (2) times per month the rest of the year. The successful bidder shall remove all trash and litter from the entire area prior to initiating any mowing of the turf area. Upon completion, a mowed area shall be free of clumped grass cuttings and tire tracks or ruts from mowing equipment. Turf shall be cut in a professional manner as not to scalp turf or leave areas of uncut grass. Care shall be taken to prevent discharge clippings onto any paved surface such as streets, curbs and gutters, parking lots sidewalk, and/or onto adjacent properties. Any material so discharged shall be removed immediately prior to proceeding with mowing of other areas. Any papers, cans or bottles cut or broken during maintenance operations, shall be completely removed from the site immediately prior to proceeding with the maintenance of other areas. All trash and litter shall be removed by the successful bidder at no additional cost to the County.

B. Grass Height:

Shall be maintained at approximately three inches (3") in height. Prior to mowing, the successful bidder shall be responsible for the removal of trash, litter and debris, including that which would be cut or scattered by mowing. Also, leaves and all tree droppings in parking lots and surrounding areas shall be swept or vacuumed and removed off sight, during time of service.

C. Trimming:

Grass shall be trimmed during, or as an immediate operation following mowing. Trimming may be accomplished by hand or hand power shears or rotary nylon "fish line" cutting machines. Grass shall be trimmed at the same height as adjacent turf is mowed. Areas requiring trimming include: buildings, fences, walls, fence poles, electrical boxes, trees, sprinklers, poles, asphalt edges, abutting sidewalks, flush paved surfaces, curbs, driveways, patios, decks and plant beds, shall be completed during each mowing.

Trees, poles, tables, signs, fences, and shrub beds, shall be trimmed closely. Special care shall be given to trimming around trees and shrubs so as not inflict damage to the bark.

D. Edging:

Mechanical edging (vertical trimming) of all turf edges abutting sidewalks, flush paved surfaces, curbs, drives, patios, and decks, shall be completed during each mowing. Edging shall be performed to result in neat vertical uniform lines and uniform depths. Depths and line boundaries shall be determined by the designated airport representative.

E. Plant Growth:

All plant growth on paved surfaces, curbs, sidewalks, driveways, cracks, seams, joints, etc., shall be removed during each service visit. When using herbicides, prior approval shall be obtained from the designated airport representative.

F. Pruning / Trimming of Shrubs, Plants, Bushes and Groundcovers:

The successful bidder shall prune shrubs and groundcovers in accordance with accepted horticultural practices at least once every thirty (30) days. Trash and litter in shrub beds shall be removed during each mowing cycle. The successful bidder shall trim all unsightly tree limbs accessible from the ground, as required and in accordance with Palm Beach County Landscape Code Article #7, Section #5.

"Maintenance Pruning" of trees shall consist of the removal of dead and/or broken branches; suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over street, into private property, obscuring view of signs or traffic, particularly at road intersections, or interference with lighting.

All tree pruning shall be accomplished with standard practices as follows: Use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming. Cut limbs flush with trunk to promote healing, and leave no stubs.

Cut branches flush with limbs in the direction of growth, leaving no stubs. Remove from all trees as necessary any vines, debris, signs or any other materials attached to the trunk.

Remove all dead or broken branches, including dead palm fronds from trees in the accepted manner from the worksite.

Special emphasis shall be placed on safety during tree pruning operations, particularly when working over or adjacent to roads or walkways.

G. Spraying:

The successful bidder shall spray for insect pests and fungus harmful to plants, as necessary, with approved insecticides and fungicides labeled for that application. The successful bidder is responsible for pests and diseases that damage grass and/or plant life, including, but not limited to, fire ants and chinch bugs.

The successful bidder shall spray the grass lawn and plant beds as many times as necessary, to eliminate weeds. The chemical used shall be an approved herbicide labeled for that application without causing damage to the grass. The designated airport representative shall approve all chemicals and be notified before any spraying commences.

H. Disease Control:

It is the successful bidder's responsibility to prevent and control all diseases that are harmful to the health and vigor of the grasses and plants.

I. Weeding:

For the purpose of this specification, a weed shall be considered as any undesirable or misplaced growth. To maintain a manicured appearance the successful bidder shall remove all weeds and grass growing in shrub, groundcover, ringed areas around trees, and plant beds, each service visit.

J. Fertilizing:

The successful bidder shall fertilize all lawns two (2) times per year using a quality 16-4-8 with micro-nutrients slow release fertilizer approved by a designated airport representative(s), at no additional cost to the County. This shall be done in March and September. Amount of application shall not be less than that specified on the bag.

Fertilize all hedges, shrubs, palms, pines etc., two (2) times per year using a quality 8-4-8 with micro-nutrients slow release fertilizer. This shall be done in March and September. Amount of application shall not be less than that specified on the bag.

Fertilize all flowering shrubs four (4) times per year using 8-4-8 with micro-nutrients slow release fertilizer. This shall be done in March, June, September and December. Amount of application shall not be less than that specified on the bag.

Fertilize all shade trees three (3) times per year at the drip line edge around each tree, using 6-6-6 with micro-nutrients slow release fertilizer at a rate of one pound (1lb) per one inch (1") of tree trunk caliper. Measure caliper at three feet (3') above finish grade. This shall be done in March, July and December.

The successful bidder shall notify the designated airport representative to be present before any fertilization.

K. Removal of Plant Material:

The successful bidder shall remove from site, all exotic plant material not native to this region of Florida (e.g., Australian Pine, Brazilian Pepper, etc.), at no additional cost to the County. The successful bidder shall confer with the designated airport representative to coordinate removal.

The successful bidder shall also remove and dispose of, all dead plant material as a result of inclement weather, fungus, or insect infestation.

L. Median and Curbs:

The successful bidder shall remove and dispose of all grass cuttings, trash, litter, bottles, broken glass, cans, etc., from median and curbs.

The successful bidder also shall remove from site all dirt, sand and debris accumulated on street against curb and in the median cut-throughs. This shall be swept, blown off, vacuumed and removed off-site during time of service.

M. Irrigation:

Sprinkler heads shall be visually checked each visit. The successful bidder **shall** be responsible for running or operating the irrigation system. The successful bidder shall be responsible for any damage done by the successful bidder's personnel or equipment. Any serious damage shall be immediately reported to the designated airport representative. The successful bidder shall trim around all sprinkler heads, to provide free flow of water.

If medians do not have sprinkler system, provisions shall be made, by the successful bidder, to wet down plant beds and turf areas after fertilizer application.

N. Mulching:

The successful bidder shall ensure that shrubs, ground cover, tree rings, plant beds and all other existing mulched areas are covered with a minimum of three inches (3") of mulch at the conclusion of each and every service visit, at no additional cost to the County. Mulch rings shall be reshaped within twenty-four (24) hours when dislodged by mowing equipment. A new application of mulch shall be applied two (2) times per year covering all existing mulched areas with a minimum of three inches (3") of mulch. The successful bidder shall notify the designated airport representative prior to the new application of mulch. Pine and/or cypress mulch of good quality shall be used and approved by the designated airport representative.

TECHNICAL REQUIREMENTS**LOT #2 PALM BEACH INTERNATIONAL AIRPORT PROPERTY**

Basic parcel mowing and trimming of the following airport properties shown on Attachments "A", "B", and "C".

1. Attachment "A" – property on Country Club Road between Belvedere Road and Cherry Road.
2. Attachment "B" – property between Military Trail, Haverhill Road and Southern Blvd.
3. Attachment "C" – property off Belvedere Road adjacent the median strip.

Schedule of Services**A. Mowing:**

The successful bidder shall mow and trim all turf areas approximately sixteen (16) times per year, two (2) times per month in June, July, August, and September, and one (1) time per month the rest of the year. The successful bidder shall remove all trash and litter from the entire area prior to initiating any mowing of the turf area. Upon completion, a mowed area shall be free of clumped grass cuttings and tire tracks or ruts from mowing equipment. Turf shall be cut in a professional manner as not to scalp turf or leave areas of uncut grass. Care shall be taken to prevent discharge clippings onto any paved surface such as streets, curbs and gutters, parking lots, sidewalks, and/or onto adjacent properties. Any material so discharged, shall be removed immediately prior to proceeding with mowing of other areas. Any papers, cans or bottles cut or broken during maintenance operations, shall be completely removed from the site immediately prior to proceeding with the maintenance of other areas. All trash and litter shall be removed by the successful bidder, at no additional cost to the County.

B. Grass Height:

All Bahia grass shall be mowed at approximately four inches (4") in height.

C. Trimming:

Grass shall be trimmed during or as an immediate operation following mowing. Trimming may be accomplished by hand, hand power shears, or rotary nylon "fish line" cutting machines. Grass shall be trimmed at the same height as adjacent turf is mowed. Areas requiring trimming include: buildings, fences, walls, fence poles, electrical boxes, trees, poles, abutting sidewalks, flush paved surfaces, curbs and driveways, and shall be completed as needed.

Trees, poles, signs, fences, and shrub beds are to be trimmed closely. Special care shall be given to trimming around trees and shrubs so as not inflict damage to the bark.

TECHNICAL REQUIREMENTS**LOT #3 LANTANA AIRPORT LANDSIDE****Schedule of Services****A. Mowing:**

The successful bidder shall mow and trim all turf areas twenty-nine (29) times per year, three (3) times per month in June, July, August, September and October and two (2) times per month the rest of the year. Successful bidder shall remove all trash and litter from the entire area prior to initiating any mowing of the turf area. Upon completion, a mowed area shall be free of clumped grass cuttings and tire tracks or ruts from mowing equipment. Turf shall be cut in a professional manner as not to scalp turf or leave areas of uncut grass. Care shall be taken to prevent discharge clippings onto any paved surface such as streets, curbs and gutters, medians, parking lots, sidewalks, and/or onto adjacent properties. Any material so discharged shall be removed immediately prior to proceeding with mowing of other areas. Any papers, cans or bottles cut or broken during maintenance operations, shall be completely removed from the site immediately prior to proceeding with the maintenance of other areas. All trash and litter shall be removed by the successful bidder, at no additional cost to the County.

B. Grass Height:

Shall be maintained about three inches (3"). Prior to mowing, the successful bidder shall be responsible for the removal and disposal of trash, litter and debris including that which would be cut or scattered by mowing. Also, leaves and all tree droppings in parking lots and surrounding areas shall be swept or vacuumed and removed off sight, during time of service.

C. Trimming:

Grass shall be trimmed during, or as an immediate operation following mowing. Trimming may be accomplished by hand or hand power shears or rotary nylon "fish line" cutting machines. Grass shall be trimmed at the same height as adjacent turf is mowed. Areas requiring trimming include, but not limited to, buildings, fences, walls, fence poles, electrical boxes, trees, sprinklers, poles, asphalt edges, abutting sidewalks, flush paved surfaces, curbs, driveways, decks and plant beds, and shall be completed during each mowing.

Trees, poles, tables, signs, fences, and shrub beds shall to be trimmed closely. Special care shall be given to trimming around trees and shrubs so as not inflict damage to the bark.

D. Edging: Mechanical edging (vertical trimming) of all turf edges abutting sidewalks, flush paved surfaces, curbs, drives, patios, and decks, shall be completed during each mowing. Edging shall be performed to result in neat vertical uniform lines and uniform depths. Depths and line boundaries shall be determined by designated airport representative.

E. Plant Growth: All plant growth on paved surfaces, curbs, sidewalks, driveways, cracks, seams, joints, etc., shall be removed during each service visit. When using herbicides, prior approval shall be obtained from the designated airport representative.

F. Pruning/Trimming of Shrubs, Plants, Bushes and Groundcovers:

The successful bidder shall prune shrubs and groundcovers in accordance with accepted horticultural practices at least once every thirty (30) days. Trash and litter in shrub beds shall be removed during each mowing cycle. The successful bidder shall trim all unsightly tree limbs accessible from the ground as required and in accordance with Palm Beach County Landscape Code 500.35 #4 and National Arborist Association Class II Pruning Standards for Trees, an overview of which includes the following:

1. Removal of all dead, dying, diseased, interfering, objectionable, and weak branches;
2. Removal of all interior interfering branches, and one of all crossed or rubbing branches where practical so the removal thereof, shall not have large holes in the general form of the tree;
3. Removal of one branch of all structurally weak "V" crotches occurring along the main trunk or developing within the tree crown, particularly in smaller trees. Special attention shall be given to the effect removal of such branches shall have on the ultimate form of the tree.

"Maintenance Pruning" of trees shall consist of the removal of dead and/or broken branches; suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over street, into private property, obscuring view of signs or traffic, particularly at road intersections, or interference with lighting. Attention shall to be given to the eventual symmetrical appearance of the trees. Appropriate pruning shall be done in order to maintain a tree-like form typical of the species of the tree being trimmed.

All tree pruning shall be accomplished with standard practices as follows: Use clean sharp cutting tools designed for pruning; Do not use machetes for any pruning or trimming. Cut limbs flush with trunk, to promote healing, and leave no stubs. Sharp pruning tools and saws shall be kept sharpened to result in final cuts with smooth wood surface and secure bark remaining intact. All trees six inches (6") or less in diameter, shall be pruned with a hand and/or hydraulic pruning tool only. Equipment that shall damage the bark and cambium layer, should not be used on or in the tree. For example, the use of climbing spurs shall not be an acceptable work practice for tree pruning operations on live trees.

Cut branches flush with limbs, in the direction of growth, leaving no stubs. Remove from all trees as necessary any vines, debris, signs or any other materials attached to the trunk. Precut branches that are too heavy to handle to prevent splitting or peeling the bark. Where necessary to prevent tree or property damage, branches shall be lowered to the ground by proper ropes or equipment.

Remove all dead or broken branches, limbs, and tree debris, including dead palm fronds from trees, in the accepted manner from the worksite.

Special emphasis shall be placed on safety during tree pruning operations, particularly when working over or adjacent to roads or walkways.

G. Spraying:

The successful bidder shall spray for insect pests and fungus harmful to plants, as necessary, with approved insecticides and fungicides labeled for that application. The successful bidder is responsible for pests and diseases that damage grass and/or plant life, including, but not limited to, fire ants and chinch bugs.

The successful bidder shall spray the grass lawn and plant beds as many times as necessary, to eliminate weeds. The chemical used shall be an approved herbicide labeled for that application without causing damage to the grass. The designated airport representative shall approve all chemicals and be notified before any spraying commences.

H. Disease Control:

It is the successful bidder's responsibility to prevent and control all diseases that are harmful to the health and vigor of the grasses and plants.

I. Weeding:

For the purpose of this specification, a weed shall be considered as any undesirable or misplaced growth. To maintain a manicured appearance the successful bidder shall remove all weeds and grass growing in shrub, groundcover, ringed areas around trees, and plant beds, each service visit.

J. Fertilizing: ("AS DIRECTED")

All fertilizing shall be approved prior to application by the designated airport representative.

Fertilize all lawns two (2) times per year, March and September, using a quality 16-4-8 with micro-nutrients slow release fertilizer approved by the designated airport representative. Amount of application shall not be less than that specified on the bag.

Fertilize all hedges, shrubs, palms, pines etc., two (2) times per year using a quality 8-4-8 with micro-nutrients slow release fertilizer. This shall be done in March and September. Application rates and methods shall be followed as specified by label instructions.

Fertilize all flowering shrubs four (4) times per year using 8-4-8 with micro-nutrients slow release fertilizer. This shall be done in March, June, September and December. Application rates and methods shall be followed as specified by label instructions.

Fertilize all shade trees three (3) times per year, March, July, and December, at the drip line edge around each tree, using 6-6-6 with micro-nutrients slow release fertilizer at a rate of one pound (1lb) per one inch (1") of tree trunk caliper. Measure caliper at three feet (3') above finish grade.

All fertilizer shall be in dry, labeled, unopened bags, when delivered to the jobsite. Successful bidder shall notify the designated airport representative two (2) working days prior to application. The County shall approve all fertilizer prior to application.

Where irrigation exists, the successful bidder shall coordinate with the designated airport representative to provide for the operation of the sprinkler system immediately upon application of fertilizer. If no irrigation exists, the successful bidder shall wet down areas around trees, palms, and turf areas after the fertilizer application is complete.

K. Removal of Plant Material:

Successful bidder shall remove from site, all exotic plant material not native to this region of Florida. (e.g., Australian Pine, Brazilian Pepper, vines, etc.) The successful bidder shall confer with the designated airport representative to coordinate removal.

Successful bidder shall also remove from site, all dead plant material as a result of inclement weather, fungus, or insect infestation.

Successful bidder shall remove from site, all leaves from parking areas, beds, roadways and medians.

L. Parking Lot:

Successful bidder shall remove all grass cuttings, trash, litter, bottles, broken glass, cans etc., from parking lot areas, and shall be swept or vacuumed and removed off-site during time of service.

M. Median and Curbs:

Successful bidder shall remove and dispose of all grass cuttings, debris, trash, litter, bottles, broken glass, cans etc., from median and curbs.

The successful bidder also shall remove from site, all dirt, sand, and debris accumulated on street against curb and in the median cut-throughs. This shall be swept, blown off, vacuumed and removed off-site during time of service.

N. Irrigation:

Sprinkler heads shall be visually checked each visit. The successful bidder **shall not** be responsible for running or operating the irrigation system. The successful bidder shall be responsible for any damage done by the successful bidder's personnel or equipment. Any serious damage shall be immediately reported to the designated airport representative. The successful bidder shall trim around all sprinkler heads, to provide free flow of water.

Where irrigation exists, the successful bidder shall coordinate with the designated airport representative to provide for the operation of the sprinkler system immediately upon application of fertilizer. If no irrigation exists, the successful bidder shall wet down areas around trees, palms, and turf areas after the fertilizer application is complete.

O. Mulching:

All mulching shall be approved, in writing, prior to application by the designated airport representative.

Successful bidder shall notify the designated airport representative prior to the new application of mulch.

Successful bidder shall be responsible for placing and maintaining mulch beds around all trees, palms and other planted areas. At a minimum, mulch beds shall be maintained to a three foot (3') radius (6' circle) around the trunks of trees and palms. Areas planted with ground covers, and hedges, shall be completely mulched to the outer perimeter of the established bed line. Mulch shall be added to achieve a three inch (3") depth, "as needed and approved" by the designated airport representative, two (2) times yearly in January-February and July-August. Mulch shall be recycled, not harvested wood, and made entirely from the wood and bark of the Melaleuca quinquenervia tree, eucalyptus tree, cypress tree milling by-product, or mixed hardwood. The mulch shall be shredded, cleaned, sized, and aged (heated) to destroy weed seeds, pathogens, and insects. It shall not contain more than 10% (by volume) bark. Shredded pieces of mulch shall not be larger than 3/4" diameter and 1-2" inches in length. Mulch shall be free of weeds, seeds, (including Melaleuca sp. seeds), and any other organic or inorganic material. Mulch rings shall be immediately reshaped when dislodged by mowing operations.

Only bagged mulch shall be used (no bulk mulch shall be used without prior County approval). All proof of delivery shall bear official State of Florida Stamp of Inspection and Certification (Grade A). A representative bag shall be submitted to the designated airport representative for approval prior to application. No Cypress products shall be used on state roads covered under the contract. Type of mulch shall be shredded Eucalyptus, Pine Straw, or approved equal on state roads.

The use of construction wood or wooden pallets, the use of fresh-wood mulch, or the use of color dyed mulches, is prohibited.

Mulch shall be kept back two inches (2") from the trunks and stems of all planted landscape material. All mulch shall be applied in a manner that provides a uniform cover and thickness, with any mulch covering leaf surfaces being removed immediately.

Successful bidder shall ensure that shrubs, ground cover, tree rings, plant beds and all other existing mulched areas are covered with a minimum of three inches (3") of mulch at the conclusion of each and every service visit. Mulch rings shall be reshaped within twenty-four (24) hours when dislodged by mowing equipment. A new application of mulch shall be applied one (1) time per year, covering all existing mulched areas with a minimum of three inches (3") of mulch.

TECHNICAL REQUIREMENTS:**LOT #4 LANTANA AIRPORT AIRSIDE****Schedule of Services****A. Mowing:**

Successful bidder shall provide twelve (12) cuts and be responsible for mowing approximately 310 acres of airside turf and shall be cut at a height of approximately 4" – 6" inches.

B. Trimming:

All aviation signage, lighting and buildings shall be trimmed around each cut as necessary.

C. Additional Trimming:

Additional trimming if needed shall consist of mowing from the edge of pavement on runways or taxiways out twenty feet (20') in grass area (including around all lights and signage). Optional trimming is when the rest of the airfield doesn't need mowing but only lighting and signage for safety purposes is required.

D. Spraying:

Successful bidder shall also be responsible for spraying and removing weeds on the pavement surfaces as necessary with proper coordination and prior approval from the designated airport representative.

E. Fire and Ant Treatment:

Fire and ant treatment around lights, navigational aid equipment, and buildings, shall also be included on a monthly basis and as needed.

AIRPORT SAFETY AND SECURITY REQUIREMENTS

Airport safety is an extremely important element of managing and operating today's airports. Specific rules, regulations, advisory circulars and guidelines are placed upon the airport owner/operator to improve safety on airports and to protect its users, tenants, and neighbors. In the interest of safety, the successful bidder is directed to acquaint his/her employees with the provisions of the following Federal Aviation Administration Advisory Circulars:

1. 150/5370-2F "Operational Safety on Airports During Construction"
2. 150/5200-18C "Airport Safety Self-Inspection"

ENTRY INTO THE AIRFIELD

Entry shall be by gates as designated by Palm Beach County Department of Airports (PBCDOA). The successful bidder shall be responsible for gate security. No personal vehicles owned by the successful bidder's employees or subcontractor shall be allowed on the airfield at any time.

FLAGS

All vehicles operating on the airfield shall display a flashing amber light and/or an orange and white checkered flag, staff mounted, not less than three foot (3') square mounted on each vehicle. In addition all vehicles shall display their company name.

AIRPORT RULES AND REGULATIONS

The successful bidder shall be responsible for informing all employees concerning pertinent airport and Federal Aviation Administration rules and regulations. Successful bidder shall comply with all rules and directives issued by the Department of Airports. All pertinent local, state, and federal safety requirements shall be observed in the performance of their duties.

TRAINING

Palm Beach County Department of Airports shall provide annual airfield safety training for all successful bidder's employees working on the airfield. They shall attend and satisfactorily pass annual training, and shall attend any additional classes deemed necessary as a result of infractions or violations while working on the airfield.

MOTORIZED VEHICLES

Vehicular traffic shall not cross active A.O.A. (Air Operations Area) (runways, taxiways, or aircraft parking area aprons). The successful bidder shall be responsible for the actions of its employees and or subcontractors. Personnel who do not abide by airport rules and regulations are subject to termination and/or prosecution.

Motorized vehicles and equipment operating on the airfield shall not exceed ten (10) mph.

Aircraft shall have priority over all motorized vehicles and equipment.

DEBRIS

Waste and loose material capable of causing damage to aircraft shall not be placed on active A.O.A. areas.

ACCIDENTS

All accidents causing personal injury or property damage shall be reported to the appropriate public entities and PBC Department of Airports immediately.

SECURITY

The successful bidder shall be responsible for the security of his/her equipment and materials. They shall also be responsible for the security of all gates utilized.

Federal Aviation Act of 1958, Section 901, 49 USC 1371, gives the FAA authority to place a fine on any airport found to be in breach of a security requirement. The successful bidder shall reimburse the airport for the full amount of any fines placed on them due to negligence on the part of the successful bidder. Fines may be placed on the airport for such things as gate and fence damage.

AVIATION RADIO COMMUNICATION

A minimum of one (1) employee shall have a two-way working aviation radio capable of communicating and monitoring aviation radio traffic on Lantana ground control frequency 122.700 MHz, and the ability to communicate with his/her employees while working on the airfield. While Lantana Airport has no FAA tower, all aviation activity communicates via a Unicom operation.

SCHEDULING AIRSIDE CUTS

Airside maintenance, mowing and trimming shall be scheduled at least forty-eight (48) hours in advance with the designated airport representative. Scheduled and approved maintenance times for safety areas, taxiways, runways, aviation lighting and equipment shall be strictly adhered to in order to provide ample time for the Department of Airport Operations Division to coordinate with the airport fixed based operator and airmen. No airside work shall commence without scheduling and prior approval. No modifications in scheduling shall be permitted after initial approval without the designated airport representative's approval. Designated airport representative may also require advanced tentative scheduling for future airfield maintenance.

INFRACTIONS – VIOLATIONS

Failure to comply with rules and regulations can result in FAA fines and employee removal from all airside access.

PAYMENT SCHEDULE

The successful bidder shall submit invoices for processing on or after the first of the month, for the previous month's service. All services included under the contract shall be itemized on the monthly billing, including dates on which work was performed. Failure to indicate the service date may cause a rejection or delay in the processing of the payment request. There are no provisions in the contract for partial payments. **All** work shall be completed on **all** service location areas contained within an individual lot, or the entire lot may not be considered for payment. Successful bidder shall clearly indicate the date of each service visit on their invoice for payment. Invoices submitted after forty-five (45) calendar days shall not be considered for payment.

COUNTY ACCEPTANCE

Payment shall be rendered ONLY upon the County's acceptance of the completed service. Acceptance is defined as the work completed and a service ticket signed by the County representative. Invoices shall be submitted only when the service has been rendered. Invoices **shall not** be accepted for services that have not yet been rendered.

PAYMENT

Payment will be based on the unit prices offered on the response pages. Payment shall be rendered ONLY upon the County's satisfaction and acceptance of services rendered. Price shall include, but is not limited to, all labor, equipment, travel/mileage, fuel/oil, insurance, taxes, fees, transportation, suspensions or delays, mobilization, demobilization, and other facilities and services necessary to fully complete the services, as specified herein. No additional compensation shall be offered or paid.

DOCUMENTATION

The successful bidder shall provide a receipt to the using department. The receipt shall be signed by the designated airport representative or his/her designee as acknowledgment of services completed. Receipts dated in excess of one day after work has been completed may not be accepted.

If the designated airport representative or his/her designee is not available during the service, the receipt must be faxed to (561) 471-7478 within twenty-four (24) hours upon completion of the service. When work is completed on a recognized Palm Beach County holiday, the same shall apply.

**BID RESPONSE
IFB #19-067/HS**

GROUNDS MAINTENANCE AT PALM BEACH INTERNATIONAL AIRPORT (PBIA), BELVEDERE ROAD MEDIAN, AND LANTANA AIRPORT, TERM CONTRACT

LOT #1 BELVEDERE ROAD MEDIAN

ITEM NO.	DESCRIPTION	12 MONTH QUANTITY	UNIT	UNIT PRICE	TOTAL OFFER
1.	Grounds Maintenance at PBIA Belvedere Road Median, as specified herein.	29	CUT	\$ _____	\$ _____
TOTAL OFFER LOT #1:					\$ _____

LOT #2 PALM BEACH INTERNATIONAL AIRPORT PROPERTY

ITEM NO.	DESCRIPTION	12 MONTH QUANTITY	UNIT	UNIT PRICE	TOTAL OFFER
1.	Grounds Maintenance at property on Country Club Rd. between Belvedere Rd. and Cherry Rd., as specified herein.	16	CUT	\$ _____	\$ _____
2.	Grounds Maintenance at property between Military Trail, Haverhill Rd and Southern Blvd., as specified herein.	16	CUT	\$ _____	\$ _____
3.	Grounds Maintenance at property off Belvedere Rd., adjacent the median strip, as specified herein.	16	CUT	\$ _____	\$ _____
TOTAL OFFER LOT #2:					\$ _____

LOT #3 LANTANA AIRPORT LANDSIDE

ITEM NO.	DESCRIPTION	12 MONTH QUANTITY	UNIT	UNIT PRICE	TOTAL OFFER
1.	Grounds Maintenance, Landside, at Lantana Airport, as specified herein.	29	CUT	\$ _____	\$ _____
2.	Fertilization, Landside "All Lawn Areas" (Turf) 16-4-8, slow release, with micro-nutrients March and September, rate per package directions, as specified herein.	2	EA	\$ _____	\$ _____
3.	Fertilization, Landside "Hedges, Shrubs, Palms, Pines" 8-4-8, slow release, with micro-nutrients, March and September, rate per package directions, as specified herein.	2	EA	\$ _____	\$ _____
4.	Fertilization, Landside "Flowering Shrubs" 8-4-8, slow release, with micro-nutrients, March, June, September and December, rate per package directions, as specified herein.	4	EA	\$ _____	\$ _____
5.	Fertilization, Landside "All Shade Trees" 6-6-6, slow release, with micro-nutrients, March, July and December. Rate: one pound (1lb) per one inch (1") of tree trunk caliper. Measured caliper at three feet (3ft) above finish grade, as specified herein.	3	EA	\$ _____	\$ _____
6.	Mulching, Landside "All Ground Cover, Shrubs, Tree Rings, Plant Beds, And All Other Existing Mulched Areas" Pine Or Cypress Mulch. Minimum three inches (3") deep, as specified herein.	2	EA	\$ _____	\$ _____
TOTAL OFFER LOT #3:					\$ _____

All unit prices bid should be within two (2) decimal points. If vendor's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Continued...

Firm Name: _____

BID RESPONSE
IFB #19-067/HS

**GROUNDS MAINTENANCE AT PALM BEACH INTERNATIONAL AIRPORT (PBI), BELVEDERE
ROAD MEDIAN, AND LANTANA AIRPORT, TERM CONTRACT**

LOT #4 LANTANA AIRPORT AIRSIDE

ITEM NO.	DESCRIPTION	12 MONTH QUANTITY	UNIT	UNIT PRICE	TOTAL OFFER
1.	Grounds Maintenance, Airside, at Lantana Airport, as specified herein.	12	CUT	\$ _____	\$ _____
2.	Grounds Maintenance, Additional Airside Cuts, at Lantana Airport, as specified herein.	5	CUT	\$ _____	\$ _____
3.	Grounds Maintenance, Additional Airside Trimming Around Lights, at Lantana Airport, as specified herein.	10	CUT	\$ _____	\$ _____
TOTAL OFFER LOT #4:					\$ _____

All unit prices bid should be within two (2) decimal points. If vendor's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Acknowledge Site Inspection was made, per Term #9? YES/INITIAL _____
 Acknowledge Qualification of Bidders information is included, per Term #10? YES/INITIAL _____
 Acknowledge Criminal History Records Check requirement, per Term #11? YES/INITIAL _____
 Acknowledge Insurance requirements, per Term #17? YES/INITIAL _____

*** PLEASE AFFIX SIGNATURE WHERE INDICATED
 (FAILURE TO DO SO SHALL RESULT IN THE REJECTION OF YOUR BID)**

By signature on this document, bidder acknowledges and agrees that its offer includes and accepts all terms, conditions, and specifications of the County's bid solicitation as originally published, without exception, change or alteration of any kind, except as may have been published by the County in official amendments prior to this date of submittal.

Per General Term and Condition #7, if bidder is a Joint Venture for the goods/services described herein, bidder shall, upon request of Palm Beach County, provide a copy of the Joint Venture Agreement signed by all parties.

Per General Term and Condition #3n., the undersigned hereby certifies that the information set forth in General Term and Condition #3n. is true and correct to the best of my knowledge. ☐ **Check, if agreed to and acknowledged.**

Per General Term and Condition #3n., if there has been within the immediate past 4 years a final adjudicated determination in a legal or administrative proceeding in the State of Florida that the undersigned discriminated against its subcontractors, vendors, suppliers or commercial customers, then the undersigned shall attach a description of the status or resolution of that complaint, including any remedial action taken. ☐ **Check, if attachment.**

FIRM NAME: (Enter the entire legal name of the bidding entity)

DATE:

*** SIGNATURE:** _____

PRINT NAME:

PRINT TITLE:

ADDRESS: _____

CITY / STATE: _____ ZIP CODE: _____

TELEPHONE # ()

E-MAIL:

TOLL FREE # ()

FAX #: ()

APPLICABLE LICENSE(S) NUMBER # _____ TYPE: _____

FEDERAL ID # _____

ATTACHMENT 1**AFFIRMATIVE PROCUREMENT INITIATIVES (API) FOR GOODS AND OTHER SERVICES**

The API(s) approved for this project is/are listed below. Any response that fails to comply with this API requirement(s) after the period allowed for waiver requests has lapsed, shall be deemed non-responsive.

Please note that all forms related to the EBO Program, including waiver forms and good faith effort documentation can be found at: <http://discover.pbcgov.org/oebo/Pages/Documents.aspx>

SBE Price Preference - Goods and Other Services Contracts

The contract shall be awarded to the lowest responsive, responsible respondent or bidder unless a certified SBE's bid is within ten percent (10%) of the lowest non-small business bid, in which case the award shall be made to the certified small business respondent or bidder submitting the lowest responsive, responsible bid at the price that it bid.

QUALIFICATION OF BIDDERS REFERENCES FOR IFB #19-067/HS

Bidder shall list references in accordance with the requirements set forth in the Qualifications of Bidders.

REFERENCE NAME:		
ADDRESS:		
CONTACT NAME:		← This Contact must be informed that they are listed as a reference, and the County may be calling them.
CONTACT INFORMATION:	PHONE: FAX:	CELL PHONE: EMAIL:
SCOPE OF WORK:		
CONTRACT DATES:		

REFERENCE NAME:		
ADDRESS:		
CONTACT NAME:		← This Contact must be informed that they are listed as a reference, and the County may be calling them.
CONTACT INFORMATION:	PHONE: FAX:	CELL PHONE: EMAIL:
SCOPE OF WORK:		
CONTRACT DATES:		

REFERENCE NAME:		
ADDRESS:		
CONTACT NAME:		← This Contact must be informed that they are listed as a reference, and the County may be calling them.
CONTACT INFORMATION:	PHONE: FAX:	CELL PHONE: EMAIL:
SCOPE OF WORK:		
CONTRACT DATES:		

FIRM NAME: _____

CERTIFICATION OF BUSINESS LOCATION

IFB #19-067/HS

In accordance with the Palm Beach County Local Preference Ordinance, as amended, a preference may be given to: (1) bidders having a permanent place of business in Palm Beach County ("County") or (2) bidders having a permanent place of business in the Glades that are able to provide the goods and/or services to be utilized within the Glades. To receive a local preference, bidders must have a permanent place of business within the County or the Glades, as applicable, prior to the County's issuance of the solicitation. A Business Tax Receipt which is issued by the Palm Beach County Tax Collector, authorizes the bidder to provide the goods/services being solicited by the County, and will be used to verify that the bidder had a permanent place of business prior to the issuance of the solicitation. The bidder must submit this Certification of Business Location ("Certification") along with the required Business Tax Receipt at the time of bid or quote submission. The Business Tax Receipt and this Certification are the sole determinant of local preference eligibility. Errors in the completion of this Certification or failure to submit this completed Certification will cause the bidder to not receive a local preference.

In instances where the bidder is exempt by law from the requirement of obtaining a Business Tax Receipt, the bidder must: (a) provide a citation to the specific statutory exemption; and (b) provide other documentation which clearly establishes that the bidder had a permanent place of business within the County or the Glades prior to the date of issuance of the solicitation. The County hereby retains the right to contact said bidders for additional information related to this requirement after the bid/quote due date.

I. Bidder is a:

_____ Local Business: A local business has a permanent place of business in Palm Beach County.

(Please indicate):

_____ Headquarters located in Palm Beach County
 _____ Permanent office or other site located in Palm Beach County from which a vendor will produce a substantial portion of the goods or services.

_____ Glades Business: A Glades business has a permanent place of business in the Glades.

(Please indicate):

_____ Headquarters located in the Glades
 _____ Permanent office or other site located in the Glades from which a vendor will produce a substantial portion of the goods or services.

II. The attached copy of bidder's County Business Tax Receipt verifies bidder's permanent place of business.

THIS CERTIFICATION is submitted by _____, as
 (Name of Individual)

_____, of _____
 (Title/Position) (Firm Name of Bidder)

who hereby certifies that the information stated above is true and correct and that the County Business Tax Receipt is a true and correct copy of the original. Further, it is hereby acknowledged that any misrepresentation by the bidder on this Certification will be considered an unethical business practice and be grounds for sanctions against future County business with the bidder.

 (Signature)

 (Date)

DRUG-FREE WORKPLACE CERTIFICATION
IFB #19-067/HS

IDENTICAL TIE BIDS/QUOTES - In accordance with Section 287.087, F.S., a preference shall be given to vendors submitting with their bids/quotes the following certification that they have implemented a drug-free workplace program which meets the requirements of Section 287.087; provided, however, that any preference given pursuant to Section 287.087, shall be made in conformity with the requirements pursuant to the Palm Beach County Code, Chapter 2, Article III, Sections 2-80.21 thru 2-80.34. In the event tie bids/quotes are received from vendors who have not submitted with their bids/quotes a completed Drug-Free Workplace Certification form, the award will be made in accordance with Palm Beach County's purchasing procedures pertaining to tie bids/quotes.

This Drug-Free Workplace Certification form must be executed and returned with the attached bid/quote, and received on or before the published bid/quote submission deadline to be considered. The failure to execute and/or return this certification shall not cause any bid/quote to be deemed non-responsive.

Whenever two (2) or more bids/quotes which are equal with respect to price, quality, and service are received by Palm Beach County for the procurement of commodities or contractual services, a bid/quote received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
- (4) In the statement specified in number (1), notify the 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, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

THIS CERTIFICATION is submitted by _____ the
(Individual's Name)

(Title/Position with Company/Vendor) of _____
(Name of Company/Vendor)

who does hereby certify that said Company/Vendor has implemented a drug-free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Signature

Date

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: _____

SOLICITATION/PROJECT/BID No.: _____

NAME OF PRIME RESPONDENT/BIDDER: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE NO.: _____ E-MAIL: _____

SOLICITATION OPENING/SUBMITTAL DATE: _____

DEPARTMENT: _____

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE **PRIME CONTRACTOR/CONSULTANT** ON THIS PROJECT.
PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK					Other (Please Specify)
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian		
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	

(Please use additional sheets if necessary)

Total _____

Total Bid Price \$ _____

Total SBE - M/WBE Participation _____

I hereby certify that the above information is accurate to the best of my knowledge: _____

Signature

Title

- Note:
1. The amount listed on this form for a Subcontractor/Subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 2. Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
 3. Modification of this form is not permitted and will be rejected upon submittal.

Revised 02/28/2019

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/Consultant and a Subcontractor/Subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/Subconsultants, including any tiered Subcontractors/Subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: _____

SOLICITATION/PROJECT NAME: _____

Name of Prime: _____

(Check box(es) that apply)

☐ SBE ☐ WBE ☐ MBE ☐ M/WBE ☐ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): _____

The undersigned affirms they are the following (select one from each column):

Column 1

Column 2

☐ Male ☐ Female ☐ African-American/Black ☐ Asian American ☐ Caucasian American ☐ Hispanic American ☐ Native American

S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage

The undersigned Subcontractor/Subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: _____

If the undersigned intends to subcontract any portion of this work to another Subcontractor/Subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/Subconsultant Price or Percentage: _____

 Print Name of Prime

 Print Name of Subcontractor/Subconsultant

By: _____

Authorized Signature

By: _____

Authorized Signature

 Print Name

 Print Name

 Title

 Title

Date: _____

Date: _____

OEBO SCHEDULE 3 SUBCONTRACTOR ACTIVITY FORM

SUBCONTRACTOR ACTIVITY FOR MONTH ENDING _____ PROJECT # _____

PROJECT NAME _____

PRIME CONTRACTOR NAME _____

PROJECT SUPERVISOR _____

Schedule 3 is used to show the monthly payment activity for work performed by each Subcontractor on the project and in conformity with the Subcontractor(s) submitted on Schedule 2. It also shows approved change orders as they impact all Subcontractors. Schedule 3 is to be submitted by the Prime Contractor with each payment request to Palm Beach County. In the Subcontracting Information section, list the name(s) of each Subcontractor, including each S/M/WBE subcontractor on the project and the total contracted amount for each Subcontractor on the project. As the project proceeds, please complete each column under the Subcontractor Information section. If a subcontractor is an S/M/WBE, please check the appropriate categories applicable.

SUBCONTRACTING INFORMATION								Subcontractor Category (check all applicable)						
Name of Subcontractor(s)	Total Contract Amount	Approved Change Orders	Revised Contract Amount	Amount drawn for Sub this Period	Amount drawn for Sub to Date	Amount Paid to Date for Subcontractor	Actual Starting Date	Minority/ Women Business (√)	Small Business (√)	Black (√)	Hispanic (√)	Women (√)	Caucasian (√)	Other (Please Specify) (√)

Additional Sheets May Be Used As Necessary

I hereby certify that the above information is accurate to the best of my knowledge _____
(Signature)
(Title)

NOTE: Firms may be certified as an SBE and/or an M/WBE. If firms are certified as both an SBE and M/WBE, the dollar amount will not be counted twice.

OEBO SCHEDULE 4 – SUBCONTRACTOR/SUBCONSULTANT PAYMENT CERTIFICATION

A properly executed Schedule 4 shall be submitted for each Subcontractor/Subconsultant after receipt of payment from the Prime. The Prime shall submit this form with each payment application or invoice submitted to the County when the COUNTY has paid the Prime on the previous payment application for services provided by a Subcontractor/Subconsultant. All named Subcontractors/Subconsultants on this form must also complete and submit a separate Schedule 4 after receipt of payment. If the Prime is an S/M/WBE, completion of a Schedule 4 is also required to document all portions of work performed by their work force. **A completed release of lien form can be submitted in lieu of a Schedule 4.**

This is to certify
that _____ received a
(Subcontractor/Subconsultant Name)

(Monthly) or (Final) payment of \$ _____ . _____ for _____ Drawn
(Month)

On _____ from _____
MM DD YYYY (Prime Contractor Name)

for labor and/or materials used on _____ / _____
(Project Name) (Work/Task Order/Project Number)

DEPT.: _____ PROJECT NO.: _____

PRIME CONTRACTOR/CONSULTANT VENDOR CODE: _____

SUBCONTRACTOR/SUBCONSULTANT VENDOR CODE: _____

If the undersigned intends to distribute any portion of this payment to another Subcontractor/Subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 4.

Price or Percentage: _____
Name of 2nd/3rd tier Subcontractor/Subconsultant _____

By: _____
(Signature of Subcontractor/Subconsultant) (Name & Title of Person executing on behalf of Subcontractor/Subconsultant)

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____

By: _____

Notary Public, State of Florida

Print, Type or Stamp Commissioned Name of Notary

Personally Known _____ OR Produced Identification _____ Type of Identification _____

ATTACHMENT "A"

PBIA PROPERTY ON COUNTRY CLUB ROAD BETWEEN BELVEDERE ROAD AND CHERRY ROAD



ATTACHMENT "B"

PBIA PROPERTY BETWEEN MILITARY TRAIL, HAVERHILL, AND SOUTHERN BOULEVARD



ATTACHMENT "C"

PBIA PROPERTY OFF BELVEDERE ROAD ADJACENT TO THE MEDIAN STRIP



ATTACHMENT "D"
SITE INSPECTION REPORT

DATE: _____ **VENDOR NAME:** _____ **DATE OF SERVICE:** _____

CONTRACT EVALUATOR: _____

LANDSCAPING	COMPLETED	NOT COMPLETED	COMMENTS
Adherence to Mowing Schedule			
Turf Height & Condition			
Trimming			
Pruning of Landscape Plants			
Edging			
Grass Clippings			
Blow or Vacuum Curbs			
Removal of all Trash, Litter & Debris			
PEST MANAGEMENT	COMPLETED	NOT COMPLETED	COMMENTS
Weed Control Planted Area			
Weed Control Non-Planted Areas			
Removal of Plant Material			
Debris Removal/Trash/Litter			
Wildlife & Native Plant Life			
Preservation/Natural Area			
IRRIGATION	COMPLETED	NOT COMPLETED	COMMENTS
Operating Condition			
Trim Around Sprinkler Heads			
FERTILIZER AS NEEDED	COMPLETED	NOT COMPLETED	COMMENTS
Two times per year			
MULCHING AS NEEDED	COMPLETED	NOT COMPLETED	COMMENTS
One time per year			

General Comments:



AMENDMENT #1

Dated: July 26, 2019

PALM BEACH COUNTY PURCHASING DEPARTMENT
50 SOUTH MILITARY TRAIL, SUITE 110
WEST PALM BEACH, FLORIDA 33415-3199

IFB #: 19-067/HS

TITLE: GROUNDS MAINTENANCE AT PALM BEACH INTERNATIONAL AIRPORT (PBIA),
BELVEDERE ROAD MEDIAN, AND LANTANA AIRPORT, TERM CONTRACT

SUBMISSION

DATE: AUGUST 22, 2019

**REPLACE EXISTING BID RESPONSE PAGE 25, WITH THE
ATTACHED REVISED BID RESPONSE PAGES 25 and 25a.**

NOTE:

Please acknowledge receipt of this amendment by signing and returning with your response. **Failure to return the completed, Revised Bid Response page(s) shall result in rejection of your bid.**

COMPANY NAME

Holly Skeen

HOLLY SKEEN, BUYER

SIGNATURE / DATE

Tammy Smith

TAMMY SMITH, PURCHASING MANAGER

****REVISED 7-26-19******BID RESPONSE****IFB #19-067/HS****GROUNDS MAINTENANCE AT PALM BEACH INTERNATIONAL AIRPORT (PBIA), BELVEDERE ROAD MEDIAN, AND LANTANA AIRPORT, TERM CONTRACT****LOT #1 BELVEDERE ROAD MEDIAN**

ITEM NO.	DESCRIPTION	12 MONTH QUANTITY	UNIT	UNIT PRICE	TOTAL OFFER
1.	Grounds Maintenance at PBIA Belvedere Road Median, as specified herein.	29	CUT	\$ _____	\$ _____
2.	Fertilization, "All Lawn Areas" (Turf) 16-4-8, slow release, with micro-nutrients March and September, rate per package directions, as specified herein.	2	EA	\$ _____	\$ _____
3.	Fertilization, "Hedges, Shrubs, Palms, Pines" 8-4-8, slow release, with micro-nutrients, March and September, rate per package directions, as specified herein.	2	EA	\$ _____	\$ _____
4.	Fertilization, "Flowering Shrubs" 8-4-8, slow release, with micro-nutrients, March, June, September and December, rate per package directions, as specified herein.	4	EA	\$ _____	\$ _____
5.	Fertilization, "All Shade Trees" 6-6-6, slow release, with micro-nutrients, March, July and December. Rate: one pound (1lb) per one inch (1") of tree trunk caliper. Measured caliper at three feet (3ft) above finish grade, as specified herein.	3	EA	\$ _____	\$ _____
TOTAL OFFER LOT #1:					\$ _____

LOT #2 PALM BEACH INTERNATIONAL AIRPORT PROPERTY

ITEM NO.	DESCRIPTION	12 MONTH QUANTITY	UNIT	UNIT PRICE	TOTAL OFFER
1.	Grounds Maintenance at property on Country Club Rd. between Belvedere Rd. and Cherry Rd., as specified herein.	16	CUT	\$ _____	\$ _____
2.	Grounds Maintenance at property between Military Trail, Haverhill Rd and Southern Blvd., as specified herein.	16	CUT	\$ _____	\$ _____
3.	Grounds Maintenance at property off Belvedere Rd., adjacent the median strip, as specified herein.	16	CUT	\$ _____	\$ _____
TOTAL OFFER LOT #2:					\$ _____

Continued...

Firm Name: _____

****REVISED 7-26-19******BID RESPONSE****IFB #19-067/HS****GROUND MAINTENANCE AT PALM BEACH INTERNATIONAL AIRPORT (PBIA), BELVEDERE ROAD MEDIAN, AND LANTANA AIRPORT, TERM CONTRACT****LOT #3 LANTANA AIRPORT LANDSIDE**

ITEM NO.	DESCRIPTION	12 MONTH QUANTITY	UNIT	UNIT PRICE	TOTAL OFFER
1.	Grounds Maintenance, Landside, at Lantana Airport, as specified herein.	29	CUT	\$ _____	\$ _____
2.	Fertilization, Landside "All Lawn Areas" (Turf) 16-4-8, slow release, with micro-nutrients March and September, rate per package directions, as specified herein.	2	EA	\$ _____	\$ _____
3.	Fertilization, Landside "Hedges, Shrubs, Palms, Pines" 8-4-8, slow release, with micro-nutrients, March and September, rate per package directions, as specified herein.	2	EA	\$ _____	\$ _____
4.	Fertilization, Landside "Flowering Shrubs" 8-4-8, slow release, with micro-nutrients, March, June, September and December, rate per package directions, as specified herein.	4	EA	\$ _____	\$ _____
5.	Fertilization, Landside "All Shade Trees" 6-6-6, slow release, with micro-nutrients, March, July and December. Rate: one pound (1lb) per one inch (1") of tree trunk caliper. Measured caliper at three feet (3ft) above finish grade, as specified herein.	3	EA	\$ _____	\$ _____
6.	Mulching, Landside "All Ground Cover, Shrubs, Tree Rings, Plant Beds, And All Other Existing Mulched Areas" Pine Or Cypress Mulch. Minimum three inches (3") deep, as specified herein.	2	EA	\$ _____	\$ _____
TOTAL OFFER LOT #3:					\$ _____

All unit prices bid should be within two (2) decimal points. If vendor's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Continued...

Firm Name: _____

ISSUE DATE: May 16, 2022

Lead Dept: 120

TO: SHAWNA LAROSE
AirportsFROM: Colleen Cardillo
Purchasing Department

IMPORTANT

FAILURE TO RESPOND TO THIS NOTICE
MAY IMPACT YOUR ABILITY TO PROCURE
THE REFERENCED GOODS AND/OR
SERVICES

RE: RENEW/RESOLICIT TERM CONTRACT: CMA 680 19067B

Please review your upcoming requirements regarding the above referenced contract, complete this form, provide supporting documentation as applicable, and return no later than: **Wednesday, June 29, 2022**

On **11/3/2022**, this contract for, **GROUND MAINT, BELV RD MEDIAN & AIRPORT PROPERTIES (PBIA)** will expire. The Anticipated Usage for the renewal or new contract term **MUST** be indicated below. Additional Departments / Divisions may be listed manually.

The threshold amount of the original contract was **\$105,000.00**, which **may** be inclusive of **all** user departments. Please note that justification is required for **all** ANTICIPATED USAGE amounts.

AUTHORIZED DEPT / UNIT	DEPARTMENT/DIVISION	ANTICIPATED USAGE FOR 12 MONTHS
---------------------------	---------------------	---------------------------------------

120 2280 Maintenance Indirect

\$

DEPARTMENT TOTAL:

\$ 140,000.00

LIST ALL BUDGET LINES:

4100-120-2340-4605

USER DEPARTMENT SHALL CHECK THE FOLLOWING AS APPLICABLE:

- ☐ Exempt from EBO Ordinance. See PPM CW-O-043 Attachment 2 & Specify Exemption: _____
- ☐ Federal Funded Solicitation. Forms Required.
- ☒ EXERCISE RENEWAL Option. See Below *
- ☐ RESOLICIT with changes/additions/deletions. (Use current contract/solicitation to mark changes). See Below *
- ☐ DO NOT RENEW and provide reason in comments below. See Below *
- * With this Form K, Department shall complete & submit to Purchasing: (i) The OEBO Memo approving/denying Waiver of API(s) and (ii) if waiver is denied, a GSC Project Summary Worksheet with API Recommendation(s).

PROVIDE JUSTIFICATION FOR THE REQUESTED ANTICIPATED USAGE, REASON FOR NOT RENEWING, OR OTHER COMMENTS AS APPLICABLE:

USED TO MAINTAIN GROUND ON AND ADJACENT TO PBIA AND LANATANA AIRPORT

06/29/22

Authorized Department Signature

Date

PURCHASING USE ONLY:

CMA 680 19067B

<input checked="" type="checkbox"/>	NO RENEWAL OPTIONS REMAIN. Attached is a copy of the current contract/solicitation. RENEWAL OPTIONS REMAINING <u>2</u> , PER TERM # _____
Special Notes or Instructions	

**ALL FORMS RECEIVED AFTER THE SPECIFIED DUE DATE SHALL BE REVIEWED
BY THE COUNTY ADMINISTRATOR**