

**REQUEST FOR QUALIFICATIONS  
Y15-129-PD  
EXTERIOR LANDSCAPE MAINTENANCE**

The Orange County Board of County Commissioners, Orange County, Florida, is soliciting for sealed qualifications in an **original and Three (3) copies** for providing exterior landscape management services for the Parks and Recreation Division. This is a 2-step procurement process. Step 1 is comprised of this Request for Qualifications. Step 2 shall be an Invitation for Bids, as needs arise, only among those firms pre-qualified in Step 1. 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), Tuesday, October 7, 2014, in the Purchasing and Contracts Division, Internal Operations Centre II, 400 E. South Street, 2<sup>nd</sup> 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 Y15-129-PD - Qualifications for Exterior Landscape Maintenance"**
- 3. "2:00 P.M., Tuesday, October 7, 2014"**
- 4. Landscape Maintenance Category(s)**

Offers by 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.**

YOU MAY SELECT ONE, TWO 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 BELOW 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 LANDSCAPE MANAGEMENT. INCLUDE THE COMPLETED CORROSPONDING ATTACHMENT FOR EACH CATEGORY.

I. \_\_\_\_\_ **GENERAL TURF MAINTENANCE**

General turf maintenance includes property at County Parks excluding sports turf.

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

**REQUEST FOR QUALIFICATIONS  
EXTERIOR LANDSCAPE MAINTENANCE GENERAL TURF MAINTENANCE**

The Orange County Board of County Commissioners, Orange County, Florida, is soliciting for sealed qualifications for providing exterior landscape management services for **GENERAL TURF MAINTENANCE** at County Parks. 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.

**Vendors shall submit the following:**

**1. EXPERIENCE**

Experience record showing the firm's experience in landscape management to include mowing, edging, trimming, blowing, fertilization, pest control, flowers, ground cover, trees, mulch, trash removal / disposal, and irrigation.

- a. Provide an affirmative statement declaring the firm being submitted for pre-qualification has a minimum of five (5) consecutive years experience in general turf maintenance in the commercial or governmental exterior landscape industry under the current company name.
- b. Submit a copy of your current occupational license.
- c. List three (3) current commercial or government references.

Identify the firm's principal ownership and/or current general manager of the firm.

- d. List owners/general manager's names.
- e. State how long your firm has been in business under its current name.

## 2. INSURANCE

- a. Provide a letter 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 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/](http://www.floir.com/companysearch/) and A.M. Best Ratings are available at [www.ambest.com](http://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 operations managers and supervisors by name and title including resumes and job description. Managers shall have a minimum of five (5) years verifiable experience and supervisors shall have a minimum of three (3) years verifiable experience working commercial or governmental landscape properties. Submit a job description for general landscape workers.
- 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 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 landscape maintenance operations. At a minimum the equipment list shall include one gasoline or diesel powered rotary mower, spraying equipment, one gas powered edger, one gas powered string trimmer and one blower.
- b. Submit the firm'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.

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.

## **II. \_\_\_\_\_ SPORTS TURF MAINTENANCE**

Sports turf is defined as athletic fields used for competitive play and are primarily comprised of Bermuda grass.

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

## **REQUEST FOR QUALIFICATIONS SPORTS TURF MAINTENANCE**

The Orange County Board of County Commissioners, Orange County, Florida, is soliciting for sealed qualifications for providing **Sport Turf Maintenance** services. 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. Sports turf maintenance includes property at County Parks.

**Vendors shall submit the following:**

### **1. EXPERIENCE**

Experience record showing the firm's training and experience in landscape management as it relates to each selected category. Landscape management includes, but may not be limited to, mowing, edging, trimming, blowing, fertilization, pest control, flowers, ground cover, trees, mulch, trash removal /disposal, and irrigation. **Qualifications will only be considered from contractors that are regularly engaged in the pest control and fertilization services and cultural practices of Bermuda Turf Athletic Fields.**

- a. Provide an affirmative statement declaring the firm being submitted for pre-qualification has a minimum of five (5) consecutive years providing sports turf maintenance for commercial or governmental properties under the current company name.
- b. List a minimum of three (3) current commercial or government references for sports turf maintenance and provide a brief description of the work, location, dates of contract, names, addresses and telephone number of client contact. If less than three references are current, such references may be from recent clients whose expired within the past 12 months.
- c. Submit a copy of your current occupational license.

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 name(s).

### **2. INSURANCE**

- a. Provide a letter or an Accord 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 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/](http://www.floir.com/companysearch/) and A.M. Best Ratings are available at [www.ambest.com](http://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 descriptions. 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 sports turf properties. A job description shall be submitted for landscape workers to include 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 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. MINIMUM EQUIPMENT REQUIREMENTS**

- a. Submit a comprehensive list of leased, rented or owned equipment used in sports turf maintenance operations. At a minimum the equipment list shall include the following:
  - Transport capabilities i.e. trucks and trailers (including VIN numbers)**
  - One gas powered three (3) gang eleven blade reel mower
  - One gas powered rotary mower
  - Verticutting equipment
  - 12'-18' boom sprayer
  - 4'-6' core aerification machine
  - slice aerification
  - gas edger
  - top dressing machine
  - gas powered string trimmer
- b. Submit the firm'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.

The County reserves the right to visually inspect the equipment and place of business.

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 General Turf Maintenance

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

1. Experience

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

2. Insurance

a. \_\_\_\_\_

3. Staffing

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

4. Equipment

a. \_\_\_\_\_

b. \_\_\_\_\_

Attachment B  
Check List for Sports Turf Maintenance

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

1. Experience

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

2. Insurance

a. \_\_\_\_\_

3. Staffing

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

4. Equipment

a. \_\_\_\_\_

b. \_\_\_\_\_