

INVITATION TO BID
LAWN MAINTENANCE SERVICES
EDGE FOR EDUCATIONAL EXCELLENCE, INC D/B/A PUTNAM EDGE HIGH SCHOOL

Sealed bids will be received by Putnam EDGE High School, 200 South 7th Street, Palatka, Florida 32177 until 4:00 p.m., May 9th, 2019. Bids will be publicly opened and read aloud in the Board Room of Putnam EDGE High School @ 4:30 p.m., for furnishing all labor and materials and performing all work necessary and incidental to the following project:

**LAWN MAINTENANCE SERVICES
PUTNAM EDGE HIGH SCHOOL
PALATKA, FLORIDA**

Bid packets may be obtained by contacting the Director/Principal Emmanuel Swift at 386-385-7292 or via e-mail at ejswift@putnamedge.org. Bids must be submitted to the attention of Mr. Emmanuel Swift, Director/Principal in a sealed envelope, bearing on the outside the name of the firm submitting the bid, its address, and designated as bid for '**LAWN CARE SERVICES, PUTNAM EDGE HIGH SCHOOL**'. Faxed and/or emailed bids will not be considered.

Licensure, General Liability Insurance, and Worker's Compensation Insurance are required to be considered as a contractor for these services. Bidder MUST include proof of licensure and insurance requirements in their bid packet.

Edge for Educational Excellence, Inc. reserves the right to reject any and all bids and to waive any informalities thereto.

This is an Equal Opportunity Project.

LAWN MAINTENANCE SPECIFICATIONS

- I. DESCRIPTION
 - a. Work consists of lawn maintenance such as: raking, grass mowing, grass edging, and proper removal/disposal of lawn litter, including, but not limited to; trash and landscape debris such as leaves, sticks, grass clippings, and organic debris by the contractor.
- II. CONTRACT PERIOD
 - a. Length of contract shall be one (1) year.
- III. INSURANCE REQUIREMENTS
 - a. Workers Compensation Insurance – Certification that contractor carries worker’s compensation insurance at State of Florida statutory limits.
 - b. General liability coverage for the scope of the project shall be provided to protect the property owner.
 - c. Automobile Liability Insurance – Certification that the Bidder carries automobile insurance, to include comprehensive and collision coverage.
- IV. CANCELLATION OPTION
 - a. EDGE High School reserves the right to cancel the contract by giving thirty (30) days written notice to the contractor. If cancellation is for default of contract due to nonperformance, the contract may be canceled without notice. The contractor may cancel the contract by giving the Property Owner (30) thirty days written notice of such intention. All notices are effective upon the date of mailing.
- V. TEMPORARY CLOSING
 - a. Should emergency conditions arise which would necessitate closing of the facility for a period of time, the contract may be suspended or altered. A negotiated temporary agreement shall be worked out should this situation occur. It is not the intent of the Property Owner to close any property for anything other than emergency reasons.
- VI. QUESTIONS
 - a. Questions related to this bid shall be directed to the Director/Principal, Emmanuel Swift @ ejswift@putnamedge.org
- VII. SCOPE OF WORK AND SEPARATION OF RESPONSIBILITIES
 - a. CONTRACTOR GENERAL RESPONSIBILITIES AND REQUIREMENTS
 - i. The contractor shall be responsible for the satisfactory and complete execution of the work in accordance with the true intent of the specifications. He/she shall provide, without extra charge, all incidental items required as part of the work even though not particularly specified or indicated.
 - b. DAMAGES
 - i. The contractor shall be held liable for all damages done, as a result of his/her operation, to fixed objects such as signs, posts, buildings, and all vegetation, including turf, trees, shrubs, and desirable natural growth. Damage shall include among other things: skinning, scraping, limbing, or gouging of trees or shrubs, and rutting, scalping or tearing of turf. Cost associated with damages caused by the contractor to plant material will be assessed based on current market cost of replacement materials.
 - c. CONTRACTOR TO FURNISH
 - i. All transportation
 - ii. All equipment and necessary supplies including but not restricted to: mowers, edgers, blowers, and various hand tools.

1. The contractor shall furnish, operate, and maintain suitable and adequate equipment necessary to perform all tasks described in bid item, in a favorable manner. The equipment furnished by the contractor must be in good repair and shall be maintained so as to produce a clean, sharp cut to the grass at all times. Equipment which in any way pulls or rips grass or damages the turf shall not be allowed to operate under this contract. All equipment will be of such a type so that the height of cut can be adjusted to a minimum of 2" and a maximum of 4". The contractor shall have enough equipment and personnel to complete each mowing cycle in the time frame specified.
- iii. Under no circumstances shall the Property Owner be responsible for any theft, vandalism, or damage to the contractor's equipment due to obstacles encountered during the work to be performed under this contract.

VIII. TECHNICAL SPECIFICATIONS

- a. The Contractor shall cut all grass and remove weeds at Putnam EDGE High School, 200 south 7th Street.
- b. Grass shall not be allowed to reach a height of five (5) inches or more.
- c. The Contractor shall weed eat around plants, around the base of trees, shrubs, around the edge of buildings, light poles, fire hydrants, fences, hedges, driveways, street curbing, cracks in sidewalks, parking lots or any other items that may be in the yard and common areas.
- d. The Contractor shall move items that prohibit proper cutting (e; debris, rubbish, lawn fixtures) in order to cut and weed eat around the school and common areas within the property line.
- e. The contractor shall make certain that any paper, trash, etc; is removed prior to mowing in order to prevent further spreading of debris, that may be cut up by the mower.
- f. The Contractor will edge sidewalks, curbs, street curbing drainage areas, driveways and other directed areas. Edging shall be no wider than 1/2" from edge of sidewalk, asphalt, etc to lawn surface.
- g. The contractor must obtain approval from the Director of EDGE High School on the Herbicide type that will be used to control grass and weeds in areas difficult to cut or weed eat, such as, fence lines, walkways and other agreed upon areas.
- h. The Contractor agrees in summary to maintain all green spaces at Putnam EDGE High School.
- i. The Contractor shall set mowers to cut at 2" inches above the ground level.
- j. All elements of the lawn maintenance agreement shall be completed the same day they are started. No partial mowing will be allowed unless the weather forces delay. If rain or wet turf conditions exist, contractor shall complete all elements of lawn maintenance as soon as favorable conditions return.
- k. No lawn maintenance shall take place between the hours of 8:30 am – 4:30 pm Tuesday thru Friday.
- l. All mowing, trimming, and edging equipment shall be properly maintained. Cutting blades shall be kept sharp to minimize turf damage.
- m. During the months of ***March through October***, the Contractor shall make certain that the property areas are **cut three (3) times per month, weeding (3) times per month, and edging and shrub trimming (1) time per month.**

- n. During the months of **November through February**, the Contractor shall make certain that the property areas are **cut one (1) time per month and edged (1) time per Month**.
- o. The Contractor shall weed eat, mow, or remove grass (herbicide) in drainage ditches during each cut.
- p. All grass is to be cut to original property line.
- q. Contractor is not allowed to leave large clumps of dead grass on grounds. (Grass must be bagged and removed)
- r. Wet areas that cannot be mowed at time of original cutting cycle must be mowed prior to beginning of new cutting cycle.
- s. All damages to personal property (flowers, fences, water hose, vehicles, etc.) are the responsibility of the Contractor.
- t. The Contractor must clear any grass that is blown into the street, parking areas, or sidewalks by the mower.
- u. Equipment and supplies may not be stored overnight or for extended periods of time on EDGE High School property.
- v. Contractor shall use turf tires on all equipment to prevent damage to EDGE grounds and to lessen indents made by machinery.
- w. The successful Contractor shall provide a cutting schedule to be approved by the Director/Principal of EDGE prior to contract signing.

IX. METHOD OF PAYMENT

- a. Invoicing and payment will be arranged between EDGE and the successful contractor prior to contract signing.

SECTION 00 41 13

BID FORM – STIPULATED SUM

Place an "x" on the lines below of the documents attached to this form.

_____ Copy of license to do business in the State of Florida

_____ Certificates of Insurance at the required levels of coverage

_____ Section 00 43 24 – Public Entity Crime Statement

_____ Section 00 43 29 – Drug Free Workplace Form

_____ Section 00 43 30 – Conflict of Interest Statement

_____ Section 00 43 32 – Non-Collusion Affidavit

The undersigned Bidder hereby declares that the only person or persons interested in this proposal as Principal is named herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without any connection with any person, company, or party submitting a proposal; and that it is in all respects fair and in good faith, without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the places where the work is to be done; that he has satisfied himself relative to the work to be performed and agrees to and by them.

NAME OF BIDDER

The Bidder proposes and agrees to provide all necessary materials, equipment, machinery, tools, apparatus, and means of transportation, labor, and services necessary to complete Lawn Maintenance Services for Putnam EDGE High School.

Base Bid: _____ (\$_____) /service

The Bidder proposes and agrees hereby to commence the Work with an adequate force and equipment within seven (7) consecutive days after being notified by the Owner to do so, and continue services on the specified schedule.

The following Addenda were received:

Addendum _____, Dated _____

Addendum _____, Dated _____

Addendum _____, Dated _____

Addendum _____, Dated _____

Addendum _____, Dated _____

Addendum _____, Dated _____

Date: _____

Authorizing Signature: _____

All companies certify by their signature that they have read and understand the conditions and specifications of the bid and have included all required documents, and that they have the authority, capacity, and capability to perform according to the conditions and specifications of BID SJR-01-2018.

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

SECTION 00 43 24

PUBLIC ENTITY CRIME FORM

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Putnam EDGE High School will require for this project, in accordance with F.S. 287.017, a Public Entity Crime Statement form be attached with the bid. This form must be completed and submitted with the Bids and Contract Documents. See sample form enclosed.

PART 2 – PRODUCTS *(Not Used)*

PART 3 – EXECUTION *(Not Used)*

END OF SECTION

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths)

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, who, being by me first duly sworn, made the following statement:

1. The business address of _____ (name of bidder or contractor) is _____

2. My relationship to _____ (name of bidder or contractor) is: _____ (state relationship such as sole proprietor, partner, president, vice president)

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any 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.

5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation 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, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member, or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

(Draw a line through paragraph 6 if paragraph 7 below applies)

7. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member, or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidder or the contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement.

(Draw a line through paragraph 7 if paragraph 6 above applies) _____

Sworn to and subscribed before me in the state and county first mentioned above on the _____ of _____ 20 ____.

Notary Public

(affix seal)

Mu Commission Expires _____
PUR 7068 (8/89)

SECTION 00 43 29

DRUG-FREE WORKPLACE

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Putnam EDGE High School Drug Free Workplace Form is attached. This form is not required to be completed to submit a bid. However, preference will be given to contractors who are able to certify that they operate a Drug Free Workplace. If included with bid, this form must be copied, completed, and submitted with the Contract Documents.

PART 2 – PRODUCTS *Not used*

PART 3 – EXECUTION *Not used*

END OF SECTION

DRUG FREE WORKPLACE PROGRAM FORM

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 employees that, as a condition of working in 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 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 good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THIS STATEMENT, I CERTIFY THAT THIS FIRM,

(Name of Company)

COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Authorized Signature

Date

SECTION 00 43 30

CONFLICT OF INTEREST DISCLOSURE FORM

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Putnam EDGE High School Conflict of Interest Disclosure Form is attached. This form must be copied, completed, and submitted with the Contract Documents.

PART 2 – PRODUCTS *Not used*

PART 3 – EXECUTION *Not used*

END OF SECTION

CONFLICT OF INTEREST DISCLOSURE FORM

Name of Firm

Instruction to bidder:

The purpose of this disclosure statement is to give the Owner the information needed to identify potential conflicts of interest for evaluation committee members and other key personnel involved in the award of the bid.

All responders to this bid must disclose within their response the name of any officer, director, or agent who is also an employee of Putnam EDGE High School or member of the Board of Directors. **Complete Item 1 with requested information or enter 'none' on the first line.**

In addition, all responders to this bid must disclose the name of any Putnam EDGE High School employee or member of the Board of Directors who owns, directly or indirectly, an interest of more than five percent (5%) in the responder's firm or any of its branches. **Complete Item 2 with requested information or enter 'none' on the first line.**

To be completed by bidder:

- 1. List below the bidder's officers, directors, employees or agents who are also employees or members of the Board of Directors of Putnam EDGE High School

Name

Position Held at EDGE

- 2. List below the bidder's officers, directors, employees or agents who owns, directly or indirectly, any interest of more than five percent (5%) in the responder's firm or any of its branches, who are also employees or members of the Board of Directors of Putnam EDGE High School

Name

Position Held at EDGE

Signature: _____

Date: _____

Printed Name: _____

SECTION 00 43 32

NON-COLLUSION AFFIDAVIT

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Putnam EDGE High School Non-Collusion Affidavit is attached. This form must be copied, completed, notarized and submitted with the Contract Documents.

PART 2 – PRODUCTS *Not used*

PART 3 – EXECUTION *Not used*

END OF SECTION

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

I state that I _____ of _____,
(Name and Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I am the person responsible in my firm for the price(s) and amount(s) of this Response, and the preparation of the Response. I state that:

1. The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Proposal, or potential Proposal.
2. Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amounts(s) of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, Proposal, or potential Proposal, and they will not be disclosed before Proposal opening.
3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher than the prices in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.
4. The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.
5. _____, its affiliates, subsidiaries, officers, director, and
(Name of Firm)
employees are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to Proposal, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important, and will be relied on by the State of Florida for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is, ad shall be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of responses for this contract.

Dated this _____ day of _____, 20____.

Name of Organization: _____

Signed by: _____

Printed Name: _____

Being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading. Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public: _____

My Commission Expires: _____

SECTION 00 43 33

COMMERCIAL REFERENCES

Complete the table below by including a minimum of three (3) commercial references:

Business Name	Contact Person	Address	Phone Number