



Submit Bids To:
 City of Hollywood
 2600 Hollywood Boulevard
 Hollywood, Florida 33020
 Office of City Clerk, Room 221

CITY OF HOLLYWOOD, FLORIDA

INVITATION FOR BID

BIDDER ACKNOWLEDGMENT

Bid Title: City-Wide Grounds Maintenance

Bid No.: F-4399-14-RD (Set-Aside)

Commodity/Service Required: as above

A Cone of Silence is in effect with respect to this Bid. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15(F) of the City's Code of Ordinances.

Bid must be received prior to 3:00 P.M., March 18, 2014 and may not be withdrawn within 90 calendar days after such date and time. Bids received by the date and time specified will be opened in Room 303. All Bids received after the specified date and time will be returned unopened.

Procurement Services Contact: Ralph Dierks, or Linda Silvey, or Joel Wasserman or his designee

Telephone No.: (954) 921-3223 or (954) 921-3200 or (954) 921-3290

BIDDER ACKNOWLEDGMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETE BID DOCUMENT BY THE DATE AND THE TIME OF BID OPENING. THE BID SUMMARY SHEET PAGES ON WHICH THE BIDDER ACTUALLY SUBMITS A BID AND ANY PAGES UPON WHICH INFORMATION IS REQUIRED MUST BE COMPLETED AND ATTACHED WITH ALL PAGES OF THE BID DOCUMENT.

Bidder's Name:	Fed. ID No. or SS Number
Complete Mailing Address:	Telephone No.:
	Fax No.:
Do You Have a Permanent Office Located in the City of Hollywood? Yes <input type="checkbox"/> No <input type="checkbox"/>	E-Mail Address:
Indicate type of organization below: Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other <input type="checkbox"/>	Is the Proposer a City of Hollywood Qualified Local MBE or SBE? Yes <input type="checkbox"/> No <input type="checkbox"/> Certifying Agency:

ATTENTION: FAILURE TO SIGN (PREFERABLY IN BLUE INK) OR COMPLETE ALL BID SUBMITTAL FORMS AND FAILURE TO SUBMIT ALL PAGES OF THE BID DOCUMENT AND ANY ADDENDUMS ISSUED MAY RENDER YOUR BID NON-RESPONSIVE.

The undersigned bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, services, or equipment, and is in all respects fair and without collusion or fraud. I certify acceptance of this bid's terms, conditions, specifications, attachments and addenda. Further, by signing below in blue ink, pages 5 through 7 are acknowledged and accepted as well as any special instruction sheet(s) if applicable. I am authorized to bind performance of this bid for the above bidder.

 Authorized Name (Type or Print)

 Title

 Date

 Authorized Signature



CITY OF HOLLYWOOD, FLORIDA
BID/PROPOSAL NOTIFICATION
PROCUREMENT SERVICES DIVISION

Notice to Offerors: Log on to www.hollywoodfl.org and select the link to Vendor Registration & Bids to register as a supplier.

BID / PROPOSAL DOCUMENT INFORMATION

Bid/Proposal Number:	F-4399-14-RD (Set-Aside)
Bid/Proposal Name:	City-Wide Grounds Maintenance
Procurement Contact Person:	Ralph Dierks
Email Address:	rdierks@hollywoodfl.org.com
Telephone Number:	(954) 921-3223
Bid/Proposal Opening Date:	3:00pm, March 18, 2014
Pre-Bid/Proposal Conference Date:	9:00am, February 18, 2014
<input checked="" type="checkbox"/> Mandatory if Box is Checked	

To view or download this Bid or RFP and any addenda go to:

www.hollywoodfl.org/purchasing/bids_pdf.asp and click on the bid or proposal number referenced above on this document or the corresponding addendum.

A Cone of Silence is in effect with respect to all Formal Bids and Request for Proposals. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15 (F) of the City's Code of Ordinances.



Bid/Proposal Name: City-Wide Grounds Maintenance
Bid/Proposal Number: F-4399-14-RD (Set-Aside)
Bid/Proposal Opening Date: 3:00pm, March 18, 2014

Firm Name/Address: _____

Return to:

City of Hollywood, Florida
c/o: Office of City Clerk
2600 Hollywood Blvd., Rm#: 221
Hollywood, Florida 33020

NOTE: Always use the label to the left on all packages when returning your bid or proposal to the City.



NOTICE TO ALL BIDDERS AND PROPOSERS

Cone of Silence

The City of Hollywood City Commission adopted Ordinance No. O-2007-05, which created Section 30.15(F) imposing a Cone of Silence for certain City purchases of goods and services.

The Cone of Silence refers to limits on communications held between vendors and vendor's representatives and City elected officials, management and staff during the period in which a Formal Solicitation is open.

The Ordinance does allow potential vendors or vendor's representatives to communicate with designated employees for the limited purpose of seeking clarification or additional information. The names and contact information of those employees that may be contacted for clarification or additional information are included in the solicitation.

The Cone of Silence does not prohibit a vendor or vendor's representative from communicating verbally, or in writing to the City Manager, the City Manager's designee, the City Attorney or the City Attorney's designee on those procurement items to be considered by the City Commission.

The Cone of Silence does not prohibit a vendor or vendor's representative from making public presentations at a duly noticed pre-bid conference or duly noticed evaluation committee meeting or from communicating with the City Commission during a duly noticed public meeting.

The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation.

To view the Cone of Silence, Ordinance No. O-2007-05, go to the City of Hollywood's Official website at <http://www.hollywoodfl.org/ConeOfSilence>

CITY OF HOLLYWOOD

TERMS AND CONDITIONS

1. **Execution of Bid:** Bid must contain an original signature of an individual authorized to bind the bidder. Bid must be typed or printed in ink. All corrections made by the bidder to the bid must be initialed by the person signing the bid. All illegible entries, pencil bids or corrections not initialed will not be tabulated. The original bid conditions and specifications cannot be changed or altered in any way. Altered bids will not be considered.
2. **No Bid:** If not submitting a bid, respond by returning this Bidder Acknowledgment form, marking it "NO BID," no later than the stated bid opening date and hour, and explain the reason in the space provided. Failure to respond without sufficient justification may be cause for removal of the bidder's name from the bid mailing list.
3. **Bid Opening:** Shall be public, on date, location and time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of opening. Bids which for any reason are not so delivered, will not be considered. It is the bidder's responsibility to assure all numbered pages of the bid, all attachments thereto and all addenda released are received prior to submitting a bid. All bids are subject to the conditions specified herein on the attached bid documents and on any addenda issued thereto.
4. **Addenda to Bid:** The City of Hollywood reserves the right to amend this bid prior to the bid opening date indicated. Only written addenda will be binding. The City is not bound by any oral representations, clarifications, or changes made in the written specifications by the City's employees, unless such clarifications or changes are provided to bidders in written addendum form.
5. **Prices Quoted:** Deduct trade discounts and quote firm net prices. Give both unit and extended total. Prices must be stated in units to quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit price quoted will govern and the total will be adjusted accordingly. All prices quoted shall be F.O.B. destination, freight prepaid. (Bidder pays and bears freight charges. Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Cash discounts for prompt payment will not be considered in determining the lowest net cost for bid evaluation purposes.
6. **Withdrawal of Bids:** Bidders may request withdrawal of bid submittal prior to the scheduled bid opening time provided the request for withdrawal is submitted to the Director of Procurement Services in writing. No bids may be withdrawn for a period of ninety (90) days after the date of bid opening.
7. **Mistakes:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk.
8. **Taxes:** The City of Hollywood is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the City of Hollywood. Contractors doing business with the City shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City nor shall any contractor be authorized to use the City's tax exemption number in securing such materials.
9. **Delivery:** Unless actual date of delivery is specified (or if specified delivery can not be met) show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the user, Monday through Friday, excluding holidays, unless otherwise specified and incorporated into contract document. Delivery shall be to the location specified in the bid specifications.
10. **Conditions and Packaging:** Unless otherwise stated in the special instructions to bidders or the bid sheets, or specifically ordered from an accepted price list, deliveries must consist only of new and unused goods and shall be the current standard production model available at the time of the bid. The goods must be suitably packaged for shipment by common carrier. Each container or multiple units or items otherwise packaged shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier, purchase order number and any other markings required by specifications, or other acceptable means of identifying vendor and purchase order number.
11. **Inspection, Acceptance & Title:** Inspection and acceptance will be at destination unless otherwise provided. Title to or risk of loss or damage to all items shall be the responsibility of the successful bidder until acceptance by the buyer, unless loss or damage results from negligence by the buyer. If the materials or services supplied to the City are found to be defective or not conforming specifications, the City reserves the right to cancel the order upon written notice to the seller and return product at bidder's expense.
12. **Safety Standards:** All manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards thereunder.
13. **Open-End Contract:** No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open end contract. Estimated quantities will be used for bid comparison purposes only. The City of Hollywood reserves the right to: issue purchase orders as and when required, or issue a blanket purchase order for individual agencies and release partial quantities. No delivery shall become due or be acceptable without a written order by the City, unless otherwise provided in the contract. Such order will contain the quantity, time of delivery and other pertinent data. However, on items urgently required, the seller may be given telephone notice, to be confirmed by an order in writing.
14. **Contract Period (Open-End Contract):** The initial contract period shall start with the expiration date of the previous contract or date of award, whichever is latest, and shall terminate one (1) year from that date, unless otherwise stated within the specifications. The contractor will complete delivery, and the City will receive delivery on any orders mailed to the contractor prior to the date of expiration. The Director of Procurement Services may renew this contract subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City. Notification of Intent to Renew will be mailed sixty (60) to one-hundred fifty (150) calendar days in advance of expiration date of this contract. All prices, terms and conditions shall remain firm for the initial period of the contract and for any renewal period unless subject to price adjustment specified as a "special condition" hereto. In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Director of Procurement Services. The extension period shall not extend for more than ninety

(90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

15. **Fixed Contract Quantities:** Purchase order(s) for full quantities will be issued to successful bidder(s) after notification of award and receipt of all required documents. Fixed contract quantities up to twenty (20) percent of the originally specified quantities may be ordered prior to the expiration of one (1) year after the date of award, provided the contractor agrees to furnish such quantities at the same prices, terms and conditions.
16. **Payment**
 - A. **Payment from City to Contractor:** Payment will be made by the City after commodities/services have been received, accepted and properly invoiced as indicated in contract and/or order. Invoices must bear the purchase order number.
 - B. **Payment from Contractor to Subcontractor and Materials Supplier:** When a contractor receives from the City of Hollywood any payment for contractual services, commodities, materials, supplies, or construction contracts, the contractor shall pay such moneys received to each Subcontractor and Material Supplier in proportion to the percentage of work completed by each Subcontractor and Material Supplier at the time of receipt. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the Subcontractors and Material Suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to Subcontractors and Material Suppliers within fifteen (15) working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the Subcontractors and Material Suppliers a penalty in the amount of one percent (1%) of the amount due, per month, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed. Retainage is also subject to the prompt payment requirement and must be returned to the Subcontractor or Material Supplier whose work has been completed, even if the prime contract has not been completed. The Contractor shall include the above obligation in each subcontract it signs with a Subcontractor or Material Supplier.
17. **Manufacturer's Name and Approved Equivalents:** Manufacturer's names, trade names, brand names, information and/or catalog number listed in a specification are for information and establishment of quality level desired and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid complete descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The City of Hollywood reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on goods identical to bid standard, and he will be required to furnish such goods.
18. **Variations to Specifications:** Bidder must indicate any variance to our specifications, terms and/or conditions, no matter how slight. If variations are not stated in the Bid, it will be assumed that the product or service fully complies with our specifications, terms and/or conditions. The City will not interpret variances based on any attached sales or manufacturer's literature unless otherwise specified herein by the City.
19. **Interpretations:** Any questions concerning conditions and specifications shall be directed in writing to the Procurement Division. No interpretation(s) shall be considered binding unless provided to all Bidders in writing by the Director of the Procurement Services.
20. **Awards:** If a specific basis of award is not established in the invitation for Bid, the award shall be to the responsible bidder with the lowest responsive bid meeting the written specifications. As the best interest of the City may require, the right is reserved to make award(s) by individual commodities/services, group of commodities/services, all or none or any combination thereof. When a group is specified, all items within the group must be bid. A bidder desiring to bid "No Charge" on an item in a group must so indicate, otherwise the bid for the group will be construed as incomplete and may be rejected. However, if bidders do not bid all items within a group, the City reserves the right to award on an item by item basis. When a group bid is indicated for variable quantities and the bid for the group shows evidence of unbalanced bid prices, such bid may be rejected. The Director of Procurement Services, or the City Commission, whichever is applicable, reserves the right to waive technicalities and irregularities and to reject any or all bids, or any part of any bid. **The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.**
21. **Warranty:** The bidder should specify any warranty applicable to the items bid, and attach any applicable warranty form.
22. **Samples:** Samples of items, when required, must be furnished by bidder free of charge to the City. Each individual sample must be labeled with bidder's name, manufacturer's brand name and be delivered by him within ten (10) calendar days of the bid opening unless the schedule indicates a different time or unless submission is required before the bid opening. If samples are required subsequent to the bid opening, they should be delivered within ten (10) calendar days of the request. The City will not be responsible for returning samples.
23. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless the City and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.
24. **Assignment:** Contractor shall not transfer or assign the performance required by this bid without the prior written consent of the Director of Procurement Services. Any award issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the Director of Procurement Services.
25. **Indemnification:** The Contractor shall indemnify, hold harmless, and defend the City of Hollywood, its officers, agents and employees from and against any and all claims, damages liability, judgements or causes of action including costs, expenses and attorneys fees incurred as a result of any error, omission or negligent act by the Contractor its officers, employees, agents, subcontractors or assignees arising out of this bid.
26. **Equal Employment Opportunity:** No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex or National origin, or physical or mental handicap if qualified. Contractor shall take affirmative

action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, color, sex or National origin, or physical or mental handicap. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The Contractor further agrees that he/she will ensure that Subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

27. **Local Preference:** Pursuant to §38.50 of the City of Hollywood Code of Ordinances, the City shall grant a preference to Hollywood vendors if their initial bid is within 5% of the bid of the lowest responsive responsible bidder that is a non-local Hollywood vendor. The preference shall allow the local Hollywood vendor to submit a second and final offer which must be at least 1% less than the bid of the lowest responsive responsible non-local Hollywood vendor to be awarded. The local Hollywood vendor shall have the burden of demonstrating that it maintains a permanent place of business with full-time employees within the City limits and has done so for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation within Hollywood, Florida. All supporting documentation (e.g. City of Hollywood valid local business tax receipt) for local preference eligibility must be received with the bid package prior to the bid opening date and time.
28. **ADA Compliance:** "Persons with disabilities who require reasonable accommodation to participate in City Programs and/or services may call the Equal Opportunity Manager, Office of Human Resources and Risk Management (954) 921-3218. If an individual is hearing or speech impaired, please call Florida Relay Service 1-800-955-8771.
29. **Public Entity Crimes:** "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 to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

**BID FORM
CITY OF HOLLYWOOD, FLORIDA**

“AN EQUAL OPPORTUNITY AND SERVICE PROVIDER AGENCY”

Special Instructions to Bidders (In addition to General Conditions)

SUBMISSION OF FORMAL SEALED BIDS: The Invitation for Bid form must be executed and submitted with all bid sheets and should be in a sealed envelope. The original should be signed in blue ink. The pricing page must be completed in its entirety (all spaces must be filled, no spaces are to be left blank). Bids not submitted on bid sheets and spaces left blank on the pricing page may be rejected. The Bidder must check for any addendums to this bid, and continue to check for any addendums up to the due date and time of this bid. The face of the envelope should contain the vendor's name, return address, due date and time of bid opening, and bid number. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

SET-ASIDE BID INFORMATION:

“Set-Aside Bids: Pursuant to §38.50 of the City of Hollywood Code of Ordinances, the City has determined that this bid shall be set aside for participation by local Hollywood vendors only. No vendor shall receive more than three set-aside bid award contracts in a fiscal year. A local Hollywood vendor that has received at least one set-aside bid award contract in each of three (3) consecutive fiscal years shall not be eligible to participate in set-aside bids for the following fiscal year. If the bids received are not economically comparable to non-set-aside market pricing, the procurement shall be canceled.

For purposes of this bid, “local Hollywood vendor” shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of this bid. The permanent place of business must be the primary place of business of the entity and may not be a post office box or a personal residence. The business must actually distribute goods or services from the permanent place of business. The business must have a current local business tax receipt from the City of Hollywood and must not be publicly traded. All supporting documentation (e.g., City of Hollywood valid local business tax receipt) for local preference eligibility must be received with the bid package prior to the bid opening date and time.”

CITY-WIDE GROUNDS MAINTENANCE:

A. GENERAL CONDITIONS:

The City of Hollywood is seeking bids to establish a contract to supply all labor, equipment and materials to maintain designated roadway medians, swales, gateways, parks, lots, and other facilities within the City limits. The term of this contract shall be for a period of three (3) years beginning upon date of award or expiration of current contract, whichever is later. The City may renew this contract for two (2) additional two (2) year periods subject to City's option, vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City.

The intent of this work is to provide services to the designated areas so that they will be maintained to a superior level such that they are viewed by the public as the best maintained in the area. This is the standard required of all Contractors.

The contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City of Hollywood.

TERMINATION:

The City reserves the right to terminate the agreement with or without cause.

NOTE: The Immigration and Nationality Act prohibits (i) the employment of an unauthorized alien when the employer knows the individual is an unauthorized alien and (ii) the employment of an individual without complying with the requirements of the federal employment verification system. If a contractor commits either of these violations, such violation shall be cause for unilateral cancellation of the contract.

PENALTY CLAUSE: Failure to perform proper work as required on the Zone Completion Form, Attachment B and to correct such failure within 24 hours after being notified by the City in writing or in an email will result in the City completing the attached Vendor Performance Form, Attachment "A" which constitutes non-performance will result in non-payment until work has been performed per the bid specifications. Poor Vendor Performance may result in termination of contract. **If the vendor, after notice, fails to comply with the terms of the contract, the City may have the defective work corrected by another vendor and the vendor will be liable for all expenses incurred.** Such action by the City shall not relieve the vendor of further responsibilities.

B. CONTACTS:

For information concerning procedure for responding to this Invitation For Bid (IFB), contact the Procurement Services Division, Ralph Dierks, Procurement Manager at (954) 921-3223 or Linda Silvey, Budget and Procurement Technician at 954-921-3200, or Joel Wasserman, Director, Procurement Services at 954-921-3290 or his designee. Such contact is to be for clarification purposes only.

It is preferred that all other questions be submitted in writing. Questions should be directed to the City of Hollywood, P.O. Box 229045, Hollywood, Florida 33022-9045, Attention: Ralph Dierks, Procurement Manager, Procurement Services Division, or to facilitate prompt receipt of questions, they may be sent via fax at (954) 921-3086, or via e-mail, rdierks@hollywoodfl.org or lsilvey@hollywoodfl.org. **Questions are due no later than 5:00 P.M., March 4, 2014.**

C. SITE VISIT:

Vendors are encouraged to attend a Site Visit at the Hollywood Public Works Department, 1600 South Park Road, Hollywood, Florida, 33021, at 9:00am, February 25, 2014. The purpose of this site visit is to allow the City of Hollywood the opportunity to identify the service location zones in this Invitation to Bid. Due to the importance of the bidders having a clear understanding of the City's service location zones, attendance on this site visit is recommended.

Public Works will transport all attending vendors to the City's service location zones. Interested vendors **must register in advance** to participate in the site visit tour by calling Xavier Leal, Contract Compliance Coordinator at 954-967-4526, or by emailing xleal@hollywoodfl.org Monday through Friday, 7:30am to 4:00pm.

Vendors shall reserve specific service questions for the scheduled mandatory pre-bid conference meeting.

D. MANDATORY PRE-BID CONFERENCE:

Vendors are required to attend mandatory pre-bid conference at Hollywood Public Works Administration, 1600 So. Park Road, Hollywood, Florida 33021 at 9:00 A.M. on February 18, 2014. The purpose of this conference is to allow the City of Hollywood the opportunity to provide clarification and respond to questions from potential bidders relative to any facet of this invitation to Bid.

To provide the City of Hollywood sufficient time to adequately prepare responses to vendor inquiries at the pre-bid conference, **it is desirable that all questions be submitted in writing** to the City of Hollywood Procurement Services, PO Box 229045 Hollywood, Florida 33022-9045. Written responses to all questions will be provided to each participant and discussed at the pre-bid conference. Written addendum will be issued, if required, as soon as possible after that conference. **Questions are due no later than 5:00 P.M., March 4, 2014.**

Due to the importance of the bidders having a clear understanding of the specifications/scope of work and requirements for this solicitation, **attendance at this conference is mandatory.**

E. COST ADJUSTMENTS:

The costs for all services purchased under this contract shall remain firm for the initial term of the contract. Costs for subsequent years and any extension term years is subject to an adjustment pending industry performance. An increase equal to the lesser of 3% or the latest yearly percentage increase of the All Urban Consumers (CPI-U) Miami-Fort Lauderdale, FL (All Items), as published by the bureau of Labor Statistics, U.S. Department of Labor. The yearly increase, or decrease in the CPI shall be that latest index published and available prior to the end of the contract year then in effect compared to the index for the same month one year prior. Any requested price increase shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract. In the event the CPI or industry costs decline, the City shall have the right to receive from the vendor a reasonable reduction in costs that reflect such cost changes in the industry.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the contract may be cancelled by the City upon giving thirty (30) days written notice to the vendor.

F. VENDOR QUALIFICATIONS:

1. The City is seeking a qualified contractor capable of implementing an aggressive inspection and landscape/grounds maintenance program with attention to detail. Contractor shall possess and be able to demonstrate the ability to detect and correct any potential maintenance problems prior to their becoming readily apparent. The intent of this work is to provide services to the designated areas so that they will be maintained to a superior level such

that they are viewed by the public as the best maintained in the area. This is the standard required of all Contractors.

2. Contractors are required to submit as an addendum to their bid, a statement of work experience, pesticide/herbicide license, MOT certification, Broward County Tree Trimmer Class B Certification for every employee trimming trees, number of personnel employed, inventory of existing equipment and at least three (3) references of current contracts with similar size, service type, and scope of work, to include phone numbers, contact persons, emails and/or fax numbers. Bidder must demonstrate an adequate number of employees and equipment to satisfactorily perform landscape maintenance to the zones awarded, including, but not limited to instances of stolen equipment, so that normal operations can continue as scheduled. Bidder shall provide information only as it relates to work specified in this contract.
3. The contractor shall be fully responsible for the performance of his company and completion of all work as outlined in these specifications. The contractor shall employ sound horticultural practices and methods standard in the industry. Note that the Immigration and Nationality Act prohibits (i) the employment of an unauthorized alien when the employer knows the individual is an unauthorized alien and (ii) the employment of an individual without complying with the requirements of the federal employment verification system. If a contractor commits either of these violations, such violation shall be cause for unilateral cancellation of the contract. The Contractor shall employ personnel competent to perform the work specified herein. Supervision of personnel shall be conducted in a competent and professional manner. All personnel shall wear uniforms bearing the company name and all vehicles shall be likewise identifiable. Non-uniform clothing will not be permitted, including for new employees. FDOT approved Safety vests must be worn at all times. Employees must be able to show proper identification at all times. Employees and Supervisors must be able to read, comprehend, and speak English in order to communicate effectively with the City staff and with others. A Supervisor will be onsite at all times and will be able to manage all facets of the landscape services for the Contractor. The Supervisor must have excellent communication skills and be capable of directing all regular maintenance and additional landscape services and coordinating these with the Public Works Director or his/her designee. The Supervisor shall use his experience and training to prevent, detect, and control adverse conditions by physically inspecting the landscape and property and communicating with the City's designee.
4. No work shall be done before 7:00 A.M. or after 7:00 P.M (or sundown), or on Sundays, as per City Ordinance 21-49 Section 6. No work shall be performed after sunset. Contractor shall not perform work on holidays or when the City offices are closed unless prior approval is granted by the City. Work shall not be performed in the Downtown or Beach business districts before 7:00 A.M. or after 11:30 A.M.
5. FDOT approved safety vests shall be worn at all times. Proper safety signage, such as Work Zone Ahead "Workers Ahead", cones, flagperson or other warning devices shall be used to alert motorists of work in the area. All signs shall be temporary and must be in accordance with the Florida

Department of Transportation's Design Standards and US Manual on Uniform Traffic Control Devices and Safe Practices. OSHA standards shall be utilized where applicable. Safety equipment, such as safety goggles, ear protection, gloves, etc. shall be provided and utilized as appropriate. All personnel performing maintenance of traffic activities shall possess valid and verifiable certificates of training as per the most current State of Florida standards and regulations and be familiar with moving MOT procedures accordingly and follow these procedures at all times.

6. Any damage to the road, facilities, services, utilities, irrigation lines, or vegetation caused by the action of the Contractor shall be repaired or replaced at the expense of the contractor to the satisfaction of the City of Hollywood. Failure to restore said property within three (3) working days following written notification will result in a deduction from the next invoice of all expenses incurred by the City for the execution of appropriate labor, material, and equipment use or rental to restore the property to its original condition.
7. Contractor vehicles shall not be parked on medians or swales at any time during maintenance service. Any damage to the irrigation system caused by the Contractor's vehicles or equipment shall immediately be reported to the City's Designee, who will contact the Irrigation Supervisor if needed. Contractor will make the repair or will pay all expenses incurred by the City for repair.
8. Vendor shall report verification of all service via Zone Completion Form, 'Attachment B' by email to the Public Works Office at ROWmaintenance@hollywoodfl.org no later than 9:00 A.M. the day following completion of the work. The Contractor shall be available by telephone during the hours of 8:00 A.M. to 5:00 P.M. Monday through Saturday, to discuss field observations, problems, or other matters pertaining to the contract. At the request of the Director of Public Works or his/her designee, Contractor shall meet to discuss performance from time to time. The Director of Public Works, or designee, shall be the liaison between the Contractor and the City regarding the adherence to specifications as outlined.

G. LOCATION OF WORK:

1. There are twelve (12) zones of work being advertised. Please see the attached pricing sheets for the itemized list. Pricing pages are to be awarded individually, in a group, or in whole, whichever is in the best interest of the City.
2. By submitting a bid, the Contractor acknowledges that he/she is familiar with the sites and the proposed scope of work, prior to submitting a bid. The City reserves the right to remove specific areas on a temporary or permanent basis, as may be required. This removal will reduce the invoice amount by the amount indicated for this specific location on the next invoice submitted for payment. City may add locations or delete locations whereby the cost of service shall be calculated based upon the indicated bid price for that zone. All City facilities, parks, and lots include the swale areas for maintenance.

It is the individual responsibility of each Contractor to visit the sites/areas on which you tender a Bid. Should you have further questions on site locations, please view the pricing pages. Bidders must attend the mandatory pre-bid conference in order to submit a bid and for clarification.

H. EQUIPMENT:

1. Contractor shall submit an inventory list of all equipment to be used for this work. City reserves the right to inspect and reject any or all equipment that will be used in the City. Bidder must demonstrate an adequate number of employees and equipment to satisfactorily perform landscape maintenance to the zones awarded, including, but not limited to cases of stolen/lost equipment, so that normal operations can continue as scheduled. All equipment shall be maintained in an efficient and safe operating condition while performing work under the contract. Equipment shall have proper safety devices maintained at all times while in use. If equipment does not contain proper safety devices and/or is being operated in an unsafe manner, the City shall direct the Contractor to remove such equipment and/or the operator until the deficiency is corrected to the satisfaction of the City of Hollywood. The Contractor shall be responsible and liable for injury to persons or damage to property caused by the operation of the equipment.

I. SCHEDULE

1. Contractor shall provide a monthly schedule of all services no later than the last week of the preceding month. Any deviations to the schedule must have prior approval by the City five days in advance. Service schedule shall be set by the Director of Public Works or his/her designee resulting in approximately twenty-three services annually.

The City reserves the right to adjust the frequency for any site or area for the life of the contract. The City will notify the contractor in writing or email of any frequency or schedule change a minimum of twenty-four (24) hours in advance.

Work in the Downtown area and the Beach area is subject to scheduling restrictions to accommodate the businesses. No work is to be done before 7:00 a.m. or after 11:30 a.m., as directed by the City's designee.

Most properties will be mowed once every 15 days for 23 service cuts per year. Other locations will be serviced at a different frequency as noted on the pricing pages.

J. SCOPE OF WORK:

1. Contractor shall maintain the contractually covered grassy and landscaped areas, at the frequency rate prescribed, with conventional production style mowing and lawn maintenance equipment.

2. Maintenance as defined for bid purposes shall include: Delittering, mowing, edging, hedge trimming, selective tree trimming up to a 10 foot clearance, raking, sweeping, weeding to maintain a weed free condition, weedeating, herbiciding and other related duties as outlined herein.
3. Upon arriving at a jobsite, the Contractor shall immediately survey the area to remove all litter, glass, rocks, dead foliage, metal, branches, palm fronds, cigarette butts and other debris from all areas of responsibility including any playgrounds, pavers, sidewalks, curblines, and catch basins. **Contractor shall haul and legally dispose of all such material at his own expense unless otherwise indicated herein.** All debris removed from the City shall be disposed of at an EPA and State of Florida approved dumping site at the contractor's expense.
4. **Mowing** shall be done to a height of three (3) inches unless otherwise specified by the Director of Public Works or his/her designee. All mowed areas are to be cut with a rotary type mower with sharp blades. Mowing patterns shall be changed frequently to avoid wear. Grass clippings left on site must be raked, bagged and removed so as not to leave evidence of clumps. Landscape lighting shall be wiped, blown off or vacuumed as needed to prevent accumulation of clippings and dead insects. When mowing medians or near sidewalks, grass clippings may not be blown into traffic lanes, storm drains, or pedestrian areas. When pedestrians are nearby, blowers shall be turned off until the pedestrian passes and the blower can then be turned on again.
Grass shall not be cut within fourteen (14) days of the previous cut unless approved by the City. Mowing shall not be done when weather conditions will result in damaged turf. Ruts caused by mowing when ground is too soft shall be repaired by the Contractor within 24 hours.
5. **Edging** shall be done along sidewalks, walkways, asphalt paths, and road edges with a gas-operated edger, not a weedeater, during each site visit. Grass shall also be edged where it encroaches upon the street from the swale or other areas back to the road edge so as to clearly and evenly expose the road edge markings. Turf will be mechanically edged around all tree rings in lawn areas and approximately ten inches out from the drip line of shrubs and hedges. Edged material shall be swept and collected for proper disposal. Edger must have a protective shield on at all times.
6. The contractor shall trim all hedges and shrubs during each site visit. Separation of various species shall be maintained as well as 24 inches of clearance of shrubs away from tree/palm rings. The Public Works Director or his/her designee shall determine the desirable maximum height of shrubs and hedges based on the location along a right-of-way or at a facility, and shall determine whether shrub groupings shall be maintained by selectively trimming or by shearing. Sheared hedges shall be trimmed to a uniform height and trimmed with a slightly wider width at the base to allow even sunlight penetration. Shrubs shall be selectively trimmed to achieve a natural appearance and to achieve maximum bloom. All shrubs shall be maintained four inches behind the curb and not allowed to extend past the back of the curb.

7. All plant material shall be trimmed to eliminate any possible sight obstructions for vehicular traffic. Trees shall be trimmed according to ANSI A300 Standards. Flush cuts and stub cuts are prohibited. Tree trimming will be required in areas where limbs can be reached from ground level and up to 10 feet high. Trees should be trimmed in a manner to allow pedestrian access, a minimum of ten (10) feet of clearance. The contractor shall be required to trim overgrowth where it obstructs or restricts the sight distance view of vehicles, e.g., limbs branching into the roadway from the median. All trees shall be trimmed of dead, dying, diseased branches and sucker growth. In playground areas, branches shall be trimmed to a minimum clearance of seven (7) feet from playground equipment. Dead and low hanging palm fronds extending to within ten (10) feet of ground shall be properly cut at the trunk and removed at each service interval. Contractor shall disinfect trimming equipment as per ANSI specifications. On trees known to be diseased, disinfect tools after each cut and between trees. The employee performing tree trimming must possess a Class B Tree Trimmer's license or better as required by Broward County.

Contractor shall also be responsible for removing limbs from the roadway during the maintenance operation that emanate from areas under contract. The contractor shall be alert to remove traffic hazards or unsafe conditions caused by tree limb obstruction during each site visit.

8. **Raking** of leaves shall be performed over all areas serviced to maintain a neat appearance and include fine-raking under all trees, shrubs, planter beds, landscape areas and open grassy areas where leaves accumulate. Pathways, sidewalks, and curb areas shall be blown clean or swept prior to leaving the site.
9. **Weed control** shall be done to maintain a weed free condition. All turf, planting beds and tree rings shall be maintained in a weed free condition. Weeding shall include but not be limited to ornamental beds, tree rings, base of shrubbery, hedges, sidewalks, curblines, fence lines, sidewalk cracks, playgrounds, irrigation equipment fenced enclosure areas, or any other areas where weeds exist. Weeds shall be manually pulled when necessary during each site visit to prevent an unsightly appearance caused by their presence. The use of herbicides must be approved by the Director of Public Works or his/her designee. The use of a dyes is required to clearly indicate where spraying has occurred. Dye is not to be used on concrete medians, sidewalks, or pavers. Herbicides shall only be used to control new growth of weeds no more than two (2) inches in height. The contractor shall manually pull all visible weeds taller than two (2) inches; herbicides are not to be used as a continual maintenance service. All applications shall be performed by persons holding a valid herbicide application license as issued by the State of Florida and shall be done in accordance with the herbicide manufacturer's recommended rates and all applicable Federal, State, County and Municipal regulations. Each applicator must be licensed and may not supervise other applicators. Herbicides may be used only with prior approval by the City's designee as to type, location and method of application. The Contractor shall exercise extreme care so as not to overspray and affect areas not intended for treatment. Areas adversely affected by such overspray shall be restored at the Contractor's expense. The contractor shall be responsible for replacing

all damaged foliage caused by the use of herbicides at no cost to the City. **The Florida Certified Pesticide Applicator license holder MUST be the applicator of pesticides or herbicides. Acceptable licenses are the Department of Agriculture and Consumer Services Florida Limited Commercial Maintenance License Certification or the Bureau of Entomology and Pest Control Commercial Landscape Maintenance license.**

Florida Department of Environmental Protection will be requiring Best Management Practice Certification for fertilizer application in 2014. Contractor must be in compliance with this FDEP certification when required.

10. **Weed eating** shall be done around all fixed objects exposed in the turf to include but not limited to irrigation heads, trees, poles/posts, or other fixtures commonly found in such settings. Weed eating shall be done with string trimmer. When using a string trimmer, weed eating shall be done so that tree trunks are not damaged. Any damage to tree trunks will be cause for Contractor to replace the tree. Weedeating should leave grass at the same height as the mowed, adjacent turf. Trimmings from weedeating must be removed.
11. All grass clippings, vegetative trimmings and overburden existing on or derived from the operation shall be blown from street and walk areas on the day the maintenance is performed, and if necessary to maintain a superior appearance shall be bagged and removed from the site. Debris is not to be blown into the street or onto a pedestrian pathway. The contractor shall at their own expense, remove and properly dispose of all waste, materials, i.e., cans, bottles, paper, resulting from the operation. Where recycling containers are present on site, contractor shall deposit aluminum cans and glass into appropriate containers.
12. Evidence of turf insects shall be brought to the attention of the Director of Public Works or his/her designee. The City may ask the contractor to apply chemicals to control and/or kill pests as needed. Quick kill ant bait shall be supplied by the Contractor and applied at every service as needed. The Contractor shall maintain an approved pesticide license for the duration of this contract. The use of chemicals must be approved by the Director of Public Works or his/her designee.
13. The contractor shall be responsible for notifying the Director of Public Works or her designee of any sprinkler system malfunctions, as evidenced through brown patches, broken parts, missing heads, or washed out areas.
14. The contractor shall inform the City's designee of any immediate safety hazards or vandalism (including graffiti or theft of plant material) upon discovery in the field. The Contractor shall contact the City's designee to supply barricades where hazards exist to safeguard the area until the City can correct the situation. The contractor shall fill any holes found constituting a hazard.
15. The Contractor shall notify the Director of Public Works or his/her designee, regarding all plant materials damaged by weather or traffic accidents.

16. The Contractor shall respond to all City emergency calls within twenty-four (24) hours after being notified. During emergencies declared as natural disasters, the Contractor must respond within eight (8) hours after being notified by the City.
17. The Contractor will give the City an hourly labor rate for his/her Bid locations for additional services. The City reserves the right to seek other sources for the provision of these services.

K. CHEMICAL PEST CONTROL

All chemicals, other than herbicide and ant bait which shall be supplied by the Contractor, shall be supplied by the City. Contractor shall pick up the chemicals from the City's Public Works Yard location or from the City's designated vendor. Upon request, the Contractor shall handle and apply chemicals. Contractor shall mix and apply the chemicals in accordance with the manufacturer's recommendations. The use of a dye is required to clearly indicate where spraying has occurred. Dye is not to be used on concrete medians, sidewalks, or pavers. All work involving the use of chemicals shall be in compliance with all federal, state, and local laws and shall be accomplished by a Florida Certified Pesticide Applicator. A current Florida Certified Pesticide Applicator License copy must be submitted to the City with your bid response. The minimum license required is the Florida Limited Commercial Maintenance license. See Section 9 Weed Control for licensing requirements.

A listing of proposed chemicals to include commercial name, application amounts and type of usage shall be submitted for approval at the beginning of the contract. All proposed chemicals must be approved by the Florida Department of Agriculture. Records shall be kept and retained, as prescribed by law for the use of all pesticide operations including but not limited to date, time, method of application, chemical formulation, applicator's name and weather conditions. Copies of all records shall be submitted to the Public Works Director or designee upon completion of each application. Any and all soil, sod, plants contaminated by chemical use will immediately be removed and replaced at the Contractor's expense. **NO WORK SHALL BEGIN UNTIL WRITTEN APPROVAL OF CHEMICAL USE HAS BEEN OBTAINED FROM THE PUBLIC WORKS DIRECTOR OR DESIGNEE.**

L. SAFETY INSPECTION:

The contractor shall complete a Grounds and Landscape Maintenance Checklist (Attachment C) at each service of all properties. Inspection items shall include but not be limited to damaged fencing and sidewalks, graffiti, holes in the turf and around sprinklers, malfunctioning water fountain, illegible signs, broken benches and playground equipment, as well as dead trees and plants. The Grounds and Landscape Maintenance Checklist (Attachment C) shall be submitted after every service no later than 9:00 a.m. the following day.

M. FERTILIZATION (OPTIONAL):

Fertilization shall comply with ANSI-A300, Part 2 Fertilization Standards. Contractor shall, at the request of the Director of Public Works or his/her designee, apply fertilizer to all grass areas, shrubs and ground covers. Fertilizer shall be supplied by the City and shall be applied by the Contractor as per manufacturer's instructions and rate. Contractor shall provide a labor cost per bag on the pricing page, and shall pick up the fertilizer from the City's Public Works Yard location or from our designated vendor.

Fertilizer shall be evenly distributed under the foliage and not to exceed one and one half times the area of the foliage. Fertilizer shall not be applied around the stems of the shrubs or groundcovers. All fertilizer shall be removed from the branches and leaves of plant material. All fertilized areas must be thoroughly watered following fertilization. Fertilization shall be performed at the City's request only.

N. MULCHING (OPTIONAL):

Contractor shall, at the request of the Director of Public Works or his/her designee, apply mulch as directed. The City shall supply bulk or bagged mulch at the Public Works Yard location or designated vendor. The Contractor shall have proper equipment to load and unload mulch at the City-wide sites. Contractor shall provide a labor cost per cubic yard applied on the pricing page. Mulch shall be uniformly distributed at a minimum depth of three (3) inches to a maximum depth of four (4) inches around all trees and shrubs within the maintenance area. Contractor shall maintain a two (2) foot diameter mulch area for each inch of trunk diameter. Mulch shall extend outward for a minimum of one (1) to a maximum of two (2) feet from all shrubs. A four (4) inch band, free of mulch, shall be maintained around the tree trunks. Mulch shall be pulled back from the base of shrubs and groundcovers, valve boxes, and other irrigation components, and lighting. All mulch shall be removed from the branches and leaves of plant material. Mulching shall be performed only at the City's request.

O. PAYMENT:

1. Payment for work shall be authorized upon successful completion of all appropriate work as indicated previously herein. The contractor is to notify the Public Works office by 9:00 A.M. the following work day reporting work areas completed to the contract specifications and standards by having an authorized officer sign and submit via e-mail, a completed Zone Completion Form, Attachment "B" indicating that all work has been inspected and is ready for the City Contract Compliance Coordinator to verify. The City shall inspect the maintenance zone indicated within 48 hours. If the Contractor's performance does not show completion of maintenance items to City specifications and standards, the City shall request corrective action to be taken within 24 hours or be subject to the terms and conditions in Section A, Termination.

Verification of completion of corrective action shall be emailed to Public Works within twenty-four (24) hours following City's request. Thereafter in the event that an area has not been maintained to the specifications herein, the City may provide or obtain the required services and hold the Contractor

responsible for any costs incurred. **A zone invoice will not be paid until all areas are completed to specifications and standards.**

2. Any additional work requested outside the scope of work shall be charged at the hourly rate. The Contractor will be given at least twenty-four (24) hours notice prior to a call for additional services. Any additional services must be requested by the City. Charges for additional service must be agreed upon prior to completion.
4. All invoices must be originals and signed by the Contractor's designee.

P. PLANT REPLACEMENT:

Contractor shall replace, at no cost to the City, any plant material damaged due to improper maintenance or neglect including, but not limited to improper trimming, fertilization or chemical application. Weed eater damage on trees will be cause for the Contractor to replace the tree. The Contractor should inspect zones for damage upon award to alert the City for existing damage. Plant material requiring replacement due to circumstances beyond the Contractor's control, i.e. traffic accidents, foot traffic, etc. shall be replaced at the established labor rate plus the "pass-through" cost of the plant material. Replacement shall include removal and disposal of damaged plants and all required bed preparation for the new plants. All replacement plant material shall be of the appropriate species, size, and quality. Contractor shall receive authorization from the Director of Public Works or his/her designee prior to commencement of plant installation or replacement. City reserves the right to utilize other contractors for plant replacement and installation in any area of the City.

Q. PAVERS:

Contractor shall report all damaged or discolored pavers within the service area. Contractor shall be responsible for herbicide application for weed control to all pavers within or abutting all service areas.

R. INSURANCE REQUIREMENTS:

Contractor shall maintain, at its sole expense, during the term of this agreement the following insurances:

- A. **Commercial General Liability Insurance naming the City of Hollywood AND Florida Department of Transportation (FDOT) as an additional insured** with not less than the following limits:

General Aggregate	\$1,000,000
Products-Comp/Op Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 50,000

Coverage shall include contractual liability assumed under this agreement, products and completed operations, personal injury, broad form property damage, and premises-operations.

- B. **Commercial Automobile Liability Insurance** naming the City as an additional insured with not less than the following limits:

Combined Single Limit	\$500,000
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Coverage shall include contractual liability assumed under this agreement, owned, hired and non-owned vehicles.

- C. **Worker's Compensation Insurance** covering the contractor and the contractor's employees with not less than the following limits:

Worker's Compensation	\$500,000/500,000/500,000 for coverage
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Please Note: The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled until at least thirty (30) days prior written notice has been given to the City. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the vendor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Agreement or extension thereunder is in effect.

The insurance policy shall not contain any exceptions that would exclude coverage for risks that can be directly or reasonably related to the scope of goods or services in this bid/proposal. A violation of this requirement at any time during the term, or any extension thereof shall be grounds for the immediate termination of any contract entered in to pursuant to this bid/proposal. In order to show that this requirement has been met, along with an insurance declaration sheet demonstrating the existence of a valid policy of insurance meeting the requirements of this bid/proposal, the successful proposer must submit a signed statement from insurance agency of record that the full policy contains no such exception.

The City reserves the right to require additional insurance in order to meet the full value of the contract.

The City reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

S. HOLD HARMLESS AND INDEMNITY CLAUSE:

(Company Name and Authorized Signature, Print Name)

,the contractor shall indemnify, defend and hold harmless the City of Hollywood and FDOT, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

(Company Name and Authorized Signature, Print Name)

further certifies that it will meet all insurance requirements of the City of Hollywood and agrees to produce valid, timely certificates of coverage.

T. ANTI-COLLUSION STATEMENT:

The undersigned Bidder has not divulged to, discussed or compared his Bid with other Bidders and has not colluded with any other Bidder or parties to this Bid whatsoever.

U. DISCLOSURE OF CONFLICT OF INTEREST:

Disclosure of Conflict of Interest: Vendor shall disclose below, to the best of his or her knowledge, any City of Hollywood officer or employee, or any relative of any such officer or employee as defined in Section 112.3135, Florida Statutes, who is an officer, partner, director or proprietor of, or has a material interest in the vendor's business or its parent company, any subsidiary, or affiliated company, whether such City official or employee is in a position to influence this procurement or not.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Hollywood Purchasing Ordinance.

Name

Relationship

In the event the vendor does not indicate any names, the City shall interpret this to mean that no such relationship exists.

V. BASIS OF AWARD:

There are twelve (12) zones listed on the pricing pages. Each zone has multiple service locations which require bid pricing to be provided. **The Total Bid for each Zone Annual Cost will be the basis of award.**

Bidders must provide firm bid pricing for all locations within a zone to be considered for award.

The City reserves the right to award up to three (3) lowest responsive and responsible bidders for each zone or in its entirety to bidder(s) meeting specifications, terms and conditions of the bid (one primary and up to two alternates for each zone). The lowest responsive, responsible bidder for each zone shall be considered the primary vendor up to the maximum permitted under section 38.50 of the set aside code. **Therefore, it is necessary to bid on every service location in each zone.** The City of Hollywood reserves the right to procure from the second or third lowest bidder/alternate bidders if: a) the lowest bidder cannot comply with requirements or specifications; b) the lowest bidder is not in compliance with requirements or specifications on current or previous orders; c) in cases of emergency; d) if it is in the best interest of the City of Hollywood to do so regardless of reason.

The City, at its sole discretion, also reserves the right to select the bidder or bidders which best serve the interest of the City.

Bidder MUST submit as an addendum to this bid and include with bid submittal:

- Copy of Current City of Hollywood Occupational License (Business Tax Receipt)
- Copy of State of Florida Pesticide License
- Copy of Maintenance of Traffic (M.O.T.) Certification
- Statement of Work Experience
- Number of Personnel Employed
- Inventory of Existing Equipment
- Minimum of three (3) References of Current Contracts with similar size, service type, and scope of work, to include with Phone Numbers, Email Addresses or Fax Numbers and Contact Persons (complete reference section below)
- Broward County Tree Trimmer Class B Certification

Bidder shall provide information only as it relates to work specified in this contract.

REFERENCES:

Bidders must provide at least three current references that they provide similar services to, with similar size, service type and scope of work, including company name, contact name, phone, fax or email address:

- 1) _____

- 2) _____

- 3) _____

BIDDER'S NOTE: Award of any bid will require that the successful bidder ensure that a properly completed Vendor Registration Form is on file with the City.

NOTE: Contractor shall haul and legally dispose of all such material at his own expense unless otherwise indicated herein.

"Pricing Pages"**NOTE:****Please provide the following:**

- **Cost Per Service for All Service Locations**
- **Total Annual Cost for Each Service Location**
- **Total Bid for Zone Per Service**
- **Total Bid for Zone Annual Cost**

Prices must be stated in units to quantity specified in the bid specifications. (For further clarification, please see "Section V: BASIS OF AWARD". No spaces are to be left blank, but should be marked as follows:

N/A = Not Applicable

N/C = No Charge

N/B = No Bid

Spaces marked with a zero (0) will be considered no charge.

ALL SQUARE FOOTAGE MEASUREMENTS ARE ESTIMATED AND APPROXIMATE AND SHOULD BE VERIFIED BY BIDDER

SET ASIDE

ZONE 1

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	5736 and 5654 Fletcher Street	21,523	Lot	\$	X	23	=	\$
2	5580 Wiley Street	5,347	Lot	\$	X	23	=	\$
3	57th Ave east alley between Hollywood Blvd & Tyler St	7,500	Swale	\$	X	23	=	\$
4	Bob Butterworth Park, 5232 Washington St & swale on east side of 52nd Ave south to Hillcrest concrete wall	34,000	Park	\$	X	23	=	\$
5	S. 57th Avenue & Hollywood Blvd, Lawn Acres entrance, and traffic circle at 58th Ct and Monroe St	11,147	Landscape/ Median	\$	X	23	=	\$
6	Zinkil Park, 5451 Washington St	225,433	Park	\$	X	23	=	\$
7	5409 Pembroke Road	8,900	Lot	\$	X	23	=	\$
8	5604 Mayo Street	10,000	Lot	\$	X	23	=	\$
9	Kay Gaither Community Ctr and Park, 6391 Funston Street	34,091	Park/Facility	\$	X	23	=	\$
10	S 65th Avenue from Pembroke Road to Funston Street, and S. 64th & S. 65th Aves at Plunkett	20,871	Landscape/ Median	\$	X	23	=	\$
11	63rd Ave at Madison St, north swale fence line	8,902	Swale	\$	X	23	=	\$
12	Fletcher St Park, 5749 Fletcher Street	6,365	Park	\$	X	23	=	\$
13	Washington Park Community Center, 5199 Pembroke Rd,	30,125	Hedges, parking lot bullnoses	\$	X	23	=	\$
14	Polk Street at 52nd and 48th Avenues	15,000	Traffic Circles	\$	X	23	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 14 COST PER SERVICE)			=	\$				
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 14 TOTAL ANNUAL COST)						=		\$

ZONE 2

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	Fire Station 74 at 2741 Stirling Rd, and the retention lot behind Pep Boys	40,000	Lot	\$	X	23	=	\$
2	N 38th Ave at Farragut St and N 34th Ave at Sheridan St	4,855	Median	\$	X	23	=	\$
3	Mara Berman Giuliani Park, 4151 N Hills Drive	90,000	Park	\$	X	23	=	\$
4	Rainbow Tot Lot, 4001 N Hills Dr	1,808	Park	\$	X	23	=	\$
5	N. Hills Dr and Keyser Ave, 36th Ave, and 50th Ave	1,332	Traffic Circles	\$	X	23	=	\$
6	Oakridge Park & Dog Park, 5230 SW 35th Ave	453,000	Park	\$	X	23	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 6 COST PER SERVICE)			=	\$				
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 6 TOTAL ANNUAL COST)						=		\$

ZONE 3

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	S. Highlands Dr at Washington Street north side of street; south side of Washington St at 46th, 48th & 50th Avenue; Hillcrest Drive at S 37th Ave	87,182	Landscape / median/ triangle median	\$	X	23	=	\$
2	S Rainbow Dr from JSO S 35th Ave, around the Hollywood Blvd Circle, and N Rainbow Dr up to N 35th Ave	223,786	Median/Swale	\$	X	23	=	\$
3	David Park Tennis Center, Community Center & Fire Department- 510 N 33rd Ct & Fillmore Street	81,935	Park/Facility	\$	X	23	=	\$
4	Earl Crawford Park, 900 S Park Road	89,425	Park	\$	X	23	=	\$
5	Johnson St median just west of N 35th Ave; N 35th Ave from Johnson St south to Fillmore St east swales. South side of Johnson St between N Park Rd and 35th Ave	134,728	Median/ Swale	\$	X	23	=	\$
6	3800 Garfield Street Dead End	5,796	Landscape	\$	X	23	=	\$
7	Sal Oliveri /Veteran's Park - 4701 Tyler Street	68,323	Park	\$	X	23	=	\$
8	Taft Street at 40th Ave; Yale Dr at 40th Ave grass area	23,000	Traffic circle/ Swale/ median	\$	X	23	=	\$
9	Public Work Facilities, 1600 S Park Road	45,000	Facility	\$	X	23	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 9 COST PER SERVICE)			=	\$				
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 9 TOTAL ANNUAL COST)						=		\$

ZONE 4

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	Emerald Hills Lakes Park & Dog Park- 3901 N 30th Terrace	185,216	Park	\$	X	23	=	\$
2	Taft Street at I-95 underpass and east to first light	17,458	Swale	\$	X	23	=	\$
3	Hayes St to Arthur St, N 31st Ave, Canal Area East Swale	7,345	Swale	\$	X	23	=	\$
4	N 29th Avenue, Sheridan Street to Stirling Road	73,179	Median	\$	X	23	=	\$
5	Arthur St 27th to 29th Ave South Fence Line; Arthur St at 26th Ave	18,624	Swale/ Triangle Median	\$	X	23	=	\$
6	N 28th Terr from Raleigh St to Greene St. along I-95 fence line; N 28th Terr from Pershing St to Evans St east swale	58,627	Swale	\$	X	23	=	\$
7	N. Park Rd north of Sheridan St to Oak Dr	28,681	Median	\$	X	23	=	\$
8	31st Ave & Sheridan St west swale	8,816	Swale	\$	X	23	=	\$
9	N 31st Rd & Hayes St, east side; N 32nd Ave & Hayes St, west side	16,460	Lot	\$	X	23	=	\$
10	Johnson Street at I-95 Underpass	12,458	Swale	\$	X	23	=	\$
11	2810 Lincoln Street,	10,750	Lot	\$	X	23	=	\$
12	Waterview Park, 2660 Coolidge Street	30,000	Park	\$	X	23	=	\$
13	Lincoln Park, 2340 Lincoln Street	51,000	Park	\$	X	36 (On the 10th, 20th, and 30th monthly)	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 13 COST PER SERVICE)				=	\$			
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 13 TOTAL ANNUAL COST)						=		\$

ZONE 5

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	Hollywood Police Department - 3250 Hollywood Blvd	64,940	Facility	\$	X	23	=	\$
2	Railroad Museum, 2940 Hollywood Blvd	46,334	Facility/Lot	\$	X	23	=	\$
3	Calle Grande at Van Buren St	7,539	Triangle Median	\$	X	23	=	\$
4	Lions Park, Hollywood Blvd & Tyler St	11,996	Park	\$	X	23	=	\$
5	Kiwanis Park, SE corner 3400 Johnson Street & Park Road	51,038	Park	\$	X	23	=	\$
6	Stan Goldman Park, 800 Knights Road; 750 Knights Road, including walkways	163,720	Park	\$	X	23	=	\$
7	Tyler St west of Dixie Hwy,	5,000	Parking Lots/Swale	\$	X	23	=	\$
8	810 S. Dixie, 2110, 2114, 2118, 2122, 2126, 2130, and 2132 Adams St	114,300	Lots	\$	X	12	=	\$
9	North of Publix on alley south side at Fillmore St and S Park Road	7,956	Swale	\$	X	23	=	\$
10	N. 31st Avenue & Tyler Street	469	Landscape	\$	X	23	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 10 COST PER SERVICE)				=	\$			
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 10 TOTAL ANNUAL COST)						=		\$

ZONE 6

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	Coolidge Street & N. 20th Avenue to Federal Hwy	63,598	Median	\$	X	23	=	\$
2	N 18th Ct - Johnson St to Dixianna	6,914	/Park	\$	X	23	=	\$
3	Hammerstein House, 1523 Polk Street	11,963	Median	\$	X	23	=	\$
4	Polk St at N 14th , N 15th, and N16th Aves, streetscape beautification	6,500	Swale	\$	X	23	=	\$
5	Kooser Park, 1401 Polk St	8,759	Park	\$	X	23	=	\$
6	Johnson Street, N 10th Avenue to N. 8th Avenue, North Swale	14,970	Swale	\$	X	23	=	\$
7	921 N Northlake Drive, Sailor's Point rowing Club Boat Area	19,000	Lot	\$	X	23	=	\$
8	Holland Park, Johnson Street & 8th Avenue	125,054	Park/Swale/	\$	X	23	=	\$
9	1913 Coolidge Street, Shenandoah St & N 16th Ave	31,669	Alley	\$	X	23	=	\$
10	16th Ct, Harding St to McKinley St	24,351	Lots	\$	X	23	=	\$
11	McKinley St. at N. 17th Ave	17,292	Median	\$	X	23	=	\$
12	Cleveland Street & 17th Avenue	7,347	Median	\$	X	23	=	\$
13	14th Ave from Sheridan St south to Harding St, east swale	23,998	Swale	\$	X	23	=	\$
14	Arthur Street, 14th Avenue to Harding Street, Arthur Street to N 11th Avenue rail Swale	41,412	Swale	\$	X	23	=	\$
15	N 16th Ct, N 17th Ave & N 17th Ct from Johnson to Arthur Sts; Johnson St from Federal Hwy to N 14 Ave circles	43,432	Medians/ Traffic Circles	\$	X	23	=	\$
16	Crystal Courts, Arthur St & 12th Ave East, North, West fence lines and grass	12,969	Swale	\$	X	23	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 16 COST PER SERVICE)			=	\$				
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 16 TOTAL ANNUAL COST)						=		\$

ZONE 7

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	City Marina, N. 7th and 8th Aves at Polk St; Marina Docks at North Lake Dr. Polk St from N 7th to N 8th Ave, north swale	138,054	Facility/ Swale/ Parking Lot	\$	X	23	=	\$
2	Eppleman Park, 701 Tyler St; and Polk St and N 7th Ave at the Intracoastal seawall	10,049	Park/Swale	\$	X	23	=	\$
3	Joe DiMaggio Park, 1001 Three Island Blvd, and SE/SW parcels deep inside compound	450,000	Park	\$	X	23	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 3 COST PER SERVICE)				=	\$			
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 3 TOTAL ANNUAL COST)						=		\$

ZONE 8

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	Farragut St., 58th and 59th Aves, and 56TH to 58TH Aves	11,962	Triangle/ Median	\$	X	23	=	\$
2	Oak Street, just west of 64th Ave, north swale sea-grape trees	14,000	Swale	\$	X	23	=	\$
3	71st Ave Street Ends @ Custer, Meade, Allen, Pershing & McClellan Sts; Allen Dr at 72nd Way triangle	85,000	Street Ends/ Triangle	\$	X	23	=	\$
4	Southwest 45th Ave and 49th Court	3,850	Median	\$	X	23	=	\$
5	Oaklake Park, 3190 N.56th Ave	36,794	Park	\$	X	23	=	\$
6	Fire Rescue Training Facility, 3400 N. 56th Ave	41,000	Facility	\$	X	36 (On the 10th 20th and 30th Monthly)	=	\$
7	Cathy and Bob Anderson Park, 5800 Thomas St	11,766	Park	\$	X	23	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 7 COST PER SERVICE)				=	\$			
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 7 TOTAL ANNUAL COST)						=		\$

ZONE 9

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	Van Buren Parking Garage 251 S 20 Ave	50	Landscape	\$	X	26	=	\$
2	Maurice Connell Parking Garage 350 Johnson St	5,000- 7,000	Landscape	\$	X	26	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 2 COST PER SERVICE)			=	\$				
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 2 TOTAL ANNUAL COST)						=		\$

ZONE 10

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	Water Treatment Plant, 3441 Hollywood Boulevard	65,000	Landscape	\$	X	26 (Biweekly Fridays only between 6AM – 6PM)	=	\$
2	West Water Tower, 2840 Sheridan Street (SW Corner of Sheridan Street & I-95)	50,000	Landscape	\$	X	23	=	\$
3	East Water Tower, 1115 Thomas Street (East of 14th Ave-South of Sheridan Street)	50,000	Landscape	\$	X	23	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 3 COST PER SERVICE)			=	\$				
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 3 TOTAL ANNUAL COST)						=		\$

ZONE 11

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	West Radio Tower Compound, 6800 Sheridan Street, (Behind RV Lot, Around Tower Base)	4,650	Landscape	\$	X	23	=	\$
TOTAL BID FOR ZONE PER SERVICE (total of line 1 COST PER SERVICE)				=	\$			
TOTAL BID FOR ZONE ANNUAL COST (total of line 1 TOTAL ANNUAL COST)						=		\$

ZONE 12

No.	Service Location	SQ. FT	Type	Cost Per Service	X	Annual Frequency	=	Total Annual Cost
1	Wastewater Treatment Plant, 1621 N 14 Ave	125,000	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	=	\$
2	Lift Station A-1, 901 N 66 Terr	8,370	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	=	\$
3	Lift Station E-4, 1000 S Southlake Dr	1,600	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	=	\$
4	Lift Station E-5, 1000 S Northlake Dr	1,600	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	=	\$

5	Lift Station E-6, 1350 Funston St	6,000	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	=	\$
6	Lift Station E-8, 800 Three Island Blvd	5,000	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	=	\$
7	Lift Station W-11, 2702 Harding St.	3,000	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	=	\$
8	Lift Station W-14, 5596 Monroe St	4,000	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	=	\$
9	Lift Station 27, 3145 Arthur St	8,000	Facility	\$	X	24 (every 12 days May 1-October 31)(every 21 days Nov 1- April 30)	=	\$
10	Reuse Meter Emerald Hills, Farragut & 40th Ave	100	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	=	\$
11	Lift Station, 801 S 24th Ave	7,000	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	=	\$

					1- April 30)		
12	Lift Station N-3, 2611 N. 46 Ave	1,000	Facility	\$	X	24 (every 12 days May 1-October 31) (every 21 days Nov 1- April 30)	= \$
TOTAL BID FOR ZONE PER SERVICE (total of lines 1 to 12 COST PER SERVICE)				=	\$		
TOTAL BID FOR ZONE ANNUAL COST (total of lines 1 to 12 TOTAL ANNUAL COST)						=	\$

Additional Services as requested by the City.

(Pricing for Additional Services will not be calculated with total bid zone pricing for award.)

SERVICE	UNIT	PRICE
Fertilization	Per Bag Applied	\$
Mulching	Per Cubic Yard Applied	\$
Square Foot Rate	Per Square Foot	\$
Addition Services	Per Hour	\$

PLEASE RETURN AN ORIGINAL AND THREE COPIES OF ENTIRE BID DOCUMENT.

BID SUBMITTAL COMPLETION CONFIRMATION:

- _____ I, the Bidder, have completed and signed (preferably in blue ink) all required bid document pages.
- _____ I, the Bidder, acknowledge reading and signing the Hold Harmless Statement.
- _____ I, the Bidder, have submitted my bid on the bid sheets provided, and acknowledge that bids not submitted on bid sheets provided may be rejected.
- _____ I, the Bidder, have filled in all spaces on the pricing page as noted, and acknowledge that bids with spaces left blank on the pricing page may be rejected.
- _____ I, the Bidder, have included all information, certificates, licenses and additional documentation as required by the City in this bid document.
- _____ I, the bidder, have checked for any addendums to this bid, and will continue to check for any addendums up to the due date and time of this bid.
- _____ I, the Bidder, have included on the face of the envelope, my company name and return address, the date and time of bid opening, and the bid number.
- _____ I, the Bidder, have submitted one (1) original and three (3) copies of the entire bid document and addendums.
- _____ I have read and completed (if applicable) the "Disclosure of Conflict of Interest".
- _____ I, the Bidder, am aware that a Notice of Intent to award this bid shall be posted on the City's website at www.hollywoodfl.org and on the Procurement Services bulletin board in room 303 at City Hall, and that it is my responsibility to check for this posting. Also, I have provided my email address, as the City, at its discretion, may provide me information by such means regarding this procurement process.
- _____ I, the Bidder, have submitted all supporting documentation for local preference eligibility, which must be received with the bid package prior to the bid opening date and time (if applicable).

NAME OF COMPANY: _____

BIDDER'S NAME: _____

BIDDER'S AUTHORIZED SIGNATURE: _____

DATE: _____



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Vendor Performance Form

Use this form to report vendor performance that does not conform to the terms of the contract or indicates corrective action is required by Procurement Services Division.

Date:	
Department/Office:	Division/Area:
Contact Person:	Title:
Contact phone number:	Contact Email:
Purchase Order/Blanket Purchase Order #:	
Vendor:	Contact Person:
Contact phone number:	Contact Email:
Good/Service:	Solicitation #:

NATURE OF COMPLAINT

Place an "X" in each box that applies

- | | |
|--|---|
| <input type="checkbox"/> Late Delivery
<input type="checkbox"/> Unauthorized Substitution
<input type="checkbox"/> Poor Quality of Goods
<input type="checkbox"/> Failure to Respond to Letter or Return Call
<input type="checkbox"/> Poor Service
<input type="checkbox"/> Failure to Respond to Service Call
<input type="checkbox"/> Failure to Respond in Timely Manner to Service Call
<input type="checkbox"/> Failure to Meet Specifications
<input type="checkbox"/> Poor Workmanship | <input type="checkbox"/> Shipment Made Collect
<input type="checkbox"/> Failure to Furnish Price List/Catalog
<input type="checkbox"/> Failure to Replace Damaged Goods
<input type="checkbox"/> Repair Parts Not Available

<input type="checkbox"/> Shipment of Damaged Goods
<input type="checkbox"/> Shipment of Used Goods
<input type="checkbox"/> Failure to Provide Warranty
<input type="checkbox"/> Overshipment or Undershipment of Goods
<input type="checkbox"/> Incorrect Invoice (s)
<input type="checkbox"/> Other, Specify: Not adhering to maintenance schedule
<input type="checkbox"/> Other, Specify: |
|--|---|

Details of complaint or nonperformance:	
Complainant's Signature:	Title:
Date:	Phone:
Indicate whether complaint was resolved to your satisfaction: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action taken by reporting Department/Office (Specify):

Resolved: ☐ Yes ☐ No

Action Taken:

Action taken by Procurement Services (if applicable):

Vendor Notified: / /

Vendor Meeting: / /

Resolved: ☐ Yes ☐ No

Action Taken:

Zone Completion Form (Sample Only)

Service Date _____

Zone 1

Zone 1	Trim	Delittered	Blow	Dead Fronds Pick up	Bags
Fire Station 74, 2741 Stirling Road					
N. 38th Avenue at Farragut Street					
Mara Berman Giuliani Park					
Rainbor Tot Lot, 4001 N. Hills Drive					
N. Hills Drive and Keyser Avenue					
Oakridge Park & Dog Park, 5230 SW 35th Ave.					
Beach 17 Minnesota Streetscpaes					

The locations listed above have been inspected and is ready for the City's evaluation

Signature of Officer _____

City to Complete Items Below This Line:

Date of Inspection _____

Location of any deficiencies by site number: _____

**CITY OF HOLLYWOOD
DEPARTMENT OF PUBLIC WORKS
SAFETY CHECK INSPECTION FORM**

NAME OF FACILITY			
DATE OF INSPECTION			
CONTRACTOR			
	Observations	Location description	Hazard Y/N
Building Exteriors			
Lawns			
Dead or Diseased Trees, Plants, Shrubs			
Fencing Gates (hinges & locks)			
Lighting			
Parking lots (pavement & barriers)			
Sidewalks, pathways, & trails			
Picnic tables			
Benches			
Trash receptors, lids & dumpsters			
Playground Equipment			
Playground Turf			
Sprinklers			
Signs			
Water Fountains			
Shade Structures			
Other			