



**ORANGE COUNTY FLORIDA
PROCUREMENT DIVISION**

Issue Date: June 21, 2019

NOTICE IS HEREBY GIVEN that Orange County, Florida, henceforth referred to as the County is accepting sealed bids for:

**INVITATION FOR BIDS #Y19-1040-AV, LANDSCAPE MANAGEMENT OF ACTIVE
AND INACTIVE WATER PLANTS
TERM CONTRACT**

Copies of the Invitation for Bids (IFB) documents may be obtained from the Orange County Procurement Division at the below address. Copies may be requested by phoning (407) 836-5635 or by download from the Internet at:

<http://apps.ocfl.net/orangebids/bidopen.asp>

BID SUBMISSION DUE DATE:

Sealed bid offers in an **original** and **three (3) copies** for furnishing the above will be accepted up to **2:00 PM (local time), Tuesday, July 23, 2019**, in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

PRE-BID CONFERENCE:

A **Mandatory** four (4) day **Pre-Bid Conference and site visits** will be held beginning on **Tuesday, July 9, 2019, 9:00AM**, located at **9100 Curry Ford Road, Orlando, FL 32825., Building 90, Room 113 training room**. Interested bidders are required to attend. **Bidders who fail to attend all days of the mandatory pre-bid conference and every site visit shall be ineligible to compete for the award of a contract under this solicitation.**

Pre-bid Meeting and Site Visit Starting Points (the bus will leave promptly at 9:00AM):

Start Date and Time	Address to meet
Tuesday, July 9, 2019 at 9:00AM	9100 Curry Ford Road, Orlando, FL 32825, Building #90, room 113 training room
Wednesday, July 10, 2019 at 9:00AM	13000 South Orange Avenue, Orlando, FL 32824, meeting room #905
Thursday, July 11, 2019 at 9:00AM	2522 Lakeville Road, Apopka, FL 32703, Building #90 in the Lunch Room
(To Be Determined on Thursday, if needed) Friday, July 12, 2019 at 9:00AM	2522 Lakeville Road, Apopka, FL 32703, Building #90 in the Lunch Room

NOTICE TO BIDDERS:

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Ana Villalona, Purchasing Agent at Ana.Villalona@ocfl.net.

QUESTIONS:

All questions or concerns regarding this Invitation for Bids shall be submitted by email to Ana.Villalona@ocfl.net, no later than 5:00 PM **Monday, July 15, 2019** to the attention of Ana Villalona, Procurement Division, referencing the IFB number.

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SECTION 1
GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

1. GENERAL INFORMATION

These specifications constitute the complete set of requirements and bid forms. The bid response page(s), and all forms listed on the bid response page(s) shall be completed, signed, and sealed in an envelope bearing the bid number on the outside and mailed or presented to the Procurement Division on or before the specified time and date. **Failure to comply with the preceding requirements shall result in the rejection of the bid.**

Bids submitted by e-mail, telephone or fax shall not be accepted. An e-mailed or a faxed bid shall be rejected as non-responsive regardless of where it is received.

It is the sole responsibility of the Bidder to ensure that their bid reaches the Procurement Division. All bids, unless otherwise specified, must be delivered to the following address no later than the time and date specified in the solicitation:

Procurement Division
Internal Operations Centre II
400 E. South Street, 2nd Floor
Orlando, FL 32801

Bidders are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

The County shall not be responsible for delays caused by any occurrence. The time/date stamp clock located in the Procurement Division shall serve as the official authority to determine lateness of any bid. The bid time shall be scrupulously observed. Under no circumstances shall bids delivered after the time specified be considered. Late bids will be returned to the Bidder unopened. The decision to refuse to consider a bid that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County Code (Procurement Ordinance).

All bids must be typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Errors, corrections, or changes on any document must be initialed by the signatory of the bid.

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, thirty (30) days after bid opening or upon recommendation for award, whichever occurs first. Bidders desiring to view these documents are urged to schedule an appointment.

For information concerning this bid, please contact the Procurement Division at the address listed above or by calling 407-836-5635. Please specify the bid number for which you are inquiring.

2. **QUESTIONS REGARDING THIS SOLICITATION**

All questions or concerns regarding this Invitation for Bids shall be submitted by email to the Procurement Division representative specified on the cover page of this Invitation for Bids. Consideration for modification or alteration of the documents contained in this solicitation shall be requested during the specified question specified on the cover page of this Invitation for Bids.

When required the Procurement Division shall issue an addendum to the Invitation for Bids. The addendum shall be available on the Internet for access by potential Bidders.

Bidders are instructed not to contact the initiating division directly. No oral interpretation of this Invitation for Bids shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Manager, Procurement Division.

This provision exists solely for the convenience and administrative efficiency of Orange County. No Bidder or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Bidder or third party have any standing to sue or cause of action arising there from.

3. **PRICE/DELIVERY**

Price(s) bid must be the price(s) for new goods, unless otherwise specified. Any bids containing modifying or “escalator” clauses will not be considered unless specifically requested in the bid specifications.

“Acceptance” as herein used means the acceptance by Orange County after the Manager, Procurement Division or authorized agent has, by inspection or test of such items, determined that they fully comply with specifications.

Deliveries resulting from this bid are to be performed during the normal working hours of the County. Time is of the essence and the Contractor’s delivery date must be specified and adhered to. Should the Contractor, to whom the order or contract is awarded, fail to deliver on or before the stated date, the County reserves the right to **CANCEL** the order or contract and make the purchase elsewhere, and the Contractor shall be required to compensate the County for the difference in price paid for the alternate goods. The Contractor shall be responsible for making any and all claims against carriers for missing or damage goods. Partial shipments will be acceptable unless otherwise stated.

4. **FEDERAL AND STATE TAX**

The County is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Manager, Procurement Division will sign an exemption certificate submitted by the Contractor.

Contractors doing business with the County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Contractor be authorized to use the County’s Tax Exemption Number in securing such materials.

5. ACCEPTANCE/REJECTION/CANCELLATION

The County reserves the right to accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the County, will be in the best interest of and/or the most advantageous to the County. The County also reserves the right to reject the bid of any bidder who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the County's opinion, is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of bidders in order to make a determination as to the foregoing. The County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid. Award will be made to the lowest responsive and responsible bidder as determined by the County.

The County reserves the right, and the Manager, Procurement Division has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Orange County Code.

6. BRAND NAME OR EQUALS/DEVIATIONS

Unless otherwise specified, the mention of a particular manufacturer's brand name or number in the specifications does not imply that this particular good is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of good that will be acceptable. Equal offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with equal offers will result in the disqualification of the bid.

The determination as to whether any alternate good or service is or is not equal shall be made solely by the County and such determination shall be final and binding upon all bidders. The County reserves the right to request and review additional information to make such a determination.

Although the County provides for the consideration of alternate bids, it reserves the right to make an award in the best interest of the County. Award may not necessarily be given to the lowest bid offered.

The Bidder shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the items bid upon. Unless the bid is in response to a "Brand Name or Equal" requirement, deviations from the specifications will only be considered if requested in writing prior to the date and time specified for receipt of bids.

Deviations, if accepted, will be specifically addressed in writing via an addendum to this Invitation for Bids. Any goods or services that are not in compliance with the specifications will not be accepted.

7. NO BID

Where more than one item is listed, any items not bid upon shall be indicated as "NO BID".

8. CONFLICT OF INTEREST

The award is subject to provisions of applicable State Statutes and County Ordinances. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of Orange County. Further, all bidders must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the Bidder's firm or any of its branches. Should the Contractor permanently or temporarily hire any County employee who is, or has been, directly involved with the Contractor prior to or during performance of the resulting contract, the contract shall be subject to immediate termination by the County.

9. LEGAL REQUIREMENTS

All applicable Federal and State laws and County ordinances that in any manner affect the items covered herein apply. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility.

- A. Contractors doing business with the County are prohibited from discriminating against any employees, applicant, or client because of race, religion, color, disability, national origin, gender, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.
- B. Businesses wishing to participate in the County procurement process as an Orange County Certified M/WBE firm are required to complete a certification application to attain recognition as such. You may contact the Procurement Division or the Business Development Division for information and assistance.

10. RECIPROCAL PREFERENCE

In the event the lowest responsive and responsible bid submitted in response to any Invitation for Bids is by a bidder whose principal place of business is in a county other than Orange County, and such county grants a bid preference for purchases to a bidder whose principal place of business is in such county, then Orange County may award a preference to the (next) lowest responsive and responsible bidder having a principal place of business within Orange County, Florida. Such preference will be equal to the preference granted by the county in which the lowest responsive and responsible bidder has its principal place of business **except as provided below.**

Effective July 1, 2015 the reciprocal local preference will not apply to construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation.

If the solicitation involves a federally funded project where the funding source requirements prohibit the use of state and/or local preferences, the reciprocal local preference will not be applied.

11. GOVERNING LAW AND VENUE

Any and all legal actions associated with this contract will be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be in the Ninth Circuit Court in and for Orange County, Florida. Should any federal claims arise for which the courts of the State of Florida lack jurisdiction, venue for those actions will be in the Orlando Division of the U.S. Middle District of Florida.

12. JURY WAIVER

Each party hereto hereby irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of or relating to this agreement.

13. ATTORNEYS' FEES AND COSTS

The Parties shall each bear their own costs, expert fees, attorneys' fees, and other fees incurred in connection with this Agreement and any litigation that arises either directly, or indirectly.

14. UNIFORM COMMERCIAL CODE

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the Contractor and the County for any terms and conditions not specifically stated in this Invitation for Bids.

15. MISTAKES

In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Bidder's total will be corrected accordingly. Bidders must check their bid where applicable. Failure to do so will be at the Bidder's risk. Bids having erasures or corrections must be initialed in ink by the Bidder.

16. AVAILABILITY OF FUNDS

The obligations of the County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and Orange County, Florida, or other specified funding source for this procurement.

17. NON-DISCRIMINATION

The County's policies of equal opportunity and non-discrimination are intended to assure equal opportunities to every person, regardless of race, religion, sex, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided and enforced by Section 17-314 of the Orange County Code and the County's relevant Administrative Regulations. It is also the county policy that person(s) doing business with the County shall recognize and comply with this policy and that the County shall not extend public funds or resources in a manner as would encourage, perpetuate or foster discrimination. As such:

1. The Contractor shall adopt and maintain, or provide evidence to the County that Contractor has adopted and maintains, a policy of nondiscrimination as defined by Section 17-288, Orange County Code, throughout the term of this Agreement.
2. The Contractor agrees that, on written request, the Association shall permit reasonable access to all business records or employment, employment advertisement, applications forms, and other pertinent data and records, by the County, for the purpose of investigating to ascertain compliance with the non-discrimination provisions of this contract; provided, that the Contractor shall not be required to produce for inspection records covering periods of time more than one year prior to the date of this Agreement.

3. The Contractor agrees that, if any obligations of this contract are to be performed by subcontractor(s), the provisions of subparagraphs 1 and 2 of this Section shall be incorporated into and become a part of the subcontract.

18. BID TABULATION AND RESULTS

Bid tabulations shall be available thirty (30) days after opening on the Orange County website at: <http://apps.ocfl.net/orangebids/bidresults/results.asp> or upon notice of intended action, whichever is sooner.

19. BID FORMS

All bids shall be submitted on the County's standard Bid Response Form. Modification of the Bid Response Form herein or submission of Bids on Bidder's quotation forms shall not be accepted and shall be deemed non-responsive.

20. REFERENCES

A contact person shall be someone who has personal knowledge of the Bidder's performance for the specific requirement listed. Contact person shall have been informed that they are being used as a reference and that the County may be contacting them. More than one person can be listed but all shall have knowledge of the project. The reference shall be the owner or a representative of the owner. Contractors who provided services under the referenced project (contract) shall not be accepted as references. **DO NOT** list principals or officers who shall not be able to answer specific questions regarding the project. Failure of references listed to respond to the County's inquiries may negatively impact the responsibility of the Bidder.

21. POSTING OF RECOMMENDED AWARD AND PROTESTS

The recommended award 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.

- **Orange County Lobbyist Regulations General Information**
<http://www.orangecountyfl.net/OpenGovernment/LobbingAtOrangeCounty.aspx>

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

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

- **Orange County Protest Procedures**
<http://www.orangecountyfl.net/VendorServices/VendorProtestProcedures.aspx>

Failure to file a protest with the Manager, Procurement Division by 5:00 PM on the fifth full business day after posting, shall constitute a waiver of bid protest proceedings.

22. BID AND RELATED COSTS

By submission of a bid, the Bidder agrees that any and all costs associated with the preparation of the bid will be the sole responsibility of the Bidder. The Bidder also agrees that the County shall bear no responsibility for any costs associated with the preparation of the bid including but not limited to any administrative or judicial proceedings resulting from the solicitation process.

23. CONTRACTUAL AGREEMENT

This Invitation for Bids shall be included and incorporated in the final contract or purchase order. The order of contract precedence will be the contract (purchase order), bid document, and response. Any and all legal actions associated with this Invitation for Bids and/or the resultant contract (purchase order) shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Ninth Circuit Court in and for Orange County, Florida.

24. PUBLIC ENTITY CRIME

Section 287.133(3)(d), Florida Statutes, provides that the Florida Department of Management Services shall maintain a list of the names and addresses of those who have been disqualified from participating in the public contracting process under this section.

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list

A person or affiliate who has been placed on The Convicted Vendor list following a conviction for a public entity crime shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and shall not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on The Convicted Vendor List.

25. DRUG-FREE WORKPLACE FORM

The Drug-Free Workplace Form is attached and shall be completed and submitted with your bid.

26. SUBCONTRACTING

Bidders subcontracting any portion of the work shall state name and address of subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors Form".

27. CONFLICT OF INTEREST FORM

Bidder shall complete the Conflict of Interest Form attached hereto and submit it with their bid.

28. ETHICS COMPLIANCE

The following forms are included in this solicitation and shall be completed and submitted as indicated below:

- A. **Orange County Specific Project Expenditure Report** -The purpose of this form is to document any expenses incurred by a lobbyist for the purposes described in **Section 2-351, Orange County Code**. This form shall be completed and submitted with all bid responses to an Orange County solicitation. Any questions concerning this form shall be addressed to the purchasing agent identified in the applicable solicitation.
- B. **Relationship Disclosure Form** – The purpose of this form is to document any relationships between a bidder to an Orange County solicitation and the Mayor or any other member of Orange County, Florida. This form shall be completed and submitted with the applicable bid to an Orange County solicitation.

No contract award shall be made unless these forms have been completed and submitted with the bid. Any questions concerning these forms shall be addressed to the purchasing agent identified in this solicitation. Also, a listing of the most frequently asked questions concerning these forms is attached to each for your information.

29. SUBMISSION OF BID

The bid must be mailed or hand delivered in a sealed envelope to:

ORANGE COUNTY PROCUREMENT DIVISION
Internal Operations Centre II
400 E. South Street, 2nd Floor
Orlando, Florida 32801

Bidders must indicate on the sealed envelope the following:

- A. **Invitation for Bids Number**
- B. **Hour and Date of Opening**
- C. **Name of Bidder**
- D. **Phone Number of Bidder**

Bids received after the time, date, and/or at the location specified, due to failure to identify the envelope with the above information shall be rejected.

30. COPIES

Copies of documents, records, materials, and/or reproductions requests will be charged in accordance with Orange County's fee schedule. Copyrighted materials may be inspected, but cannot be copied or reproduced per Federal law.

31. PROPRIETARY/RESTRICTIVE SPECIFICATIONS

If a prospective bidder considers the specification contained herein to be proprietary or restrictive in nature, thus potentially resulting in reduced competition, they are urged to contact the Procurement Division prior to bid opening. Specifications which are unrelated to performance will be considered for deletion via addendum to this Invitation for Bids.

32. DEVELOPMENT OR ASSISTANCE IN DEVELOPMENT OF SPECIFICATIONS/ REQUIREMENTS/ STATEMENTS OF WORK

Firms and/or individuals that assisted in the development or drafting of the specifications, requirements, statements of work, or solicitation documents contained herein are excluded from competing for this solicitation.

This shall not be applicable to firms and/or individuals providing responses to a publicly posted Request for Information (RFI) associated with a solicitation.

33. PAYMENT TERMS/DISCOUNTS

The County's payment terms are in accordance with Florida Statute 218, Local Government Prompt Payment Act. Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.

34. PATENTS AND ROYALTIES

Unless otherwise provided, the Contractor shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of the contract resulting from this Invitation for Bids.

The Contractor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Contractor. In the event of any claim against the County of copyright or patent infringement, the County shall promptly provide written notification to the Contractor. If such a claim is made, the Contractor shall use its best efforts to promptly purchase for the County any infringing products or services or procure a license, at no cost to the County, which will allow continued use of the service or product.

If none of the alternatives are reasonably available, the County agrees to return the article on request to the Contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

35. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses including attorney's fees of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Contractor or its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the County.

36. CLARIFICATIONS

It is the Bidder's responsibility to become familiar with and fully informed regarding the terms, conditions and specifications of this Invitation for Bids. Lack of understanding and/or misinterpretation of any portions of this Invitation for Bids shall not be cause for withdrawal of your bid after opening or for subsequent protest of award. Bidder's must contact the Procurement Division, at the phone number on the bid cover sheet **prior** to bid opening, should clarification be required.

Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the Bidder and the County.

37. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- A. The prices in this bid have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor; and,
- C. No attempt has been made or shall be made by the Bidder to induce any other person or bidder to submit or not to submit a bid for the purpose of restricting competition.

38. SUCCESSORS AND ASSIGNS

The County and the Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

39. NO REPRESENTATIONS

Each party represents that they have had the opportunity to consult with an attorney, and have carefully read and understand the scope and effect of the provisions of this Agreement. Neither party has relied upon any representations or statements made by the other party hereto which are not specifically set forth in this Agreement.

40. SEVERABILITY

The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependencies a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.

41. PRICING/AUDIT

The Contractor shall establish and maintain a reasonable accounting system, which enables ready identification of Contractor's cost of goods and use of funds.

Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the goods for at least five (5) years after completion of this contract. The County or its designee shall have access to such books, records, subcontract(s), financial operations, and documents of the Contractor or its subcontractors, as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the Contractor's place of business. This right to audit shall include the Contractor's subcontractors used to procure goods under the contract with the County. Contractor shall ensure the County has these same rights with subcontractors and suppliers.

42. EMPLOYEES OF THE CONTRACTOR

All work under this contract shall be performed in a professional and skillful manner. The County may require, in writing, that the Contractor, remove from this contract any employee the County deems incompetent, careless, or otherwise objectionable.

43. TOBACCO FREE CAMPUS

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to Contractors and their personnel during contract performance on County owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

44. CONTRACT CLAIMS

"Claim" as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County, relating to a particular contract shall be submitted to the Manager, Procurement Division in writing clearly labeled "Contract Claim" requesting a final decision. The Contractor also shall provide with the claim a certification as follows: "I certify that the claim is made in good faith; that the supporting

data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor.”

Failure to document a claim in this manner shall render the claim null and void. No claim shall be accepted after final payment of the contract.

The decision of the Manager, Procurement Division shall be issued in writing and furnished to the Contractor. The decision shall state the reasons for the decision reached. The Manager, Procurement Division shall render the final decision within sixty (60) days after receipt of Contractor’s written request for a final decision. The Manager, Procurement Division decision shall be final and conclusive.

The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager, Procurement Division.

45. VERIFICATION OF EMPLOYMENT STATUS

Prior to the employment of any person under this contract, the Contractor shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the contract term, and an express requirement that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at:

<http://www.uscis.gov/portal/site/uscis>.

Only those employees determined eligible to work within the United States shall be employed under this contract.

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Contractor shall commit to comply with this requirement by completing the E-Verification certification, attached to this solicitation.

46. CONFIDENTIAL INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State or Federal Law, all bidders should be aware that Invitation for Bids and the responses thereto are in the public domain. Bidders must identify specifically any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law**. If a Bidder fails to cite the applicable exempting law, we will treat the information as public.

47. FEDERAL REQUIREMENTS

In the event this Contract is paid in whole or in part from any federal government agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of this clause.

Equal Employment Opportunity: For any federally assisted construction contract, as defined in 41 CFR 60-1.3, the contractor, subcontractor, subrecipient shall follow all of the requirements of the Equal Opportunity Clause as stated in 41 CFR 60-1.4.

Davis–Bacon Act: For any federally assisted construction contract, in excess of two thousand dollars (\$2,000), the contractor, subcontractor, subrecipient shall comply with all of the requirements of the Davis-Bacon Act (40 U.S.C. 3141 – 3148) as supplemented by Department of Labor Regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and assisted Construction”); and the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). For a definition of “Construction” see 48 CFR 2.101.

Contract Work Hours and Safety Standards Act: For any federally assisted contract, in excess of one hundred thousand dollars (\$100,000), that involves the employment of mechanics or laborers, the contractor, subcontractor, subrecipient shall comply with all of the requirements of the Contract work Hours and Safety Standards Act (40 U.S.C. 3702 and 3704), as supplemented by Department of Labor Regulations (29 CFR Part 5).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding one hundred thousand dollars (\$100,000) must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Rights to Inventions Made Under a Contract or Agreement: For any federally assisted contract, awarded to a small business firm or nonprofit organization as defined in 37 CFR 401.2 for the performance of experimental, developmental, or research work, the contractor, subcontractor, subrecipient agrees to all of the terms in 37 CFR 401.14(a) and (b) regarding Patent Rights and The Allocation of Principal Rights.

Clean Air Act and the Federal water Pollution Control Act: For any federally assisted contract, or subgrant, in excess of one hundred and fifty thousand dollars (\$150,000), the contractor, subcontractor, subrecipient or subgrant recipient shall comply with all of the requirements of the Clean Air Act (42 U.S.C. 7401 -7671q.) and the Federal water Pollution Control Act as amended (33 U.S.C. 1251 – 1387).

Procurement of Recovered Materials:

- (1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired
 - a. Competitively within a timeframe providing for compliance with the contract performance schedule;

- b. Meeting contract performance requirements; or
 - c. At a reasonable price.
- (2) Information about this requirement, along with a list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

Awarded Contractors are required to fully comply with all requirements outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

48. SCRUTINIZED COMPANIES

- A. By executing this Agreement, the Contractor/Sub-Recipient certifies that it is eligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes.
- B. Specifically, by executing this Agreement, the Contractor/Sub-Recipient certifies that it is **not** on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.
- C. Additionally, if this Agreement is for an amount of one million dollars (\$1,000,000) or more, by executing this Agreement, the Contractor/Sub-Recipient certifies that it is **not**:
 - 1. On the “Scrutinized Companies with Activities in Sudan List” or the “Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List,” created pursuant to Section 215.473, Florida Statutes; and/or
 - 2. Engaged in business operations in Cuba or Syria.
- D. The County reserves the right to terminate this Agreement immediately should the Contractor be found to:
 - 1. Have falsified its certification of eligibility to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes; and/or
 - 2. Have become ineligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statute subsequent to entering into this Agreement with the County.
- E. If this Agreement is terminated by the County as provided in subparagraph 4(a) above, the County reserves the right to pursue any and all available legal remedies against the Contractor, including but not limited to the remedies as described in Section 287.135, Florida Statutes.
- F. If this Agreement is terminated by the County as provided in subparagraph 4(b) above, the Contractor shall be paid only for the funding-applicable work completed as of the date of the County's termination.

- G. Unless explicitly stated in this Section, no other damages, fees, and/or costs may be assessed against the County for its termination of the Agreement pursuant to this Section.

49. PUBLIC RECORDS COMPLIANCE (APPLICABLE FOR SERVICE CONTRACTS)

Orange County is a public agency subject to Chapter 119, Florida Statutes. The Contractor agrees to comply with Florida's Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records required by Orange County to perform the service.
2. Upon request from Orange County's custodian of public records, provide Orange County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from the public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to Orange County.
4. Upon completion of the contract, Contractor agrees to transfer at no cost to Orange County all public records in possession of the Contractor or keep and maintain public records required by Orange County to perform the service. If the Contractor transfers all public record to Orange County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
5. A Contractor who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.
- 6. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT :**

Procurement Public Records Liaison
400 E. South Street, 2nd Floor, Orlando, FL 32801
ProcurementRecords@ocfl.net, 407-836-5897

SECTION 2
SPECIAL TERMS AND CONDITIONS

SPECIAL TERMS AND CONDITIONS

1. LICENSES AND PERMITS

Prior to furnishing the requested product(s), it shall be the responsibility of the Contractor to obtain, at no additional cost to Orange County, any and all licenses and permits required to complete all contractual requirements. These licenses and permits shall be readily available for review by the Manager, Procurement Division or authorized designee.

2. BID ACCEPTANCE PERIOD

A bid shall constitute an irrevocable offer for a period of ninety (90) days from the bid opening date or until the date of award. In the event that an award is not made by the County within ninety (90) days from the bid opening date, the Bidder may withdraw their bid or provide a written extension of their bid.

3. FLORIDA CONVICTED/SUSPENDED/DISCRIMINATORY COMPLAINTS

By submission of an offer, the respondent affirms that it is not currently listed in the Florida Department of Management Services Convicted/Suspended/Discriminatory Complaint Vendor List.

4. AWARD

Orange County reserves the right to award on an all-or-none basis to the lowest responsive and responsible bidder or to award on a lot-by-lot basis to the lowest responsive and responsible Bidder, whichever is in the best interest of the County.

One Contractor shall be eligible for award of a maximum of two (2) Lots.

5. POST AWARD MEETING

Within **ten** (10) days after receipt of notification of award of bid, Contractor shall meet with the County's representative(s) to discuss job procedures and scheduling.

6. PERFORMANCE

Timely performance is of the essence in the award of this Invitation for Bids. Performance shall be no later than **two (2)** calendar days from receipt of delivery order. Bids which fail to meet this requirement shall be rejected.

It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract.

Should the Contractor neglect, fail or refuse to provide the services within the time herein specified, then said Contractor does hereby agree as part of the consideration for the awarding of this contract, to pay Orange County the sum extended by the County to contract for like services approved by the Procurement Division for the period from the required scheduled commencement date until performance of services covered in the Invitation for Bids is completed.

The Contractor shall, within **one (1)** calendar days from the beginning of such delay, notify the Manager, Procurement Division in writing of the cause(s) of the delay.

7. FORCE MAJEURE

1. The Contractor shall not be held responsible for any delay and/or failure in performance of any part of this contract to the extent such delay or failure is caused by explosion, war, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond the Contractor's control so long as the Contractor's delay is not caused by the Contractor's own fault or negligence. That notwithstanding, the Contractor shall notify the County in writing within forty-eight (48) hours after the beginning of any such cause that would affect its performance hereunder and the County reserves the right the request additional information that supports the validity of the Contractor's Force Majeure claim. Failure to notify the County in a timely manner of any claim of Force Majeure made pursuant to this section is cause for termination of this contract.
2. If the Contractor's performance is delayed pursuant to this section for a period exceeding one (1) calendar day from the date the County receives the required Force Majeure notice, the County shall have the right to terminate this contract thereafter and shall only be liable to the Contractor for any work performed and validated (if required for payment hereunder) prior to the date of the County's contract termination.
3. If the Contractor's performance is delayed pursuant to this section, the County may, upon written request of the Contractor, agree to equitably adjust the provisions of this contract, including price, performance, and delivery, as may be affected by such delay. However, this provision shall not be interpreted to limit the County's right to terminate for convenience.

8. TERMINATION

A. Termination for Default:

The County may, by written notice to the Contractor terminate this contract for default in whole or in part (delivery orders, if applicable) if the Contractor fails to:

1. Provide goods or services that comply with the specifications herein or fails to meet the County's performance standards
2. Deliver the goods or to perform the services within the time specified in this contract or any extension.
3. Make progress so as to endanger performance of this contract
4. Perform any of the other provisions of this contract.

Prior to termination for default, the County shall provide adequate written notice to the Contractor through the Manager, Procurement Division, affording the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) calendar days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the Contractor in accordance with the County's Procurement Ordinance. The Contractor and its sureties (if any) shall be liable for any damage to the County resulting from the Contractor's default of the contract. This liability includes any increased costs incurred by the County in completing contract performance.

In the event of termination by the County for any cause, the Contractor shall have, in no event, any claim against the County for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the County the Contractor shall:

1. Stop work on the date and to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the County.
4. Continue and complete all parts of that work that have not been terminated.

B. Termination for Convenience:

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered and accepted. The County Notice of Termination shall provide the Contractor thirty (30) calendar days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

9. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH

Any good delivered under a contract resulting from this bid shall be accompanied by a Safety Data Sheet (SDS). The SDS shall include the following information:

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substance, including:
 1. The potential for fire, explosion, corrosiveness and reactivity;
 2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by the exposure to the toxic substance; and
 3. The primary route of entry and symptoms of over exposure.
- C. The proper precautions, handling practices, necessary personal protective equipment and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of over exposure.
- D. The emergency procedure for spills, fire, disposal and first aid.
- E. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.

- F. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

10. SAFETY REGULATIONS

Equipment shall meet all State and Federal safety regulations.

11. CODES AND REGULATIONS

The Contractor shall strictly comply with all Federal, State and local codes and regulations.

12. PAYMENT

Partial payments for the value of services received and accepted and services rendered may be requested by the submission of a properly executed invoice. Payment shall be made in accordance with Florida Statute 218, Local Government Prompt Payment Act. Payment for accepted equipment/goods/services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Utilities Department
8100 Presidents Drive, Suite D
Orlando, FL 32809
Email: Farana.Kajani@ocfl.net

A valid invoice shall include the following:

1. Reference to the Delivery Order Number
2. Delivery Dates/ Service Dates
3. Itemization of Services Rendered
4. Unit Prices in accordance with the Bid Response Form
5. Weekly Landscape Maintenance Service Reports
6. Back-up 3rd party invoices for additional services

In the event additional County Departments or other public entities utilize this contract, invoices are to be sent directly to the Department or entity placing the order.

13. DEBRIS

Contractor shall be responsible for the prompt removal of all debris which is a result of this contractual service.

14. SAFETY AND PROTECTION OF PROPERTY

The Contractor shall at all times:

- A. Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.
- B. Take all reasonable precautions to prevent injury to employees, including County employees and all other persons affected by their operations.

- C. Take all reasonable precautions to prevent damage or loss to property of Orange County, or of other Contractors, consultants or agencies and shall be held responsible for replacing or repairing any such loss or damage.
- D. Comply with all ordinances, rules, regulations, standards and lawful orders from authority bearing on the safety of persons or property or their protection from damage, injury or loss. This includes but is not limited to:
 - o Occupational Safety and Health Act (OSHA)
 - o National Institute for Occupational Safety & Health (NIOSH)
 - o National Fire Protection Association (NFPA)
 - o American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)
- E. The Contractor shall also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

<http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>

15. **INSURANCE REQUIREMENTS**

Vendor/Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor/Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by Vendor/Contractor under this contract. Vendor/Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Vendor/Contractor shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

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 (one million dollars)** 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 \$500,000 (five hundred thousand dollars) 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.

Required Endorsements:

- ☒ Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 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

Additional Coverage:

- ☒ Pesticide Herbicide Application Liability- with a limit of not less than \$1, 000,000 per occurrence/claim

OR

- ☒ Pollution Liability- with a limit of not less than \$1,000,000 per occurrence/claim

When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of Vendor/Contractor most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the Vendor/Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Vendor/Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Vendor/Contractor of the obligation to provide replacement coverage.

By entering into this contract Vendor/Contractor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of Orange County, Florida.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County, Florida
c/o Procurement Division
400 E. South Street, 2nd Floor
Orlando, Florida 32801

Additional insurance guidelines and sample certificates can be found on the County's Vendor Services website:

<http://www.orangecountyfl.net/Portals/0/Library/vendor%20services/docs/InsuranceRequirementsFAQ.pdf>

16. CONTRACT TERM/RENEWAL

- A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County and extend for a period of three (3) years. The contract may be renewed for two (2) additional one (1) year periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this contract and such amendment shall be executed by both parties.
- B. The initiating County department(s) shall issue delivery/purchase orders against the term contract on an "as needed" basis.

- C. If the quantity of a unit priced item in this contract is an estimated quantity and the actual quantities ordered are more than 50% above the estimated quantity, the County shall enter into negotiations with the Contractor for a lower unit price which shall be incorporated into the contract. Failure of the Contractor to agree to a reduced unit price may result in the termination of the contract and re-solicitation of the requirement.
- D. Any order issued during the effective period of this contract, but not completed within that period, shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and the County's rights and obligations with respect to that order to the extent as if the order were completed during the contract performance period.

17. **PRICING**

The County requires a firm price for the entire contract period. Invoices shall be reviewed to confirm compliance with contract pricing. Failure to hold prices firm shall be grounds for immediate termination of the contract.

18. **PRICE ESCALATION/DE-ESCALATION (CPI)**

The County may allow a price escalation provision within this award.

The original contract prices shall be firm for the entirety of the initial (3 year) contract period. A price escalation/de-escalation will be considered at the time of contract renewal and at 1-year intervals thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the contract renewal date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at www.bls.gov.

Price adjustment shall be calculated by applying the simple percentage model to the CPI data. This method is defined as subtracting the base period index value (at the time of initial award) from the index value at time of calculation (latest version of the CPI published as of the date of request for price adjustment), divided by the base period index value to identify percentage of change, then multiplying the percentage of change by 100 to identify the percentage change. Formula is as follows:

$$\text{Current Index} - \text{Base Index} / \text{Base Index} = \% \text{ of Change}$$

$$\% \text{ of Change} \times 100 = \text{Percentage Change}$$

CPI-U Calculation Example:

CPI for current period	232.945
Less CPI for base period	229.815
Equals index point change	3.130

Divided by base period CPI	229.815
Equals	0.0136
Result multiplied by 100	0.0136 x 100
Equals percent change	1.4%

A price increase may be requested only at each time interval specified above, using the methodology outlined in this section. To request a price increase, Contractor shall submit a letter stating the percentage amount of the requested increase and adjusted price to the Orange County Procurement Division. The letter shall include the complete calculation utilizing the formula above, and a copy of the CPI-U index table used in the calculation. The maximum allowable increase shall not exceed 4%, unless authorized by the Manager, Procurement Division. If approved, the price adjustment shall become effective on the contract renewal date. All price adjustments must be accepted by the Manager, Procurement Division and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed.

Should the CPI-U for All Urban Consumers, All Items, U.S City Average, as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the term of the contract, or any renewals, the Contractor shall notify the Orange County Procurement Division of price decreases in the method outlined above. If approved, the price adjustment shall become effective on the contract renewal date. If the Contractor fails to pass the decrease on to the County, the County reserves the right to place the Contractor in default, cancel the award, and remove the Contractor from the County Vendor List for a period of time deemed suitable by the County. In the event of this occurrence, the County further reserves the right to utilize any options as stated herein.

19. METHOD OF ORDERING

The County shall issue Delivery Orders against the contract on an as needed basis for the goods or services listed on the Bid Response Form.

20. ATTACHMENTS

The following attachment(s) is/are attached to, and made a part of this Invitation for Bids:

- A. ATTACHMENT 1 – WEEKLY LANDSCAPE MAINTENANCE SERVICE REPORT
- B. ATTACHMENT 2 – LOCATION AND ADDRESSES

21. REQUIREMENTS CONTRACT

This is a Requirements Contract and the County's intent is to order from the Contractor all of the goods or services specified in the contract's price schedule that are required to be purchased by the County. If the County urgently requires delivery of goods or services before the earliest date that delivery may be required under this contract, and if the contractor will not accept an order providing for accelerated delivery, the County may acquire the goods or services from another source.

The County's requirements in this contract are estimated and there is no commitment by the County to order any specified amount. If the estimated quantities are not achieved, this shall not be the basis for an equitable adjustment.

If the Manager, Procurement Division determines that the Contractor's performance is less than satisfactory, the County may order the goods or services from other sources until the deficient performance has been cured or the contract terminated.

22. PERSONNEL

- A. The CONTRACTOR represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.
- B. All of the services required hereafter shall be performed by the CONTRACTOR or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.
- C. By execution of this contract, the Contractor hereby certifies that key personnel assigned to provide the required services have not been, and shall not be, changed or altered without prior written approval by the County. The County shall have seventy two (72) hours to review any request made by the Contractor for any change, alteration, or substitution of staff. The Contractor shall ensure that such substituted staff members are of substantially the same qualifications as those approved by the County at the time of contract award and create no conflicts of interest between the Contractor and the County.
- D. The CONTRACTOR warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field. The COUNTY may require, in writing, that the CONTRACTOR remove from this contract any employee the COUNTY deems incompetent, careless, or otherwise objectionable.

23. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES

At the option of the 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 Contractor to use this contract shall do so independent 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.

24. BID PREFERENCE

In accordance with the Minority Women Owned Business Enterprise (MWBE) Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible Orange County certified MWBE bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000**
- B. 7% - Bids Greater Than \$100,000 to \$500,000**
- C. 6% - Bids Greater Than \$500,000 to \$750,000**
- D. 5% - Bids Greater Than \$750,000 to \$2,000,000**
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000**
- F. 3% - Bids Greater Than \$5,000,000**

In accordance with the Registered Service Disabled Veteran Business Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible registered prime Service Disabled Veteran bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000**
- B. 7% - Bids Greater Than \$100,000 to \$500,000**
- C. 6% - Bids Greater Than \$500,000 to \$750,000**
- D. 5% - Bids Greater Than \$750,000 to \$2,000,000**
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000**
- F. 3% - Bids Greater Than \$5,000,000**

In the event of a tie between an M/WBE and a registered prime SDV with all else being equal, the award shall be made to the firm with the lowest business net worth.

SECTION 3
SCOPE OF SERVICES

SCOPE OF SERVICES

1. GENERAL REQUIREMENTS

- A. The Contractor shall furnish all labor, materials, equipment, supervision, tools, transportation, supplies, manpower and pay disposal fees, to complete the work specified in this contract. The work performed shall consist of detail landscaping, mowing (slope/ditch mowing, tree maintenance, litter and grass clipping removal, edging, aquatic weed control, fertilization, pond maintenance, and brush control), and litter removal. All work shall be performed per the scope of services herein a minimum of once per week.
- B. The Contractor's Representative Supervisor shall coordinate with the County's Representative or designee, who shall perform inspections (for the County) to verify that the work has been completed in accordance with scope of work as scheduled and resolve problems that may arise.

2. OWNER'S DESIGNATED REPRESENTATIVE

- A. The Contractor shall verify quality control for this contract to the following County Representative or designee as directed:
 - 1. LOT A – Eastern Regional Water Supply Facility (ERWSF), Charles (Steve) Bennett 407-254-9508
 - 2. LOT B –Southern Regional Water supply Facility (SRWSF), Richard “Scott” Mills, 407-254-9354
 - 3. LOT C – Western Regional Water Supply Facility(WRWSF), Andrew Wilson 407-254-7809
- B. A mandatory Pre-Work Conference shall be conducted by the County's Representative and the Contractor no more than ten (10) days after award to ensure understanding and cooperation of all parties.

3. MAINTENANCE SCHEDULE

- A. Contractor shall submit a maintenance schedule on the last Monday of the prior month that the Contractor is to service. For example, if the service is for October 1, 2019 through October 31, 2019, the maintenance schedule shall be submitted on September 30, 2019. The schedule shall detail what day of the week, the (number) date of the week, and what maintenance tasks shall be performed on that day. The schedule will be subject to review, changes, and approval by the owner's representative or designee.
- B. It is the Contractor's responsibility to make a determination regarding equipment and manpower, beyond the minimum requirements stated, are needed to service and complete all locations within the scheduled cycle dates and adhere to the task frequencies in scope of services herein.
- C. The Contractor shall determine resources (personnel and equipment). The Contractor shall also take into consideration differences in growing seasons (summer/winter) to develop the work schedule. The County's Representative reserves the right to adjust the maintenance tasks during the slow growing season.

4. FREQUENCY OF SERVICE

- A. Frequency of service shall be weekly service cycles or fifty-two (52) weeks per calendar year. Weekly service cycles shall only be performed between the hours of 7:00 am and 2:00 pm Monday through Friday except on Orange County observed holidays. The Contractor shall have the sole determination regarding how many days per week they will need to be on site to accomplish all of the tasks listed in this contract's weekly services that shall be submitted on the monthly schedule, on the last Monday of the previous month.
- B. No work shall be performed on Sundays or Saturdays and County holidays, unless authorized by the County's Representative or designee by email. If the Contractor desires to work on Sundays or official County holidays (New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day) they shall obtain pre-approval from the County Representative or designee assigned to the lot by email.
- C. Weekly services on an official County holiday week shall be performed on the days of that week that are normal County work days.
- D. Areas covered by this contract shall be maintained regularly within each weekly cycle so they are not neglected for long periods.
- E. No work shall be permitted during non-daylight hours.
- F. Time extensions or weather delays only apply to those days authorized by the County's Representative with an approval email. Procedures for time extension requests due to weather conditions shall be followed for each new weekly cycle. The County's Representative shall make the final determination regarding time extensions.
- G. The Contractor shall consult with the County's Representative prior to any schedule variance. The Contractor shall immediately contact the County's Representative when circumstances beyond their control that could alter the schedule or route for the cycle arise. The County's Representative will verify those circumstances and determine if changes to the schedule and/or route for the cycle are warranted. Based on the conditions, the County's Representative could authorize modifications to the completion date for the cycle if applicable.
- H. The work specified in the contract represents the type of services to be accomplished. Discrepancies or disagreements shall be mutually resolved prior to beginning work in any area in question. The County shall make the final determination on any unresolved matters.
- I. During the first cycle of all bid items, the Contractor shall bring all areas specified in the contract up to a maintainable standard. No additional compensation shall be given to the Contractor for bringing the specified areas up to a maintainable level. All work locations shall be considered provided by the County in an "as is" condition.

5. INCLIMENT WEATHER OR UNUSUAL CONDITIONS

- A. Due to inclement weather or unusual conditions, the Contractor may be required to remove their operation from the County property at the discretion of the County's Representative. If the Contractor is required to remove their operation due to, inclement weather (heavy rain, lightning, hail, tropical storm, hurricane, etc.) or other unusual conditions before 12:00 P.M. (noon), the County will consider allowing an additional one-half (1/2) day be added to the cycle, otherwise no adjustment will be made to the cycle. The Contractor shall make an immediate written email for this (during event); the County's Representative will determine and authorize such extension. The County will verify alleged conditions in the area prior to authorization. Once approved, the County will email the completion date, accordingly, for the cycle and will notify the Contractor.
- B. If the Contractor is required to remove their operation as a result of inclement weather after 12:00 P.M. (noon) for an excessive number of days the County will consider allowing additional time to the cycle. The Contractor shall document in writing via email to the County's Representative any inclement weather after 12:00 PM (noon) affecting their maintenance operations. The Contractor shall also include pictures and other pertinent documentation for review and consideration. The County's Representative will determine and authorize such extension based on Contractor's written notifications and supporting documentation submitted for this. The County will notify the Contractor on final decision and will modify the completion date, accordingly, for the cycle.
- C. The Contractor will not be responsible, under this contract, for the acts of nature such as freeze damage or heavy storms that would create unusual cleanup, pruning or replacements in excess of the normal scope of grounds maintenance service.
- D. Any errors or omissions in this document shall be brought to the attention of the County's representative. Failure to notify shall not relieve the Contractor of responsibility.

6. DAILY REPORTS

- A. The County's Representative shall be entitled at all times to be advised, at their request, as to the status and details of work being completed by the Contractor in the format the County requires. The Contractor shall maintain coordination with the County's Representative at all times. Either party may request and be granted a conference upon request in a timely manner. The County utilizes a standard weekly reporting format that will be provided to the successful bidder in Attachment 1, Weekly Landscape Maintenance Service Report.
- B. A weekly performance report shall be included by the Contractor along with the monthly invoice to the appropriate County representative on the last day of each month including observations of abnormal conditions, quantities of chemicals used and all maintenance performed using Attachment 1 entitled "Weekly Landscape Maintenance Service Report"
- C. The following shall be included on the reports:
 - 1. Mowing, trimming, edging and tree maintenance tasks, to include date of service.
 - 2. Fertilization, of the plating beds, including dates of application, totals, rates of application and product brand names.

3. Pest control (including but not limited to ants, wasps, and bees), including dates of applications, totals and rates of application and product brand names.
 4. Aquatic Vegetation control, including dates of applications, totals, rates of application and product brand names.
 5. Irrigation System including date and result of each inspection, initial timer settings, amount of irrigation water (in inches per hour) that applies to each zone and any changes to the initial settings.
- D. Contractor is required to schedule and complete a weekly exit interview with a designated County Representative at the conclusion of each weekly service cycle to review the work performed.

7. COMMUNICATION AND QUALITY CONTROL

- A. The Contractor shall supervise and direct the work efficiently with due care, skill, and attendance. The Contractor shall ensure that the finished work complies accurately with the specifications.
- B. Mowing, edging (of sidewalks, paved approaches and curbs), litter removal, detail landscaping, herbicide treatment, aquatic weed control, fertilization, tree maintenance, grass clippings removal, and brush control are included under one bid item.
- C. The Contractor shall provide competent, suitable, and qualified personnel to perform the work as required by the scope of work. The Contractor shall, at all times, maintain good discipline and order at the work site. The Contractor shall provide a list at the beginning of the contract, of all foremen and supervisors who will perform on this contract. This list shall also contain twenty-four (24) hour emergency telephone numbers.
- D. The Contractor shall designate a competent Contractor's Representative who shall be responsible for the quality control of this contract and who shall not be replaced without written notice to the County's Representative at least twenty-four (24) hours before or after an incident. The Contractor's Representative shall be present at job sites and shall have the authority to act on behalf of the Contractor. All communications given to the Contractor's Representative shall be as binding as if given to the Contractor.
- E. The Contractor's designated Supervisor shall be able to effectively communicate with County staff in English and shall have available communication devices with internet access (including email) (e.g. smart cellular phone, laptop computer, blackberry, etc.). This mandatory requirement will ensure proper communication and documentation of problems while performing operations in contracted areas. All conversations with County staff shall be documented via email, including but not limited to: weather/unusual conditions delays, contractual issues, instructions given by County staff, etc.

8. MINIMUM SAFETY REQUIREMENTS

- A. All materials and performance of work shall meet all Federal, State and Local safety laws currently in effect.

- B. Safety Data Sheets shall be submitted to the County's representative upon demand for all chemicals intended for use in the performance of these services before they are used. All chemicals shall carry an EPA approval number.
- C. Contractor and sub-contractors shall provide and ensure the wearing of necessary protective clothing, masks, eye protections, as required by any applicable laws, regulations, ordinances, and/or manufacturer's instructions.
- D. All equipment used in the performance of these services shall be properly maintained per the manufacturer's recommendation and is subject to inspection by the County upon demand. Any equipment deemed faulty, inoperable, unsafe or improper for its intended purpose shall be removed from the County's premises. Safety features of equipment (including but not limited to shields and kill switches) shall be used at all times.
- E. The Contractor and sub-contractors shall use fuel spill/ containment kits while refueling equipment on Orange County properties at all times. Contractor shall immediately report any spills or leaks to the designated County representative for proper clean up and reporting. The Contractor shall be liable for all costs associated with any clean up.
- F. Contractor or sub-contractor shall not perform preventive maintenance work (including but not limited to change oil and lubes) or repairs on any equipment, vehicles or trailers while on Orange County property. Equipment, vehicles or trailers shall not be left or stored on County property at any time.
- G. The Contractor and sub-contractors shall take all necessary precautions for the safety of their employees and of the general public. Maintenance work shall be scheduled to provide the least inconvenience to building occupants and passers-by.
- H. The Contractor shall comply with all sections of Chapter 482.1562, Florida Statutes and Orange County Ordinance Code 15 Article XVII regarding fertilization services including proper licensure whether by the Contractor or a sub-contractor that shall be listed on the schedule of subcontracting form provided herein. Lack of compliance with all sections of the aforementioned statutes shall be cause for termination.
- I. Any applications of pesticides or fertilizers shall be properly labeled by signs (placards) to notify the public.

9. MINIMUM STANDARDS OF PERFORMANCE

- A. Grounds shall, at all times, be clean, neat and apparently well-tended. Plants and turf shall be green, healthy and weed free. The lack of inspections by the County or any error or omission in these specifications shall not relieve the Contractor of its obligation to perform landscape management services in accordance with generally accepted industry standards.
- B. The minimum staffing is as follows:
 - 1. Minimum of six (6) working employees (not including sub-contractors) will be required at all times to perform the tasks specified for this contract.
 - 2. Supervisors shall not be counted as workers unless they are actively participating in performing work assignments on a full time basis.

3. All maintenance personnel, including sub-contractors, shall identify themselves at the appropriate administrative office before beginning work. They shall be wearing a company issued uniform. One lead shall remain onsite while services are performed, and shall communicate in English with the County Representative or designee.

Note: Additional employees may be required if contract is amended to include additional work or sites.

- C. The following is a list of the minimum equipment the Contractor shall have to be compliant with the work specified in this contract.

- (4) Commercial Finish Mowers (minimum 60" deck)
- (2) Commercial Gas Weed Eaters
- (2) Commercial Gas Blowers
- (2) Commercial Gas Edger's
- (2) Commercial Hedge/Brush Trimmers
- (2) Commercial Gas Pole Saws
- (2) Commercial Back Pack or Hand Held Sprayers
- (1) Chainsaw
- (1) Large Commercial Chemical Tank Sprayer
- (2) Employee Transportation & Tow Vehicles (trucks)
- (2) Equipment & Mower Transportation Trailers

Note: Additional equipment may be required if contract is amended to include additional work or sites. The County reserves the right to verify the equipment prior to award.

10. EQUIPMENT REQUIREMENTS

- A. The Contractor shall ensure all equipment used in the performance of the contract on County property is in good safe working order and properly maintained in order to protect the operator and the public. All equipment used by the Contractor is subject to inspection by the County's Representative. Any equipment on site, which is deemed by the County's Representative to be inoperable, unsafe, or improper for desired use, shall be removed from the premises by the Contractor at their expense the same day of the County's determination.
- B. The Contractor shall furnish the required equipment to perform the work satisfactorily.
- C. Because every mowing area presents unique characteristics, the Contractor shall take the time to inspect and analyze the specific needs of each site. Some areas require ditch and/or slope mowing, some small machine mowing, some large machine mowing, and some others require a combination of equipment in order to provide the required services.
- D. The mowing equipment used by the Contractor shall be maintained to produce a clean, sharp cut and uniform distribution of clippings at all times. To protect the integrity of the turf, the Contractor's mowers shall be constructed such that the height of the turf cut will be four (4) inches. The Contractor shall use amber flashing lights on all mowing equipment and their employees must be provided with the required Personnel Protective Equipment as required by O.S.H.A. and the County.
- E. Contractor shall maintain sole responsibility for the actions of its employees and subcontractors.

- F. Contractor shall be held liable for any damages or injury to adjacent properties, structures, vehicles or individuals in the performance of this contract.

11. PERSONEL

- A. All personnel provided by the Contractor, to include employees of the Contractor or sub-contractors, shall be competent, experienced, courteous, properly dressed, in uniform, per industry standards to perform services while on site and skilled in lawn, plant and grounds maintenance.
- B. The Contractor shall employ a variety of grounds staff including a detail landscaping person who is responsible for the care of the landscaping and grounds, plants, flowers, pulls weeds, and ensures the landscaping and grounds are clean at the end of the cycle.

12. BACKGROUND CHECKS AND SECURITY

- A. Contractor shall complete a national background check and drug screen on all Contractor and sub-contractor employees assigned to this contract and provide a written report within 15 days upon award of contract. The report shall be submitted to the Orange County Utilities Safety Administrator, Orville Watson, 9150 Curry For Road, Orlando FL 32825, Phone: 407-254-4555, Fax: 407-254-1425. **Employees are not permitted to begin work on Orange County Property until approval has been given by the Orange County Utilities Safety Administrator and a vendor ID badge has been issued by Orange County.**
- B. Contractor shall submit a national background check and drug screen on all new hire employees including sub-contractor new hire employees and a report shall be forwarded to the Orange County Utilities Safety Administrator. The employees shall not begin work on County property until approval has been given by the Orange County Utilities Safety Administrator and vendor ID badge has been issued by Orange County.
- C. All Contractor & sub-contractor employees shall have an Orange County vendor picture identification badge in their possession at all times. Lost or stolen badges shall be reported immediately to the Orange County Utilities Safety Administrator.
- D. Contractor or sub-contractor terminated employees shall have their identification badge returned to the Orange County Utilities Safety Administrator for proper disposal.
- E. Contractor and sub-contractor shall check in and out at the guard shack or office upon arrival and departure.
- F. Contractor shall provide their own locks to all gates and keep gates locked at all times when providing contracted services on site. Contractor shall secure the gates upon departing site.

13. MOWING

- A. Slope mowing, which is also a contract requirement, is generally limited to slopes greater or steeper than three-to-one (3:1) and are relatively inaccessible to the use of conventional mowing equipment (e.g., steep slopes, retention area banks and shores, canal banks, wet roadside ditches, etc.). These types of areas will normally require equipment specifically designed for this type of work. When slope mowing is performed, it shall incorporate the use of string trimmers to protect the integrity of the slope and prevent damage to the turf.

- B. Sign posts, mailboxes, guardrails, trees, roadside outfall structures, fences, divider walls, shrubs, plants, light poles, utility flags or other such obstacles to mowing shall be hand mowed or trimmed around as necessary to present a groomed appearance.
- C. Top of vegetation on wet bottom ditches areas shall be cut-off to the water's level. Particular attention shall be paid to planted areas.
- D. Any damage that occurs to plants, trees, shrubs, mulched beds, tree rings, sprinkler heads, fence, etc., shall be repaired or restored, at the Contractor's expense, before the cycle is completed. Mowing shall also include grass clipping removal and litter removal, edging, and herbicide treatment. These costs shall be included in the unit price.
- E. Wet ground areas may be omitted from a mowing service to prevent turf damage with documented approval of the County Representative or designee by email.

14. QUALITY

- A. The Contractor shall perform all cutting in such a manner to produce a stand of mowed grass or vegetation cut uniformly with no streaks or scalping. In the event the Contractor damages the turf, curbs, or pavement, they shall restore it to its original condition and/or replacement thereof, prior to the end of the cycle, at no cost to the County. This also includes sign structures, mailboxes, appurtenances, etc.
- B. All appurtenances shall be hand-mowed or trimmed around by the Contractor as necessary to present a well-groomed appearance. Appurtenances will include but not be limited to, sign posts and bases, delineator posts, fences, guardrail or barrier walls, end walls, pipes, drainage structures, poles, roadside retention area control structures, guys, landscape areas, etc.
- C. At no time shall leaves, pine cones, trash, grass clippings or other debris be allowed to accumulate on site grounds or be dumped on the site grounds.
- D. All organic trash, including grass clippings from mowing and edging, shall be blown or vacuumed away from all sidewalks, entryways, steps, plazas, roadways, fence lines and parking lots. Care shall be taken to prevent debris from entering waterways, including but not limited to gratings, drains, manholes and buildings. Blowers shall be directed away from these areas.
- E. Fence lines and gates shall be maintained free of vegetation, including but not limited to tree limbs, grass clippings, and leaves at all times. Fence lines shall be trimmed with a weed eater. **No spraying of weed killer shall be allowed.** Contractor shall be held responsible to pay for any damage to the fencing or gates caused by their equipment or employees.
- F. Weed eaters shall be used to trim around buildings, fence lines, trees, bollards, fire hydrants, culverts, drain pipes, junction boxes, piping that runs in and out of the ground, cathodic protection boxes, power transformers, power poles, power boxes, manholes, concrete valve collars, valve boxes, water well sites, and any other objects that are in the turf and seeded areas that look unkempt.

- G. All edges shall be addressed no less than twice per month, but as often as necessary to maintain clean edges around all plant beds, curbs, sidewalks, streets, trees, plants and buildings.
- H. All areas shall be inspected weekly and documented by the Contractor for detection of disease, improper irrigation and other issues that shall be properly treated and corrected upon discovery. Notes verifying the inspection and any corrections shall be provided on the Weekly Landscape Maintenance Service Report. **Check marks will not be sufficient proof of inspection.**
- I. The County's representative shall be notified immediately of issues encountered and the corrective actions that were taken.
- J. If the County's representative discovers that any plant or lawn area dies, or becomes weak, or unsightly due to negligence or improper maintenance procedures on the part of the Contractor, the Contractor shall be responsible for the replacement to the satisfaction of the County.
- K. Contractor and sub-contractor shall keep non-lawn maintenance vehicles off of the lawn and landscaping. Contractor and sub-contractor shall use designated access points that are provided on the site to avoid damage to the grounds. The Contractor shall be responsible for the replacement to the satisfaction of the County of any damage to the lawn or landscaping from driving over it.

15. LANDSCAPE BEDS

- A. All planting beds, ground covers and mulched areas shall be maintained free of weeds, trash, fallen limbs and dead vegetation.
- B. All plants shall be maintained to a well-shaped appearance, according to each species' natural growth habit. Flowering shrubs shall be pruned in the proper season to allow fully flowering potential for the following flowering season. Grouped plantings shall be allowed to form masses appropriate to the species.

16. PEST CONTROL (WASPS, BEES & ANTS)

- A. Contractor shall have a qualified, licensed employee or sub-contractor perform pest control work.
- B. Contractor shall develop and provide a preventative pest control program specific to known local pests including but not limited to wasps, bees, and ants for the Bahia grass and plant bed areas. **The program shall be approved by the County's representative before being implemented.**
- C. The pest control program shall include all turf areas, including but not limited to shrubs, trees (including palms), annuals, and plant beds. Ant mounds shall be treated as they occur in the landscape. If such program(s) does not eliminate pests, a new program(s) shall be provided at the County's request and at no additional cost to the County for review and implementation.

- D. Any damage caused by pests during the implementation of the pest control program shall be immediately corrected at the Contractor's expense. Submission of a pest control program shall not imply, directly or indirectly, the County's approval or disapproval of the program.
- E. A pest control program shall include, at a minimum, the following:
 - 1. Appropriate insecticides shall be applied to eradicated pests as needed per contract specifications. **No insecticides shall be used within 75 feet of any water well site.**
 - 2. Contractor shall supply an SDS (Safety Data Sheet) for all insecticides approved for use in the pest control plan to the County representative.
 - 3. Inspection of the entire property including turf areas, scrubs, trees (including palms), mulch, annuals and planting beds for any pest infestation including ants or other pests. Infestations shall be treated immediately. The County representative shall be informed of infestations discovered and treatments applied.
- F. Complete Attachment 1 entitled "Weekly Landscape Maintenance Service Report" suggested for record keeping including chemicals applied and usage amounts.

17. TURF AREAS (SEEDED AND WILD GRASS)

- A. Mowing height for St. Augustine, Bahia, seeded and wild grass turf shall be three (3) to four (4) inches maximum.
- B. All seeded and wild grass turf areas shall be mowed no less than once per week or as often as necessary to present a groomed appearance.
- C. Mower blades shall be maintained to the degree of sharpness required to produce a clean cut on turf areas.
- D. Trimming and edging shall be performed around all paved areas, including curbs, sidewalks and streets, concrete pads, around plant bed borders, trees, plants, piping, poles and building at the time of mowing.
- E. Maintain existing or as requested by the County Representative, mowed and cut back areas around all buildings, interior and exterior fence and tree lines to maintain accessibility and prevent encroachment of overgrowth. All grass shall be mowed weekly.
- F. Overgrowth is defined as any form of plant life that extends into the pedestrian, vehicle, or dirt pathway. If during inspection the plant, bush, or tree life touches the vehicle or person on the pathway, it shall be cut back.
- G. Exterior fence lines of the site shall be mowed to a minimum of five (5) feet except where not accessible due to wetland conservation areas.

18. AQUATIC VEGETATION CONTROL

- A. Contractor or sub-contractor shall develop and provide an aquatic vegetation control program to include dates of implementation. Focus shall be on controlling nuisance aquatic plants, occurring inside ponds and lakes within the contracted service site. It is

necessary to distinguish between an aquatic plant problem, and a water quality enrichment problem that typically results in excessive algae production. Contractor shall have a qualified, licensed employee or sub-contractor perform this work.

- B. Contractor shall submit the program plan listing the herbicide(s) that will be used on County property to the County representative for approval prior to using.
- C. Appropriate herbicide(s) shall be applied to control aquatic vegetation for the entire property with special attention to the retention ponds, drainage ditches and swales as needed per contract specifications. Contractor shall have a qualified licensed employee or sub-contractor perform this work. **No herbicides shall be used within 75 feet of any water well site.**
- D. Contractor shall supply an SDS (Safety Data Sheet) for all herbicide(s) pre-approved for use to the County representative.
- E. A pre-emergent herbicide shall be applied in the spring and fall to retention ponds, canals and ditches to control the spread of all forms of aquatic vegetation. Post-emergent applications shall be made as needed in the interim.
- F. Contractor shall inspect and document that the entire property including fence lines, rock beds, retention ponds and ditches, on a weekly basis to assure all aquatic vegetation have been treated per the contract specifications.
- G. Complete Attachment 1 entitled “Weekly Landscape Maintenance Service Report” for Suggested Record Keeping to include chemicals applied and usage amounts.
- H. Contractor shall be liable for any overspray that results in damage to the adjacent wetland/conservation areas.

19. LANDSCAPE AND ROCK BEDS

- A. All plant beds, rock beds, ground covers and mulched areas shall be maintained free of weeds, trash, fallen limbs and dead vegetation. All weeds, vines, and grass growing in the planting and rock beds shall be removed by hand. **No spraying of weed killer shall be allowed.**
- B. All plants shall be maintained to a well-shaped and sculpted appearance according to each species’ natural growth habit. Flowering shrubs shall be pruned in the proper season to allow full potential for the flowering season. Grouped plantings shall be allowed to form masses appropriate to the species.
- C. Contractor shall apply fertilizer according to the manufacturer’s specifications or recommended 8-10-10, 50% slow release or better, with iron and manganese to all landscape beds, each spring, summer and fall. Additional applications of appropriate plant nutrients shall be applied when conditions warrant. **No fertilizer shall be used within 75 feet of any water well site.**
- D. The Contractor shall notify the County representative of any landscape repair that becomes necessary through no fault of the Contractor.

20. TREES

- A. Contractor shall maintain all tree limbs to a minimum clearance of twelve (12) feet high from grade. Suckers growth and dead material shall be removed from all trees and shrubs within a radius of twenty-five (25) feet. No limbs from neighboring trees shall encroach on decorative trees or come within five (5) feet of the fence line. This shall not include tree limbs over waterways, ponds, or trees on neighboring properties that are not owned by Orange County. Any questions regarding tree trimming shall be directed to the County Representative prior to beginning work.
- B. Corrective pruning, trimming and sculpting of trees and limbs shall be included in bid price. All Crape Myrtle trees shall be pruned each February.
- C. All palm trees shall be pruned a minimum of twice per year and shall be included in bid price. Loose boots and dead palm fronds shall be removed weekly. All seed pods shall be removed when they occur on the palms and shall be included in these services.
- D. Contractor is responsible for immediately removing all debris from trimming and pruning from the site at their expense. Any debris dumping on site shall not be allowed.
- E. Any major tree surgery or tree removal, which becomes necessary through no fault of the Contractor, shall be at the County's expense. The Contractor shall report their findings to the County representative for inspection and approval prior to proceeding with any tree work.

21. MULCH

- A. Mulch shall be replaced a minimum of once a year at Contractor's expense.
- B. Mulch shall be pine bark. **(No exceptions or substitutions shall be allowed)**
- C. Contractor shall remove existing mulch prior to installing any new mulch. All old mulch (pine bark) must be raked out and disposed of immediately at the Contractors expense. Any dumping of old mulch on site shall not be allowed.
- D. All mulch shall be provided by Contractor at the Contractor's expense and maintained at two-inches to two-and half inches of thickness. Mulch shall be maintained to a loose consistency and shall not be allowed to become matted or compacted.
- E. Mulch shall be installed between January 1st and February 1st each year.

22. IRRIGATION INSPECTION AND REPAIRS

- A. Contractor shall have a qualified, licensed irrigation technician capable of manually running, testing and repairing the irrigation system.
- B. Contactor shall inspect the irrigation system no less than once per month to ensure that all components are functioning properly and shall report the findings of each inspection to the County representative and note it on the Weekly Landscape Maintenance Service Report.

- C. All irrigation heads shall be in the proper orientation at all times (i.e. vertical, horizontal) for complete operation and distribution of water by the irrigation heads employed.
- D. All irrigation shall be programmed according to Orange County Utilities Water Restrictions Rules located at the following link: (<http://www.orangecountyfl.net/watergarbagerecycling/wateringrestrictions.aspx>) and monitored to ensure that the functions of the site are not disrupted by the irrigation operations or inspections.
- E. Application shall be accomplished so that plants are watered adequately. Contractor shall verify proper irrigation coverage and proper water relationships weekly to avoid prolonged dry/wet conditions.
- F. Soil moisture tests shall be provided at the request of the County Representative at the Contractor's expense.
- G. Irrigation repairs shall require a quote. The County representative shall request from the Contractor an irrigation repair quotation which will include a detailed scope of services and a fixed price which shall be in accordance with the hourly rates provided on the Bid Response Form.
- H. The Contractor shall promptly make any necessary irrigation repairs upon receipt of a separate Delivery Order. Parts shall be billed separately at Contractor's cost plus the mark-up/mark down provided on the Bid Response Form. A copy of the Contractor's supplier receipt for the parts shall be attached to the invoice.
- I. Contractor shall repair or replace all broken, damaged, or missing sprinkler heads, irrigation lines, timers, valves and controllers to a per month maximum cost equal to 15% of the monthly landscape management price. Any repairs or replacements required over and above 15% of the monthly landscape management price shall be the Contractor's responsibility with an agreement that has been reached by the County representative and the Contractor for any damage that was caused by the Contractor.
- J. Irrigation system repairs shall be made within twenty-four (24) hours of the Contractor being notified.

23. PARKING LOTS AND DRIVEWAYS

Parking lots and driveways shall be kept free of trash, including glass, fallen limbs and other debris. Care shall be taken to avoid damage to any vehicles on site as a result of landscape maintenance activities. **Contractor shall be liable for any damage to vehicles.**

24. DRAINAGE DITCHES & SWALES

- A. Contractor shall cut vegetation three (3) to four (4) feet from the crest of the bank where there are ditches and swales. Care shall be given not to scalp vegetation along these ditches to maintain the structural integrity of the banks.
- B. Mowing equipment shall not drive across any ditches or swells but shall use designated access points that are provided on the site.

- C. Contractor shall use a string trimmer (weed eater) on the upper one (1) foot of all ditch banks. Care shall be taken to prevent mowing /trimming debris from entering canals, waterways, ditches, manholes, and drains. All mower shoots & blowers shall be directed away from these areas.
- D. Care shall be given not to scalp vegetation ditches so as to maintain the structural integrity of the banks. Contractor shall use a string trimmer on the banks to the water's edge or appropriate mechanical means.

25. LICENSURE REQUIREMENTS

- A. The Contractor or Sub-Contractor that is listed on the Sub-Contractor Schedule shall keep current their commercial pest control and fertilizer licensure and shall present it to the County upon request. The Contractor shall comply with all sections of Chapter 482.1562, Florida Statutes and Orange County Ordinance Code 15 Article XVII regarding services including proper licensure whether by the Contractor or a sub-contractor that shall be listed on the schedule of subcontracting. Lack of compliance with all sections of the aforementioned statutes shall be cause for actions leading up to termination.
- B. Contractor shall maintain at all times a qualified, currently licensed employee or sub-contractor performing commercial pest control work. Documentation confirming licensure shall be presented to the County upon request.
- C. The Contractor or Sub-Contractor that is listed on the Sub-Contractor Schedule shall keep current their commercial irrigation certification and shall present it to the County upon request. Contractor shall maintain on-file with the County the Contractor's licensed irrigation technician that shall manually run the irrigation system whether by the Contractor or a sub-contractor on the schedule of subcontracting. Contractor shall have a qualified, currently licensed employee or sub-contractor perform all commercial irrigation work.
- D. The Contractor or Sub-Contractor that is listed on the Sub-Contractor Schedule shall keep current their commercial licensure/certification of herbicide applicator for the control of aquatic weed/vegetation and shall present it to the County upon request. Control of aquatic vegetation is for the property with special attention to the retention ponds, drainage ditches and swales. Contractor shall have a qualified, current, licensed employee or sub-contractor perform commercial aquatic vegetation control work.

26. TECHNICAL REQUIREMENTS

- A. **Litter Removal** – During each mowing cycle, all litter and debris from the Contractor's services shall be removed prior to and upon completion of the cutting. Litter and debris removal includes the pickup, removal, and disposal from County property of any obstacle such as wood, signs, tires, cans, etc., which cannot be traversed by the mowing equipment. The Contractor shall remove any item such as bags of trash, newspapers, magazines, food containers, boxes, sheets of paper, etc., which will be torn, ripped, scattered or further subdivided by the mowers, which will result in an objectionable appearance. **The cost of litter removal will be included in the unit price bid for mowing.**
- B. **Clipping Removal** – During each cycle grass clippings that are not uniformly distributed and detract from the appearance of the Contractor's mowing operation, shall be removed from the job site by the Contractor, upon completion of the mowing operation to allow for

a neat and clean appearance of the area. The Contractor shall remove and dispose of all grass clippings from the pavement, fence lines, sidewalks, curbs and curb inlets located within the limits of the maintenance boundaries. **The cost of grass clipping removal shall be included in the unit price bid for mowing.** The grass clipping removal will be performed on the same day of mowing and in conjunction with the mowing cycle by the Contractor. The Contractor shall maintain the inlet openings free from the debris generated during their mowing operation. Grass clippings shall not be blown into drains or storm drain inlets. Failure to adhere to this will result in the Contractor, at their own expense within two (2) working days, jetting out these pipes and drains or reimbursing the County for the clean-up effort carried out by County personnel.

- C. **Brush Control** – During each cycle, the Contractor shall cut and remove brush and plant growth up to two (2) inches in diameter and up to seven (7) feet in height from the base. This work shall be performed in conjunction with the mowing cycle. **The cost of brush control will be included in the unit price bid for mowing.**
- D. Low hanging limbs shall be documented to be addressed by the County Representative or designee.
- E. **Edging** - Edging encompasses the removal of all weeds, sand, vegetation, debris and plant material by the Contractor from all edges including but not limited to the following structures: sidewalks, paved approaches, and curbs, to maintain these areas in an attractive and manicured condition. Edging encompasses the removal of growth mechanically and manually.

NOTE: Areas specified for edging shall not be treated with herbicide.

- 1. **Quantity and Frequency of Edging** - Edging shall be performed in conjunction with every mowing cycle by the Contractor. **The cost of edging of sidewalks, paved approaches and curbs will be included in the unit price bid for mowing.**
- 2. **Method of Operations** – The edging of sidewalks, paved approaches, and curbs shall create a distinct void; approximately one-half (1/2) inch horizontally between the structure and the turf. String trimmers shall not be used in edging by the Contractor. Edging by the Contractor also includes the removal of all sand and debris from the areas designated to be edged.
- 3. Upon completion of edging by the Contractor, no growth, sand or debris will touch any of the structures designated to be edged. The Contractor shall remove all sand and debris from the areas designated for edging. **The cost of this removal and disposal will be included in the unit price bid for mowing.**
- 4. **Quality** - Plant growth, sand and debris shall be removed by the Contractor from all specified areas to provide a neatly groomed and manicured appearance in accordance with the scope of work. If at any time, performed work is deemed unsatisfactory by the County's Representative, the services shall be re-performed at no additional cost to the County.

NOTE: Areas designated to be edged shall not be treated with herbicide.

27. COMPLETION OF WORK

- A. The Contractor shall complete the work ordered within each designated cycle and shall notify in writing of areas completed on a daily basis to the County's Representative for inspection and approval of work quality being accomplished.
- B. The County's Representative will make a final inspection and will notify the Contractor in writing of any deficiencies found in reported areas. In the event of unsatisfactory work, the Contractor shall repeat the work without additional compensation, within two (2) work days of initial notification by the County unless otherwise authorized by the County's Representative.

28. FINAL INSPECTION FOR PAYMENT

After the Contractor has corrected all deficiencies to the satisfaction of the County's Representative, the Contractor shall submit a monthly final invoice for services provided during the weekly cycles provided for the month. Failure to comply with proper invoicing requirements may result in termination of this contract.

29. INVOICING AND REPORTING

- A. **Basis of Payment** - Payment shall be full compensation for furnishing all equipment, materials, labor, disposal, and incidentals necessary to complete designated areas.
- B. The Contractor's authorization to proceed with service shall only commence after receipt of a delivery order.
- C. The Contractor shall invoice monthly and be compensated at the weekly cycle unit price multiplied by the actual number of weekly cycles completed for the month.
- D. The weekly landscape service performance reports shall be included by the Contractor along with the corresponding monthly invoice to the appropriate County representative on the last day of each month including observations of abnormal conditions, quantities of chemicals used and all maintenance performed using Attachment 1, entitled "Weekly Landscape Maintenance Service Report"
- E. The following shall be included on the reports:
 - 1. Mowing, trimming, edging and tree maintenance tasks, to include date of service.
 - 2. Fertilization, of the plating beds, including dates of application, totals, rates of application and product brand names.
 - 3. Pest control (including but not limited to ants, wasps, and bees), including dates of applications, totals and rates of application and product brand names.
 - 4. Aquatic Vegetation control, including dates of applications, totals, rates of application and product brand names.
 - 5. Irrigation System including date and result of each inspection, initial timer settings, amount of irrigation water (in inches per hour) that applies to each zone and any changes to the initial settings.

- F. Contractor is required to schedule and complete a weekly exit interview with a designated County Representative at the conclusion of each weekly service to review the work performed.

30. PERFORMANCE ISSUES

The County will hold the Contractor responsible for meeting all of the Contractor's contractual obligations. If performance issues arise that cannot be resolved between the Contractor and the County's Representative, the matter will be referred to the Procurement Division for appropriate action.

SECTION 4

BID SUBMISSION REQUIREMENTS AND DOCUMENTATION

IMPORTANT NOTE:

Modification or alteration of the documents contained in this solicitation or the contract resulting from this solicitation **shall only be made upon receipt of prior written consent of the County.**

(See: General Terms and Conditions, Article 2, Questions Regarding this Solicitation)

Bidders are cautioned, when completing your bid, do not attach any forms which may contain deviations from the County's scope of services/specification, terms and conditions or fee schedule as these may conflict with those listed in the County's bid documents(s). Unauthorized modifications or alterations and/or inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.

STATEMENT OF NO-BID

The Procurement Division is committed to continuously improve its processes and our goal is to receive maximum participation from the vendor community. If your firm chooses not to participate in responding to this solicitation please email Ana.Villalona@ocfl.net, referencing the IFB number, and briefly explain why the decision was made to not participate.

SUBMITTAL LABEL:

All submittals, should use the hard-copy label below and place on front of their outermost sealed envelope/package.

**DO NOT OPEN - SEALED RESPONSES - DO NOT OPEN
RESERVED FOR PUBLIC BID OPENING**

Company : _____

Contact Name: _____

Contact Phone/ Email: _____

Address: _____

CONTACT: **Ana Villalona**
IFB NUMBER: **Y 19-1040-AV**
TITLE: **LANDSCAPE MANAGEMENT OF ACTIVE AND
INACTIVE WATER PLANTS**

BID DUE DATE: _____

DELIVER TO:
ORANGE COUNTY PROCUREMENT DIVISION
INTERNAL OPERATIONS CENTRE II
400 E. SOUTH STREET, 2ND FLOOR
ORLANDO, FL 32801.

QUALIFICATION OF BIDDERS

PRE-BID CONFERENCE:

[] 1. MANDATORY PRE-BID CONFERENCE

All interested parties are invited to attend a four (4) day Mandatory Pre-Bid Conference and site visits from 9:00AM to 3:00PM each day beginning on **Tuesday, July 9, 2019, 9:00AM, at 9100 Curry Ford Road, Orlando, FL 32825, Building 90, Room 113 training room.** Other meeting dates and meeting locations shown below.

Bidders who fail to attend the mandatory Pre-bid conference and site visits shall be ineligible to compete for the award of a contract under this solicitation. Bidders shall attend the full duration of the Pre-bid meeting and all site visits on the bus tour. A representative of the Bidder shall sign-in and sign-out of the meeting under the Bidder's legal name and current contact information.

Pre-bid Meeting and Site Visit Starting Points (the bus will leave promptly at 9:00AM):

Start Date and Time	Address to meet
Tuesday, July 9, 2019 at 9:00AM	9100 Curry Ford Road, Orlando, FL 32825, Building #90, room 113 training room
Wednesday, July 10, 2019 at 9:00AM	13000 South Orange Avenue, Orlando, FL 32824, meeting room #905
Thursday, July 11, 2019 at 9:00AM	2522 Lakeville Road, Apopka, FL 32703, Building #90 in the Lunch Room
(To Be Determined on Thursday, if needed) Friday, July 12, 2019 at 9:00AM	2522 Lakeville Road, Apopka, FL 32703, Building #90 in the Lunch Room

At this time, the County's representative will be available to answer questions relative to this Invitation for Bids. Any suggested modifications may be presented in writing to, or discussed with, the County's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Invitation for Bids.

BID PACKAGE REQUIREMENTS:

This bid will be awarded to a responsible, responsive bidder, qualified by experience to provide the work specified. Failure to submit the below requested information may be cause for rejection of your bid.

The determination on whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request the submission of a minimum number of contracts similar to the requirements of this solicitation with certain minimum dimensions, quantities, dollar values, etc., the County's determination of a bidder's responsibility shall not be solely based on the number of similar procurements the bidder provides but the entirety of the bidder's qualifications.

The Bidder shall submit the following information with the bid. It is recommended to use the list below as a checklist for your bid submittal:

☐ 1. Reference Documentation Form
(Required)

Bidder shall complete the attached Reference Documentation Form. References shall be for work **substantially similar in scope and magnitude** satisfactorily completed and shall validate the following capabilities and experience:

1. Service for grounds and landscaping requiring commercial fertilization and commercial pest control services by a qualified commercial licensed professional.
2. Services for aquatic weed control in ponds and pond maintenance by a qualified licensed professional.
3. Services for landscaping requiring high security clearances for employees such as governmental facilities and correctional institutions.
4. Services for landscaping requiring tree and brush control.
5. Successful completion of multiple concurrent projects
6. Services requiring a minimum of six (6) working personnel on-site including a detail landscaping employee as described in the scope for services.
7. Services with a minimum equipment requirement similar to the requirement in this scope of services.

☐ 2. Bidder shall provide a written statement on its letterhead affirming the firm has adequate experience, staff, resources, facilities, commercial pest control, aquatic weed control, and commercial fertilization licenses, certifications and equipment, required to successfully perform the work, at time of bid submittal, in accordance scope of services herein.
(Required)

☐ 3. Bid Response Form
(Required)

☐ 4. Acknowledgement of Addenda
(Required if Applicable)

☐ 5. Authorized Signatories/Negotiators
(Required)

☐ 6. Drug-Free Workplace
(Required)

☐ 7. Schedule of Sub-contracting
(Required if Applicable)

☐ 8. Conflict/Non-Conflict of Interest Form
(Required)

☐ 9. E-Verification Certification
(Required)

- ☐ 10. Current W9
(Required)
- ☐ 11. Relationship Disclosure Form
(Required to be Submitted and Notarized)
- ☐ 12. Orange County Specific Project Expenditure Report.
(Required to be Submitted and Notarized)
- ☐ 13. Agent Authorization Form
(Submit if Applicable)
- ☐ 14. Leased Employee Affidavit
(Submit if Applicable)
- ☐ 15. Information for determining Joint Venture Eligibility (if Applicable)
(Submit if Applicable)
- ☐ 16. Contract Y19-1040, Counterpart (1), signed without exception to terms and conditions. Counteroffers shall not be allowed.
(Required)

Failure to submit the above requested information may be cause for rejection of your bid.

BID RESPONSE FORM
IFB #Y19-1040-AV

The Contractor shall provide all labor and other resources necessary to provide security alarm related services in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs.

ITEM NO.	DESCRIPTION	UNIT PRICE PER WEEKLY CYCLE	YEARLY ESTIMATED PRICE	THREE YEARS	TOTAL ESTIMATED BID
LOT A –EASTERN					
1.	BONNEVILLE RP	\$ _____ / wk X 52 =	\$ _____	X 3	= \$ _____
2.	CONWAY	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
3.	CONWAY EAST	\$ _____ /wk X 52=	\$ _____	X 3	= \$ _____
4.	CORRINE TERRACE	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
5.	EAST HIGHLANDS	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
6.	EASTERN REGIONAL	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
7.	ECON	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
8.	PARK MANOR	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
9.	RIO PINAR	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
10.	ESA FACILITY	\$ _____ / wk X 52 =	\$ _____	X 3	= \$ _____
11.	UNIVERSITY SHORES	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
12.	AQUIFER S & R	\$ _____ /wk X 52=	\$ _____	X 3	= \$ _____

Company Name

BID RESPONSE FORM (CONTINUED)

ITEM NO.	DESCRIPTION	UNIT PRICE PER HOUR	YEARLY ESTIMATED QUANTITY	YEARLY ESTIMATED PRICE	THREE YEARS	TOTAL ESTIMATED BID
ADDITIONAL SERVICES AS NEEDED						
	HOURLY RATE FOR IRRIGATION REPAIRS					
13.		\$ _____ / hr	X 100 HOURS	= \$ _____	X 3	= \$ _____

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE (PERCENT)	YEARLY ESTIMATED PRICE	TOTAL ESTIMATED BID
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14. Parts Actual Cost with percent **mark-up or mark-down** for parts over the actual cost (documentation required).

Example: If the mark-up is **10%** your total should be 20,000.00 X 1.10 = \$22,000.00

OR

If the mark-down is **10%** your total should be 20,000.00 X .90 = \$18,000.00

\$20,000 X _____ % = \$ _____ X 3 = \$ _____
☐ Mark-up
 or
☐ Mark down

ESTIMATED TOTAL BID LOT A (LINES 1-14) \$ _____

Company Name

BID RESPONSE FORM (CONTINUED)

ITEM NO.	DESCRIPTION	UNIT PRICE PER WEEKLY CYCLE	YEARLY ESTIMATED PRICE	THREE YEARS	TOTAL ESTIMATED BID
LOT B –SOUTHERN					
15.	SOUTHERN REGIONAL WATER SUPPLY FACILITY	\$ _____ / wk	X 52 = \$ _____	X 3	= \$ _____
16.	BUENA VISTA WOODS BOOSTER STATION	\$ _____ /wk	X 52 = \$ _____	X 3	= \$ _____
17.	CYPRESS WALK	\$ _____ /wk	X 52 = \$ _____	X 3	= \$ _____
18.	HUNTERS CREEK	\$ _____ /wk	X 52 = \$ _____	X 3	= \$ _____
19.	ORANGE WOOD	\$ _____ /wk	X 52 = \$ _____	X 3	= \$ _____
20.	VISTANA	\$ _____ /wk	X 52 = \$ _____	X 3	= \$ _____
21.	I DRIVE BOOSTER STATION	\$ _____ /wk	X 52 = \$ _____	X 3	= \$ _____
22.	LANDSTAR- SOUTHERN REGIONAL WELLS 7 & 8	\$ _____ /wk	X 52 = \$ _____	X 3	= \$ _____

Company Name

BID RESPONSE FORM (CONTINUED)

ITEM NO.	DESCRIPTION	UNIT PRICE PER HOUR	YEARLY ESTIMATED QUANTITY	YEARLY ESTIMATED PRICE	THREE YEARS	TOTAL ESTIMATED BID
ADDITIONAL SERVICES AS NEEDED						
	HOURLY RATE FOR IRRIGATION REPAIRS					
23.		\$ _____ / hr	X 100 HOURS	= \$ _____	X 3	= \$ _____

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE (PERCENT)	YEARLY ESTIMATED PRICE	TOTAL ESTIMATED BID
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24. Parts Actual Cost with percent **mark-up or mark-down** for parts over the actual cost (documentation required).

Example: If the mark-up is **10%** your total should be 20,000.00 X 1.10 = \$22,000.00

OR

If the mark-down is **10%** your total should be 20,000.00 X .90 = \$18,000.00

\$20,000 X _____ % = \$ _____ X 3 = \$ _____
☐ Mark-up
 or
☐ Mark down

ESTIMATED TOTAL BID LOT B (LINES 15-24) \$ _____

Company Name

BID RESPONSE FORM (CONTINUED)

ITEM NO.	DESCRIPTION	UNIT PRICE PER WEEKLY CYCLE	YEARLY ESTIMATED PRICE	THREE YEARS	TOTAL ESTIMATED BID
LOT C –WESTERN					
25.	BENT OAKS	\$ _____ / wk X 52 =	\$ _____	X 3	= \$ _____
26.	HIDDEN SPRINGS WSF	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
27.	HIDDEN SPRINGS REMOTE WELLS	\$ _____ /wk X 52=	\$ _____	X 3	= \$ _____
28.	HIDDEN SPRINGS REPUMP	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
29.	LAKE JOHN SHORES	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
30.	MAGNOLIA WOODS	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
31.	OAK MEADOWS	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
32.	McCORMICK ROAD BOOSTER STATION	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
33.	SUMMERLAKE BOOSTER STATION	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____

Company Name

BID RESPONSE FORM (CONTINUED)

ITEM NO.	DESCRIPTION	UNIT PRICE PER WEEKLY CYCLE	YEARLY ESTIMATED PRICE	THREE YEARS	TOTAL ESTIMATED BID
LOT C –WESTERN (CONTINUED)					
34.	PLYMOUTH HILLS	\$ _____ / wk X 52 =	\$ _____	X 3	= \$ _____
35.	RIDGE MANOR	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
36.	RIVERSIDE REPUMP	\$ _____ /wk X 52=	\$ _____	X 3	= \$ _____
37.	WESTERN REGIONAL	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____
38.	COUNTY ROAD 535	\$ _____ /wk X 52 =	\$ _____	X 3	= \$ _____

Company Name

BID RESPONSE FORM (CONTINUED)

ITEM NO.	DESCRIPTION	UNIT PRICE PER HOUR	YEARLY ESTIMATED QUANTITY	YEARLY ESTIMATED PRICE	THREE YEARS	TOTAL ESTIMATED BID
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ADDITIONAL SERVICES AS NEEDED

39.	HOURLY RATE FOR IRRIGATION REPAIRS	\$ _____ / hr	X 100 HOURS	= \$ _____	X 3	= \$ _____
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE (PERCENT)	YEARLY ESTIMATED PRICE	TOTAL ESTIMATED BID
----------	-------------	----------	----------------------	------------------------	---------------------

40. Parts Actual Cost with percent **mark-up or mark-down** for parts over the actual cost (documentation required).

Example: If the mark-up is **10%** your total should be 20,000.00 X 1.10 = \$22,000.00

OR

If the mark-down is **10%** your total should be 20,000.00 X .90 = \$18,000.00

\$20,000 X _____ % = \$ _____ X 3 = \$ _____

☐ Mark-up

or

☐ Mark down

ESTIMATED TOTAL BID LOT C (LINES 25-40) \$ _____

Company Name

ESTIMATED TOTAL BID LOT A (LINES 1-14) \$ _____

ESTIMATED TOTAL BID LOT B (LINES 15-24) \$ _____

ESTIMATED TOTAL BID LOT C (LINES 25-40) \$ _____

Company Name

IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County’s bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company’s standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County’s bid.

Performance shall be not later than two (2) calendar days After Receipt of Order (ARO) per Special Terms and Conditions.

Inquiries regarding this Invitation for Bids may be directed to Ana Villalona, Purchasing Agent, at Ana.Villalona@ocfl.net

BID RESPONSE FORM - CONTINUED
THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:

Company Name: _____

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN
NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID.

TIN#: _____ D-U-N-S® # _____

(Street No. or P.O. Box Number) (Street Name) (City)

(County) (State) (Zip Code)

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

EMERGENCY CONTACT

Emergency Contact Person: _____

Telephone Number: _____ Cell Phone Number: _____

Residence Telephone Number: _____ Email: _____

ACKNOWLEDGEMENT OF ADDENDA

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to specifications, scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No._____, Date_____ Addendum No._____, Date_____

Addendum No._____, Date_____ Addendum No._____, Date_____

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following **principals** are authorized to sign bids, negotiate and/or sign contracts and related documents to which the bidder will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number/Email
------	-------	------------------------

(Signature)

(Date)

(Title)

(Name of Business)

The Bidder shall complete and submit the following information with the bid:

Type of Organization

_____ Sole Proprietorship _____ Partnership _____ Non-Profit

_____ Joint Venture* _____ Corporation

State of Incorporation: _____

Principal Place of Business (Florida Statute Chapter 607): _____
City/County/State

**THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF
THE BIDDER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE
FLORIDA DIVISION OF CORPORATIONS.**

Federal I.D. number is: _____

* *Joint venture firms must complete and submit with their Bid Response the form titled “Information for Determining Joint Venture Eligibility”, and a copy of the formal agreement between all joint venture parties. This joint venture agreement must indicate the parties’ respective roles, responsibilities and levels of participation for the project. **If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint venture will not be accepted.** Failure to timely submit the required form along with an attached written copy of the joint venture agreement may result in disqualification of your Bid Response*

REFERENCE DOCUMENTATION FORM

List three (3) clients during the past ten (10) years for which you provided a comparable amount of services substantially similar to landscape management as specified in the solicitation in the spaces provided below. Provide the Company name, contact person, address, email address, telephone number, and date services were performed, as described.

1. Company Name: _____

Owner's Name: _____

Description of goods or services provided: _____

Contract Amount: _____

Start and End Date of
Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

2. Company Name: _____

Owner's Name: _____

Description of goods or services provided: _____

Contract Amount: _____

Start and End Date of
Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address:

3. Company Name:

Owner's Name:

Description of goods or services provided:

Contract Amount:

Start and End Date of
Contract:

Contact Person:

Address:

Telephone Number:

Email Address:

DRUG-FREE WORKPLACE FORM

The undersigned Bidder, in accordance with Florida Statute 287.087 hereby certifies that
_____ does:

Name of Business

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, 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 Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees 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 Florida Statute 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 Paragraphs 1 thru 5.

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

Bidder's Signature

Date

SCHEDULE OF SUBCONTRACTING, IFB NO. Y19-1040-AV

As specified in the General Terms and Conditions and in the Special Terms and Conditions, bidders are to present the details of subcontractor participation.

Name Of Subcontractor	Address	Type of Work to be Performed	Percent and dollar amount of Contract Amount to be Subcontracted

Company Name: _____

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

[] To the best of our knowledge, the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

[] The undersigned bidder, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

[] The undersigned bidder has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[] The undersigned bidder, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

Failure to check the appropriate blocks above may result in disqualification of your bid. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your bid.

E VERIFICATION CERTIFICATION

Contract No.Y19-1040-AV

I hereby certify that I will utilize the U.S. Department of Homeland Security’s E-Verify system in accordance with the terms governing the use of the system to confirm the employment eligibility of the individuals classified below. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida statutes.

All persons, including subcontractors and their workforce, who will perform work under **Contract No.Y19-1040-AV, LANDSCAPE MANAGEMENT OF ACTIVE AND INACTIVE WATER PLANTS**, within the state of Florida.

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

**RELATIONSHIP DISCLOSURE FORM
FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY
IS THE PRINCIPAL OR PRIMARY BIDDER**

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the Bidder and shall be submitted to the Procurement Division by the Bidder.

In the event any information provided on this form should change, the Bidder must file an amended form on or before the date the item is considered by the appropriate board or body.

Part I

INFORMATION ON BIDDER:

Legal Name of Bidder:

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone: () _____

Facsimile: () _____

**INFORMATION ON BIDDER'S AUTHORIZED AGENT, IF APPLICABLE:
(Agent Authorization Form also required to be attached)**

Name of Bidder's Authorized Agent:

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone: () _____

Facsimile: () _____

Part II

IS THE BIDDER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

____ **YES** ____ **NO**

IS THE MAYOR OR ANY MEMBER OF THE BCC THE BIDDER'S EMPLOYEE?

____ **YES** ____ **NO**

IS THE BIDDER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

____ **YES** ____ **NO**

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

(Use additional sheets of paper if necessary)

Part III

ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Signature of Bidder

Date

Printed Name and Title of Person completing this form:

STATE OF _____:
COUNTY OF _____:

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of _____
My Commission Expires: _____

Staff signature and date of receipt of form

Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
RELATIONSHIP DISCLOSURE FORM
Updated 6-28-11

WHAT IS THE RELATIONSHIP DISCLOSURE FORM?

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the bidder, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. Applicant means, for purposes of a procurement item, the bidder, offeror, quoter, respondent, and, if applicable, the authorized agent of the bidder, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether

through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

Relative means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

This is the initial Form: _____

This is a Subsequent Form: _____

Part I

Please complete all of the following:

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls): _____

Name and Address of Principal's Authorized Agent, if applicable: _____

List the name and address of all lobbyists, Contractors, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)

1. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ____ or No ____
2. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ____ or No ____
3. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ____ or No ____
4. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ____ or No ____
5. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ____ or No ____
6. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ____ or No ____
7. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ____ or No ____
8. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ____ or No ____

Part II

Expenditures:

For this report, an "expenditure" means money or anything of value given by the principal and/or his/her lobbyist for the purpose of lobbying, as defined in section 2-351, Orange County Code. This may include public relations expenditures including, but not limited to, petitions, fliers, purchase of media time, cost of print and distribution of publications. However, the term "expenditure" **does not** include:

- Contributions or expenditures reported pursuant to chapter 106, Florida Statutes;
- Federal election law, campaign-related personal services provided without compensation by individuals volunteering their time;
- Any other contribution or expenditure made by or to a political party;
- Any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4), in accordance with s.112.3215, Florida Statutes; and/or
- Professional fees paid to registered lobbyists associated with the project or item.

The following is a complete list of all lobbying expenditures and activities (including those of lobbyists, contractors, Contractors, etc.) incurred by the principal or his/her authorized agent and expended in connection with the above-referenced project or issue. **You need not include de minimus costs (under \$50) for producing or reproducing graphics, aerial photographs, photocopies, surveys, studies or other documents related to this project.**

Date of Expenditure	Name of Party Incurring Expenditure	Description of Activity	Amount Paid
		TOTAL EXPENDED THIS REPORT	\$

Part III

Original signature and notarization required

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I acknowledge and agree to comply with the requirement of section 2-354, of the Orange County code, to amend this specific project expenditure report for any additional expenditure(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Date

Signature of ☐ Principal or ☐ Principal's Authorized Agent
(check appropriate box)

Printed Name and Title of Person completing this form:

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this
_____ day of _____, 20__ by _____. He/she is personally
known to me or has produced _____ as identification and did/did not
take an oath.

Witness my hand and official seal in the county and state stated above on
the _____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of _____
My Commission Expires: _____

Staff signature and date of receipt of form

Staff reviews as to form and does not attest to the accuracy or veracity of the information
provided herein.

FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
SPECIFIC PROJECT EXPENDITURE REPORT
Updated 3-1-11

WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and their authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and Contractor(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

WHO NEEDS TO FILE THE SPR?

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Expenditure means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

Lobbying means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, Contractor, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the County Mayor, with any other member of the [BCC], or with any member of a procurement committee." (See Section 2-351, Orange County Code.) *Lobbying* also

means communicating “indirectly with the County Mayor or any other member of the [BCC]” by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

Principal means “the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist.” *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal’s project or item.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

AGENT AUTHORIZATION FORM

I/We, (Print Bidder name) _____, Do hereby authorize (print agent's name), _____, to act as my/our agent to execute any petitions or other documents necessary to affect the CONTRACT approval PROCESS more specifically described as follows, (IFB NUMBER AND TITLE) _____, and to appear on my/our behalf before any administrative or legislative body in the county considering this CONTRACT and to act in all respects as our agent in matters pertaining TO THIS CONTRACT.

Signature of Bidder

Date

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public

Notary Public for the State of _____

My Commission Expires: _____

LEASED EMPLOYEE AFFIDAVIT

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: _____

Workers' Compensation Carrier: _____

A.M. Best Rating of Carrier: _____

Inception Date of Leasing Arrangement: _____

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: _____

Signature of Owner/Officer: _____

Title: _____ Date: _____

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY

If the bidder is submitting as a joint venture, please be advised that this form **MUST** be completed and the **REQUESTED** written joint-venture agreement **MUST** be attached and submitted with this form.

HOWEVER, IF THE BIDDER IS NOT A JOINT VENTURE, CHECK THE FOLLOWING BLOCK: () NOT APPLICABLE

1. Name of joint venture: _____

2. Address of joint venture: _____

3. Phone number of joint venture: _____

4. Identify the firms which comprise the joint venture: _____

5. Describe the role of the MWBE / Labor Surplus Area(LSA) Firm (if applicable) in the joint venture: _____

6. Provide a copy of the joint venture's written contractual agreement.

7. What is the claimed percentage of ownership and identify any MWBE/LSA partners (if applicable)?

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 2

8. Ownership of joint venture: (This need not be filled in if described in the joint venture agreement provided by question 6.)
- (a) Profit and loss sharing:
-
-
- (b) Capital contributions, including equipment:
-
-
- (c) Other applicable ownership interests:
-
9. Control of and participation in this contract. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:
- (a) Financial decisions: _____
- (b) Management decisions, such as:
- (1) Estimating:
-
-
-
- (2) Marketing and sales:
-
-
-
- (3) Hiring and firing of management personnel:
-
-
-

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 3

(4) Purchasing of major items or supplies:

(c) Supervision of field operations:

NOTE: If, after filing this form and before the completion of the joint venture's work on the subject contract, there is any significant change in the information submitted, the joint venture must inform the County in writing.

*** Joint venture must be properly registered with the Florida Division of Corporations before the contract award and the name of the Joint Venture must be the same name used in the Bid Response.**

AFFIDAVIT

"The undersigned swear or affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide to the County current, complete and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venture. Also, permit authorized representatives of the County to audit and examine records of the joint venture. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: _____ Name of Firm: _____

Signature: _____ Signature: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 4

Date _____
State of _____
County of _____

AFFIDAVIT

On this _____ day of _____, 20____, before me appeared (name) _____, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) _____ to execute the affidavit and did so as his or her free act and deed.

Notary Public _____
Commission Expires _____

(Seal)

Date _____
State of _____
County of _____

On this _____ day of _____, 20____, before me appeared _____ (name), to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) _____ to execute the affidavit and did so as his or her free act and deed.

Notary Public _____
Commission Expires _____

(Seal)



**CONTRACT NO. Y19-1040
LANDSCAPE MANAGEMENT OF ACTIVE AND INACTIVE WATER PLANTS**

This contract is not valid unless bilaterally executed. Subject to mutual agreement Orange County, Florida, hereby enters into a contract subject to the following:

1. Ordering against Contract:

- A. Unless otherwise specified in the Invitation for Bids, the County will place orders by issuance of a numbered Delivery Order against this contract. Each Delivery Order will specify the quantity, description and location for deliver.
- B. The obligations of Orange County under this contract are subject to need and availability of funds lawfully appropriated for its purpose by the Board of County Commissioners or other funding source as specified in the terms and conditions.

2. Taxes:

The County has the following tax exemption certificates assigned.

- A. Certificate of Registry No. 59-70-004K for tax free transactions under Chapter 32, Internal Revenue Code;
- B. Florida Sales and Use Tax Exemption Certificate No. 85-8012622266C-0.

3. Invoicing:

- A. Invoices must be submitted, in duplicate, referencing this contract number and the Delivery Order to:

Orange County Utilities Department
8100 Presidents Drive, Suite D
Orlando, FL 32809
Email: Farana.Kajani@ocfl.net

- B. Invoices against this contract are authorized only at the prices stated in your bid response, unless otherwise provided in the Invitation for Bids.

4. Counterpart (1):
Bidder's Irrevocable Offer and Acceptance

- A. The Bidder hereby submits an irrevocable offer in response to **Invitation for Bids No. 19-1040, LANDSCAPE MANAGEMENT OF ACTIVE AND INACTIVE WATER PLANTS - Term Contract**, subject to all general terms and conditions and special terms and conditions therein without exception.
- B. All requirements contained in any addenda to the solicitation for this procurement are part of and hereby incorporated into this contract.
- C. Debarment, Suspension, Ineligibility and Voluntary Exclusion
By executing Counterpart (1) the Bidder affirms that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(COMPANY NAME)

BY: _____ (Authorized Signatory)

_____ (Name)

_____ (Title)

DATE: _____

NOTICES: _____ (Address)

_____ (Address)

_____ (City, State Zip)

_____ (Phone)

_____ (Email)

5. Counterparts. This Agreement may be executed in two identical counterparts, all of which shall be considered one and the same agreement and shall become effective when both counterparts have been signed by each party and delivered to the other party.

Counterpart (1) shall be executed by the bidder and included in the sealed bid response.

Counterpart (2) may be executed by the County Procurement Division to formalize Acceptance of Bidders Offer and Contract Award.

6. Counterpart (2):
Orange County's Acceptance of Bidder's Offer and Contract Award
- A. The County's acceptance of the Bidder's offer in response to our **Invitation for Bids No. Y19-1040, LANDSCAPE MANAGEMENT OF ACTIVE AND INACTIVE WATER PLANTS - Term Contract.**
 - B. This contract is effective **EFFECTIVE DATE**, and shall remain in effect through **EXPIRATION DATE.**
 - C. The estimated contract award for the initial term of the contract is

\$_____
 - D. This is a term contract for the time period specified in the referenced Invitation for Bids, for the products/services covered by this contract. The County is not obligated to purchase any minimum amount of products or services, unless otherwise stipulated in the Invitation for Bids. The bidder is granted authorization to proceed to perform services upon receipt of duly executed Delivery Order.
 - E. This contract may be renewed upon mutual agreement as provided in the Invitation for Bids. Any amendments to this contract must be in writing and signed by both parties. Such amendment(s) must be signed by the representative of the Orange County Procurement Division to be valid, binding, and enforceable.
 - D. This contract may be cancelled or terminated as provided for in the Invitation for Bids.

ORANGE COUNTY, FLORIDA

BY: _____
Name, Title
Procurement Division

DATE: _____

**NOTICES: PROCUREMENT DIVISION
INTERNAL OPERATIONS CENTRE II
400 EAST SOUTH STREET, 2ND FLOOR
ORLANDO, FLORIDA 32801
(407) 836- 5635**

ATTACHMENT 1

Weekly Landscape Maintenance Service Report

Facility Name: _____

Date of Service: _____

Facility Mowing	Yes	No	N/A	Comments
Front Entrance Area				
Interior Perimeter				
Exterior Perimeter				
Access Roadways & Paths				
Facility Trimming & Debris Removal	Yes	No	N/A	Comments
Front Entrance Area				
Interior Fence Lines & Gates				
Exterior Fence Lines & Gates				
Around Buildings & Tanks				
Around Valve Collars / Boxes				
All Trash & Debris Removed				
Facility Edging	Yes	No	N/A	Comments
Driveways & Roadways				
Sidewalks				
Planting Bed Borders				
Facility Tree Maintenance	Yes	No	N/A	Comments
Tree's & Shrubs (sculpted & limbs elevated)				
Palm Tree's (dead fronds, boots & seed pods)				
Facility Fencing Maintenance	Yes	No	N/A	Comments
Free of Vegetation, Vines, Branches, Debris				
Fencing or Gate Damage				
Facility Aquatic, Weed & Pest Control	Yes	No	N/A	Comments
Planting Beds (weeds, grass, debris removed)				
Rock Beds (weeds, grass, debris removed)				
Roadways & Sidewalks (crack weeds sprayed)				
Retention Ponds (trimmed & treated)				
Ditches and Swales (trimmed & treated)				
Ant Mounds Treated (treated)				
Facility Fertilization	Yes	No	N/A	Comments
Planting Beds				

Name(s) of Chemical Used	Qty. Applied	Comments

Contractors Signature: _____

Date: _____

OC Representative Signature: _____

Date: _____

ATTACHMENT 2

LOCATION AND ADDRESSES

LOT A EASTERN FACILITIES

SITE NAME	ADDRESS
BONNEVILLE RP	3292 SPRAGUE DR., ORLANDO FL.32826
CONWAY	4750 MANATEE ST., ORLANDO FL. 32822
CONWAY EAST	8140 YOUNT DR, ORLANDO FL. 32822
CORRINE TERRACE	5517 GENOA LANE, ORLANDO FL. 32807
EAST HIGHLANDS	7701 MARIETTA ST., ORLANDO FL. 32807
EASTERN REGIONAL	9100 CURRY FORD RD., ORLANDO FL. 32825
ECON	9665 LAKE UNDERHILL RD., ORLANDO FL. 32825
PARK MANOR	10901 PARK MANOR DR., ORLANDO FL. 32825
RIO PINAR (INCLUDING POND EDGES)	3709 EL PRADO DR., ORLANDO FL. 32825
ESA FACILITY	13095 WEWAHOOTEE RD., ORLANDO FL. 32832
UNIVERSITY SHORES	2600 HARRELL RD., ORLANDO FL. 32827
AQUIFER STORAGE & RECOVERY	1621 S. ALAFAYA TRAIL, ORLANDO FL. 32828

LOT B SOUTHERN FACILITY

SOUTHERN REGIONAL WATER SUPPLY FACILITY	13000 SOUTH ORANGE AVENUE, ORLANDO, FL 32824
BUENA VISTA WOODS BOOSTER STATION	8702 7 TH STREET, ORLANDO, FL 32830
CYPRESS WALK	60 GRAND CYPRESS BLVD., ORLANDO, FL 32820
HUNTERS CREEK	14000 WATERPLANT DRIVE, ORLANDO FL 32837
ORANGE WOOD	5707 SEA SPLASH WAY, ORLANDO, FL 32821
VISTANA	8943 MEADOW CREEK ROAD, ORLANDO, FL 32821

I DRIVE BOOSTER STATION	7996 WORLD CENTER DRIVE, ORLANDO, FL 32821
LANDSTAR- SOUTHERN REGIONAL WELLS 7 & 8	13421 LANDSTAR BLVD., ORLANDO, FL 32824

LOT C WESTERN FACILITIES

SITE NAME	ADDRESS
BENT OAKS	572 N. WEKIVA SPRINGS ROAD, APOPKA, FL 32712
HIDDEN SPRINGS WSF	
HIDDEN SPRINGS REMOTE WELLS	5143 SPRING RUN AVENUE, ORLANDO, FL 32819
HIDDEN SPRINGS RE-PUMP	2021 SOUTH APOPKA VINELAND ROAD, WINDERMERE, FL 34786
LAKE JOHN SHORES	1156 SOUTH 4 TH STREET, WINTER GARDEN, FL 34787
MAGNOLIA WOODS	105 MARKEL DRIVE, WINTER GARDEN, FL 34787
OAK MEADOWS	226 DORSCHER ROAD, ORLANDO, FL 32835
McCORMICK RD BOOSTER STATION	265 WEST McCORMICK ROAD, APOPKA, FL 32703
SUMMERLAKE BOOSTER STATION	14451 SUMMERLAKE PARK BLVD., WINTER GARDEN, FL 34787
PLYMOUTH HILLS	1326 HERMIT SMITH ROAD, APOPKA, FL 32712
RIDGE MANOR	INDIAN HILLS AND INDIAN WOODS ROAD
RIVERSIDE RE-PUMP	8590 ELBA WAY, ORLANDO, FL 32810
WESTERN REGIONAL	2552 LAKEVILLE ROAD, APOPKA, FL 32703
COUNTY ROAD 535	13815 BRIDGEWATER CROSSINGS BLVD, WINDERMERE, FL 34786