

**Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Be sure to include the name of the company submitting the bid where requested.**

**SEALED BID • DO NOT OPEN**

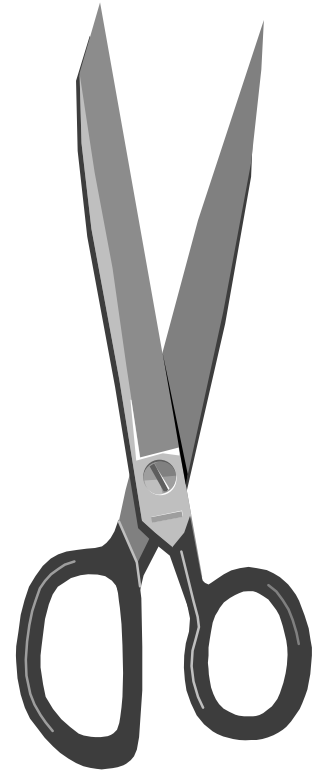
SEALED BID NO.: 067-0137-B (SS)

BID TITLE: SERVICES – LANDSCAPE AND  
GROUNDS MAINTENANCE,  
NEIGHBORHOOD PARKS

DUE DATE/TIME: January 9, 2007 @ 3:00 p.m.


SUBMITTED BY: \_\_\_\_\_  
(Name of Company)

DELIVER TO: PURCHASING DEPARTMENT  
Board of County Commissioners  
Annex Building –6<sup>th</sup> Floor  
400 South Fort Harrison Avenue  
Clearwater, FL 33756



***Please Note:***

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same Web site, [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase), from which you obtained this bid. Before submitting your bid/proposal you should check our Web site to download any addenda that may have been issued. Please remember to sign and return addendum acknowledgement form with completed bid package if applicable.

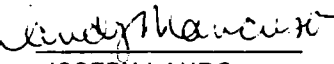
<b>SUBMIT BID TO:</b> Pinellas County Board of County Commissioners Purchasing Department 400 South Ft. Harrison, Sixth Floor Clearwater, Florida 33756	<h1>INVITATION TO BID</h1> <p>PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS</p>	
<b>BID TITLE:</b> SERVICES – LANDSCAPE AND GROUNDS MAINTENANCE, NEIGHBORHOOD PARKS  <b>PRE-BID CONFERENCE:</b> A Non-Mandatory pre-bid conference will be held at 9:30 a.m., on December 19, 2006 at the Purchasing Department Conference Room, 5 <sup>th</sup> Floor, Annex Building, 400 South Fort Harrison Avenue, Clearwater, Florida	<b>BID NO.:</b> 067-0137-B (SS)  <a href="http://www.pinellascounty.org">www.pinellascounty.org</a>	
	<b>BID SUBMITTAL IS DUE:</b> <u>January 9, 2007 @ 3:00 P.M.</u> AND MAY NOT BE WITHDRAWN FOR 120 DAYS AFTER SUCH DATE AND TIME  <b>DEADLINE FOR WRITTEN QUESTIONS:</b> <u>December 29, 2006</u> by 3:00 P.M. MUST BE SUBMITTED TO SUE STEELE, CPPB AT <a href="mailto:sssteel@pinellascounty.org">sssteel@pinellascounty.org</a>  <b>PHONE:</b> 727-464-3311 <b>FAX</b> 727/464-3925	<b>ISSUE DATE</b>  December 8, 2006

## COMMISSIONERS

KENNETH T. WELCH - CHAIRMAN  
 RONNIE DUNCAN - VICE CHAIRMAN  
 CALVIN D. HARRIS  
 SUSAN LATVALA  
 JOHN MORRONI  
 KAREN WILLIAMS SEEL  
 ROBERT B. STEWART

THE MISSION OF PINELLAS COUNTY

Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow.

  
 JOSEPH LAURO  
 CPPO/CPPB  
 Director of Purchasing

## SECTION A

## GENERAL CONDITIONS OF INVITATION TO BID

1. PREPARATION OF BID:

Bid will be prepared in accordance with the following:

- (a) Our enclosed Bid Summary is to be used in submitting your bid.
- (b) All information required by the Bid Summary shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which an entry is made.
- (c) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
- (d) Alternate bids will not be considered unless authorized by the Invitation to Bid.
- (e) Proposed delivery time must be shown and shall include Sundays and holidays.
- (f) Bidders will not include federal taxes nor State of Florida sales, excise, and use taxes in bid prices, as the County is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
- (g) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- (h) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. Plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will not be accepted as a basis for varying the requirements of the County or the compensation to the vendor.
- (i) Bidders are advised that all County Contracts are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.

**SECTION A - GENERAL CONDITIONS - CONTINUED****2. DESCRIPTION OF SUPPLIES:**

- (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for all brands which meet the quality of the specifications listed for any items.
- (b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.
- (c) Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.

**3. SUBMISSION OF BID:**

- (a) Bids or proposals shall be submitted utilizing recycled paper copied on both sides' wherever possible. Failure to comply could result in the bid or proposal being rejected.
- (b) Bid and changes thereto shall be enclosed in sealed envelopes addressed to the Purchasing Department, Pinellas County. The name and address of the bidder, the date and hour of the bid submittal and the material or service bid on shall be placed on the outside of the envelope.
- (c) Bid must be submitted on the forms furnished. Electronic/facsimile bids will not be considered. The County reserves the right to modify the Bid Proposal by electronic/facsimile notice provided such notice is received prior to the time and date set for the bid submittal.

**4. REJECTION OF BID:**

- (a) The County may reject a bid if:
  - 1. The bidder misstates or conceals any material fact in the bid.
  - 2. The bid does not strictly conform to the law or requirements of bid.
  - 3. The bid is conditional, except that the bidder may qualify his bid for acceptance by the County on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which the bid was invited.
- (b) The County may, however, reject all bids whenever it is deemed in the best interest of the County to do so, and may reject any part of a bid unless the bid has been qualified as provided in 4(a) 3. The County may also waive any minor informalities or irregularities in any bid.

**5. WITHDRAWAL OF BID:**

- (a) Bid may not be withdrawn after the time set for the bid submittal for a period of time as specified.
- (b) Bid may be withdrawn prior to the time set for the bid submittal. Such request must be in writing.

**6. LATE BID OR MODIFICATIONS:**

- (a) Bid and modifications received after the time set for the bid submittal will not be considered.
- (b) Modifications in writing received prior to the time set for the bid submittal will be accepted.

**7. PUBLIC REVIEW AT BID OPENING: Bids will be opened immediately after the bid submittal date and time (3:00 PM) by the Pinellas County Purchasing Department, 400 South Fort Harrison Avenue, Annex Building, 6th Floor, Clearwater, FL 33756. The public may attend the bid opening, but may not immediately review any bids submitted. The names of respondents and their bids amounts will be read aloud at the time of opening. Pursuant to Florida Statute, Section 119.07(3)(m), all bids submitted shall be subject to review as public records 10 days from opening, or earlier if an intended decision is reached before the ten day period expires.****8. AWARD OF CONTRACT:**

- (a) The contract will be awarded to the lowest responsive, responsible bidder whose bid, conforming to the Invitation to Bid, is most advantageous to Pinellas County, price and other factors considered. For Invitation to Bid for Sale of Real or Surplus Property, award will be made to the highest and most advantageous bid including price and other factors considered.
- (b) The County reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies his bid by specified limitations. Re Par. 4(a) 3.
- (c) If two or more bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to one vendor by drawing lots in public.
- (d) Prices quoted must be FOB Pinellas County with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- (e) A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful bidder, shall result in a binding contract without further action by either party.

**SECTION A - GENERAL CONDITIONS - CONTINUED**

9. **BIDS FROM RELATED PARTIES OR MULTIPLE BIDS RECEIVED FROM ONE VENDOR:** Where two (2) or more related parties each submit a bid or proposal or multiple bids are received from one (1) vendor, for any contract, such bids or proposals shall be judged non-responsive. Related parties mean bidders or proposers or the principles thereof, which have a direct or indirect ownership interest in another bidder or proposer for the same contract or in which a parent company or the principles thereof of one (1) bidder or proposer have a direct or indirect ownership interest in another bidder or proposer for the same contract.
10. **LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:** The laws of the State of Florida apply to any purchase made under this Invitation to Bid. Bidders shall comply with all local, state, and federal directives, orders and laws including, but not limited to, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and OSHA.
11. **PROVISION FOR OTHER AGENCIES:** Unless otherwise stipulated by the bidder, the bidder agrees to make available to all Government agencies, departments, and municipalities the bid prices submitted in accordance with said bid terms and conditions therein, should any said governmental entity desire to buy under this proposal. Eligible Users shall mean all state of Florida agencies, the legislative and judicial branches, political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the contract.
12. **COLLUSION:** The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".
13. **CONTRACTOR LICENSE REQUIREMENT:** All contractors performing construction and related work in Pinellas County must comply with our regulatory legislation, Chapter 75-489, Laws of Florida, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any bid and/or contract award.
14. **BID TABULATION INQUIRIES:** Inquiries relating to the results of this bid, prior to the official bid award by the Pinellas County Board of County Commissioners may be made by visiting the Pinellas County Purchasing Office. Telephone inquiries will be acknowledged after fourteen (14) days from the date of the bid opening. IF A TABULATION OF BIDS IS DESIRED, PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WHEN SUBMITTING BID PROPOSAL. IF MORE CONVENIENT, TABULATIONS ARE AVAILABLE FOR PICK-UP AFTER FINAL AWARD.
15. **MATERIAL SAFETY DATA SHEETS REQUIREMENTS:** If any chemicals, materials, or products containing toxic substances, in accordance with OSHA Hazardous Communications Standards, are contained in the products purchased by the County as a result of this bid, the successful bidder shall provide a Material Safety Data Sheet at the time of each delivery.
16. **RIGHT TO AUDIT:** Pinellas County reserves the privilege of auditing a vendor's records as such records relate to purchases between Pinellas County and said vendor. Such audit privilege is provided for within the text of the Pinellas County Code §2-156 through §2-176(j). Records should be maintained for three (3) years from the date of final payment.
17. **STATEMENT RELATIVE TO "PUBLIC ENTITY CRIMES":** The contractor is directed to the Florida Public Entity Crime Act, §287.133, Florida Statutes, and the County's requirement that the successful bidder comply with it in all respects prior to and during the term of this contract.
18. **MULTIPLE COPIES:** Unless otherwise specified, responses to an Invitation to Bid or Request for Proposal (RFP) should be submitted in duplicate.

## SECTION A - GENERAL CONDITIONS - CONTINUED

19. **COUNTY INDEMNIFICATION:**

- a) The first ten dollars (\$10) of compensation received by the contractor pursuant to this contract represents specific consideration for the following indemnification: contractor shall indemnify, pay the cost of defense, including attorneys' fees, and hold harmless the County from all suits, actions or claims of any character brought on account of any injuries or damages received or sustained by any person, persons or property by or from the said contractor; or by, or in consequence of any neglect in safeguarding the work; or through the use of unacceptable materials in the construction of improvements; or by, or on account of any act or omission, neglect or misconduct of the said contractor; or by, or on account of, any claim or amounts recovered under the "Workers' Compensation Law" or of any other laws, by-laws, ordinance, order or decree, except only such injury or damage as shall have been occasioned by the sole negligence of the County.
- b. The successful bidder(s) agrees to indemnify the County and hold it harmless from and against all claims, liability, loss, damage or expense, including counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon, with respect to the goods or any part thereof covered by this order, and such obligation shall survive acceptance of the goods and payment thereof by the County.

20. **VARIANCE FROM STANDARD TERMS & CONDITIONS:** All standard terms and conditions stated in Section A apply to this contract except as specifically stated in the subsequent sections of the document, which take precedence over Section A, and should be fully understood by bidders prior to submitting a bid on this requirement.

21. **ADA REQUIREMENT FOR PUBLIC NOTICES:** Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 727/464-4062 (voice/tdd) fax 727/464-4157, not later than seven days prior to the proceeding.

22. **"OR EQUAL" DETERMINATION:** Where bidding other than specified, the determination of equivalency will be at the sole discretion of Pinellas County and its specialized personnel.

23. **CERTIFICATE OF INSURANCE:** The contractor must provide a Certificate of Insurance in accordance with Insurance Requirements, Section C, prior to issuance of Purchase Order or commencement of any work hereunder.

24. **PROCUREMENT POLICY FOR RECYCLED MATERIALS:**

Pinellas County wishes to encourage its bidders to use recycled products in fulfilling contractual obligations to the County and that such a policy will serve as a model for other public entities and private sector companies.

When awarding a purchase of \$5000 or less, or recommending a purchase in excess of \$5000 for products, materials, or services, the Director of Purchasing may allow a preference to a responsive bidder who certifies that their product or material contains the greatest percentage of postconsumer material. If they are bidding on paper products they must certify that their materials and/or products contain at least the content recommended by the EPA guidelines.

On all bids over fifty thousand dollars (\$50,000) and formal quotes under fifty thousand dollars (\$50,000), or as required by law, the Director of Purchasing shall require vendors to specify which products have recycled materials, what percentage or amount is postconsumer material, and to provide certification of the percentages of recycled materials used in the manufacture of goods and commodities procured by the County.

Price preference is not the preferred practice the County wishes to employ in meeting the goals of this resolution. If a price preference is deemed to serve the best interest of the County and further supports the purchase of recycled materials, the Director of Purchasing will make a recommendation that a price preference be allowed up to an amount not to exceed 10% above the lowest complying bid received.

**DEFINITIONS:**

**Recovered Materials:** Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.

**Recycled Materials:** Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrape purchased from another manufacturer and used in the same or a closely related product.

**Postconsumer Materials:** Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

## SECTION A - GENERAL CONDITIONS - CONTINUED

**25. ASBESTOS MATERIALS:**

The contractor shall perform all work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58. Additionally, the contractor shall be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances.

The County shall be responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful contractor. The County will furnish a copy of the asbestos survey to the successful bidder. The contractor must keep this copy on site at all times during the actual demolition.

**26. PAYMENT/INVOICES:** The bidder must specify on the Bid Summary form exactly the company name and address which must be the same as invoices submitted for payment as a result of award of this bid. Further, the successful bidder is responsible for immediately notifying the Purchasing Department of any company name change, which would cause invoicing to change from the name used at the time of the original bid. Payment will be made, in arrears, in accordance with Fla. Stat. § 218.70, et. seq., the Local Government Prompt Payment Act.

**27. CANCELLATION:**

(a) Pinellas County reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the contractor in writing of the intention to cancel or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.

(b) Failure of the contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Pinellas County.

(c) In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the vendor of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

(d) In addition to all other legal remedies available to Pinellas County, Pinellas County reserves the right to cancel and obtain from another source, any items which have not been delivered within the period of time stated in proposal, or if no such time is stated, within a reasonable period of time from the date of order as determined by Pinellas County.

**28. BIDDER CAPABILITY/REFERENCES:** Prior to contract award, any bidder may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the County. Bidders must furnish a reference list of at least four (4) customers for whom they have performed similar services (SEE SECTION D)

**29. DELIVERY/CLAIMS:** Prices quoted shall be F.O.B. Destination, FREIGHT INCLUDED and unloaded to location(s) within Pinellas County. Actual delivery address(es) shall be identified at time of order. Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items

**30. MATERIAL QUALITY:** All materials purchased and delivered against this contract will be of first quality and not damaged and/or factory seconds. Any materials damaged or not in first quality condition upon receipt will be exchanged within twenty-four (24) hours of notice to the Contractor at no charge to the County.

**31. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS:** No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this bid/proposal must be sent in writing (mail or fax) to the Purchasing Department and received by the date specified in Section A. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the bid/proposal. All such addenda shall become part of the contract documents. The County will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract. The Purchasing Department will be unable to respond to questions received after the specified time frame.

**32. ASSIGNMENT/SUBCONTRACTING/CORPORATE ACQUISITIONS AND/OR MERGERS:** The Contractor shall perform this contract. If a bidder intends to subcontract a portion of this work, the bidder must disclose that intent in the bid. No assignment or subcontracting shall be allowed without prior written consent of the County. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the County within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the County, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the County awarding a bid to a bidder, which has disclosed its intent to assign or subcontract in its response to the ITB, without exception shall constitute approval for purposes of this Agreement.

## SECTION A - GENERAL CONDITIONS - CONTINUED

33. **EXCEPTIONS:** Contractor is advised that if it wishes to take exception to any of the terms contained in this Bid or the attached service agreement it must identify the term and the exception in its response to the Bid. Failure to do so may lead County to declare any such term non-negotiable. Contractor's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.
34. **NON-EXCLUSIVE CONTRACT:** Award of this Contract shall impose no obligation on the County to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest. In the case of multiple-term contracts, this provision shall apply separately to each term.
35. **LOBBYING:** Lobbying of Evaluation Committee members, Pinellas County Government employees, or elected officials regarding request for proposals, request for qualifications, bids or contracts, during the pendency of bid protest, by the bidder/proposer/protestor or any member of the bidder's/proposer's/protestor's staff, an agent of the bidder/proposer/protestor, or any person employed by any legal entity affiliated with or representing an organization that is responding to the request for proposal, request for qualification, bid or contract, or has a pending bid protest is strictly prohibited either upon advertisement or on a date established by the Board of County Commissioners and shall be prohibited until either an award is final or the protest is finally resolved by the County Administrator or Purchasing Director; provided, however, nothing herein shall prohibit a prospective bidder/proposer from contacting the Purchasing Department to address situations such as clarification and/or questions related to the procurement process. For purposes of this provision lobbying activities shall include but not be limited to, influencing or attempting to influence action or non-action in connection with any request for proposal, request for qualification, bid or contract through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such actions may cause any request for proposal, request for qualification, bid or contract to be rejected.
36. **ADDITIONAL REQUIREMENTS:** The County reserves the right to request additional goods or services relating to this Agreement from the Contractor. When approved by the County as an amendment to this Agreement and authorized in writing, the Contractor shall provide such additional requirements as may become necessary.
37. **ADD/DELETE LOCATIONS SERVICES:** The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the contractor(s) will be required to provide services to this contract in accordance with the terms, conditions, and specifications.
38. **PROTEST PROCEDURE:**  
As per Section 2-162 of County Code
1.
    - (a) *Bid/Proposal protests.* Any actual or prospective bidder, proposer, who is allegedly aggrieved in connection with the issuance of a bid/proposal package or pending award of a contract may protest to the director of purchasing.
    - (b) *Posting.* The purchasing department shall post the formal award on the departmental website. The formal award shall be publicly posted on the purchasing department's website no less than three full business days after the decision to recommend the award to the bidder/proposer is made.
    - (c) *Requirements to Protest.*
      - (1) If the protest relates to the content of the bid/proposal package, a formal written protest must be filed no later than 5:00 p.m. on the fifth full business day after issuance of the bid/proposal package.
      - (2) If the protest relates to the award of a contract, a formal written protest must be filed no later than 5:00 p.m., on the fifth business day after posting of either the contract award recommendation or the contract award itself. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.

## SECTION A - GENERAL CONDITIONS - CONTINUED

**PROTEST PROCEDURE - Continued**

(3) A formal written protest is considered filed with the county when the Purchasing Department, County Administrator, or County Commission receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the bidder/proposer.

(d) Sole remedy. These procedures shall be the sole remedy for challenging an award of bid. Bidder/proposers are prohibited from attempts to influence, persuade, or promote a bid protest through any other channels or means. Such attempts shall be cause for suspension in accordance with 2-161(b) of this article.

(e) Time Limits. The time limits in which protests must be filed as specified herein may be altered by specific provisions in the Bid/Request for Proposal.

(f) Authority to resolve. The Director of Purchasing shall resolve the protest in a fair and equitable manner and shall render a written decision to the protestant no later than 5:00 p.m. on the fifth business day after the filing thereof.

(g) Review of Purchasing Director's decision.

(1) The protesting party may request a review of the Purchasing Director's decision to the County Administrator by delivering written request for review of the decision to the Director of Purchasing by 5:00 p.m. on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the bidder/proposer deems relevant to the issues raised in the request for review.

(2) If it is determined that the solicitation or award is in violation of law or the regulations and internal procedures of the purchasing department, the County Administrator shall immediately cancel or revise the solicitation or award as deem appropriate.

(3) If it is determined that the solicitation or award should be upheld, the County Administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party and all substantially affected persons or businesses no later than 5:00 p.m., on the fifth full business day. The decision shall be final and conclusive as to the county unless any further action is taken or a party commences action in court.

(4) Stay of Procurement During Protests. There shall be no stay of procurement during protests.

39. **INTEGRITY OF BID DOCUMENTS**

Bidders shall use the original Bid Form(s) provided by the Purchasing Department and enter information only in the spaces where a response is requested. Bidders may use an attachment as an *addendum* to the Bid Form(s) if sufficient space is not available on the original form for the bidder to enter a complete response. **Any modifications or alterations to the original bid documents by the bidder, whether intentional or otherwise, will constitute grounds for rejection of a bid.** Any such modifications or alterations a bidder wishes to propose must be clearly stated in the bidder's proposal response and presented in the form of an addendum to the original bid documents.

40. **PUBLIC EMERGENCIES:**

It is hereby made a part of this bid that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that Pinellas County shall require a "First Priority" for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. Vendor/contractor agrees to rent/sell/lease all goods and services to the County or governmental entities on a "first priority" basis. The County expects to pay a fair and reasonable price for all products and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of God.

<b>SECTION B SPECIAL CONDITIONS</b>
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Bid Title: **SERVICES – LANDSCAPE AND GROUNDS MAINTENANCE, NEIGHBORHOOD PARKS**

Bid Number: **067-0137-B (SS)**

1. **INTENT:** In accordance with attached specifications, it is the intent of Pinellas County to establish a contract for **Landscape and Grounds Maintenance for various Countywide neighborhood parks** as and when required.
2. **QUANTITIES:** Quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the contract period. Estimated quantities are based upon previous use and/or anticipated needs.
3. **PRICING/PERIOD OF CONTRACT:** Unit prices bid of listed items shall be held firm for the duration of the contract. Duration of the contract shall be for a period of twenty-four (24) months from the date of contract award and any extension thereof.
4. **OPTION OF RENEWAL:**  
The contract may be extended subject to written notice of agreement from the County and the successful bidder(s) for three (3) additional twelve (12) month periods beyond the primary contract period. Contract renewals will allow for price adjustments in an amount not to exceed the average of the Consumer Price Index (CPI) for all Urban Consumers, Not Seasonally Adjusted, for the twelve months prior to renewal, or 4%, whichever is less. This option shall be exercised only if all terms and conditions remain the same and the County Administrator or Director of Purchasing grants approval.  
  
It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted ninety (90) days prior to expiration of the then current contract term or at time of renewal request from the County. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.
5. **NON – MANDATORY PRE-BID CONFERENCE:** A Non-Mandatory pre-bid conference will be held at 9:30a.m. on December 19, 2006 at Pinellas County Purchasing Department Conference Room, 400 South Ft. Harrison, 5<sup>th</sup> Floor, Clearwater, FL 33756. All questions pertaining to the bid or technical specifications will be reviewed at this time. Bid suggestions or modifications may be discussed with County representatives at this meeting and may be considered by representatives as possible addenda to the Invitation to Bid.
6. **VISITS TO SITE:** Each bidder shall visit the site of the proposed work and become fully acquainted with the facilities and conditions so that the scope of the work with respect to difficulties and restrictions attending the execution of work under this contract is fully understood. Failure or omission of any bidder to receive or examine any form, instrument, or other documents or to visit the site and acquaint themselves with conditions there existing, shall in no way relieve any bidder from any obligation with respect to this bid or the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section. All listed acreage figures are estimates. The bidder shall accept no verbal specifications as a result of any tour or conversation.
7. **BREACH OF CONTRACT:** Failure of Contractor to perform any of the services required by this contract within ten (10) days of receipt of written demand for performance from the County shall constitute breach of contract.
8. **PERMITS, FEES AND COSTS IMPOSED BY PINELLAS COUNTY TO BE OBTAINED BY AND/OR BORNE BY CONTRACTOR:** The Contractor is responsible for (1) determining and paying any fees that may be necessary to perform this contract and (2) determining and acquiring any and all permits and licenses required by any Federal, State or local government entity, agency or board that may be necessary to perform this contract. The Contractor shall maintain any and all permits and licenses required to complete this contract
9. **WORKSITE SANITATION:** At the end of each workday, the contractor shall remove from the premises the daily accumulation of waste materials or rubbish caused by his operations. Safety hazards will be immediately corrected by the contractor. The contractor is also responsible for ensuring that any subcontractor hired by him or his subcontractors totally cleanup the worksite at the completion of the work. If the contractor fails to clean up at the completion of the work, the County may do so and deduct the cost of such cleanup from the contractor's most current invoice. The contractor will not be responsible for cleaning up debris left by the County's employees, the public utilizing other areas in the vicinity of the worksite, or left by other contractors.

## SECTION C - INSURANCE AND INDEMNIFICATION REQUIREMENTS

**I MINIMUM INSURANCE REQUIREMENTS FOR GENERAL LOW RISK CONTRACTS**

- A. Prior to the time Contractor is entitled to commence any part of the project, work or services under this Contract, Contractor shall procure, pay for and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to the County of (1) certificates of insurance executed by the insurers listing coverage's and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies; and (2) upon request a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of this Contract. In addition, the County reserves the right to request physical evidence of this coverage by requesting the policy declaration page.
- (1) Worker's Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than \$100,000 for each accident.
  - (2) Comprehensive General Liability Insurance including, but not limited to, Independent, Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$500,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
  - (3) Comprehensive Automobile and Truck liability covering owned, hired and non-owned vehicles with minimum limits of \$500,000 each occurrence, for bodily injury including death, and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.
- B. Each insurance policy shall include the following conditions by endorsement to the policy:
- (1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage's or limits, a notice thereof shall be given to County by certified mail to: Pinellas County Purchasing Department, 400 S. Ft. Harrison Avenue, 6th Floor, Clearwater, Florida 33756. Contractor shall also notify County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.
  - (2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
  - (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
  - (4) Pinellas County, Board of County Commissioners shall be endorsed to the required policy or policies as an additional insured.  
The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County to any such future coverage, or to County's Self-Insured Retention's of whatever nature.
- C. Contractor hereby waives subrogation rights for loss or damage against the County.
- D. Contractor shall ensure that any subcontractors or persons hired by subcontractors maintain the same level of insurance coverage as the contractor.

**SECTION C - INSURANCE AND INDEMNIFICATION REQUIREMENTS****II MINIMUM INSURANCE REQUIREMENTS FOR HIGH RISK CONTRACTS OVER \$100,000.00**

- A. For selected high-risk contracts over \$100,000.00 aggregate value, the County may require an insurance certificate, policy declaration page and required endorsements. These required items shall be received by the County after formal Board of County Commissioners award and prior to execution of contract. Failure to provide required insurance documentation may cause your company to forfeit award.
- B. There may be certain projects or services less than \$100,000.00 in aggregate value that would be an exception and must be treated the same way as those services of \$100,000.00 and greater i.e. services involving obvious potentially dangerous conditions. Examples of such services would be any contracts involving construction, alterations, renovations, painting, spraying, roofing, mowing, scaffolding, excavation, demolition, environmentally sensitive work and any other condition that appears to be dangerous in nature.

**SECTION D -VENDOR REFERENCES**

Bid Title: **SERVICES – LANDSCAPE AND GROUNDS MAINTENANCE, NEIGHBORHOOD PARKS**  
Bid Number: **067-0137-B (SS)**

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR BID MAY BE REVIEWED AND PROPERLY EVALUATED.

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

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

HOW LONG IN PRESENT LOCATION: \_\_\_\_\_

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

TOTAL NUMBER OF CURRENT EMPLOYEES: \_\_\_\_\_ FULL TIME \_\_\_\_\_ PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: \_\_\_\_\_

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR:

1. COMPANY: \_\_\_\_\_ 2. COMPANY: \_\_\_\_\_

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

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

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

COMPANY EMAIL ADDRESS: \_\_\_\_\_ COMPANY EMAIL ADDRESS: \_\_\_\_\_

3. COMPANY: \_\_\_\_\_ 4. COMPANY: \_\_\_\_\_

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

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

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

COMPANY EMAIL ADDRESS: \_\_\_\_\_ COMPANY EMAIL ADDRESS: \_\_\_\_\_

**SECTION D -VENDOR REFERENCES - CONTINUED**

Bid Title: **SERVICES – LANDSCAPE AND GROUNDS MAINTENANCE, NEIGHBORHOOD PARKS**  
Bid Number: **067-0137-B (SS)**

**EMPLOYEE TRAINING PROGRAM**

Describe training program(s), continued training programs, length of programs and subject matter of the training programs and how the training relates to employee and public safety.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**CREW LEADER INFORMATION:**

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

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

PHONE NUMBER: (\_\_\_\_\_)\_\_\_\_\_ CELL PHONE NUMBER: (\_\_\_\_\_)\_\_\_\_\_

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

EMERGENCY PHONE NUMBER: (\_\_\_\_\_)\_\_\_\_\_ CELL PHONE NUMBER (\_\_\_\_\_)\_\_\_\_\_

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

PHONE NUMBER: (\_\_\_\_\_)\_\_\_\_\_ CELL PHONE NUMBER (\_\_\_\_\_)\_\_\_\_\_

**LIST OF EQUIPMENT**

A list of quantity and types of equipment and vehicles that will be used on this project. The equipment is to be made available for inspection by the Park Department prior to any approval or awarding of bid. The County reserves the right to reject the bid based on mechanically unsound or inadequate amount of equipment.

\_\_\_\_\_  
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## SECTION E - SPECIFICATIONS

Bid Title: **SERVICES – LANDSCAPE AND GROUNDS MAINTENANCE, NEIGHBORHOOD PARKS**

Bid Number: **067-0137-B (SS)**

1. **SCOPE OF WORK**

The Pinellas County Department of Culture, Education and Leisure, Park and Recreation Division, seeks an experienced contractor to provide landscape and grounds maintenance for Joes Creek Greenway Neighborhood Park. There are three alternates included with this bid:

- (1) Lealman Neighborhood Park
- (2) Chester Ochs 4H Educational Center
- (3) Palm Harbor Resort.

These neighborhood parks are used by the surrounding neighbors and local community as a means for leisure time activity. The purpose of this contract is to provide clean, safe, and attractive locations for the public's enjoyment.

2. **EMPLOYEE REQUIREMENTS:**

Contractor shall ensure that the work will be performed by personnel trained in their field of responsibility. Said personnel shall review these specifications and identify the areas where the work is to be performed under the terms of this agreement. Contractor's employees shall be the sole responsibility of the Contractor, and shall appear neat and in proper dress during the performance of their work. Upon notification by the Parks and Recreation Director, any employee of the Contractor who demonstrates rude, irresponsible, unsafe, offensive or any other unacceptable behavior while working in any park shall be permanently removed from further work in the parks.

Contractor will provide uniforms that are visible with its company logo and ensure that they are worn properly by their employees. Uniform shall consist of hat, shirt, pants or shorts. All employees are required to wear Occupational Safety & Health Association (OSHA) approved safety shoes or equivalent while on site as well as safety glasses. Contractor's employees operating vehicles in the parks must have a valid Florida operator's driver license.

3. **CREW LEADER:**

The Contractor must appoint a crew leader who will be the County's point of contact. He/she shall be available Monday through Friday between 7:00 a.m. and 4:00 p.m. for meeting on-site and consultation regarding park maintenance. The County will not deal directly with separate subcontractors. The Crew Leader shall be on site with the crews when maintenance is performed.

4. **WORK SITE CLEANUP:**

The County parks are open to pedestrian, bicycle and vehicular traffic, etc. It is essential that the Contractor and his employees be especially aware and alert to avoid having clippings, other materials, or exhaust from the mowing and other work processes blow into the paths of this traffic, in order to avoid any injuries to the park users. Parks or sections of parks will not be closed without approval from the Parks and Recreation Director or his representative. It is highly recommended that the Contractor install temporary signage advising the public that mowing is occurring.

In the event of fuel or oil spills, the Contractor will take appropriate action to contain, clean up and report the spill.

The Contractor will not change oil or perform other equipment maintenance activities in the parks.

5. **PROPERTY DAMAGE:**

The Contractor shall protect park property from damage and shall repair or replace any damage to amenities, landscape material, or any property damage caused by the Contractor or any agents of the Contractor.

6. **HOURS OF WORK:**

For bid preparation purposes, bidders are to assume that work may be done only during normal working hours: 7:00 a.m. to 5:00 p.m., Monday through Friday. No work is to be done on Saturday, Sunday or the following holidays: New Year's Day; Martin L. King Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; Friday after Thanksgiving; and Christmas Day, except when directed by the Parks and Recreation Department. The bid price is to include all anticipated expenses. The bidder is cautioned that the County will not authorize total payments to exceed the contract amount approved.

## SECTION E – SPECIFICATIONS - CONTINUED

7. **CONTRACT AND PROJECT(S) PRE-START MEETING(S):**

A contract pre-start meeting will be held between the County and the Contractor before the work on the contract starts.

8. **COUNTY'S RIGHT TO STOP THE WORK:**

If the Contractor fails to correct defective work as required, the County may stop the work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the County to stop the work shall not give rise to any duty on the part of the County to exercise this right for the benefit of the Contractor or any person or entity, except to the extent required by law.

9. **REPORTING, INSPECTION AND APPROVAL OF WORK PERFORMED:**

## A. Reporting Form:

1. Pinellas County shall provide to the Contractor, at no cost to the Contractor, "Completion of Work Report" forms (CWR) for the purpose of reporting work completed by the Contractor. The Contractor shall submit CWR forms to the Park and Recreation Department supervisor responsible for inspecting that particular site weekly. Failure to submit forms as specified may, at the County's option, be considered a material breach of contract.
2. The Contractor shall utilize the CWR form, and no other form, in reporting completed work to the County. The County shall not accept verbal reports.
3. The Contractor shall use only one (1) CWR form per week per park site to report daily activities.
4. The Contractor shall report immediately to Pinellas County, via the CWR form, any hazards and/or damage to materials or property occurring within the maintenance area.
5. The Contractor will be provided a completed sample CWR form for reference (See Appendix 'A').

## B. Inspection and Approval:

1. Upon receipt of a CWR form from the Contractor, Pinellas County shall inspect the appropriate park site.
2. Upon the County's inspection of the park site, should the Contractor's performance not meet all specifications described, Pinellas County shall contact the vendor by telephone or fax indicating the corrective measures necessary for approval of work performed. The Contractor will be given 24 hours to effect appropriate corrections. This contact, as well as the deficiency, will be documented on the CWR form. When the corrections have been made the vendor will sign off on the CWR form. Upon the Contractor's resubmission of the CWR form, Pinellas County shall re-inspect the maintenance area. Failure to effect appropriate corrections within 24 hours shall be assessed as liquidated damages a reduction of five percent (5%) of the monthly fee per calendar day for each deficient park site.

## C. Submission of Form :

A location may be provided at each work site. If no location is provided at the site CWR forms are to be delivered or faxed to the responsible park supervisor.

## D. Work Schedule:

The Contractor shall submit an anticipated work schedule by the end of each month for the following month using the "X & O" sheet attached as Exhibit B.

10. **EXCLUSION:**

**FOR SAFETY REASONS, ROTARY-TYPE BUSH HOG MOWERS ARE NOT ACCEPTABLE FOR USE IN THIS CONTRACT.**

## SECTION E – SPECIFICATIONS - CONTINUED

**11. GENERAL MAINTENANCE:**

The core maintenance activities to be included with each site visit shall include but not be limited to: litter removal and disposal; hazardous inspection of the grounds; mowing, weeding, edging, vine removal from fencing and structures, blowing off/clean-up; completion of CRW form and X & O sheet.

**12. LITTERING:**

Prior to performing any maintenance the site shall be walked and inspected for hazards and litter removal. It shall be the Contractor's responsibility to remove any item such as bags of trash, newspapers, papers, boxes, etc. that would be torn, ripped scattered or otherwise subdivided by the mower.

All litter and debris shall be placed in trash bags and shall be removed from the site and properly disposed. Disposal of litter shall be made in accordance with applicable local and state laws and any cost incurred for disposal shall be the responsibility of the Contractor. Storage or stockpiling of litter or debris within each site location shall not be permitted.

**13. MOWING:**

Mowing of all turf areas shall be accomplished according to the schedule listed later in this section. To avoid damaging the grass, the contractor will set mowing height of 3 to 4 inches. All blades shall be sharp prior to performing any work. All mowers used will be non-discharge type with mulching blade. Prior to mowing any area, the area shall be inspected for holes, debris, paper and other litter. All litter and debris shall be removed prior to mowing. Holes should be reported to the respective Park Supervisor.

Neither streaking nor scalping of areas is acceptable. The Contractor shall repair any damage due to these actions. All mowing shall be performed in a manner that does not promote erosion or destabilization. The Contractor shall replace any landscape material damaged by the Contractor or any agents of the Contractor, at the Contractor's expense.

**FOR SAFETY REASONS, ROTARY-TYPE BUSH HOG MOWERS ARE NOT ACCEPTABLE FOR USE IN THIS CONTRACT.**

**14. SLOPE MOWING:**

Slope mowing will be accomplished with manual labor using weed eaters and chemical treatment. All blades must be sharp prior to performing any work. All grasses shall not exceed six (6) inches in height. No weed-eating will be done within three (3) feet of tree trunks. The area around trees shall be maintained with chemical herbicides. Employees performing the maintenance must have an understanding of and be able to identify native plant material and trees so as not to cut down or inadvertently treat with herbicides.

**15. WEEDING AND PLANT BED MAINTENANCE:**

Weeding and Plant Bed Maintenance will be performed in conjunction with the mowing events. Weeding of all plant beds, tree rings, and hardscapes shall be accomplished by chemical or manual means to provide a weed free appearance at all times. Weed removal or spraying must not harm or disrupt the healthy growth of existing desirable plants. Desirable plants that are removed or damaged by the contractor will be replaced by the Contractor at no charge to the County. Herbicides used are to be approved by the County Representative. Herbicides are to be applied at label rates. Tracer dye shall be used for purposes of verification of the herbicide application.

Chemical applicators will be licensed as a Commercial Applicator as defined in F.S. Chapter 487 and under Florida Administrative Code Chapter 5 E-9. Category certifications must be in Aquatic Pest Control, Natural Areas Weed Management, Ornamental and Turf Pest Control, and Right-of-Way Pest Control.

**16. EDGING:**

Edging of seawalls, sidewalks, parking lots, planters, and curbs shall be by use of mechanical edger and accomplished at same time as the mowing. String trimmers (weed eaters) are not to be used around trees, shrubs, or plants of any kind. The Contractor shall be responsible for any property damage as a result of mechanical trimming. All blades are to be sharp prior to performing any work.

## SECTION E – SPECIFICATIONS - CONTINUED

**17. TRIMMING/PRUNING - SHRUBS, BUSHES AND HEDGES**

The Contractor will trim shrubs, bushes, and hedges as required to maintain a desired or maximum height as specified by the Parks and Recreation Department or required by applicable landscape ordinance. The Contractor will remove dead or dying plants, branches, and low hanging limbs. Plants maintained in tree form are to have basal and trunk suckers pruned monthly. Shrub pruning shall be performed to maintain a height of thirty-six (36) inches. All pruning/trimming will be performed as directed by the Parks and Recreation Department and in a manner consistent with the following current professional standards: All pruning shall conform to ANSI Z133.1 American National Standard for Tree Care and ANSI A300 Pruning standards (2001 edition or most current edition) American National Standard for Tree Care.

This maintenance task is to be provided in March, June, September, and December.

**18. TRIMMING/PRUNING - TREES**

The Contractor will trim all tree limbs that cross any sidewalk or parking lot.

All pruning/trimming will be performed as directed by the Parks and Recreation Department and in a manner consistent with the following current professional standards: All pruning shall conform to ANSI Z133.1-1994 American National Standard for Tree Care and ANSI A300 Pruning standards (2001 edition or most current edition) American National Standard for Tree Care.

Pruning is to be performed using trained personnel to maintain health and vigorous appearance. Pruning includes: removal of dead, dying or diseased limbs; removal of objectionable and weak limbs; and maintenance of natural shape of trees. All trimmings are to be removed from County property on the same day. The lower branches of all trees shall be pruned as needed for ease of mowing and for clearance of seven (7) feet above all sidewalks and parking lots. Tree pruning shall be performed once in January and thereafter as required.

**19. TRIMMING/PRUNING - PALMS**

All palms shall be trimmed of seedpods, dead and dying fronds in April and November, and additionally as directed by the Park Department. Trimming is to be accomplished without disrupting normal activities of the facility. The accumulation of trimmings will be removed from each site daily. Trimming shall include the removal of all drooping fronds that hang in a downward position below a line parallel to the ground. (No "carrot topping" allowed.) Palm pruning shall be performed once in summer (June – September).

**20. VINE REMOVAL**

Vine growth shall be removed from landscape trees, shrubs, ground cover and planter beds. Vines hanging down from trees or palms shall be trimmed or removed to secure clear visual and pedestrian access.

This maintenance is to be provided in March, June, September, and December.

**21. MULCHING:**

All plant beds, tree rings and hedge rows shall be mulched one time per year (December) maintaining a thickness of 4 to 6 inches. The Contractor may use County provided recycled mulch. The Contractor will be responsible for pickup and labor to spread mulch. Mulch is to be kept away from direct stem contact with plants.

For more information on obtaining this material contact:

Pinellas County Solid Waste Department  
ATT: JOE FERNANDEZ, OPERATIONS MANAGER  
3115 114<sup>th</sup> Avenue North  
St. Petersburg, Florida 33716  
727-464-7500

<b>SECTION E – SPECIFICATIONS - CONTINUED</b>
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22. **FERTILIZATION:**

The Contractor will fertilize existing turf areas, trees, palms, shrubs, and plant beds twice per year (March, October). Fertilizer shall be a slow release 10-10-10 with micro nutrients and shall be applied at the rate specified on the label. Contractor will provide fertilizer. A six (6) foot clearance from any water's edges shall be maintained when applying fertilizer.

The Contractor will fertilize all palms with magnesium sulfate and manganese sulfate per label specifications twice per year (March, October).

**The Contractor will remove any accumulation of fertilizer by blowing or sweeping sidewalks and parking lots immediately after application.**

23. **CLEAN UP:**

All hard surface areas are to be blown or swept free of all debris. Debris is not to be blown into the street.

24. **SIDEWALKS AND RAISED STONE PLANTERS/SEATING AREAS:**

The Contractor shall clean the sidewalks and raised stone surfaces on a weekly basis, using water hose and/or hard bristle brush, if necessary, to remove accumulated dirt, debris, and bird droppings.

25. **STORM CLEANUP EXCLUDING HURRICANE DAMAGE:**

The Contractor will perform cleanup of routine summertime thunder storms storm damage and debris. Safety hazards as determined by the Parks and Recreation Department will require the Contractor's removal/cleanup within 24 to 48 hours following notification by the Park and Recreation Department. Response time will be determined by the Parks and Recreation Department depending on the severity of the problem. Safety hazards may include, but are not limited to: tree hazards (broken limbs, fallen trees, etc.), debris, structures obstructing walks, etc. The Contractor will be required to respond to safety hazards seven (7) days a week including holidays.

26. **LANDSCAPE AND IRRIGATION EQUIPMENT DAMAGE BY CONTRACTOR:**

The Contractor will be responsible for supplying and replacing any landscape material (trees, shrubs, turf, ground cover, etc.) and irrigation equipment (heads, tubing, etc.) that is damaged and/or destroyed due to his/her or his/her subcontractor's negligence as determined by the Parks and Recreation Department. Damage may include but is not limited to that caused by fertilizers, mowers, edgers and weed-eaters.

27. **HAZARDOUS MATERIALS:**

Abandoned hazardous materials are not to be TOUCHED or HANDLED by the Contractor. If hazardous materials are discovered, IMMEDIATELY report the findings to the Park Department and the jurisdictional fire department for referral to the County's Hazardous Material Unit and any other appropriate agency. The Hazardous Materials Unit will determine the proper method of handling and disposal.

28. **STANDARD GUIDELINES****THE AWARDED CONTRACTOR WILL:**

1. Provide Material Safety Data Sheets (MSDS) in accordance with Fla. Stat. Ch. 442 on all materials to be used in the parks. The MSDS must be provided before work can proceed.
2. Ensure that a copy of all MSDS are maintained at the work site. (Copies must be available at each park work site.)
3. Not use any chemical mixes in excess of the manufacturer's recommended threshold quantities.
4. Observe all federal, state and local laws and regulations, including, but not limited to OSHA (Occupational Safety & Health Administration), Hazard Communication Standard, and all Environmental Regulations, etc.
5. Prior to commencement of work, provide written documentation of compliance with OSHA Standard 1910.1200, Hazard Communication Standard/Right-to-Know Law, including a copy of written Hazardous Communication plan.

**SECTION E – SPECIFICATIONS - CONTINUED****STANDARD GUIDELINES (Continued)**

6. Ensure that all Contractor's employees comply with all local, state & federal laws, including but not limited to safe chemical handling (gasoline, oil, lubricants and fertilizers).
7. Provide Park Department a written chemical spill control plan and identify sorbent material for Park Department approval, prior to commencement of any work under this contract.
8. Obtain and maintain, at no cost to the County, any and all permits required to perform the work.
9. Provide safe public entrance and exit during all normal business hours.
10. Accomplish the work so as not to disrupt the normal activities of the facility.
11. Adhere to all local ordinances, including those related to noise abatement.
12. Maintain a clean and safe work site. Furthermore, the Contractor is responsible for securing all equipment and supplies while on-site.
13. Provide all required materials needed to accomplish the work (except where noted).
14. Provide a work schedule to the Parks and Recreation Department's representative that conforms to the Parks and Recreation Department's schedule. The Parks and Recreation Department must be notified in writing of deviations from the schedule at least one week in advance.
15. Parks and Recreation Department's representative for each area will be contacted at least 72 hours in advance of scheduled fertilizing, and / or tree/palm trimming.

**29. UNSPECIFIED WORK**

Unspecified work is defined as services that may be required due to unexpected conditions or events. Unspecified work is not guaranteed as part of the contract and must be properly authorized by the County before performed

**SECTION E – SPECIFICATIONS & BID PROPOSAL**

**BASE BID**

**DIMENSIONS AND WORK REQUIREMENTS**

**Joe’s Creek Greenway Neighborhood Park**  
**4301 46<sup>th</sup> Avenue**  
**St. Petersburg, Florida 33714**

Park Department Representative: Terry Inhulsen  
 Phone: 727- 217-7256

<u>Description:</u>	<u>Approximate Area / Quantity</u>
Turf Areas	15 acres
Plant Beds	3 acres
Hedges	150 feet
Cabbage Palm	3

Calendar and Frequency Mowing

<b>MONTH</b>	<b>SUGGESTED MAINTENANCE WEEK</b>	<b>NUMBER OF MAINTENANCE VISITS</b>	<b>COST PER VISIT</b>	<b>ANNUAL TOTAL</b>
January	Second week	1	\$	\$
February	Second week	1	\$	\$
March	Second and Fourth week	2	\$	\$
April	Every week	4	\$	\$
May	Every week	4	\$	\$
June	Every week	4	\$	\$
July	Every Week	4	\$	\$
August	Every Week	4	\$	\$
September	Every Week	4	\$	\$
October	Second and Fourth week	2	\$	\$
November	Third week	1	\$	\$
December	Third week	1	\$	\$
Additional	to cover months with 5 weeks	2	\$	\$
<b>TOTAL</b>		<b>34</b>		<b>\$</b>

Calendar and Frequency for Hedge Trimming, Tree Pruning, Fertilizing Mulching maintenance

<b>MONTH</b>	<b>MAINTENANCE</b>
January	Tree Pruning (other than palms)
February	
March	Hedge Trimming, Fertilizing, Vine removal
April	
May	
June	Hedge Trimming, Palm Tree Pruning, Vine removal
July	Palm Tree Pruning
August	Palm Tree Pruning
September	Hedge Trimming, Palm Tree Pruning, Vine Removal
October	Fertilizing
November	
December	Hedge Trimming, Plant Bed, Mulching, Vine Removal

**SECTION E – SPECIFICATIONS & BID PROPOSAL - CONTINUED**

**THE COUNTY MAY SELECT ANY OR ALL THREE ALTERNATES TO BE PERFORMED OR FOREGO ALL ALTERNATES**

**ALTERNATE I**

**DIMENSIONS AND WORK REQUIREMENTS:**

**Lealman Neighborhood Park  
3890 55<sup>th</sup> Avenue North  
St. Petersburg, Florida 33714**

Park Department Representative: Terry Inhulsen  
Phone: 727- 217-7256

Description:                      Approximate Area / Quantity

Turf Areas                              4 acres  
Plant Beds                              1032 Square Feet

Calendar and Frequency Mowing

MONTH	SUGGESTED MAINTENANCE WEEK	NUMBER OF MAINTENANCE VISITS	COST PER VISIT	ANNUAL TOTAL
January	Second week	1	\$	\$
February	Second week	1	\$	\$
March	Second and Fourth week	2	\$	\$
April	Every week	4	\$	\$
May	Every week	4	\$	\$
June	Every week	4	\$	\$
July	Every Week	4	\$	\$
August	Every Week	4	\$	\$
September	Every Week	4	\$	\$
October	Second and Fourth week	2	\$	\$
November	Third week	1	\$	\$
December	Third week	1	\$	\$
Additional	to cover months with 5 weeks	2	\$	\$
<b>TOTAL</b>		<b>34</b>		<b>\$</b>

Calendar and Frequency for Hedge Trimming, Tree Pruning, Fertilizing Mulching Maintenance

MONTH	MAINTENANCE
January	Tree Pruning (other than palms)
February	
March	Hedge Trimming, Fertilizing, Vine removal
April	
May	
June	Hedge Trimming, Palm Tree Pruning, Vine removal
July	Palm Tree Pruning
August	Palm Tree Pruning
September	Hedge Trimming, Palm Tree Pruning, Vine Removal
October	Fertilizing
November	
December	Hedge Trimming, Plant Bed, Mulching, Vine Removal



**SECTION E – SPECIFICATIONS & BID PROPOSAL - CONTINUED**

**ALTERNATE 3**

**DIMENSIONS AND WORK REQUIREMENTS:**

**Palm Harbor Resort - Boat Ramp  
2119 Highway Alt. 19  
Palm Harbor, Florida 34683**

Park Department Representative: Don Wilson  
Phone: (727) 943-4653

<u>Description:</u>	<u>Approximate Area / Quantity</u>
Turf Areas	3 Acres
Trailer Storage Area	1000 square feet (50 spaces)
Pine Tree Trimming	25
Live Oak Trimming	10
Slope Mowing Around Pond	1250 feet

Calendar and Frequency Mowing

MONTH	SUGGESTED MAINTENANCE WEEK	NUMBER OF MAINTENANCE VISITS	COST PER VISIT	ANNUAL TOTAL
January	Second week	1	\$	\$
February	Second week	1	\$	\$
March	Second and Fourth week	2	\$	\$
April	Every week	4	\$	\$
May	Every week	4	\$	\$
June	Every week	4	\$	\$
July	Every Week	4	\$	\$
August	Every Week	4	\$	\$
September	Every Week	4	\$	\$
October	Second and Fourth week	2	\$	\$
November	Third week	1	\$	\$
December	Third week	1	\$	\$
Additional	to cover months with 5 weeks	2	\$	\$
<b>TOTAL</b>		<b>34</b>		<b>\$</b>

Calendar and Frequency for Hedge Trimming, Tree Pruning, Fertilizing Mulching Maintenance

MONTH	MAINTENANCE
January	Tree Pruning (other than palms)
February	
March	Hedge Trimming, Fertilizing, Vine removal
April	
May	
June	Hedge Trimming, Palm Tree Pruning, Vine removal
July	Palm Tree Pruning
August	Palm Tree Pruning
September	Hedge Trimming, Palm Tree Pruning, Vine Removal
October	Fertilizing
November	
December	Hedge Trimming, Plant Bed, Mulching, Vine Removal

**SECTION F - BID SUMMARY**

Bid Title: **SERVICES – LANDSCAPE AND GROUNDS MAINTENANCE, NEIGHBORHOOD PARKS**  
Bid Number: **067-0137-B (SS)**

**JOE’S CREEK GREENWAY NEIGHBORHOOD PARK TOTAL:** \$ \_\_\_\_\_ **ANNUAL**  
**X TWO (24 MONTHS):** \$ \_\_\_\_\_

**THE COUNTY MAY SELECT ANY OR ALL THREE ALTERNATES TO BE PERFORMED OR FOREGO ALL ALTERNATES. THE ALTERNATES WILL NO BE USED TO DETERMINE AWARD.**

**ALTERNATE 1 – LEALMAN NEIGHBORHOOD PARK**  
**ANNUAL GROUNDS MAINTENANCE SERVICES TOTAL:** \$ \_\_\_\_\_

**ALTERNATE 2 – CHESTER OCHS/4H EDUCATION CENTER**  
**ANNUAL GROUNDS MAINTENANCE SERVICES TOTAL:** \$ \_\_\_\_\_

**ALTERNATE 3 – PALM HARBOR RESORT-BOAT RAMP**  
**ANNUAL GROUNDS MAINTENANCE SERVICES TOTAL:** \$ \_\_\_\_\_

**ADDITIONAL INFORMATION**

In the event that unspecified work is required for unexpected conditions or events (does not include routine summertime thunder storms as listed in Section E, item 26, Storm Cleanup), the hourly man hour rate will be the established rate that the contractor will be compensated. These items are not guaranteed to be needed during contract period and will be ordered solely at the discretion of the County.

**UNSPECIFIED WORK** **\$5,000.00**

**PRICE PER HOURLY RATE FOR ADDITIONAL WORK:** \$ \_\_\_\_\_/MAN HOUR

**Sign below to acknowledge that a site visit was performed prior to bid submittal.**

\_\_\_\_\_

**DELIVERY \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER**

**SECTION F - BID SUMMARY - CONTINUED**

**NOTE: BIDS MUST BE SUBMITTED IN DUPLICATE**

**BIDDER MUST COMPLETE FOLLOWING**

**BIDDERS ARE CAUTIONED THAT THE POLICY OF THE BOARD OF COUNTY COMMISSIONERS, PINELLAS COUNTY, IS TO ACCEPT THE LOWEST RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. NO CHANGES REQUESTED BY A BIDDER DUE TO AN ERROR IN PRICING WILL BE CONSIDERED AFTER THE BID OPENING DATE AS ADVERTISED. BY SIGNING THIS PROPOSAL FORM BIDDERS ARE ATTESTING TO THEIR\_AWARENESS OF THIS POLICY.**

PAYMENT TERMS: \_\_\_\_\_% \_\_\_\_\_ DAYS,  
NET \_\_\_\_\_

\_\_\_\_\_  
BIDDER NAME

\_\_\_\_\_  
**\*REMIT TO NAME (AS SHOWN ON INVOICE)**

\_\_\_\_\_  
BIDDER ADDRESS

\_\_\_\_\_  
CITY                      STATE                      ZIP

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

\_\_\_\_\_  
**FEDERAL EMPLOYEE ID NO. (FEIN)**

\_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
(ACCOUNT REPRESENTATIVE)

SALES PERSON TO CONTACT AFTER AWARD:  
\_\_\_\_\_

\_\_\_\_\_  
BID DEPOSIT, WHEN REQUIRED IS ATTACHED  
IN THE AMOUNT OF \$ \_\_\_\_\_

I HEREBY AGREE TO ABIDE BY ALL CONDITIONS  
OF THIS BID AND CERTIFY THAT I AM AUTHORIZED  
TO SIGN THIS BID FOR THE BIDDER.

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

\_\_\_\_\_  
PRINT NAME AND TITLE

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

\_\_\_\_\_  
**COMPANY EMAIL ADDRESS: \_\_\_\_\_**  
**(REQUIRED FOR FUTURE ELECTRONIC NOTIFICATIONS)**

<b>CHECKLIST FOR FORMS</b>	
COPY OF COMPANY INVOICE	
TAXPAYER ID & CERTIFICATION W9	

**Proper Corporate Identity** is needed when you submit your bid, especially how it is registered with the Division of Florida Corporations. Please see [www.sunbiz.org](http://www.sunbiz.org) website for this division. It is essential for you to fill out the W9 on the next page and return it with your bid. Thank you.

**Form W-9**  
 (Rev. November 2005)  
 Department of the Treasury  
 Internal Revenue Service

**Request for Taxpayer  
 Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type  
See Specific Instructions on page 2:

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other ▶ .....  Exempt from backup withholding

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
-
or
Employer identification number
+

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here** Signature of U.S. person ▶ Date ▶

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

**SECTION G - ADDENDUM ACKNOWLEDGMENT FORM**

Bid Title: **SERVICES – LANDSCAPE AND GROUNDS MAINTENANCE, NEIGHBORHOOD PARKS**

Bid No: **067-0137-B (SS)**

**PLEASE ACKNOWLEDGE RECEIPT OF ADDENDA FOR THIS ITB/RFP BY SIGNING AND DATING BELOW:**

<b>ADDENDUM NO.</b>	<b>SIGNATURE/PRINTED NAME</b>	<b>DATE RECEIVED</b>
---------------------	-------------------------------	----------------------


**Note:** Prior to submitting the response to this solicitation, it is the responsibility of the firm submitting a response to confirm if any addenda have been issued. If such document(s) has been issued, acknowledge receipt by signature and date in section above. Failure to do so may result in being considered non-responsive or result in lowering the rating of a firm’s proposal.

Information regarding Addenda issued is available on the Purchasing Department’s website at, [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase), listed under category ‘Current Bids’.

**SECTION H - STATEMENT OF NO BID**

NOTE: If you do not intend to bid on this requirement, please return this form immediately. **Thank you.**

[Pinellas County Purchasing Department  
400 South Fort Harrison Avenue, 6th Floor  
Clearwater, Florida 33756]

We, the undersigned have declined to submit a bid for No. **067-0137-B (SS)** for **SERVICES – LANDSCAPE AND GROUNDS MAINTENANCE, NEIGHBORHOOD PARKS**

- Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- Insufficient time to respond to the Invitation to Bid.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- Unable to meet specifications.
- Unable to meet Bond requirement.
- Specifications unclear (explain below).
- Unable to Meet Insurance Requirements.
- Remove Us from Your "Notification List" Altogether
- Other (specify below).

REMARKS:

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We understand that if the "No Bid" letter is not executed and returned our name may be deleted from the Bidders List of Pinellas County.

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

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

SIGNATURE: \_\_\_\_\_

TYPED NAME OF ABOVE: \_\_\_\_\_

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

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

EMAIL: \_\_\_\_\_

APPENDIX 'A'

PINELLAS COUNTY PARKS AND RECREATION DEPARTMENT  
 LANDSCAPE AND GROUNDS MAINTENANCE, NEIGHBORHOOD PARKS  
 COMPLETION OF WORK REPORT

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**REQUIRED**

Maintenance Task	Completed (X)	Date
Mowing		
Bed/Weed Maintenance		
Edging		
Hedge Trimming		
Clean-up		
Garbage/Debris Removal		
Palm Tree Trimming		
Tree Trimming		
Vine Removal		
Mulching		
Fertilization		
Herbicide Treatment		
Mulching		
Hazards		
Damage		

**REMARKS:**


**Appendix “B”**

**“X & O” Sheet**

**Month:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Maintenance Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Mowing																															
Weedeating																															
Edging																															
Blower/Clean-up																															
Trash/Litter/Debris pick-up																															
Chemical Treatment																															
Fenceline																															
Amenities																															
Sidewalks																															
Bed Maintenance																															
Palm Trimming																															
Tree Trimming																															
Hedge Trimming																															
Fertilization																															
Vine Removal																															
Mulching																															
Work Report Submitted																															

This is a form to lay out a monthly maintenance schedule for each location under this proposal. Place an "O" in the box under the date that maintenance is to be performed. If maintenance is performed, put an "X" inside the "O". Should the maintenance not be performed on the scheduled date do not fill in the "O", put the "X" under the date that maintenance was actually completed.

**APPENDIX B**

Park Location: \_\_\_\_\_

Month:   AUGUST  

**SAMPLE**

Assignment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Mowing	(X)							O		X					(X)							O	X							(X)			
Weedeating	(X)							O		X					(X)							O	X							(X)			
Edging	(X)							O		X					(X)							O	X							(X)			
Blower/Clean-up	(X)							O		X					(X)							O	X							(X)			
Trash/Litter/Debris pick-up	(X)							O		X					(X)							O	X							(X)			
Chemical Treatment																																	
Fenceline	(X)																															(X)	
Amenities	(X)																															(X)	
Sidewalks	(X)																															(X)	
Bed Maintenance																																	
Palm Trimming																																	
Tree Trimming																																	
Hedge Trimming																																	
Fertilization																																	
Vine Removal									O		X																						
Mulching																																	
Work Report Submitted	(X)							O		X					(X)							O	X								(X)		

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PINELLAS COUNTY PURCHASING  
PRE-PROPOSAL SIGN IN SHEET**

CONTRACT# 067-0137-B (SS)	CONTRACT TITLE: Services – Landscape and Grounds Maintenance, Neighborhood Parks	LOCATION(S) OF MEETING: 400 South Fort Harrison Ave, 5 <sup>th</sup> Floor
DATE & TIME: December 19, 2006	PURCHASING STAFF: Sue Steele	

All information must be filled in or you may be disqualified from bidding. If an addendum is issued, it will be mailed or faxed to all attendees to the address/fax # you have entered below. Addendums can also be found on our website at [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)

\*\*\*\*\* PLEASE PRINT \*\*\*\*\*

	NAME OF ATTENDEE * COMPANY REPRESENTED	ADDRESS	TELEPHONE # CELLULAR #	FAX# EMAIL ADDRESS
1.	Sue Steele Pinellas County Purchasing	400 S. Ft Harrison Ave Clear FL 35756	727-464-4776	464-3925
2.	Ferry Roque	6767 S. Lois Ave Tampa FL 33616	813-831-5530	813-837-1426 ROQUE@Landscape.com
3.	KEN BISHOP KENNY'S LANDSCAPE	1740 21 ST N ST PETE FL 33713	727 894 7900	KEN J Bishop@ YAHOO 7278947900
4.	JOHN REED CENTRAL FLORIDA LANDSCAPING	6109 ORIENT ROAD TAMPA, FL 33610	813-623-1771 ext. 139 941-726-7798	813-620-3385 jreed@fl@yahoo.com
5.	David Lamb Lamb's Landscape Maint	4566 Boundeds way Palm Harbor 34685	939-2416 423-3182	943-9794 Dave@LambLandscape.com
6.	STEVE BRUCE THE BUDD GROUP	3018 Hwy 301 St. 200 TAMPA, FL 33619	(813)-927-4102	813-635-9732 sbruce@buddgroup.com
7.	SAM CURTIS Priority Environmental Care, Inc	6802 SPANGLER Cir TAMPA, FL 33616	(813)-740-0738 (813)-504-8933	813-740-0739 PriorityServices@Tampabay.com
8.	Chris Witherington Buccaneer Landscape Management	5506 Haines Rd St. Pete FL 33714	w 727-798-6484 c 813-361-1171	witherington@buccaneerlandscape.com 727-499-9564

\* NOTE: If your are attending conference on behalf of another party or parties, please list parties on whose behalf you are attending

## PINELLAS COUNTY PURCHASING PRE-PROPOSAL SIGN IN SHEET

CONTRACT# 067-0137-B (SS)	CONTRACT TITLE: Services – Landscape and Grounds Maintenance, Neighborhood Parks	LOCATION(S) OF MEETING: 400 South Fort Harrison Ave, 5 <sup>th</sup> Floor
DATE & TIME: December 19, 2006	PURCHASING STAFF: Sue Steele	

All information must be filled in or you may be disqualified from bidding. If an addendum is issued, it will be mailed or faxed to all attendees to the address/fax # you have entered below. Addendums can also be found on our website at [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)

\*\*\*\*\* PLEASE PRINT \*\*\*\*\*

#	NAME OF ATTENDEE * COMPANY REPRESENTED	ADDRESS	TELEPHONE # CELLULAR #	FAX# EMAIL ADDRESS
9.	Diane Blase Natural Designs Landscaping	1810 Clement Rd. Lutz, FL 33549	(813) 949-4933 (813) 477-0490	(813) 949-1391 DBLASE@NaturalFloridaLandscape.com
10.	Scott Walin Florida Environmental Corp	1901 Sherwood St. 190 Clew FL 33765	727-446-6292 727-459-2569	Swalin@Tampabay.com FloridaEnvironmentalCorp.com
11.	The Budd Group	3018 US Hwy 301 North Tampa, FL 33619	(813) 927-1108	(727) 573-2090 areyes@buddgroup.com
12.	Leah Hoffman Parks & Rec	631 Chestnut St Clearwater	464-4167	lhoffman@pinellascounty.org 464-3379
13.	JOEL ATKINSON COMMERCIAL MAINTENANCE SVCS	1950 1st AVENUE N STE 300 ST. PETERSBURG, FL 33713	(727) 823 8020	(727) 499-7481 INFO@FLACMS.COM
14.				
15.				
16.				

\* NOTE: If you are attending conference on behalf of another party or parties, please list parties on whose behalf you are attending

**BOARD OF COUNTY  
COMMISSIONERS**

KENNETH T. WELCH - CHAIRMAN  
RONNIE DUNCAN - VICE CHAIRMAN  
CALVIN D. HARRIS  
SUSAN LATVALA  
JOHN MORRONI  
KAREN WILLIAMS SEEL  
ROBERT B. STEWART



Joseph Lauro, CPPO/CPPB  
Director

December 21, 2006

TO: ALL INTERESTED BIDDERS

INVITATION TO BID: Services – Landscape and Grounds Maintenance,  
Neighborhood Parks

BID NUMBER: 067-0137-B (SS)

BID SUBMITTAL IS DUE: January 9, 2007 @ 3:00 PM

**ADDENDUM NO. 1**

Following is additional information, clarifications, questions and responses relative to referenced Invitation to Bid (ITB):

**Clarifications and Corrections:**

1. Be aware that there are alligators and other wildlife living in the water and surrounding areas at Joe's Creek Greenway Neighborhood Park.
2. It will be the vendor's responsibility to notify the Parks and Recreation Supervisor of any illegal dumping. The Parks Department will then remove the illegal dumping.
3. The Parks Department will be responsible for ant control. However, if the vendor notices any other insect problems, they will need to notify the Parks and Recreation Supervisor.
4. Trash cans will be emptied by the Parks Department staff. Vendors are not to dispose of any debris or litter in these cans.
5. Mowers are allowed on the trail at Joe's Creek Greenway Neighborhood Park. However, they cannot exceed 1,000lbs. When crossing the pedestrian bridge, the mower(s) must not exceed a speed of 1mph.
6. See page 15, Item 15, Weeding and Plant Bed Maintenance: A copy of the bidder's pest control license and any employee's licensed as applicators, should accompany the bid submittal. This license may be in the name of the employee and the vendor's name, as listed on the bid submittal. No subcontractor's license or will be accepted.
7. Attached are aerial maps of the neighborhood parks.

All other specifications, terms and conditions remain the same.

Please remember to acknowledge receipt of this Addendum in Section G, Page 26 under Addendum No. 1 and return with completed bid package.

Sincerely,

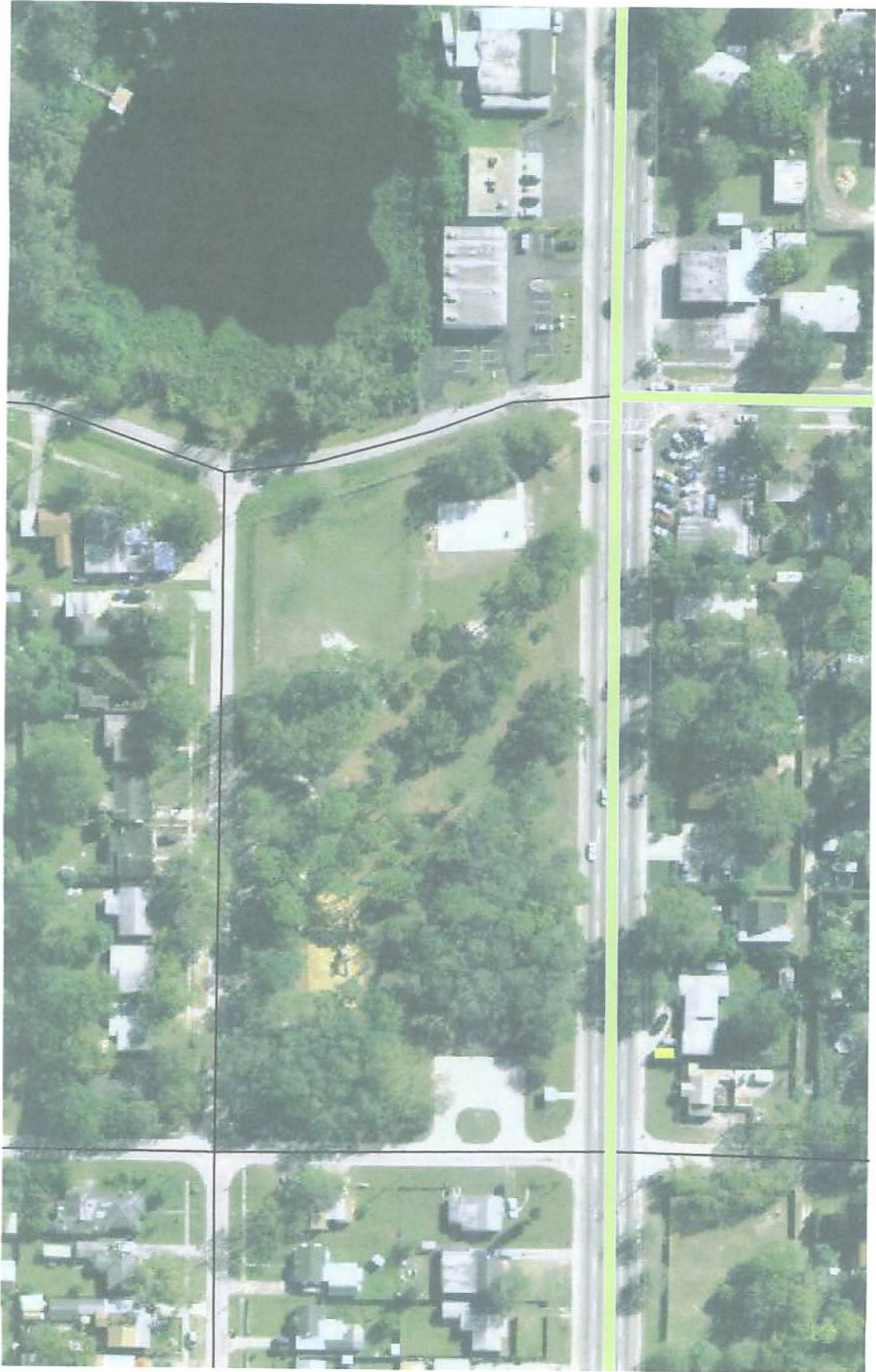
  
Joseph Lauro, CPPO/CPPB  
Director of Purchasing

PLEASE ADDRESS REPLY TO:  
400 South Ft. Harrison, Sixth Floor  
Clearwater, Florida 33756  
Phone: (727) 464-3311  
FAX: (727) 464-3925  
Website: [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)





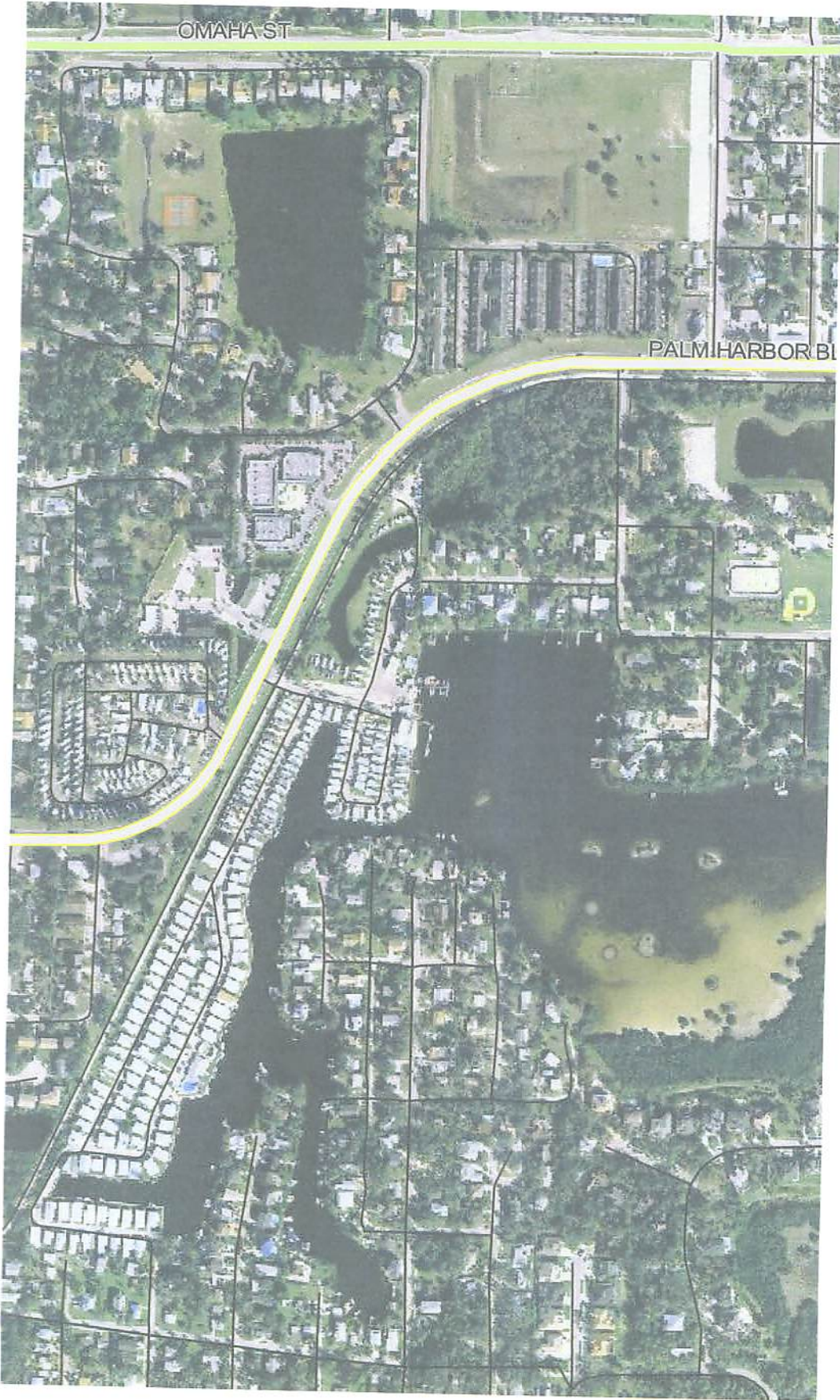
JOES CREEK GREENWAY NEIGHBORHOOD PARK



LEALMAN NEIGHBORHOOD PARK



CHESTER OCHS/4H EDUCATIONAL CENTER



PALM HARBOR RESORT BOAT RAMP

**BOARD OF COUNTY  
COMMISSIONERS**

KENNETH T. WELCH - CHAIRMAN  
RONNIE DUNCAN - VICE CHAIRMAN  
CALVIN D. HARRIS  
SUSAN LATVALA  
JOHN MORRONI  
KAREN WILLIAMS SEEL  
ROBERT B. STEWART



Joseph Lauro, CPPO/CPPB  
Director

January 3, 2007

TO: ALL INTERESTED BIDDERS

INVITATION TO BID: Services – Landscape and Grounds Maintenance,  
Neighborhood Parks

BID NUMBER: 067-0137-B (SS)

BID SUBMITTAL IS DUE: January 9, 2007 @ 3:00 PM

**ADDENDUM NO. 2**

Following is additional information, clarifications, questions and responses relative to referenced Invitation to Bid (ITB):

**Question:**

My question was in regard to the weed control for the preservation area at Joe's Creek. Is the inside fence area covered for chemical, or manual weed control?

**Answer:**

It is both. They need to make sure that none of the native plant material is sprayed. Tree rings need to be done with herbicide, but it will take a weed eater to knock down all the grasses/weeds from the waters edge to the fence.

All other specifications, terms and conditions remain the same.

Please remember to acknowledge receipt of this Addendum in Section G, Page 26 under Addendum No. 2 and return with completed bid package. No further questions can be addressed, as it is now beyond the question deadline of December 29, 2006.

Sincerely,

A handwritten signature in black ink that reads "Joseph Lauro" with a stylized flourish at the end.

Joseph Lauro, CPPO/CPPB  
Director of Purchasing

PLEASE ADDRESS REPLY TO:  
400 South Ft. Harrison, Sixth Floor  
Clearwater, Florida 33756  
Phone: (727) 464-3311  
FAX: (727) 464-3925  
Website: [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)

