

REQUEST FOR QUALIFICATIONS

**RFQ #Y15-127-PD
RIGHT-OF-WAY MOWING SERVICES
AND
RETENTION POND MOWING SERVICES**

The Orange County Board of County Commissioners, Orange County, Florida is soliciting bidder qualifications to provide right-of-way mowing services and pond mowing. This is a 2-step procurement process. Step 1 is comprised of this Request for Qualifications. Step 2 shall be Invitation for Bids, as needs arise, only among those firms pre-qualified in Step 1. Submit your qualifications in response to this solicitation in a sealed envelope containing (1) original and three (3) copies. The list of Pre-Qualified firms resulting from this RFQ shall be valid for a three (3) year period.

Qualifications will be accepted up to 2:00 P.M. (local time), Thursday, September 25, 2014, in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

Submittals shall be mailed or hand delivered in a sealed envelope to the above address. Indicate the following on the sealed envelope:

- 1. Company Name**
- 2. "RFQ Y15-127-PD - Qualifications for Right-of-Way Mowing and Retention Pond Mowing"**
- 3. "2:00 P.M., Thursday, September 25, 2014"**
- 4. Mowing Category(s)**

Offers by email, fax or telephone shall not be acceptable.

The selection of pre-qualified firms shall not restrict the County from requiring additional minimum qualifications as the County deems necessary in the Invitations for Bids for any specific project.

NOTE:

*****All Contractors shall submit a response to this request to be considered for the list of Pre-Qualified Contractors. This includes all previously Pre-Qualified contractors.**

POSTING OF QUALIFIED FIRMS

The firms qualified under this solicitation will be posted for review by interested parties at the Procurement Division and at <http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp> prior to submission through the appropriate approval process and will remain posted for a period of five (5) full business days. Failure to file a protest to the Procurement Division Manager by 5:00 PM on the fifth full business day period shall constitute a waiver of bid protest proceedings. Additional information relative to lobbying and protests can be found at <http://www.orangecountyfl.net/cmsdocs/govern/lobbyist/lobbyingord.pdf>

A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the successful bidder. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon contract award.

The Board of County Commissioners may void any contract where the County Mayor, one of more County Commissioners, or a County staff person has been lobbied in violation of the black-out period restrictions of Ordinance No. 2002-15.

SELECTION OF SERVICE AREA

YOU MAY SELECT ONE OR BOTH OF THE FOLLOWING CATEGORIES IN WHICH YOU DESIRE TO BE PRE-QUALIFIED (CHECK ALL CATEGORIES FOR WHICH A QUALIFICATION PACKAGE WILL BE SUBMITTED FOR AND RETURN A COPY OF THIS REQUEST FOR QUALIFICATIONS WITH YOUR RESPECTIVE SUBMITTALS):

SUBMIT A SEPARATE QUALIFICATION PACKAGE FOR EACH OF THE FOLLOWING SELECTED CATEGORIES OF MOWING SERVICES. INCLUDE THE COMPLETED CORRESPONDING ATTACHMENT FOR EACH CATEGORY.

- I. _____ RIGHT-OF-WAY MOWING
- II. _____ RETENTION POND MOWING

**SUBMIT YOUR QUALIFICATIONS IN THE FOLLOWING ORDER
ADDRESSING EACH ITEM LISTED.**

**REQUEST FOR QUALIFICATIONS
RIGHT-OF-WAY MOWING**

The Orange County Board of County Commissioners, Orange County, Florida is soliciting bidder qualifications to providing **RIGHT-OF-WAY MOWING** services at different locations throughout Orange County. The selection of pre-qualified bidders shall not restrict the County from requiring additional minimum qualifications as the County deems necessary in the Invitations for Bids for any specific project.

Potential bidders shall submit the following information:

1. EXPERIENCE

Record showing the firm's training and experience in right-of-way mowing including, but may not be limited to, roadside, right-of-way and slope mowing, edging, brush/plant control and removal, blowing, fertilization of turf, litter/debris and grass clipping removal and disposal and herbicide treatment.

- A. Provide an affirmative statement that the firm has a minimum of three (3) consecutive years providing right-of-way mowing services for commercial or governmental properties under the current company name. Services are to be provided in urban/rural areas covering over 100 acres combined for a specific time frame. List a minimum of three (3) current commercial or government references for right-of-way mowing services and provide a brief description of the work, location, dates of contract, names, e-mail addresses, other addresses and telephone number of client contact. If less than three references are current, such references may be from recent clients whose contract expired within the past 12 months.
- B. Submit a copy of your current occupational license.
- C. Identify the firm's principal ownership and/or current general manager of the firm.
- D. How long your firm has been in business under its current name.
- E. List owners/general manager's names.

2. INSURANCE

- A. Provide a letter on the insurer's letterhead or an accord form from an authorized insurance agent or insurance company(s) certifying that your firm has or can obtain a certificate of insurance within ten (10) calendar days of any contract award for the following required insurance:

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

(Note: State licenses can be checked via www.floir.com/companysearch/ and A.M. Best Ratings are available at www.ambest.com)

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$1,000,000 per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations
- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.
- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$1,000,000 per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$500,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent

3. STAFFING

- A. List of operations managers and supervisors by name and title including resumes and job description. Operations managers shall have a minimum of five (5) years verifiable experience and supervisors shall have a minimum of three (3) years verifiable experience working on commercial or governmental right-of-way and public properties comparable to the areas as previously described. A job description shall be submitted for workers, each shall have a minimum of one (1) year of experience.
- B. Provide a detailed description of the training and safety programs given to all employees regarding proper use of equipment and procedures. Training records shall be made available to the designated Orange County Representative upon request.
- C. Provide the name and a copy of the license for one Certified Pest Control Licensee with Pesticide Application qualified in right-of-way category on staff.
- D. Provide a statement that one company representative at each work site shall be fluent in the English language.
- E. Provide a statement that all employees assigned to work on any contract for the County are legal US citizens or possess proof of eligibility from the United States Immigration and Naturalization Service to be employed in the United States.
- F. Provide a written statement acknowledging that all staff shall perform all obligations and functions on County property in a professional and business-like manner and shall wear uniforms identifying the company name.

4. EQUIPMENT

- A. Submit a comprehensive list of leased, rented or owned equipment used in right-of-way mowing operations. At a minimum the equipment list shall include the following in the quantities listed:
 - 15-foot Batwing (1)
 - Slope mower (1)
 - 6 or 8-foot Bush hog (1)
 - 50" or 60" cut ZTR Mowers (2)
 - Weed eaters (4)
 - Edgers (2)
 - Blowers (2)
 - Herbicide sprayers (1)
 - Trucks and trailers (2)

- B. Submit the bidder's equipment maintenance schedule to include maintenance locations. Equipment shall be maintained to meet OSHA and manufacturer requirements and be able to perform the job in a safe and professional manner.
- C. The County reserves the right to visually inspect the equipment and place of business.

5. RESOURCE ESTIMATING

A. Based on the following acreage amounts, specify the resources you would employ to satisfactorily complete a 26 calendar day mowing cycle. Identify the resources to be used in terms of manpower by position and equipment by type and quantity. Complete this section by using Attachment C for 100-200 acres, Attachment D for 200-300 acres and Attachment E for 300-500 acres. Include in the section a written plan on how the equipment type and quantity and manpower/position quantity were determined for providing service to each size area listed. This is for evaluation purposes only not for a specific location.

1. **100 – 200 Acres**

Equipment Type Quantity

Manpower/Position Quantity

2. **200 – 300 Acres**

Equipment Type Quantity

Manpower/Position Quantity

3. **300 – 500 Acres**

Equipment Type Quantity

Manpower/Position Quantity

Failure to submit all of the above information in detail with your qualifications shall, at the County's discretion, be cause for disqualification from the pre-qualification process.

**SUBMIT YOUR QUALIFICATIONS IN THE FOLLOWING ORDER
ADDRESSING EACH ITEM LISTED.**

**REQUEST FOR QUALIFICATIONS
RETENTION POND MOWING**

The Orange County Board of County Commissioners, Orange County, Florida is soliciting bidder qualifications to providing (Municipal Service Benefit Unit) **MSBU & NON MSBU RETENTION POND MOWING** services at different locations throughout Orange County. The selection of pre-qualified bidders shall not restrict the County from requiring additional minimum qualifications as the County deems necessary in the Invitations for Bids for any specific project.

Potential bidders shall submit the following information:

1. EXPERIENCE

Record showing the firm's training and experience in retention pond mowing including, but may not be limited to, right-of-way, flat and slope mowing, edging, brush/plant control and removal, blowing, litter/debris and grass clipping removal and disposal and herbicide treatment.

- A. Provide an affirmative statement that the firm has a minimum of three (3) consecutive years providing right-of-way and/or retention pond mowing services for commercial or governmental properties under the current company name. Services are to be provided in urban/rural areas covering over 200 acres combined for a specific time frame. List a minimum of three (3) current commercial or government references for right-of-way and/or retention pond mowing services and provide a brief description of the work, location, dates of contract, names, e-mail addresses, other addresses and telephone number of client contact. If less than three references are current, such references may be from recent clients whose contract expired within the past 12 months.
- B. Submit a copy of your current occupational license.
- C. Identify the firm's principal ownership and/or current general manager of the firm.
- D. How long your firm has been in business under its current name.
- E. List owners/general manager's names.

2. INSURANCE

- A. Provide a letter on the insurer's letterhead or an accord form from an authorized insurance agent or insurance company(s) certifying that your firm has or can obtain a certificate of insurance within ten (10) calendar days of any contract award for the following required insurance:

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

(Note: State licenses can be checked via www.floir.com/companysearch/ and A.M. Best Ratings are available at www.ambest.com)

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$1,000,000 per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.
Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations

- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.

- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$1,000,000 per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$500,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent

3. STAFFING

- A. List of operations managers and supervisors by name and title including resumes and job description. Operations managers shall have a minimum of five (5) years verifiable experience and supervisors shall have a minimum of three (3) years verifiable experience working on commercial or governmental right-of-way, retention ponds and public properties comparable to the areas as previously described. A job description shall be submitted for workers, each shall have a minimum of one (1) year of experience.
- B. Provide a detailed description of the training and safety programs given to all employees regarding proper use of equipment and procedures. Training records shall be made available to the designated Orange County Representative upon request.
- C. Provide the name and a copy of the license for one Certified Pest Control Licensee with Pesticide Application qualified in right-of-way category on staff.
- D. Provide a statement that one company representative at each work site shall be fluent in the English language.
- E. Provide a statement that all employees assigned to work on any contract for the County are legal US citizens or possess proof of eligibility from the United States Immigration and Naturalization Service to be employed in the United States.
- F. Provide a written statement acknowledging that all staff shall perform all obligations and functions on County property in a professional and business-like manner and shall wear uniforms identifying the company name.

4. EQUIPMENT

- A. Submit a comprehensive list of leased, rented or owned equipment used in retention pond mowing operations. At a minimum the equipment list shall include the following in the quantities listed:
 - 15-foot Batwing (1)
 - Slope mower (1)
 - 6 or 8-foot Bush hog (1)
 - 50" or 60" cut ZTR Mowers (2)
 - Weed eaters (4)
 - Edgers (2)
 - Blowers (2)
 - Herbicide sprayers (1)
 - Trucks and trailers (2)

- B. Submit the bidder's equipment maintenance schedule to include maintenance locations. Equipment shall be maintained to meet OSHA and manufacturer requirements and be able to perform the job in a safe and professional manner.
- C. The County reserves the right to visually inspect the equipment and place of business.

5. RESOURCE ESTIMATING

A. Based on the following acreage amounts, specify the resources you would employ to satisfactorily complete a 26 calendar day mowing cycle. Identify the resources to be used in terms of manpower by position and equipment by type and quantity. Complete this section by using Attachment F for 200-300 acres, Attachment G for 300-400 acres and Attachment H for 400-600 acres. Include in the section a written plan on how the equipment type and quantity and manpower/position quantity were determined for providing service to each size area listed. This is for evaluation purposes only.

1. 200 – 300 Acres

Equipment Type Quantity

Manpower/Position Quantity

2. 300 – 400 Acres

Equipment Type Quantity

Manpower/Position Quantity

3. 400 – 600 Acres

Equipment Type Quantity

Manpower/Position Quantity

Failure to submit all of the above information in detail with your qualifications shall, at the County's discretion, be cause for disqualification from the pre-qualification process.

Point of contact for this Request for Qualifications is Perry Davis, C.P.M., Senior Purchasing Agent, Phone 407-836-5638, email – perry.davis@ocfl.net.

FAILURE TO SUBMIT ALL INFORMATION IN DETAIL WITH YOUR QUALIFICATIONS, AS REQUIRED, MAY BE CAUSE FOR DISQUALIFICATION FROM THE PRE-QUALIFICATION PROCESS.

The County reserves the right to request additional information or clarifications as necessary.

ATTACHMENT A

Check List for Right-of-Way Mowing

Initial after each item to verify the corresponding requirement is included in the pre-qualification package submitted.

1. Experience

A. _____

B. _____

C. _____

D. _____

2. Insurance

A. _____

3. Staffing

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

4. Equipment

A. _____

B. _____

C. _____

5. Resource Estimating

A. _____

ATTACHMENT B

Check List for Retention Pond Mowing

Initial after each item to verify the corresponding requirement is included in the pre-qualification package submitted.

1. Experience

A. _____

B. _____

C. _____

D. _____

2. Insurance

A. _____

3. Staffing

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

4. Equipment

A. _____

B. _____

C. _____

5. Resource Estimating

A. _____

ATTACHMENT C

Resource Estimating Right-of-Way Mowing

Specify the resources you would employ to satisfactorily complete a 26 calendar day mowing cycle for 100-200 acres.

1. Equipment Type	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____
G. _____	_____
H. _____	_____
I. _____	_____
J. _____	_____
K. _____	_____
L. _____	_____
2. Manpower/position	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____

In this space provide a written plan on how the equipment type and quantity and manpower/position quantity were determined for right-of way mowing from 100-200 acres.

ATTACHMENT D

Resource Estimating Right-of-Way Mowing

Specify the resources you would employ to satisfactorily complete a 26 calendar day mowing cycle for 200-300 acres.

1. Equipment Type	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____
G. _____	_____
H. _____	_____
I. _____	_____
J. _____	_____
K. _____	_____
L. _____	_____

2. Manpower/position	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____

In this space provide a written plan on how the equipment type and quantity and manpower/position quantity were determined for right-of way mowing from 200-300 acres.

ATTACHMENT E

Resource Estimating Right-of-Way Mowing

Specify the resources you would employ to satisfactorily complete a 26 calendar day mowing cycle for 300-500 acres.

1. Equipment Type	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____
G. _____	_____
H. _____	_____
I. _____	_____
J. _____	_____
K. _____	_____
L. _____	_____

2. Manpower/position	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____

In this space provide a written plan on how the equipment type and quantity and manpower/position quantity were determined for right-of way mowing from 300-500 acres.

ATTACHMENT F

Resource Estimating Retention Pond Mowing

Specify the resources you would employ to satisfactorily complete a 26 calendar day mowing cycle for 200-300 acres.

1. Equipment Type	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____
G. _____	_____
H. _____	_____
I. _____	_____
J. _____	_____
K. _____	_____
L. _____	_____

2. Manpower/position	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____

In this space provide a written plan on how the equipment type and quantity and manpower/position quantity were determined for retention pond mowing from 200-300 acres.

ATTACHMENT G

Resource Estimating Retention Pond Mowing

Specify the resources you would employ to satisfactorily complete a 26 calendar day mowing cycle for 300-400 acres.

1. Equipment Type	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____
G. _____	_____
H. _____	_____
I. _____	_____
J. _____	_____
K. _____	_____
L. _____	_____
2. Manpower/position	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____

In this space provide a written plan on how the equipment type and quantity and manpower/position quantity were determined for retention pond mowing from 300-400 acres.

ATTACHMENT H

Resource Estimating Retention Pond Mowing

Specify the resources you would employ to satisfactorily complete a 26 calendar day mowing cycle for 400-600 acres.

1. Equipment Type	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____
G. _____	_____
H. _____	_____
I. _____	_____
J. _____	_____
K. _____	_____
L. _____	_____

2. Manpower/position	Quantity
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____

In this space provide a written plan on how the equipment type and quantity and manpower/position quantity were determined for right-of way mowing from 400-600 acres.