

Issue Date

City of Hollywood, Florida
Solicitation # F-4555-17-LS



**Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9
Solicitation # F-4555-17-LS**

Closing Date: Jun 15, 2017

**Location: City Hall/Procurement Services Division
2600 Hollywood Boulevard, Room 303
Hollywood, Florida 33020**

Bid F-4555-17-LS

Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9

Bid Number	F-4555-17-LS
Bid Title	Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9
Bid Start Date	In Held
Bid End Date	Jun 15, 2017 3:00:00 PM EDT
Question & Answer End Date	May 30, 2017 5:00:00 PM EDT
Bid Contact	Paul Bassar Contract Compliance Officer 954-921-3628 pbassar@hollywoodfl.org
Bid Contact	Linda Silvey 954-921-3200 LSILVEY@hollywoodfl.org
Bid Contact	Michelle Lemire Procurement Specialist 954-921-3223 mlemire@hollywoodfl.org
Contract Duration	2 years
Contract Renewal	See Specifications
Prices Good for	180 days
Pre-Bid Conference	May 30, 2017 9:00:00 AM EDT Attendance is optional Location: Public Works 1602 S. Park Road Hollywood, FL 33021
Bid Comments	<p>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 two (2) years beginning upon date of award or expiration of current contract, whichever is later. The City may renew this contract for one (1) additional two (2) year period subject to City's option, vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City.</p> <p>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.</p>

Item Response Form

Item F-4555-17-LS--01-01 - Grounds Maintenance - Zone 1: Service Location 1
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 Griffin Road from 35th to SR7.

Item F-4555-17-LS--01-02 - Grounds Maintenance - Zone 1: Service Location 2
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 Stirling Road medians SR7 east to N. 29th Ave / Wall 46th Ave to Park Road.

Item F-4555-17-LS--01-03 - Grounds Maintenance - Zone 1: Service Location 3
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 Stirling Road medians N. 29th Ave east to Oakwood Blvd. All four quadrants.

Item F-4555-17-LS--01-04 - Grounds Maintenance - Zone 1: Service Location 4
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 N. 30th Ave south of Stirling Road at street end north of Emerald Hills Park.

Item F-4555-17-LS--01-05 - Grounds Maintenance - Zone 1: Service Location 5
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 Oakwood Hills Park, 2701 N. 26th Avenue, and lot on west side across from park.

Item F-4555-17-LS--01-06 - Grounds Maintenance - Zone 1: Service Location 6
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 Henry L. Graham Park, 2350 Simms Street.

Item F-4555-17-LS--01-07 - Grounds Maintenance - Zone 1: Service Location 7
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 Dr. Martin Luther King Community Center, 2400 Charleston Street.

Item F-4555-17-LS--01-08 - Grounds Maintenance - Zone 1: Service Location 8
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description

2305 Simms Street.

Item **F-4555-17-LS--01-09 - Grounds Maintenance - Zone 1: Service Location 9**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 23

Description

Police Sub Station, 2207 Raleigh Street.

Item **F-4555-17-LS--01-10 - Grounds Maintenance - Zone 1: Service Location 10**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 23

Description

N. 22nd Ave from Sheridan to Pershing Street.

Item **F-4555-17-LS--02-01 - Grounds Maintenance - Zone 2: Service Location 1**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 23

Description

S. Park Road from Pembroke Road North to Hillcrest Drive, west swale, and Pembroke Road north to Hollywood Blvd., all medians & east swale only along Orangebrook golf course.

Item **F-4555-17-LS--02-02 - Grounds Maintenance - Zone 2: Service Location 2**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD

GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description

N. Park Road from Hollywood Blvd. north to Coolidge Street

Item F-4555-17-LS--02-03 - Grounds Maintenance - Zone 2: Service Location 3

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**

PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description

W. Park Road from Coolidge Street to 56th Avenue.

Item F-4555-17-LS--02-04 - Grounds Maintenance - Zone 2: Service Location 4

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**

PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description

N. 46th Avenue, Hollywood Blvd to Stirling Road (including east swale north of golf course).

Item F-4555-17-LS--02-05 - Grounds Maintenance - Zone 2: Service Location 5

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**

PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description

Pembroke Road from S. 56th Avenue east to I-95 and first median east of I-95; northeast & northwest quadrants of gateway.

Item F-4555-17-LS--02-06 - Grounds Maintenance - Zone 2: Service Location 6

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**

PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 23

Description

S. 30th Avenue just north of Pembroke Road fence line abutting the train tracks along storefronts.

Item F-4555-17-LS--03-01 - Grounds Maintenance - Zone 3: Service Location 1

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**

PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 23

Description

Sheridan Street from N. 72nd Avenue east to N. Park Road.

Item F-4555-17-LS--03-02 - Grounds Maintenance - Zone 3: Services Location 2

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**

PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 23

Description

Sheridan from N. Park Road to A1A.

Item F-4555-17-LS--03-03 - Grounds Maintenance - Zone 3: Service Location 3

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**

PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 23

Description

I-95 & Sheridan Street, all four quadrants.

Item F-4555-17-LS--03-04 - Grounds Maintenance - Zone 3: Service Location 4

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 Turnpike slopes and swales at Sheridan Street. 61st to 62nd Street including guardrail areas.

Item **F-4555-17-LS--04-01 - Grounds Maintenance - Zone 8: Service Location 1**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 South of Jefferson Street east of the building,

Item **F-4555-17-LS--04-02 - Grounds Maintenance - Zone 8: Service Location 2**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 Keating Park, 2500 S. Ocean Drive.

Item **F-4555-17-LS--04-03 - Grounds Maintenance - Zone 8: Service Location 3**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 Hollywood Beach Community Center, 1301 S. Ocean Drive.

Item **F-4555-17-LS--04-04 - Grounds Maintenance - Zone 8: Service Location 4**

Quantity **23 service**
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 Harry Berry Park, 301 Azalea Terrace.

Item **F-4555-17-LS--04-05 - Grounds Maintenance - Zone 8: Service Location 5**
 Quantity **23 service**
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 North sidewalk of Diplomat Hotel from A1A onto the beach.

Item **F-4555-17-LS--04-06 - Grounds Maintenance - Zone 8: Service Location 6**
 Quantity **23 service**
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 A1A and Hallandale Beach Blvd underpass bridge landscape and grass south of the 7-11 store inside fence.

Item **F-4555-17-LS--04-07 - Grounds Maintenance - Zone 8: Service Location 7**
 Quantity **23 service**
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 Azalea Terrace Parking Lot, Azalea Terrace & Surf Road.

Item F-4555-17-LS--04-08 - Grounds Maintenance - Zone 8: Service Location 8
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 Summit Parking Lot, north of Harry Berry Park.

Item F-4555-17-LS--04-09 - Grounds Maintenance - Zone 8: Service Location 9
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 Ocean Walk berm at Hollywood & Broadwalk.

Item F-4555-17-LS--04-10 - Grounds Maintenance - Zone 8: Service Location 10
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 Hollywood Blvd & A1A east and west bridge underpass, hedges west intracoastal swale wall from Hollywood bridge to Azalea Terrace.

Item F-4555-17-LS--04-11 - Grounds Maintenance - Zone 8: Service Location 11
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description

S. Surf Road from Bouganvilla to Jefferson east road side fence line.

Item F-4555-17-LS--04-12 - Grounds Maintenance - Zone 8: Service Location 12

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description

Topsider Parking Lot, A1A & Tyler Street.

Item F-4555-17-LS--04-13 - Grounds Maintenance - Zone 8: Service Location 13

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description

A1A N. of Sheridan Street from Forrest Street to Perry Street.

Item F-4555-17-LS--04-14 - Grounds Maintenance - Zone 8: Service Location 14

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description

Oak Street Park at N. Surf Road.

Item F-4555-17-LS--04-15 - Grounds Maintenance - Zone 8: Service Location 15

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022

Qty 23

Description

Fire Station 40, 2211 North Ocean Drive.

Item F-4555-17-LS--04-16 - Grounds Maintenance - Zone 8: Service Location 16
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description

A1A from Sheridan Street south to Hallandale Beach Blvd.

Item F-4555-17-LS--04-17 - Grounds Maintenance - Zone 8: Service Location 17
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description

New Hampshire Street at west side of A1A.

Item F-4555-17-LS--04-18 - Grounds Maintenance - Zone 8: Service Location 18
 Quantity 23 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description

A1A and Forrest Street.

Item F-4555-17-LS--05-01 - Grounds Maintenance - Zone 8A: Service Location 1
 Quantity 36 service
 Unit Price
 Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD

GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 36

Description

Streetscapes at A1A and Grant, Hayes, Garfield, Connecticut, Arthur, Cleveland, Tyler, Polk, Arizona, Taylor, New York, Fillmore, Pierce, Indiana, Buchanan, Minnesota Streets.

Item F-4555-17-LS--05-02 - Grounds Maintenance - Zone 8A: Service Location 2

Quantity 36 service

Unit Price

Delivery Location **City of Hollywood, Florida**

PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 36

Description

Garfield Street Parking Garage

Item F-4555-17-LS--05-03 - Grounds Maintenance - Zone 8A: Service Location 3

Quantity 36 service

Unit Price

Delivery Location **City of Hollywood, Florida**

PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 36

Description

Beach Safety Complex, 707 S. Ocean Drive.

Item F-4555-17-LS--05-04 - Grounds Maintenance - Zone 8A: Service Location 4

Quantity 36 service

Unit Price

Delivery Location **City of Hollywood, Florida**

PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 36

Description

Charnow Park, 300 Connecticut Street.

Item F-4555-17-LS--06-01 - Grounds Maintenance - Zone 9: Service Location 1

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 Anniversary Park, 1945 Hollywood Blvd.

Item **F-4555-17-LS--06-02 - Grounds Maintenance - Zone 9: Service Location 2**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 N. 19th Avenue, Polk Street NW lot.

Item **F-4555-17-LS--06-03 - Grounds Maintenance - Zone 9: Service Location 3**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 Art & Culture Center and Day Care Building, 1650 Harrison Street.

Item **F-4555-17-LS--06-04 - Grounds Maintenance - Zone 9: Service Location 4**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
Qty 23

Description
 Federal Highway from Sheridan Street south to Pembroke Road.

Item **F-4555-17-LS--06-05 - Grounds Maintenance - Zone 9: Service Location 5**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 Hollywood Blvd 17th Avenue to ICW.

Item **F-4555-17-LS--06-06 - Grounds Maintenance - Zone 9: Service Location 6**

Quantity **23 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 23

Description
 S. 21st Avenue from Hollywood Blvd. to Jefferson Street, palms and grass along storefronts.

Item **F-4555-17-LS--06-07 - Grounds Maintenance - Zone 9: Service Location 7**

Quantity **24 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 24

Description
 Young Circle beds, 17th Avenue, Publix North/South Side.
 (on the 15th and 30th of each month)

Item **F-4555-17-LS--06-08 - Grounds Maintenance - Zone 9: Service Location 8**

Quantity **26 service**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
 1600 S PARK ROAD
 GROUNDS MAINTENANCE DIVISION
 HOLLYWOOD FL 33022
 Qty 26

Description
 Downtown area, Hollywood Blvd, Harrison Street, Van Buren Street, Polk Street, and Tyler Street, 21st Avenue to Federal Hwy, beds and paver blocks. Downtown, 19th and 20th Aves from Harrison to Tyler, weedeat and herbicide pavers.
 (biweekly on Mondays only between 6am to 11am)

Item F-4555-17-LS--06-09 - Grounds Maintenance - Zone 9: Service Location 9

Quantity 36 service

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 36

Description

ArtsPark at Young Circle
(On the 10th, 20th and 30th of each month)

Item F-4555-17-LS--06-10 - Grounds Maintenance - Zone 9: Service Location 10

Quantity 23 service

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 23

Description

FEC, Monroe - Fillmore, Dixie Highway & 21st Avenue, including parking areas on S. 21st Ave from Harrison Street to Monroe Street.

Item F-4555-17-LS--07-01 - Additional Services as needed: Fertilization

Quantity 10 bag

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 10

Description

Fertilization price per bag applied, as needed.

Item F-4555-17-LS--07-02 - Additional Services as needed: Mulching

Quantity 10 cubic yard

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022

Qty 10

Description

Mulching per cubic yard applied, as needed.

Item **F-4555-17-LS--07-03 - Additional Services as needed: Square Foot Rate for Additional Services**

Quantity **10 square foot**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 10

Description

As needed.

Item **F-4555-17-LS--07-04 - Additional Services as needed: Trimming**

Quantity **10 linear foot**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 10

Description

Trimming Services per linear foot, as needed.

Item **F-4555-17-LS--07-05 - Additional Services as needed: Hourly Rate for Additional Services**

Quantity **10 hour**

Unit Price

Delivery Location **City of Hollywood, Florida**
PUBLIC WORKS ADMINISTRATION
1600 S PARK ROAD
GROUNDS MAINTENANCE DIVISION
HOLLYWOOD FL 33022
Qty 10

Description

As needed.



ACKNOWLEDGMENT AND SIGNATURE PAGE

This form must be completed and submitted by the date and the time of bid opening.

Legal Company Name (include d/b/a if applicable): Federal Tax Identification Number:

If Corporation - Date Incorporated/Organized:

State Incorporated/Organized:

Company Operating Address:

City State Zip Code

Remittance Address (if different from ordering address):

City State Zip Code

Company Contact Person: Email Address:

Phone Number (include area code): Fax Number (include area code):

Company's Internet Web Address:

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.

Bidder/Proposer's Authorized Representative's Signature: Date

Type or Print Name:

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

Bid/RFP/RFQ Number: F-4555-17-LS Title: Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9

Procurement Services Division
2600 Hollywood Boulevard, Room 303
Hollywood, Florida 33020

City of Hollywood, Florida
Solicitation # F-4555-17-LS

Issue Date

SUBMISSION

Proposal Due Date: Jun 15, 2017 3:00:00 PM EDT

How to submit bids/proposals: Vendor's solicitation response must be submitted electronically through BidSync, the City's designated electronic bidding system. It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation. The City will not consider solicitation responses received by other means. Any timeframe references are in Eastern Standard Time. The official time for electronic submittals is BidSync's servers, as synchronized with the atomic clock. All parties without reservation will accept the official time.

Important Notice:

The Procurement Services Division shall distribute all official changes, modifications, responses to questions or notices relating to the requirements of this document. Any other information of any kind from any other source shall not be considered official, and bidders relying on other information do so at their own risk.

The responsibility for submitting a bid/proposal on or before the time and date is solely and strictly the responsibility of the bidder/proposer, the City will in no way be responsible for delays caused by technical difficulty or caused by any other occurrence. No part of a bid/proposal can be submitted via FAX or via direct Email to the City. No variation in price or conditions shall be permitted based upon a claim of ignorance.



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 with 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>

All communications regarding this bid should be sent in writing to the Procurement Services Division as identified in this bid.

Bid/RFP/RFQ Number: F-4555-17-LS Title: Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9

Issue Date

City of Hollywood, Florida
IFB # F-4555-17-LS

1.0 GENERAL TERMS AND CONDITIONS

1.1 INSTRUCTIONS TO BIDDERS

It is the policy of the City to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of Work specified in the Bid Solicitation are encouraged to submit bids. To receive notification and to be eligible to bid vendor should be registered with BidSync. Vendors may register with the BidSync (registration is free) to be included on a mailing list for selected categories of goods and Services. In order to be processed for payment, any awarded vendor must register with the City by completing and returning a Vendor Application and all supporting documents. For information and to apply as a vendor, please visit our website at hollywoodfl.org to download an application and submit it to Procurement Services Division.

1.2 BIDDERS RESPONSIBILITIES

Bidders are required to submit their bids upon the following express conditions:

- A. Bidders shall thoroughly examine the drawings, specifications, schedules, instructions and all other contract documents.
- B. Bidders shall make all investigations necessary to thoroughly inform themselves regarding delivery of material, equipment or Services as required by the bid conditions. No 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 be accepted as a basis for varying the requirements of the City or the compensation due the bidder.
- C. Bidders are advised that all City contracts are subject to all legal requirements provided for in the City of Hollywood Charter, Code of Ordinances and applicable County Ordinances, State Statutes and Federal Statutes.

1.3 PREPARATION OF BIDS

Bids will be prepared in accordance with the following:

- A. The City's enclosed Bid Proposal Form, in its entirety, is to be used in submitting your bid. **NO OTHER FORM WILL BE ACCEPTED.**
- B. All information required by the bid form shall be furnished. The bidder shall sign each continuation sheet (where indicated) on which an entry is made.
- C. Unit prices shall be shown and where there is an error in extension of prices, the unit price shall govern.
- D. Alternate bids will not be considered unless authorized in the Invitation to Bid document.
- E. Proposed delivery time must be shown in calendar days, which shall include weekends and holidays.

The City of Hollywood is exempt from payment to its vendors of State of Florida sales tax and, therefore, such taxes should not be figured into the bid. However, this exemption does not apply to vendors' purchases of goods or Services used in Work or goods supplied to the City. Vendors are responsible for any taxes, sales or otherwise, levied on their purchases, subcontracts, employment, etc. An exemption certificate will be signed where applicable, upon request. The City will pay no sales tax.

1.4 DESCRIPTION OF SUPPLIES

Any manufacturer's names, trade names, brand names, or catalog numbers used in these applications are for the purpose of describing and establishing minimum requirements or level of quality, standards of performance, and design required, and are in no way intended to prohibit the bidding of other manufacturers' items of equal

material, unless specifications state "NO SUBSTITUTIONS."

Bidders must indicate any variances to the specifications, terms, and conditions, no matter how slight. If variations are not stated in the Proposal, it shall be construed that the bid fully complies with the Specifications, Terms and Conditions.

Bidders are required to state exactly what they intend to furnish; otherwise they shall be required to furnish the items as specified.

Bidders will submit, with their bids, necessary data (factory information sheets, specifications, brochures, etc.) to evaluate and determine the quality of the item(s) they are bidding.

The City shall be the sole judge of equality and its decision shall be final.

1.5 ADDENDA

The Procurement Services Division may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation, whether written or verbal, other than those made in this Bid solicitation document or in any addendum issued. Where there appears to be a conflict between this Bid solicitation and any addendum the last addendum issued shall prevail. It is the Bidder's responsibility to ensure receipt of all addenda and any accompanying documents. Bidder(s) shall acknowledge receipt of any formal addendum by signing the addendum and including it with their Bid. Failure to include a signed formal Addendum in its Bid shall deem the Bid non-responsive; provided, however, that the City may waive this requirement in its best interest.

1.6 REJECTION OF BIDS

The City may reject a bid if:

- A. The Bidder fails to acknowledge receipt of an addendum, or if
- B. The Bidder misstates or conceals any material fact in the bid, or if
- C. The bid does not strictly conform to the law or requirements of the bid, or if
- D. The bid is conditional, except that the Bidder may qualify its bid for acceptance by the City on an "all or none" basis, group basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
- E. The City is under a pre-lawsuit claim from the Bidder or is involved in current litigation with the Bidder.

The City may reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of a bid unless the bid has been qualified as provided in paragraph D above.

1.7 WITHDRAWAL OF BIDS

- A. Bids shall be deemed enforceable for a period of 120 days after the time set for the bid opening.
- B. Bids may be withdrawn prior to the time set for the bid opening. Such request must be in writing.
- C. The City may permanently retain as liquidated damages the bid deposit furnished by any Bidder who requests to withdraw a bid after the bid opening.

1.8 LATE BIDS OR MODIFICATIONS

Only bids or proposals received as of the opening date and time will be considered timely. Bids and modifications received after the time set for the bid opening will be returned un-opened to the sender and rejected as late.

1.9 CONFLICTS WITHIN THE BID SOLICITATION

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Section, or any addendum issued, the order of precedence shall

be the addenda in reverse chronological order, the Bid Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

1.10 CLARIFICATION OR OBJECTION TO BID SPECIFICATIONS

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents or any part thereof, he or she may submit to the Procurement Services Division on or before the date specified for a request for clarification. All such requests for clarification shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the bid, if made, will be made only by Addendum duly issued. A copy of such Addendum will be made available to each person receiving an Invitation for Bids. The City will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract. Any objection to the specifications and requirements as set forth in this bid must be filed in writing with the Director of Procurement Services on or before the date specified for a request for clarification.

1.11 INVOICING/PAYMENT

All invoices should be sent to: City of Hollywood, Financial Services Department, P.O. Box 229045, Hollywood, Florida 33022-9045. In accordance with Florida Statutes Chapter 218, payment will be made within 45 days after receipt of Services and a proper invoice. The City cannot make advance payments, make deposits in advance of receipt of goods, or pay C.O.D. Bidders should state any payment discount in the space provided on the proposal form.

Payment will be made by the City after commodities/Services have been received, accepted and properly invoiced as indicated in the contract and/or order. Invoices must reference the purchase order number or contract number.

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, to 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.

1.12 TOTAL BID DISCOUNT

If a Bidder offers a discount for the award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in the tabulation and award of the bid.

Bidder may offer cash discounts for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.

In connection with any discount offered, time will be computed from the date of receipt of supplies or Services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

1.13 COMPETENCY OF BIDDERS

- A. Pre-award inspection of the Bidder's facility may be made prior to the award of a contract. Bids will be considered only from firms which are regularly engaged in the business of providing the goods and/or Services as described in this Bid; have a record of performance for a reasonable period of time; and have sufficient financial support, equipment and organization to ensure that they can satisfactorily deliver the material and/or Services if awarded a Contract under the terms and conditions herein stated. The terms "equipment and organization" as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the City.

- B. The City may consider any evidence available to it of the financial, technical and other qualifications and abilities of a Bidder, including past performance (experience), in making the award in the best interest of the City. In all cases, the City of Hollywood shall have no liability to any contractor for any costs or expenses incurred in connection with this bid or otherwise.

1.14 NOTICE REQUIREMENTS

All notices required or permitted under the Agreement shall be in writing and shall be deemed sufficiently served if delivered by Registered or Certified Mail, with return receipt requested; or delivered personally; or delivered via fax or e-mail (if provided below) and followed with delivery of a hard copy; and in any case addressed as follows:

To the City

Project Manager: Paul Bassar
 City of Hollywood
 Attention: Paul Bassar
 Phone: 954-921-3628
 Fax:
 E-mail: pbassar@hollywoodfl.org

and,

To the Contract Compliance Officer:
 Paul A. Bassar
 Office of the City Manager
 P.O. Box 229045
 Hollywood, FL 33022-9045
 Phone: (954) 921-3628 Fax: (954) 921-3086
 Email: pbassar@hollywoodfl.org

To the Contractor

Notices will be sent to the contractor at the physical address, e-mail address, fax number and to the person listed in the Contractor's proposal, as applicable.

Either party may at any time designate a different address and/or contact person by giving written notice as provided above to the other party. Such notices shall be deemed given upon receipt by the addressee.

1.15 EMPLOYEES

All employees of the Contractor shall be considered to be at all times the sole employees of the Contractor, under the Contractor's sole direction, and not employees or agents of the City of Hollywood. The Contractor shall supply competent and physically capable employees and the City is authorized to require the Contractor to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on City property is not in the best interest of the City.

Each employee at all times shall have and display in plain view proper identification. The names of the employee and the company shall be displayed on the front of the employee's shirt.

1.16 AWARD OF BID

- A. The Evaluation Committee will make a recommendation based upon the lowest responsive and responsible bidder(s) whose bid(s) conforms to the Invitation for Bids and is most advantageous to the City.
- B. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies its bid by specified limitations.
- C. One or more Contractors may be designated as approved Primary or Secondary Vendor(s) for the delivery of material and/or Services from this contract through the effective period of the award. In any situation where obtaining Services from the Primary Vendor (s) is not in the best interest of the City, or the vendor cannot deliver material and/or Services within 24 hours of the date required, or on an emergency basis, staff may obtain Services from the Secondary Vendor (s).
- D. One or more Contractors may be designated as approved on an alternating/rotating basis for the delivery of

materials and/or Services from this contract through the effective period of the award. In situations where obtaining Services from the alternating vendor is not in the best interest of the city, or the vendor cannot deliver material and/or Services within 24 hours of the date required, or on an emergency basis, staff may obtain material and/or Services from the next available vendor.

- E. The successful Bidder shall be notified in writing of the award.
- F. Delivery of materials and/or Services shall be performed upon receipt by the successful bidder of a numbered, signed purchase order, blanket purchase order or fully executed agreement.

1.17 BID PROTESTS

The City shall provide notice of its intent to award or reject to all bidders by posting such notice on the City's website.

After a notice of intent to award a contract is posted, any actual or prospective bidder who is aggrieved in connection with the pending award of the contract or any element of the process leading to the award of the contract may protest to the Director of Procurement Services. A protest must be filed within five business days after posting or any right to protest is forfeited. The protest must be in writing, must identify the name and address of the protester, and must include a factual summary of, and the basis for, the protest. Filing shall be considered complete when the protest, including a deposit, is received by the Procurement Services Division. . Failure to file a protest within the time-frame specified herein shall constitute a full waiver of all rights to protest the City's decision regarding the award of the bid.

- A. The written protest shall state in detail the specific facts and law or ordinance upon which the protest of the proposed award is based, and shall include all pertinent documents.
- B. A written protest may not challenge the relative weight of evaluation criteria or a formula for assigning points.
- C. Upon receipt of a formal written protest, the City may stop award proceedings until resolution of the protest; unless it has been determined that the award of the contract without delay is necessary to protect substantial interests of the City.

Any and all costs incurred by a protesting party in connection with a bid protest pursuant to this section shall be the sole responsibility of the protesting party.

Upon receipt of a protest of the pending award of a contract, a copy of the protest shall promptly be forwarded to the City Attorney. The City Attorney shall thereupon review the charge to determine its sufficiency, including whether the protest was timely filed. If upon review the City Attorney determines that the charge is insufficient, the City Attorney may issue a summary dismissal of the protest. If upon review the City Attorney determines that the charge is sufficient, a hearing of the protest committee shall be scheduled.

A protest committee shall have the authority to review, settle and resolve the protest. The committee shall consist of three members appointed by the City Manager. The committee's review shall be informal.

If the protest committee determines that the pending award of a contract or any element of the process leading to the award involved a significant violation of law or applicable rule or regulation, all steps necessary and proper to correct the violation shall be taken. If the committee determines that the protest is without merit, the Directory shall promptly issue a decision in writing stating the reason for the decision and furnish a copy to the protestor and any other interested party, and the process leading to the award shall proceed.

1.18 AGREEMENT

An agreement shall be sent to the awarded bidder to be executed and returned to the City for execution. The City will provide a copy of the fully executed agreement to the awarded bidder.

1.19 NOTICE TO PROCEED

A signed Purchase Order, blanket purchase order or fully executed agreement will be the Contractor's authorization to proceed and may substitute for a "Notice to Proceed" form.

1.20 OTHER GOVERNMENTAL ENTITIES

If the Bidder is awarded a contract as a result of this IFB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies so requesting the products or Services awarded in accordance with the terms and conditions of the IFB and resulting contract.

1.21 DISQUALIFICATION OF BIDDERS

A bidder may be disqualified temporarily or permanently and its bid(s) rejected for:

- A. Poor performance or default, in the City's opinion, on one or more previous contracts with the City.
- B. Poor performance or default, in the City's opinion, on one or more previous contracts with other public entities.
- C. Insufficient financial or company size, in the City's opinion, to perform the requirements of the contract.

1.22 RESERVATIONS FOR AWARD AND REJECTION OF BIDS

The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the IFB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or Services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the IFB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided Services to the City in the past. This procedure will continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

1.23 SUBCONTRACTING

Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the Work without the prior written consent of the City. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the City may result in termination of the contract for default.

1.24 ASSIGNMENT

The successful Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the City.

1.25 LOCAL, STATE AND FEDERAL COMPLIANCE REQUIREMENTS

Bidders shall comply with all local, state and federal directives, orders and laws as applicable to this bid and subsequent contract(s) including, but not limited to:

- A. Equal Employment Opportunity (EEO), in compliance with Executive Order 11246 as amended and applicable to this contract.
- B. All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- C. 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.

- D. This Section applies to any contract for goods or Services of \$1 million or more: The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2011), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2011), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2011), as may be amended or revised.

1.26 FRAUD AND MISREPRESENTATION

Any individual, corporation or other entity that attempts to meet its contractual obligations with the City through fraud, misrepresentation or material misstatement, may be debarred from doing business with the City. The City as further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual, corporation or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

1.27 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS

The bidder certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

1.28 COLLUSION

The bidder, by affixing its signature to this proposal, agrees to the following: "Bidder certifies that its bid is made without previous understanding, agreement, or connection with any person, firm or corporation, making a bid for the same items, or the initiating City department, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action."

1.29 COPELAND "ANTI-KICKBACK"

Contractor and all subcontractors will comply with the Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

1.30 FORCE MAJEURE

The Agreement which is awarded to the successful Bidder may provide that the performance of any act by the City or Contractor thereunder may be delayed or suspended at any time while, but only so long as, either party is hindered in or prevented from performance by acts of God, the elements, war, rebellion, strikes, lockouts or any cause beyond the reasonable control of such party, provided however, the City shall have the right to provide substitute service from third parties or City forces and in such event the City shall withhold payment due Contractor for such period of time. If the condition of force majeure exceeds a period of 14 days the City may, at its option and discretion, cancel or renegotiate the Agreement.

1.31 ASBESTOS STATEMENT

All material supplied must be 100% asbestos free. A Bidder, by virtue of bidding, certifies that if awarded any portion of the IFB, it will supply only material or equipment that is 100% asbestos free.

1.32 GOVERNING LAW

This Contract, including appendices, and all matters relating to this Contract (whether in contract, statute, tort (such as negligence), or otherwise) shall be governed by, and construed in accordance with, the substantive and procedural laws of the State of Florida. This will apply notwithstanding such factors as where the contract

is entered into and the place where the accident occurs and notwithstanding conflicts of law principles that would otherwise apply.

1.33 LITIGATION VENUE

The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District of Florida.

1.34 SOVEREIGN IMMUNITY

Nothing in this agreement shall be interpreted or construed to mean that the City waives its common law sovereign immunity or the limits on liability set forth in Section 768.28, Florida Statute.

1.35 SURVIVAL

The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Contractor and the City under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.

1.36 INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Contractor shall indemnify and hold harmless the City of Hollywood and its officers, employees, agents and instrumentalities from any and all liability, losses or damages. In addition, the City shall be entitled to attorney's fees and costs of defense, which the City of Hollywood, or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this project by the awarded bidder or its employees, agents, servants, partners, principals or subcontractors. Furthermore, the awarded bidder shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind of nature in the name of the City of Hollywood, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The awarded bidder expressly understands and agrees that any insurance protection required by the resulting agreement or otherwise provided by the awarded bidder shall cover the City of Hollywood, its officers, employees, agents and instrumentalities and shall include claims for damages resulting from and/or caused by the negligence, recklessness or intentional wrongful misconduct of the Contractor and persons employed by or utilized by the Contractor in the performance of the contract.

1.37 PATENT AND COPYRIGHT INDEMNIFICATION

- A. The Contractor warrants that all Deliverables furnished hereunder, including but not limited to: Services, equipment programs, documentation, software, analyses, applications, methods, ways, processes, and the like, do not infringe upon or violate any patents, copyrights, service marks, trade secrets, or any other third party proprietary rights.
- B. The Contractor shall be liable and responsible for any and all claims made against the City for infringement of patents, copyrights, service marks, trade secrets or any other third party proprietary rights, by the use or supplying of any programs, documentation, software, analyses, applications, methods, ways, processes, and the like, in the course of performance or completion of, or in any way connected with, the Work, or the City's continued use of the Deliverables furnished hereunder. Accordingly, the Contractor at its own expense, including the payment of attorney's fees, shall indemnify, and hold harmless the City and its officers, agents and employees and defend any action brought against the City or any of its officers, agents or employees with respect to any claim, demand, and cause of action, debt, or liability.
- C. In the event any deliverable or anything provided to the City hereunder, or a portion thereof is held to constitute an infringement and its use is or may be enjoined, the Contractor shall have the obligation, at the City's option, to (i) modify, or require that the applicable subcontractor or supplier modify, the

alleged infringing item(s) at the Contractor's expense, without impairing in any respect the functionality or performance of the item(s), or (ii) procure for the City, at the Contractor's expense, the rights provided under this Agreement to use the item(s).

- D. The Contractor shall be solely responsible for determining and informing the City whether a prospective supplier or subcontractor is a party to any litigation involving patent or copyright infringement, service mark, trademark, violation, or other proprietary rights claim or is subject to any injunction which may prohibit it from providing any deliverable hereunder. The Contractor shall enter into agreements with all suppliers and subcontractors at the Contractor's own risk. The City may reject any deliverable that it believes to be the subject of any such litigation or injunction, or if, in the City's judgment, use thereof would delay the Work or be unlawful.
- E. The Contractor shall not infringe any copyright, trademark, service mark, trade secret, patent right, or other intellectual property right in the performance of the Work.

1.38 PUBLIC RECORDS LAW

If applicable, for each public agency contract for Services, the Contractor is required to comply with F.S. 119.0701, which includes the following:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- B. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

Non-exempt public records may be inspected and examined by anyone desiring to do so, at a reasonable time, under reasonable conditions, and under supervision by the custodian of the public record. Sealed bids become subject to this statute, notwithstanding bidders' or proposers' requests to the contrary, at the time the City provides notice of a decision or intended decision, or 30 days after bid or proposal opening, whichever is earlier.

Financial statements submitted in response to a request by the City may be confidential, and exempt from disclosure. Data processing software obtained under a licensing agreement which prohibits its disclosure is also exempt.

Bidders are hereby notified and agree that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes. The bidder shall not, unless required as part of this IFB, submit any information in response to this invitation which the bidder considers to be a trade secret, proprietary or confidential. The submission, not required as part of this IFB, of any information to the City in connection with this invitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the bidder.

1.39 ACCESS TO RECORDS

The City reserves the right to require the Contractor to submit to an audit. The Contractor shall provide access to all of its records which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the City for three years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the City to ensure compliance with applicable accounting and financial standards at no cost to the City.

1.40 INFORMATION

Further information, if desired, may be obtained from the Procurement Services Division, 2600 Hollywood, Boulevard, Room 303, Hollywood, Florida 33020, 954-921-3628.

Questions or requests for clarification of the specifications shall be in writing and received by the Procurement Services Division by the date specified for a request for clarification. They may be mailed or faxed to (954) 921-3086 or emailed to pbassar@hollywoodfl.org.

1.41 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 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 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.

1.42 ELIGIBILITY

If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida Statutes, prior to entering into a contract with the City.

1.43 VENDOR REGISTRATION

You do not need to be a City of Hollywood registered vendor to bid. However follow the instructions when you go to: www.hollywoodfl.org

The Contractor shall be a registered vendor with the City Procurement Services Division for the duration of this Agreement. It is the responsibility of the Contractor to file the appropriate vendor application and to update the application file for any changes for the duration of this Agreement, including any option years.

1.44 CONFLICT IN SPECIFICATIONS

Where there appears to be a variance or conflict between these General Conditions and the Special Conditions or Technical Specifications outlined in the Bid Package, the order of preference shall be Technical Specifications, Special Conditions, and General Terms and Conditions.

1.45 EXCEPTIONS TO PROPOSAL

The bidder shall list on the space provided on the bid page or on a separate sheet of paper any exceptions to the conditions of this Bid. This sheet shall be labeled, "Exceptions to Bid Provisions," and shall be attached to the Bid. If no exceptions are stated, it will be understood that all General, Special and Technical Conditions will be complied with, without exception.

1.46 APPROVED EQUAL

When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.

1.47 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS

The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items and feels that the technical specifications are overly restrictive,

the Bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the IFB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all Bidders.

1.48 MODEL NUMBER CORRECTIONS

If the model number for the make specified in this IFB is incorrect or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.

1.49 INTERPRETATION OF THE APPROXIMATE QUANTITIES

The Bidder's attention is called to the fact that the estimate of quantities to be furnished under the specifications is approximate only and not guaranteed. The City does not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities, nor shall the Bidder plead misunderstanding or deception because of such estimate of quantities.

1.50 QUANTITIES

The City specifically reserves the right to accept all or any part of the bid, to split the award, and to increase or decrease the quantity to meet additional or reduced requirements of the City, without such change affecting the contract unit price set forth in the bid form by the Bidder.

1.51 DELIVERY, INSPECTION & TITLE

Prices quoted and deliveries are to be FOB Destination and unloaded, unless otherwise specified in the Invitation for Bids, and made during regular business hours. Inspection and acceptance will be 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 City unless loss or damage results from negligence by the City. If the materials or Services supplied to the City are found to be defective or not to conform to specifications, the City reserves the right to cancel the order upon written notice to the Bidder and return the product at the Bidder's expense.

1.52 DELIVERY TIME

Unless actual date of delivery is specified (or if specified, delivery cannot be met), the Bidder shall show the number of days required to make delivery after receipt of the purchase order in the 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 the contract document. Delivery shall be to the location specified in the bid specifications.

1.53 CLAIMS

Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

1.54 WARRANTY

Unless otherwise specified, all items proposed by the Bidder shall include a warranty covering Services, parts and/or labor for a specified period of time. The Bidder shall submit information on both manufacturer and dealer warranties, where applicable, with the bid. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and Workmanship. At no expense to the City, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid solicitation may supersede the manufacturer's standard warranty.

1.55 DURATION OF AGREEMENT

This Agreement will be for the terms identified in this document, unless the Contractor is otherwise notified by the City. Any extension of this Agreement shall be in writing and approved by the same approval processes as the original agreement, except the City Manager is authorized to extend for up to 90 days when operationally necessary.

1.56 CONTRACT RENEWAL

Any contract or agreement executed in conjunction with the award of a bid may be renewed for the time identified in the bid if agreed to in writing by both parties.

1.57 MODIFICATION OF CONTRACT

The contract may only be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, blanket purchaser order or change order, as appropriate.

1.58 MATERIAL SAFETY DATA SHEET (MSDS)

Under the terms of the Florida Right-to-Know Law (Chapter 442, Florida Statutes), all suppliers of products deemed to be toxic in substance, as indicated in the State of Florida Substance List, are required to submit a Material Safety Data Sheet (MSDS) for each substance as a condition of the award of the bid by the City.

1.59 CONDITION OF MATERIALS AND PACKAGING

All equipment, materials, supplies, and components supplied under this bid must be new and unused, free from defects, and shall be the latest manufacturer's models unless otherwise specified. No others will be accepted under the terms and intent of this bid. All containers shall be new and suitable for storage or shipment, and the bid price shall include standard commercial packaging. Any exceptions to this provision shall be detailed on the bid page under exceptions to specifications.

1.60 SAMPLES

Samples, when required, must be submitted within the time specified at no expense to the City. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense. Each individual sample must be labeled with the bidder's name and the manufacturer's brand name and number.

1.61 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 Florida Statutes, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

1.62 DISCRIMINATION

Any entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or Services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public Work, may not submit bids on leases of real property to a public entity, may not award or perform Work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

1.63 DRUG-FREE WORKPLACE PROGRAM

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

1.64 SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY

Bidders shall sign and submit this attached form indicating their understanding of and compliance with the City's and State's policies prohibiting solicitation and acceptance of gifts by public officers, employees, and candidates.

Failure to submit this signed form will result in your bid being declared non-responsive; provided, however, the bidder that otherwise is the lowest responsive responsible bidder may be given the opportunity to submit the form to the City within five calendar days after notification by the City, if this is determined to be in the best interest

of the City.

1.65 PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES

It is hereby made part of this Invitation to Bid that the submission of any bid response to this advertised request constitutes a bid made under the same terms and conditions, for the same price, to other government agencies if agreeable by the bidder and the government agency.

At the option of the vendor/contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the vendor/contractor to use this contract shall do so independently of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or Services ordered, received, and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

1.66 INSURANCE REQUIREMENTS

Upon the City's notification, the Contractor shall furnish to the Procurement Services Division, Certificates of Insurance that indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Workers' Compensation Insurance for all employees of the Contractor as required by Florida Statute Chapter 440. Should the Contractor be exempt from this Statute, the Contractor and each employee shall hold the City harmless from any injury incurred during performance of the Contract. The exempt contractor shall also submit (i) a written statement detailing the number of employees and that they are not required to carry Workers' Compensation insurance and do not anticipate hiring any additional employees during the term of this contract or (ii) a copy of a Certificate of Exemption.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 each Occurrence for bodily injury and property damage. The City of Hollywood must be shown as an additional insured with respect to this coverage. The mailing address of City of Hollywood, Florida, 2600 Hollywood Boulevard, Hollywood, Florida 33021, as the certificate holder, must appear on the certificate of insurance.
- C. Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the Services, in an amount not less than \$1,000,000 Combined Single Limit.
- D. The City reserves the right to require any other insurance it deems necessary depending on the exposure.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operation of the Contractor. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida with the following qualifications:

Coverage shall be provided by a company or companies authorized to transact business in the state of Florida and the company or companies must maintain a minimum rating of A-VII, as assigned by the A.M. Best Company.

Compliance with the foregoing requirements shall not relieve the Contractor of any liability or obligation under this section or under any other section in this Agreement.

Award of this Contract is contingent upon the receipt of the insurance documents, as required, within fifteen

(15) calendar days after City notification to Contractor to comply before the award becomes final. If the insurance certificate is received within the specified time frame but not in the manner prescribed in this Agreement, the Contractor shall be verbally notified of such deficiency and shall have an additional five (5) calendar days to submit a corrected certificate to the City. If the Contractor fails to submit the required insurance documents in the manner prescribed in this Agreement within twenty (20) calendar days after City notification to comply, the Contractor shall be in default of the contractual terms and conditions and award of the Contract will be rescinded, unless such time frame for submission has been extended by the City.

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. The Contractor shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the contractual period of the Contract, including any and all option years or extension periods. If insurance certificates are scheduled to expire during the contractual period, the Contractor shall be responsible for submitting new or renewed insurance certificates to the City at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the City shall suspend the Contract until such time as the new or renewed certificates are received by the City in the manner prescribed herein; provided, however, that this suspended period does not exceed thirty (30) calendar days. Thereafter, the City may, at its sole discretion, terminate this contract.

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. 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. 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, the successful Bidder must submit a signed statement from the insurance agency of record that the full policy contains no such exception.

1.67 CITY WEBSITE

Bids, addenda, bid tabulations, lists of pre-bid conference attendees and other information are available on the Procurement Services Division's page, which can be found at: www.hollywoodfl.org

1.68 DISCLAIMER

The City of Hollywood may, in its sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all Bids; re-advertise this Bid; postpone or cancel at any time this Bid process; or, waive any formalities or irregularities in the bidding process. Bids that are not submitted on time and/or do not conform to the City of Hollywood's requirements will not be considered. After all bids are analyzed, organization(s) submitting bids that appear, solely in the opinion of the City of Hollywood, to be the most competitive, shall be submitted to the City of Hollywood's City Commission, and the final selection will be made shortly thereafter with a timetable set solely by the City of Hollywood. The selection by the City of Hollywood shall be based on the bid, which is, in the sole opinion of the City Commission of the City of Hollywood, in the best interest of the City of Hollywood. The issuance of this bid constitutes only an invitation to make presentations to the City of Hollywood. The City of Hollywood reserves the right to determine, at its sole discretion, whether any aspect of the bid satisfies the criteria established in this Bid. In all cases the City of Hollywood shall have no liability to any Contractor for any costs or expense incurred in connection with this bid or otherwise.

1.69 CONFIDENTIALITY

As a political subdivision, the City of Hollywood is subject to the Florida Sunshine Law and Public Records Law. By submitting a Bid, the Contractor acknowledges that the materials submitted with the Bid and the results of the City of Hollywood's evaluation may be open to public inspection upon proper request. The

Contractor should take special note of this as it relates to proprietary information that might be included in its Bid.

1.70 ORDER OF PRECEDENCE

If there is a conflict between or among the provisions of the Agreement, the order of precedence is as follows:

- A. The terms and conditions of the agreement
- B. The City of Hollywood's IFB and any associated addenda and attachments thereto, and
- C. The Contractor's Proposal.

1.71 NATURE OF THE AGREEMENT

The Agreement incorporates and includes all negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained in the Agreement. The parties agree that there are no commitments, agreements, or understandings concerning the subject matter of the Agreement that are not contained in the Agreement, and that the Agreement contains the entire agreement between the parties as to all matters contained herein. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that any oral representations or modifications concerning this Agreement shall be of no force or effect, and that the Agreement may be modified, altered or amended only by a written amendment duly executed by both parties hereto or their authorized representatives.

The Contractor shall provide the Services set forth in the Scope of Services, and render full and prompt cooperation with the City in all aspects of the Services performed hereunder.

The Contractor acknowledges that the Agreement requires the performance of all things necessary for or incidental to the effective and complete performance of all Work and Services under this Contract. All things not expressly mentioned in the Agreement but necessary to carrying out its intent are required by the Agreement, and the Contractor shall perform the same as though they were specifically mentioned, described and delineated.

The Contractor shall furnish all labor, materials, tools, supplies, and other items required to perform the Work and Services that are necessary for the completion of this Contract. All Work and Services shall be accomplished at the direction of and to the satisfaction of the City's Project Manager.

The Contractor acknowledges that the City shall be responsible for making all policy decisions regarding the Scope of Services. The Contractor agrees to provide input on policy issues in the form of recommendations.

The Contractor agrees to implement any and all changes in providing Services hereunder as a result of a policy change implemented by the City. The Contractor agrees to act in an expeditious and fiscally sound manner in providing the City with input regarding the time and cost to implement said changes and in executing the activities required to implement said changes.

1.72 PAYMENT FOR SERVICES/AMOUNT OBLIGATED

The Contractor warrants that it has reviewed the City's requirements and has asked such questions and conducted such other inquiries as the Contractor deemed necessary in order to determine the price the Contractor will charge to provide the Work and Services to be performed under this Contract. The compensation for all Work and Services performed under this Contract, including all costs associated with such Work and Services, shall be in the total amount submitted on the Bid Form. The City shall have no

obligation to pay the Contractor any additional sum(s) in excess of this amount, except for a change and/or modification to the Contract which is approved and executed in writing by the City and the Contractor.

All Services undertaken by the Contractor before the City's approval of this Contract shall be at the Contractor's risk and expense.

1.73 PRICING

Prices shall remain firm and fixed for the initial term of the Contract, however, the Contractor may offer incentive discounts to the City at any time during the Contract term, including any renewal or extension thereof.

1.74 GUARANTEE

The Contractor shall be responsible for technically deficient designs, reports, or studies due to its errors and omissions, and shall promptly correct or replace all such deficient Work due to its errors and omissions without cost to the City upon the request of the City for the established period of time after the date of acceptance of the project by the City, as stated in the bid, which are judged to have been in error by a court of competent jurisdiction. Contractor shall also be responsible for the cost of correcting deficient construction which was built from technically deficient designs. Payment in full by the City for Work performed does not constitute a waiver of this guarantee.

1.75 MANNER OF PERFORMANCE

- A. The Contractor shall provide the Services described herein in a competent and professional manner satisfactory to the City in accordance with the terms and conditions of this Agreement. The City shall be entitled to a satisfactory performance of all Services described herein and to full and prompt cooperation by the Contractor in all aspects of the Services. At the request of the City, the Contractor shall promptly remove from the project any Contractor's employee, subcontractor, or any other person performing Services hereunder. Such removal of any of its employees does not require the termination or demotion of any employee by the Contractor.
- B. The Contractor agrees to defend, hold harmless and indemnify the City and shall be liable and responsible for any and all claims, suits, actions, damages and costs (including attorney's fees and court costs) made against the City, occurring on account of, arising from or in connection with the removal and replacement of any Contractor's personnel performing Services hereunder at the behest of the City.
- C. The Contractor agrees that at all times it will employ, maintain and assign to the performance of the Services a sufficient number of competent and qualified professionals and other personnel to meet the requirements to which reference is hereinafter made. The Contractor agrees to adjust its personnel staffing levels upon reasonable request from the City, should the City make a determination, in its sole discretion, that said personnel staffing is inappropriate .
- D. The Contractor warrants and represents that its personnel have the proper skill, training, background, knowledge, experience, rights, authorizations, integrity, character and licenses as necessary to perform the Services described herein in a competent and professional manner.
- E. The Contractor shall at all times cooperate with the City and coordinate their respective Work efforts to most effectively and efficiently maintain progress in performing the Services.
- F. The Contractor shall comply with all provisions of all federal, state and local laws, statutes, ordinances, and regulations that are applicable to the performance of this Agreement.

1.76 INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor is, and shall be, in the performance of all Work Services and activities under this Agreement, an independent contractor, and not an employee, agent or servant of the City. All persons engaged in any of the Work or Services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Contractor's sole direction, supervision and control. The Contractor shall exercise control over the means and manner in which it and its employees perform the Work, and in all respects the Contractor's relationship and the relationship of its employees to the City shall be that of independent contractors and not that of employees or agents of the City.

The Contractor does not have the power or authority to bind the City in any promise, agreement or representation other than specifically provided for in this Agreement.

1.77 PROPRIETARY INFORMATION

As a political subdivision of the State of Florida, the City of Hollywood is subject to the provisions of Florida's Public Records Law.

The Contractor acknowledges that all computer software in the City's possession may constitute or contain information or materials which the City has agreed to protect as proprietary information from disclosure or unauthorized use and may also constitute or contain information or materials which the City has developed at its own expense, the disclosure of which could harm the City's proprietary interest therein.

During the term of the contract, the Contractor will not use directly or indirectly for itself or for others, or publish or disclose to any third party, or remove from the City's property, any computer programs, data compilations, or other software which the City has developed, has used or is using, is holding for use, or which are otherwise in the possession of the City (hereinafter "Computer Software"). All third-party license agreements must also be honored by the Contractors and their employees, except as authorized by the City and, if the Computer Software has been leased or purchased by the City, all third party license agreements must also be honored by the Contractor's employees. This includes mainframe, minis, telecommunications, personal computers and any and all information technology software.

The Contractor will report to the City any information discovered or which is disclosed to the Contractor which may relate to the improper use, publication, disclosure or removal from the City's property of any information technology software and hardware and will take such steps as are within the Contractor's authority to prevent improper use, disclosure or removal.

1.78 PROPRIETARY RIGHTS

- A. The Contractor hereby acknowledges and agrees that the City retains all rights, title and interests in and to all materials, data, documentation and copies thereof furnished by the City to the Contractor hereunder or furnished by the Contractor to the City and/or created by the Contractor for delivery to the City, even if unfinished or in process, as a result of the Services the Contractor performs in connection with this Agreement, including all copyright and other proprietary rights therein, which the Contractor as well as its employees, agents, subcontractors and suppliers may use only in connection with the performance of Services under this Agreement. The Contractor shall not, without the prior written consent of the City, use such documentation on any other project in which the Contractor or its employees, agents, subcontractors or suppliers are or may become engaged. Submission or distribution by the Contractor to meet official regulatory requirements or for other purposes in connection with the performance of Services under this Agreement shall not be construed as publication in derogation of the City's copyrights or other proprietary rights.
- B. All rights, title and interest in and to certain inventions, ideas, designs and methods, specifications and other documentation related thereto developed by the Contractor and its subcontractors specifically for the City, hereinafter referred to as "Developed Works" shall become the property of the City.

- C. Accordingly, neither the Contractor nor its employees, agents, subcontractors or suppliers shall have any proprietary interest in such Developed Works. The Developed Works may not be utilized, reproduced or distributed by or on behalf of the Contractor, or any employee, agent, subcontractor or supplier thereof, without the prior written consent of the City, except as required for the Contractor's performance hereunder.
- D. Except as otherwise provided in subsections A, B, and C above, or elsewhere herein, the Contractor and its subcontractors and suppliers hereunder shall retain all proprietary rights in and to all licensed software provided hereunder, that have not been customized to satisfy the performance criteria set forth in the Scope of Services. Notwithstanding the foregoing, the Contractor hereby grants, and shall require that its subcontractors and suppliers grant, if the City so desires, a perpetual, irrevocable and unrestricted right and license to use, duplicate, disclose and/or permit any other person(s) or entity(ies) to use all such licensed software and the associated specifications, technical data and other documentation for the operations of the City or entities controlling, controlled by, under common control with, or affiliated with the City, or organizations which may hereafter be formed by or become affiliated with the City. Such license specifically includes, but is not limited to, the right of the City to use and/or disclose, in whole or in part, the technical documentation and licensed software, including any source code provided hereunder, to any person or entity outside the City for such person's or entity's use in furnishing any and/or all of the Deliverables provided hereunder exclusively for the City or entities controlling, controlled by, under common control with, or affiliated with the City, or organizations which may hereafter be formed by or become affiliated with the City. No such licensed software, specifications, data, documentation or related information shall be deemed to have been given in confidence and any statement or legend to the contrary shall be void and of no effect.

1.79 AUTHORITY OF THE CITY'S PROJECT MANAGER

- A. The Contractor hereby acknowledges that the City's Project Manager will determine in the first instance all questions of any nature whatsoever arising out of, under, or in connection with, or in any way related to or on account of, this Agreement including without limitations: questions as to the value, acceptability and fitness of the Services; questions as to either party's fulfillment of its obligations under the Contract; negligence, fraud or misrepresentation before or subsequent to acceptance of the Bid; questions as to the interpretation of the Scope of Services; and claims for damages, compensation and losses.
- B. The Contractor shall be bound by all determinations or orders and shall promptly obey and follow every order of the Project Manager, including the withdrawal or modification of any previous order and regardless of whether the Contractor agrees with the Project Manager's determination or order. Where orders are given orally, they will be issued in writing by the Project Manager as soon thereafter as is practicable.
- C. The Contractor must, in the final instance, seek to resolve every difference concerning the Agreement with the Project Manager. In the event that the Contractor and the Project Manager are unable to resolve their difference, the Contractor may initiate a dispute in accordance with the procedures set forth in the section below. Exhaustion of these procedures shall be a condition precedent to any lawsuit permitted hereunder.
- D. In the event of such dispute, the parties to this Agreement authorize the City Manager or designee, who may not be the Project Manager or anyone associated with this Project, acting personally, to decide all questions arising out of, under, or in connection with, or in any way related to or on account of the Agreement (including but not limited to claims in the nature of breach of contract, fraud or misrepresentation arising either before or subsequent to execution hereof) and the decision of each, with respect to matters within the City Manager's purview as set forth above, shall be conclusive, final and binding on the parties. Any such dispute shall be brought, if at all, before the City Manager within 10 days of the occurrence, event or act out of which the dispute arises.

The City Manager may base this decision on such assistance as may be desirable, including advice of experts, but in any event shall base the decision on an independent and objective determination of whether the Contractor's performance or any deliverable meets the requirements of this Agreement and any specifications with respect thereto set forth herein. The effect of any decision shall not be impaired or waived by any negotiations or settlements or offers made in connection with the dispute, whether or not the City Manager participated therein, or by any prior decision of others, which prior decision shall be deemed subject to review, or by any termination or cancellation of the Agreement. All such disputes shall be submitted in writing by the Contractor to the City Manager for a decision, together with all evidence and other pertinent information in regard to such question, in order that a fair and impartial decision may be made. The parties agree that whenever the City Manager is entitled to exercise discretion or judgment or to make a determination or form an opinion pursuant to the provisions of this Article, such action shall be deemed fair and impartial when exercised or taken. The City Manager shall render a decision in writing and deliver a copy of the same to the Contractor. Except as such remedies may be limited or waived elsewhere in the Agreement, the Contractor reserves the right to pursue any remedies available under law after exhausting the provisions of this Article.

1.80 MUTUAL OBLIGATIONS

- A. This Agreement, including attachments and appendices to the Agreement, shall constitute the entire Agreement between the parties with respect hereto and supersedes all previous communications and representations or agreements, whether written or oral, with respect to the subject matter hereof unless acknowledged in writing by the duly authorized representatives of both parties.
- B. Nothing in this Agreement shall be construed for the benefit, intended or otherwise, of any third party that is not a parent or subsidiary of a party or otherwise related (by virtue of ownership control or statutory control) to a party.
- C. In those situations where this Agreement imposes an indemnity or defense obligation on the Contractor, the City may, at its expense, elect to participate in the defense if the City should so choose. Furthermore, the City may at its own expense defend or settle any such claims if the Contractor fails to diligently defend such claims, and thereafter seek indemnity for costs and attorney's fees from the Contractor.

1.81 QUALITY ASSURANCE/QUALITY ASSURANCE RECORD KEEPING

The Contractor shall maintain, and shall require that its subcontractors and suppliers maintain, complete and accurate records to substantiate compliance with the requirements set forth in the Scope of Services. The Contractor and its subcontractors and suppliers shall retain such records, and all other documents relevant to Services furnished under this Agreement for a period of three (3) years from the expiration date of this Agreement and any extension thereof.

1.82 AUDITS

The City, or its duly authorized representatives or governmental agencies shall, until the expiration of three (3) years after the expiration of this Agreement and any extension thereof, have access to and the right to examine and reproduce any of the Contractor's books, documents, papers and records and those of its subcontractors and suppliers which apply to all matters of the City. Such records shall conform to Generally Accepted Accounting Principles requirements, as applicable, and shall only address those transactions related to this Agreement.

The Contractor agrees to grant access to the City's Auditor to all financial and performance-related records, property, and equipment purchased in whole or in part with government funds. The Contractor agrees to maintain an accounting system that provides accounting records that are supported with adequate documentation, and adequate procedures for determining the allowability and allocability of costs.

1.83 SUBSTITUTION OF PERSONNEL

In the event the Contractor wishes to substitute personnel for the key personnel identified by the Contractor's Bid, the Contractor must notify the City in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution.

1.84 SUBCONTRACTUAL RELATIONS

- A. If the Contractor will cause any part of this Agreement to be performed by a subcontractor, the provisions of this Contract will apply to such subcontractor and its officers, agents and employees in all respects as if it and they were employees of the Contractor; and the Contractor will not be in any manner thereby discharged from its obligations and liabilities hereunder, but will be liable hereunder for all acts and negligence of the subcontractor, its officers, agents, and employees, as if they were employees of the Contractor. The Services performed by the subcontractor will be subject to the provisions hereof as if performed directly by the Contractor.
- B. The Contractor, before making any subcontract for any portion of the Services, will state in writing to the City the name of the proposed subcontractor, the portion of the Services which the subcontractor is to do, the place of business of such subcontractor, and such other information as the City may require. The City will have the right to require the Contractor not to award any subcontract to a person, firm or corporation disapproved by the City.
- C. Before entering into any subcontract hereunder, the Contractor will inform the subcontractor fully and completely of all provisions and requirements of this Agreement relating either directly or indirectly to the Services to be performed. Such Services performed by such subcontractor will strictly comply with the requirements of this Contract.
- D. In order to qualify as a subcontractor satisfactory to the City, in addition to the other requirements herein provided, the subcontractor must be prepared to prove to the satisfaction of the City that it has the necessary facilities, skill and experience, and ample financial resources to perform the Services in a satisfactory manner. To be considered skilled and experienced, the subcontractor must show to the satisfaction of the City that it has satisfactorily performed Services of the same general type which is required to be performed under this Agreement.
- E. The City shall have the right to withdraw its consent to a subcontract if it appears to the City that the subcontract will delay, prevent, or otherwise impair the performance of the Contractor's obligations under this Agreement. All subcontractors are required to protect the confidentiality of the City and City's proprietary and confidential information. Contractor shall furnish to the City copies of all subcontracts between Contractor and subcontractors and suppliers hereunder. Within each such subcontract, there shall be a clause for the benefit of the City permitting the City to request completion of performance by the subcontractor of its obligations under the subcontract, in the event the City finds the Contractor in breach of its obligations, and the option to pay the subcontractor directly for the performance by such subcontractor. Notwithstanding, the foregoing shall neither convey nor imply any obligation or liability on the part of the City to any subcontractor hereunder as more fully described herein.

1.85 ASSUMPTION, PARAMETERS, PROJECTIONS, ESTIMATES AND EXPLANATIONS

The Contractor understands and agrees that any assumptions, parameters, projections, estimates and explanations presented by the City were provided to the Contractor for evaluation purposes only. However, since these assumptions, parameters, projections, estimates and explanations represent predictions of future events, the City makes no representations or guarantees, the City shall not be responsible for the accuracy of the assumptions presented, the City shall not be responsible for conclusions to be drawn therefrom, and any assumptions, parameters, projections, estimates and explanations shall not form the

basis of any claim by the Contractor. The Contractor accepts all risks associated with using this information.

1.86 SEVERABILITY

If this Agreement contains any provision found to be unlawful, the same shall be deemed to be of no effect and shall be deemed stricken from this Agreement without affecting the binding force of this Agreement as it shall remain after omitting such provision.

1.87 TERMINATION FOR CONVENIENCE AND SUSPENSION OF WORK

- A. The City may terminate this Agreement if an individual or corporation or other entity attempts to meet its contractual obligation with the City through fraud, misrepresentation or material misstatement.
- B. The City may, as a further sanction, terminate or cancel any other contract(s) that such individual or corporation or other entity has with the City. Such individual, corporation or other entity shall be responsible for all direct and indirect costs associated with such termination or cancellation, including attorney's fees.
- C. The foregoing notwithstanding, any individual, corporation or other entity which attempts to meet its contractual obligations with the City through fraud, misrepresentation or material misstatement may be debarred from City contracting in accordance with the City debarment procedures. The Contractor may be subject to debarment for failure to perform and any other reasons related to contractor's breach or failure of satisfactory performance.

In addition to cancellation or termination as otherwise provided in this Agreement, the City may at any time, in its sole discretion, with or without cause, terminate this Agreement by written notice to the Contractor and in such event:

- D. The Contractor shall, upon receipt of such notice, unless otherwise directed by the City:
 - 1. Stop Work on the date specified in the notice ("the Effective Termination Date");
 - 2. Take such action as may be necessary for the protection and preservation of the City's materials and property;
 - 3. Cancel orders;
 - 4. Assign to the City and deliver to any location designated by the City any non-cancelable orders for Deliverables that are not capable of use except in the performance of this Agreement and which have been specifically developed for the sole purpose of this Agreement and not incorporated in the Services;
 - 5. Take no action which will increase the amounts payable by the City under this Agreement.
- E. In the event that the City exercises its right to terminate this Agreement pursuant to this Article the Contractor will be compensated, as stated in the payment Articles herein, for the:
 - 1. Portion of the Services completed in accordance with the Agreement up to the Effective Termination Date; and
 - 2. Non-cancelable Deliverables that are not capable of use except in the performance of this Agreement and which have been specifically developed for the sole purpose of this Agreement but not incorporated in the Services.

F. All compensation pursuant to this Article is subject to audit.

1.88 EVENT OF DEFAULT

A. An Event of Default shall mean a breach of this Agreement by the Contractor. Without limiting the generality of the foregoing and in addition to those instances referred to herein as a breach, an Event of Default, shall include the following:

1. The Contractor has not delivered Deliverables on a timely basis;
2. The Contractor has refused or failed, except in any case for which an extension of time is provided, to supply enough properly skilled staff personnel;
3. The Contractor has failed to make prompt payment to subcontractors or suppliers for any Services;
4. The Contractor has become insolvent (other than as interdicted by the bankruptcy laws), or has assigned the proceeds received for the benefit of the Contractor's creditors, or the Contractor has taken advantage of any insolvency statute or debtor/creditor law or if the Contractor's affairs have been put in the hands of a receiver;
5. The Contractor has failed to obtain the approval of the City where required by this Agreement;
6. The Contractor has failed to provide "adequate assurances" as required under subsection "B" below; and
7. The Contractor has failed in the representation of any warranties stated herein.

B. When, in the opinion of the City, reasonable grounds for uncertainty exist with respect to the Contractor's ability to perform the Services or any portion thereof, the City may request that the Contractor, within the time frame set forth in the City's request, provide adequate assurances to the City, in writing, of the Contractor's ability to perform in accordance with the terms of this Agreement. Until the City receives such assurances, the City may request an adjustment to the compensation received by the Contractor for portions of the Services which the Contractor has not performed. In the event that the Contractor fails to provide to the City the requested assurances within the prescribed time frame, the City may:

1. Treat such failure as a repudiation of this Agreement;
2. Resort to any remedy for breach provided herein or at law, including but not limited to, taking over the performance of the Services or any part thereof either by itself or through others.

C. In the event the City shall terminate this Agreement for default, the City or its designated representatives may immediately take possession of all applicable equipment, materials, products, documentation, reports and data.

1.89 REMEDIES IN THE EVENT OF DEFAULT

If an Event of Default occurs, the Contractor shall be liable for all damages resulting from the default, including but not limited to:

- A. Lost revenues;
- B. The difference between the cost associated with procuring Services hereunder and the amount actually expended by the City for procurement of Services, including procurement and administrative costs; and,

C. Such other damages as the City may sustain.

The Contractor shall also remain liable for any liabilities and claims related to the Contractor's default. The City may also bring any suit or proceeding for specific performance or for an injunction.

1.90 NONDISCRIMINATION

During the performance of this Contract, the Contractor agrees to not discriminate against any employee or applicant for employment because of race, religion, color, sex, handicap, marital status, age or national origin, and will take affirmative action to ensure that they are afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not be limited to, recruitment, employment, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training. By entering into this Contract with the City, the Contractor attests that it is not in violation of the Americans with Disabilities Act of 1990 and related Acts (the "Act"). If the Contractor or any owner, subsidiary or other firm affiliated with or related to the Contractor is found by the responsible enforcement agency or the City to be in violation of the Act, such violation shall render this Contract void. This Contract shall be void if the Contractor submits a false affidavit or the Contractor violates the Act during the term of this Contract, even if the Contractor was not in violation at the time it submitted its affidavit.

1.91 CONFLICT OF INTEREST

The Contractor represents that:

- A. No officer, director, employee, agent, or other consultant of the City or a member of the immediate family or household of the aforesaid has directly or indirectly received or been promised any form of benefit, payment or compensation, whether tangible or intangible, in connection with the grant of this Agreement.
- B. There are no undisclosed persons or entities interested with the Contractor in this Agreement. This Agreement is entered into by the Contractor without any connection with any other entity or person submitting a bid for the same purpose, and without collusion, fraud or conflict of interest. No elected or appointed officer or official, director, employee, agent or other consultant of the City, or member of the immediate family or household of any of the aforesaid:
 - 1. Is interested on behalf of or through the Contractor directly or indirectly in any manner whatsoever in the execution or the performance of this Agreement, or in the Services, supplies or Work, to which this Agreement relates or in any portion of the revenues; or
 - 2. Is an employee, agent, advisor, or consultant to the Contractor or to the best of the Contractor's knowledge, any subcontractor or supplier to the Contractor.
- C. Neither the Contractor nor any officer, director, employee, agent, parent, subsidiary, or affiliate of the Contractor shall have an interest which is in conflict with the Contractor's faithful performance of its obligations under this Agreement; provided that the City, in its sole discretion, may consent in writing to such a relationship, and provided the Contractor provides the City with a written notice, in advance, which identifies all the individuals and entities involved and sets forth in detail the nature of the relationship and why it is in the City's best interest to consent to such relationship.
- D. The provisions of this Article are supplemental to, not in lieu of, all applicable laws with respect to conflict of interest. In the event there is a difference between the standards applicable under this Agreement and those provided by statute, the stricter standard shall apply.
- E. In the event the Contractor has no prior knowledge of a conflict of interest as set forth above and acquires information which may indicate that there may be an actual or apparent violation of any of the above, the

Contractor shall promptly bring such information to the attention of the City's Project Manager. The Contractor shall thereafter cooperate with the City's review and investigation of such information, and comply with the instructions the Contractor receives from the Project Manager in regard to remedying the situation.

1.92 PRESS RELEASE OR OTHER PUBLIC COMMUNICATION

Under no circumstances shall the Contractor, its employees, agents, subcontractors and suppliers, without the express written consent of the City:

- A. Issue or permit to be issued any press release, advertisement or literature of any kind which refers to the City, or the Work being performed hereunder, unless the Contractor first obtains the written approval of the City. Such approval may be withheld if for any reason the City believes that the publication of such information would be harmful to the public interest or is in any way undesirable; and
- B. Represent, directly or indirectly, that any product or service provided by the Contractor has been approved or endorsed by the City, except as may be required by law.

1.93 BANKRUPTCY

The City reserves the right to terminate this contract if, during the term of any contract the Contractor has with the City, the Contractor becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of the Contractor under federal bankruptcy law or any state insolvency law.

1.94 CANCELLATION FOR UNAPPROPRIATED FUNDS

The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

1.95 VERBAL INSTRUCTIONS PROCEDURE

No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are signed by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.

1.96 COST ADJUSTMENTS

The cost for all items as quoted herein shall remain firm for the first term of the contract. Costs for any extension term shall be subject to an adjustment only if increases occur in the industry. However, unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 3% per year or, whichever is less, the latest yearly percentage increase in the All Urban Consumers Price Index (CPU-U) (National) as published by the Bureau of Labor Statistics, U.S. Dept. of Labor. The yearly increase or decrease in the CPI shall be that latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the same month one year prior. Any requested cost 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 Contractor 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 can be cancelled by the City upon giving thirty (30) days written notice to the Contractor.

1.97 PROHIBITION OF INTEREST

No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder or termination of the agreement, removal of the Bidder from the City's bidder lists, and prohibition from engaging in any business with the City.

1.100 NO CONTINGENT FEES

The Vendor warrants that it has not employed or retained any company or person other than a bona fide employee Working solely for the Vendor to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee Working solely for the Vendor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or infraction of this provision, the City shall have the right to terminate the Agreement without liability at its discretion and to deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

1.101 E-VERIFY

The Contractor acknowledges that the City may be utilizing the Contractor's Services for a project that is funded in whole or in part by State funds pursuant to a contract between the City and a State agency. The Contractor shall be responsible for complying with the E-Verify requirements in the contract and using the U.S. Department of Homeland Security's E-Verify system to verify the employment of all new employees hired by the Contractor during the Agreement term. The Contractor is also responsible for e-verifying its subcontractors, if any, pursuant to any agreement between the City and a State Agency, and reporting to the City any required information. The Contractor acknowledges that the terms of this paragraph are material terms, the breach of any of which shall constitute a default under this Agreement.

1.102 BUDGETARY CONSTRAINTS

In the event the City is required to reduce contract costs due to budgetary constraints, all Services specified in this document may be subject to a permanent or temporary reduction in budget. In such an event, the total cost for the affected service shall be reduced as required. The Contractor shall also be provided with a minimum 30-day notice prior to any such reduction in budget.

1.103 ANNEXATION

Contractor agrees to extend all terms, conditions and pricing in this agreement and any amendments thereto, to any areas annexed into the City.

1.104 DEFINITIONS & TERMS

When used in Contract Documents or in related documents, the following terms shall have the meanings given below:

Addendum: A modification of the Plans, Specifications or other Contract Documents distributed to prospective Bidders prior to the opening of Bids.

Advertisement for Bids: The public notice inviting the submission of Bids for the Work.

Bid: The written offer of a Bidder to provide product or perform Work or service.

Bid Bond: A bond executed by a Bidder and its Surety in the attached form guaranteeing that the Bidder, if awarded the Contract will execute the same and will timely furnish the required Performance Bond, Payment Bond, and evidence of Insurance.

Bidder: Any individual, firm, partnership or corporation submitting a Bid in accordance with the Instructions to Bidders.

Bid Documents: The Advertisement for Bids, Instructions to Bidders, Bid Form, Bid Bond, Contract, Performance Bond, Payment Bond, Insurance Requirements, COMMISSION General Conditions, Special Provisions, Technical Specifications and Plans, together with all Addenda.

Bid Form: The form on which Bids are submitted.

Calendar Day: Everyday shown on the calendar.

Change Order: A written agreement executed by the City, the Contractor and the Contractor's Surety, covering modifications to the Contract recommended by the Project Manager and approved by the City Manager and/or City Commission.

Contract: The written agreement between the City and the Contractor for performance of the Work in accordance with the requirements of the Contract Documents and for the payment of the agreed consideration.

Contract Documents: The Instructions to Bidders, Bid Form, Bid Bond, Contract, Performance Bond, Payment Bond, General Conditions, Special Provisions, Supplemental Provisions, Technical Specifications and Plans, together with all Addenda, Change Orders, Schedules and Shop Drawings.

Contract Manager: Duly authorized representative designated to manage the Contract.

Contractor: The individual, firm, partnership, corporation or joint venture whose Bid is accepted and who enters into a Contract with the City of Hollywood and who is liable for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work.

Contract Date: The date on which the Agreement is effective.

Contract Time: The number of days allowed for completion of the Work. The Contract Time will be stipulated in the Bid Form, unless extended by a Change Order. All contract time shall be measured in calendar days.

City: A political subdivision, Incorporated City within Broward County of the State of Florida, whose governing body is a City Commission consisting of a Mayor, Vice Mayor and five City Council members.

City Manager: The Manager of the City of Hollywood, Florida.

Days: Reference made to Days shall mean consecutive calendar days.

Deliverables: All documentation and any items of any nature submitted by the Contractor to the City's Project Manager for review and approval in writing pursuant to the terms of this Agreement.

IFB: Invitation For Bid.

Lessee: Any individual, partnership or corporation having a tenant relationship with the City of Hollywood.

Liquidated Damages: The amount that the Contractor accepts, as stipulated in the Bid Form, which will be deducted from the Contract Sum for each Calendar day of delay due to a Non-excusable Delay to be determined by the City's Contract Manager.

Notice To Proceed (NTP): The written communication issued by the City to the Contractor directing the Contractor to begin contract Work and establishing the date of commencement of the Work.

Owner: The term Owner as used in this Contract shall mean the City of Hollywood.

Performance and Payment Bonds: Bonds executed by the Contractor and his Surety, on the attached forms, assuring that the Contractor will, in good faith, perform and guarantee the Work in full conformity with the terms of the Contract Documents and will promptly pay all persons supplying the Contractor with labor, materials, or supplies, used directly or indirectly by the Contractor in the execution of the Work.

Plans: The drawings or reproductions thereof, prepared and sealed by the Architect/Engineer, which show the locations, character, dimensions and details of the Work to be done and which are part of the Contract Documents.

Project: The construction and Services required by the Contract Documents, which includes all labor, materials, equipment, and Services to be provided by the Contractor to fulfill the Contractor's obligations.

Project Cost: The sum of the construction costs, allowances for contingencies, the total cost of design professional and related Services provided by consultant, and allowances for such other items as charges of all other professionals and consultants.

Project Manager: The duly authorized representative designated to manage the Project.

Scope of Service: Document which details the Work to be performed by the Contractor.

Subcontractor or Sub consultant: Any person, entity, firm or corporation, other than the employees of the Contractor, who furnishes labor and/or materials, in connection with the Work, whether directly or indirectly, on behalf of and/or under the direction of the Contractor and whether or not in privity of Contract with the Contractor.

The words "Work", "Services", "Program", or "Project": All matters and things required to be done by the Contractor in accordance with the provisions of the Contract.

The words "Directed", "Required", "Permitted", "Ordered", "Designated", "Selected", "Prescribed", or words of like import to mean respectively, the direction, requirement, permission, order, designation, selection or prescription of the City's Project Manager; and similarly the words "approved", "acceptable", "satisfactory", "equal", "necessary", or words of like import to mean respectively, approved by, or acceptable or satisfactory to, equal or necessary in the opinion of the City's Project Manager. In resolving disputes and in all respects the City Manager's decision shall be final.

GROUNDS MAINTENANCE – Zones 1, 2, 3, 8, 8A & 9:**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 two (2) years beginning upon date of award or expiration of current contract, whichever is later. The City may renew this contract for one (1) additional two (2) year period 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. PROCUREMENT CONTACTS:

For information concerning procedure for responding to this Bid, contact the Procurement Services Division, Linda Silvey, Procurement Contracts Officer, via email at lsilvey@hollywoodfl.org or by phone at (954) 921-3200, or Michelle Lemire, Procurement Specialist via email at mlemire@hollywoodfl.org or by phone at (954) 921-3223, or Paul A. Bassar, Director of Procurement & Contract Compliance via email at pbassar@hollywoodfl.org or by phone at 954-921-3628, or his designee. Such contact is to be for clarification purposes only. **It is preferred that all other questions be submitted in writing via BidSync.**

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 X:00am, XX, 2017.

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 strongly 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, 7:00am to 5:00pm.

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

D. PRE-BID CONFERENCE:

Vendors are encouraged to attend the pre-bid conference at Hollywood Public Works Administration, 1600 So. Park Road, Conference Room, Hollywood, Florida 33021 at X:00 P.M. on XX, 2017. 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 via www.BidSync.com.** Written addendum will be issued, if required, as soon as possible after that conference. **All questions are due no later than 5:00 P.M., X X, 2017.**

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 strongly recommended.**

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, Intermediate 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 ten (10) 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.

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

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	\$500,000
Products-Comp/Op Aggregate	\$500,000
Personal and Advertising Injury	\$500,000
Each Occurrence	\$500,000
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	\$200,000
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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	\$100,000/500,000/100,000 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.

Any sub-contractor used by the contractor shall supply such similar insurance required of the contractor. Such certificates shall name the City as an Additional Insured.

Coverage shall be provided by a company of companies authorized to transact business in the State of Florida and the company must maintain a minimum rating of A-, V11, as assigned by the A.M. Best Company.

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

S. BASIS OF AWARD:

There are six (6) 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.

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

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 Intermediate 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 (use reference form attached)
- Broward County Tree Trimmer Class B Certification

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

NOTE: ALL SQUARE FOOTAGE MEASUREMENTS FOR EACH ZONE ARE ESTIMATED AND APPROXIMATE AND SHOULD BE VERIFIED BY BIDDER.

ZONES AND DESCRIPTIONS ARE AS FOLLOWS:**ZONE 1**

No.	Service Location	SQ. FT	Type	Annual Frequency
1	Griffin Road from 35th Ave to SR7	30,000	Medians	23
2	Stirling Road medians SR7 east to N. 29th Ave / Wall 46 th Ave to Park Road	98,765	Landscape/ Medians/ Swale	23
3	Stirling Rd medians N. 29th Ave east to Oakwood Blvd. All four quadrants	81,500	Gateway/ Medians	23
4	N. 30th Ave south of Stirling Rd at street end north of Emerald Hills Park	600	Street End	23
5	Oakwood Hills Park, 2701 N. 26th Avenue, and lot on west side across from park.	104,080	Park/Lot	23
6	Henry L. Graham Park, 2350 Simms St	14,850	Park	23
7	Dr Martin Luther King Community Center, 2400 Charleston St	127,870	Park	23
8	2305 Simms Street	5,243	Lot	23
9	Police Sub Station, 2207 Raleigh Street	1,768	Lot	23
10	N. 22nd Ave from Sheridan to Pershing St	38,000	Swale	23

ZONE 2

No.	Service Location	SQ. FT	Type	Annual Frequency
1	S. Park Road from Pembroke Rd North to Hillcrest Drive, west swale, and Pembroke Road north to Hollywood Blvd., all medians & east swale only along Orangebrook golf course	171,491	Swale/ Median	23
2	N. Park Road from Hollywood Blvd north to Coolidge Street	223,332	Median/ Triangle	23
3	W. Park Road from Coolidge Street to 56th Avenue	226,942	Swale	23
4	N. 46th Avenue, Hollywood Blvd to Stirling Road (including east swale north of golf course)	115,000	Median/ Swale	23
5	Pembroke Road from S. 56th Avenue east to I-95 and first median east of I-95; northeast & northwest quadrants of gateway	92,300	Median/ Gateway/ Retention	23
6	S. 30th Avenue just north of Pembroke Road fence line abutting the train tracks along storefronts	28,500	Swale	23

ZONE 3

No.	Service Location	SQ. FT	Type	Annual Frequency
1	Sheridan Street from N. 72nd Ave east to N. Park Road.	149,850	Medians	23
2	Sheridan Street from N. Park Road to A1A	62,500	Median/Swale	23
3	I-95 & Sheridan Street all four quadrants	79,000	Gateway	23
4	Turnpike slopes and swales at Sheridan Street. 61st to 62nd Street including guardrail areas	42,708	Swale/Slopes	23

ZONE 8

No.	Service Location	SQ. FT	Type	Annual Frequency
1	South of Jefferson St east of the building	5,808	Swale	23
2	Keating Park, 2500 S Ocean Dr	27,544	Park	23
3	Hollywood Beach Community Center, 1301 S. Ocean Drive	38,894	Park	23
4	Harry Berry Park, 301 Azalea Terrace	23,517	Park	23
5	North sidewalk of Diplomat Hotel from A1A onto the beach	35,000	Swale	23
6	A1A and Hallandale Beach Blvd underpass bridge landscape and grass south of the 7-11 store inside fence	22,987	Swale	23
7	Azalea Terrace Parking Lot, Azalea Ter & Surf Rd	5,262	Parking Lot	23
8	Summit Parking Lot, north of Harry Berry Park	14,957	Parking Lot	23
9	Ocean Walk berm at Hollywood Blvd & Broadwalk	10,530	Swale	23
10	Hollywood Blvd & A1A east and west bridge underpass, hedges west Intracoastal swale wall from Hollywood Blvd bridge to Azalea Terr;	151,218	Swale	23
11	S. Surf Rd from Bouganvilla to Jefferson east road side fence line	24,000	Swale	23
12	Topsider Parking Lot, A1A & Tyler Street	400	Parking Lot	23
13	A1A N of Sheridan St from Forrest St to Perry St	90,480	Parking Meter areas	23
14	Oak Street Park at N Surf Rd	8,000	Park	23
15	Fire Station 40, 2211 North Ocean Drive	10,138	Facility	23
16	A1A from Sheridan St south to Hallandale Beach Blvd	192,474	Medians/ Swale/ Easements	23
17	New Hampshire St at west side of A1A	3,225	Lot	23
18	A1A and Forrest St	45,000	Swale	23

ZONE 8A

No.	Service Location	SQ. FT	Type	Annual Frequency
1	Streetscapes at AIA and Grant, Hayes, Garfield, Connecticut, Arthur, Cleveland, Tyler, Polk, Arizona, Taylor, New York, Fillmore, Pierce, Indiana, Buchanan, Minnesota Streets	16,000	Swales/ medians	36
2	Garfield St Parking Garage	8,000	Facility	36
3	Beach Safety Complex, 707 S Ocean Dr	5,000	Facility	36
4	Charnow Park 300 Connecticut St	10,000	Park	36

ZONE 9

No.	Service Location	SQ. FT	Type	Annual Frequency
1	Anniversary Park, 1945 Hollywood Blvd	8,458	Park	23
2	N 19th Avenue, Polk Street NW lot	5,524	Parking Lot	23
3	Art & Culture Center and Day Care Building, 1650 Harrison Street	21,451	Facility	23
4	Federal Hwy from Sheridan St south to Pembroke Road	105,000	Medians	23
5	Hollywood Blvd 17th Ave to ICW	50,000	Median	23
6	S 21st Ave from Hollywood Blvd to Jefferson St, palms and grass along storefronts	194,900	Swale	23
7	Young Circle beds, 17th Avenue, Publix North/South Side	8,839	Landscape	24 (On the 15th and 30th of each month)
8	Downtown area, Hollywood Blvd, Harrison St, Van Buren St, Polk St, and Tyler St, 21st Ave to Federal Hwy, beds and paver blocks. Downtown, 19th and 20th Aves from Harrison to Tyler, weedeat and herbicide pavers	16,000	Landscape/pavers	26 (Biweekly on Mondays only btwn 6am to 11am)
9	ArtsPark at Young Circle	432,000	Park	36 (On the 10th, 20th and 30th of each month)
10	FEC, Monroe – Fillmore, Dixie Highway & 21st Avenue, including parking areas on s. 21st Ave from Harrison Street to Monroe Street	200,000	Hedges/Grass	23



HOLD HARMLESS AND INDEMNITY CLAUSE

(Company Name and Authorized Signature, Print Name)

, the contractor, shall indemnify, defend and hold harmless the City of Hollywood, 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.

Signature

Printed Name

Name of Company

Title

Bid/RFP/RFQ Number: F-4555-17-LS Title: Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9

Procurement Services Division
 2600 Hollywood Boulevard, Room 303
 Hollywood, Florida 33020



NONCOLLUSION AFFIDAVIT

STATE OF:

COUNTY OF: , being first duly sworn, deposes and says that:

- (1) He/she is of , the Bidder that has submitted the attached Bid.
- (2) He/she has been fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid;
- (3) Such Bid is genuine and is not a collusion or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contractor for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure an advantage against the City of Hollywood or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Printed Name

Name of Company

Title

Bid/RFP/RFQ Number: F-4555-17-LS Title: Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9



SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a) FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This form statement is submitted to

By for
(Print individual's name and title) (Print name of entity submitting sworn statement)

whose business address is

and if applicable its Federal Employer Identification Number (FEIN) is If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.

2. I understand that "public entity crime," as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misinterpretation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in an federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that "Affiliate," as defined in paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime, or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5 I understand that "person," as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting sworn statement, nor any of its officers, director, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime, but the Final Order entered by the Hearing Officer in a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings, determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the Final Order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

<input type="text"/>	<input type="text"/>
Signature	Printed Name
<input type="text"/>	<input type="text"/>
Name of Company	Title

Bid/RFP/RFQ Number: F-4555-17-LS Title: Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9



CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Applicant Name and Address:

Application Number and/or Project Name:

Applicant IRS/Vendor Number:

Signature

Name of Company

Printed Name

Title

Bid/RFP/RFQ Number: F-4555-17-LS Title: Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9

Procurement Services Division
2600 Hollywood Boulevard, Room 303
Hollywood, Florida 33020



DRUG-FREE WORKPLACE PROGRAM

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

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

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

VENDOR'S SIGNATURE

PRINTED NAME

NAME OF COMPANY

TITLE

Bid/RFP/RFQ Number: F-4555-17-LS Title: Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9

Procurement Services Division
2600 Hollywood Boulevard, Room 303
Hollywood, Florida 33020



REFERENCES

F-4555-17-LS Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Company Name: <input type="text"/>	
Address: <input type="text"/>	
City, State, ZIP: <input type="text"/>	Phone Number: <input type="text"/>
Point of Contact: <input type="text"/>	Fax Number: <input type="text"/>
Email: <input type="text"/>	
Explain How This Referenced Work Is Similar To This Request:	
<input type="text"/> <div style="text-align: right;"> <input type="button" value="5"/> <input type="button" value="6"/> </div>	
Date service was provided: <input type="text"/>	

Company Name: <input type="text"/>	
Address: <input type="text"/>	
City, State, ZIP: <input type="text"/>	Phone Number: <input type="text"/>
Point of Contact: <input type="text"/>	Fax Number: <input type="text"/>
Email: <input type="text"/>	
Explain How This Referenced Work Is Similar To This Request:	
<input type="text"/> <div style="text-align: right;"> <input type="button" value="5"/> <input type="button" value="6"/> </div>	
Date service was provided: <input type="text"/>	

Company Name: <input type="text"/>	
Address: <input type="text"/>	
City, State, ZIP: <input type="text"/>	Phone Number: <input type="text"/>
Point of Contact: <input type="text"/>	Fax Number: <input type="text"/>
Email: <input type="text"/>	
Explain How This Referenced Work Is Similar To This Request:	
<input type="text"/> <div style="text-align: right;"> <input type="button" value="5"/> <input type="button" value="6"/> </div>	
Date service was provided: <input type="text"/>	



W-9

(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give 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) <input type="text"/>	
Business name/disregarded entity name, if different from above <input type="text"/>	
<p>Check appropriate box for federal tax classification:</p> <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) <input type="text"/> <input type="checkbox"/> Other (see instructions)	<p>Exemptions (see instructions):</p> <p>Exempt payee code (if any) <input type="text"/></p> <p>Exemption from FATCA reporting code (if any) <input type="text"/></p>
Address (number, street, and apt. or suite no.) <input type="text"/>	Requester's name and address (optional) <input type="text"/>
City, state, and ZIP code <input type="text"/>	
List account number(s) here (optional) <input type="text"/>	

<p>Part I</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line 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 <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>	<p>Taxpayer Identification Number (TIN)</p>
	<p>Social security number <input type="text"/></p> <p>Employer identification number <input type="text"/></p>

<p>Part II</p> <p align="center">Certification</p> <p align="center">Under penalties of perjury, I certify that:</p> <p>1. 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</p> <p>2. 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</p> <p>3. I am a U.S. citizen or other U.S. person (defined below), and</p> <p>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</p> <p>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</p>

<p>Sign Here</p> <p>Signature of U.S. person <input type="text"/></p>	<p>Date <input type="text"/></p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of

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, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

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:

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

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be

paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13

.IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required	Generally, exempt payees 1 through 52

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584 (a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

to be reported and direct sales over \$5,0001	
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

1 See Form 1099-MISC, Miscellaneous Income, and its instructions.

2 However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services

(including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:

Give name and SSN of:

- | | |
|---|--|
| <p>1. Individual</p> <p>2. Two or more individuals (joint account)</p> <p>3. Custodian account of a minor (Uniform Gift to Minors Act)</p> <p>4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law</p> <p>5. Sole proprietorship or disregarded entity owned by an individual</p> <p>6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))</p> | <p>The individual</p> <p>The actual owner of the account or, if combined funds, the first individual on the account 1</p> <p>The minor 2</p> <p>The grantor-trustee 1</p> <p>The actual owner 1</p> <p>The owner 3</p> <p>The grantor*</p> |
|---|--|

1 List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

2 Circle the minor's name and furnish the minor's SSN.

3 You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

4 List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through

email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Question and Answers for Bid #F-4555-17-LS - Grounds Maintenance for Zones 1, 2, 3, 8, 8A, 9

Overall Bid Questions

There are no questions associated with this bid.