



City of Milton

P.O. Box 909

MILTON, FL 32572

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MEMORANDUM

TO: Interested Parties

FROM: Lori McCafferty, Purchasing Agent

RE: **LANDSCAPING IMPROVEMENTS ON SR 10 (US 90) CAROLINE STREET
EAST OF AVALON BOULEVARD TO WEST OF POND CREEK**

DATE: April 20, 2017

The City of Milton is accepting proposals for the Landscaping of SR 10 (US 90)/CAROLINE STREET from East of Avalon Boulevard to West of Pond Creek in the City of Milton. The bid documents contain the necessary information for preparing and submitting your proposal for this effort.

All information is available under the bid links at the City's website www.ci.milton.fl.us/322/Purchasing. For assistance gaining access to the sites, contact the customer support at the numbers listed on the page.

All bidders must review the approved plans and specifications to ensure the proposed work meets the requirements of the Scope of Work as approved by the State of Florida Department of Transportation.

A site visit is mandatory and must be conducted by all bidders. To schedule a visit, contact the City Landscape Department Head, Lee Willingham, at 850-291-4190 **or e-mail** lee.willingham@ci.milton.fl.us. The deadline for submitting your proposal is **TUESDAY, May 23, 2017** at 2:00 p.m. CST, at City Hall, Milton Florida. All interested parties are encouraged to attend.

Interpretations of the proposal, clarification of proposal specifications and requirements or changes to the RFQ which have a material effect will be documented and communicated to bidders only by written addenda posted on the [Florida Purchasing Alliance](#) and [Vendor Registry](#). Questions should be submitted in writing and directed to Lori McCafferty at lori.mccafferty@ci.milton.fl.us no later than one (1) week prior to the bid opening date.

Lori McCafferty

Lori McCafferty, Purchasing Agent

INSTRUCTIONS FOR PROPOSAL SUBMITTAL

- I. Bids must be received by **TUESDAY May 23, 2017 at 2:00 p.m. (CST)**
(A site visit is mandatory; contact Lee Willingham, Landscape Dept. Head, at 850-291-4190 or e-mail lee.willingham@ci.milton.fl.us)

- II. **Proposals must be Sealed and Delivered to:**
“City of Milton Attn: Purchasing Department”
P.O. Box 909, 6738 Dixon Street,
Milton, Florida 32572

- III. Proposals must be sealed and marked:
**LANDSCAPING IMPROVEMENTS ON SR 10 (US 90) EAST OF AVALON BLVD
TO WEST OF POND CREEK**

- IV. Bids must be complete and include:
 - A. Bidders Declaration (***Page 4***)
 - B. Bid Form – Excel Spreadsheet (***Attachment #1***)
 - C. Non Collusion Affidavit (***City website***)
 - D. Conflict of Interest Disclosure Form (***City Website***)
 - E. Public Entity Crime form F.S. 287.133(3)(A) (***City website***)

All proposals submitted shall be subject to acceptance or rejection and the City of Milton specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the proposal process and award the bid in part or in any manner deemed to be in the best interest of the City. The City of Milton is exempt from sales tax.

Interested Parties shall submit all required forms and information simultaneously with sealed proposal, which forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to **May 23, 2017 @ 2:00 p.m. (CST)**

REQUIREMENTS FOR BIDDERS

These items apply to and become a part of the terms and conditions of the proposal submitted. Any exceptions must be in writing.

Notice is hereby given that the City of Milton will receive sealed proposals from interested parties until **May 23, 2017 at 2:00 p.m.** at its offices located at City Hall, Milton, Florida.

Any Proposal received thereafter will not be considered.

Proposals will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.

The purchaser may consider as non-responsive, any bid in which there is an alteration of, or departure from the proposal form hereto attached.

The proposal will be awarded to the lowest reliable firm complying with the conditions of the invitation for proposal. The firm to whom award is made will be notified at the earliest possible date. The City of Milton reserves the right to reject the proposal of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the proposal of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Proposals may be withdrawn by written or faxed request, provided such withdrawals are received prior to bid opening date.

NOTE: Unless stated on the Proposal form the proposal submitted will assume all specifications will be met. Please note on the proposal form all exceptions.

The successful bidder will be required to submit additional forms, which are available on the City's website at www.ci.milton.fl.us/322/Purchasing at the bottom of the Page, prior to award. (*Certificate of Non Discrimination; Drug Free Workplace Declaration; Prompt Payment Affidavit; Taxpayer Identification Number; Certificate of Insurance, with City named as additional insured*)

***Detailed specifications are provided on Pages 5-8 of this RFP.**

***** Attachment #1 - Excel Bid Tab spreadsheet**

***** Attachment #2 – Median Plans / Drawings**

***** Attachment #3 – Well Specifications & Information**

BIDDERS DECLARATION

The firm understands, agrees and warrants:

That the firm has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the firm has liability insurance and a declaration of insurance form must be provided before any work will begin.

That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **MAY 23, 2017 at 2:00 p.m.** but may not be withdrawn after such date and time.

That the City of Milton reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. The City of Milton reserves the right to waive any technicalities and formalities in the proposal process.

That by submission of this proposal the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)



CITY OF MILTON

SR 10 (US 90) East of Avalon Boulevard to West of Pond Creek

SPECIFICATION - TREES, and MISCELLANEOUS ITEMS

1. This work shall consist of furnishing and planting materials in the locations shown on the plans or as directed by the CITY.
 - 1.1 Installer Qualifications: The CONTRACTOR shall have at least five (5) years' experience in landscape installation. Further, the CONTRACTOR shall maintain an experienced full time supervisor on the PROJECT site when work is in progress. All pesticides and herbicides shall be licensed for commercial applications.
2. Materials:
 - 2.1. All trees, shrubs, groundcover and other plantings shall be purchased from Florida based Nurseryman Stock that comply with all required inspection, grading standards and plant regulations in accordance with the latest edition of the Florida Department of Agriculture's "Grades and Standards for Nursery Plants" and American Standard for Nursery Stock, ANSI Z 60.1.

Unless otherwise specified, minimum grade for all plants is Florida No. 1 or better. All plants must be the specified size and grade at the time of delivery to the site and the minimum grade maintained throughout the project construction period and plant establishment period. All plants shall be free of insects and disease.

Use only plants that are true to type and species and ensure that the plants not specifically covered by the above grades and standards conform in type and species with the standards and designations in general acceptance by Florida nurseries. Prior to planting, furnish certification to the CITY that all plant materials have been purchased from Florida based Nurseryman Stock.

A minimum of two (2) plants of each species on each shipment must be shipped with tags stating botanical nomenclature and common name of the plant.

Should discrepancies between botanical nomenclature and common name arise; the botanical name will take precedence.

2.2. Other: All mulch will be clean pine straw installed to the depth indicated on the drawings. Use of Cypress Mulch will not be allowed. There is to be no trace of the invasive Japanese Climbing Fern.

3. Planting Requirements:

3.1. Delivery: All materials must be available for inspection before delivery and installation and will be subject to approval or rejection.

3.2. Layout: CONTRACTOR shall mark all proposed planting beds and individual locations of trees as shown for the CITY'S review, prior to excavation or planting.

The CITY may also request to review all proposed construction and maintenance practices before the start of the construction.

3.3. Soil Drainage: All planting holes and beds must drain sufficiently prior to installing any plants. Due to the location and contour of each median, the CONTRACTOR shall ensure that all drain inlets are free of debris and unobstructed. Some planting locations changes may be necessary as the result of the actual drain inlet locations.

3.4. Installation: All existing areas to have plantings shall be stripped of grass. The CONTRACTOR shall follow the herbicide treatment outline on the drawings or as may be approved by the CITY. All other planting and grass to be removed may become the property of the contractor. If not used, the CONTRACTOR will dispose all unused or surplus materials, spoil and debris generated on site.

In advance of planting, the City of Milton shall collect soil samples from at least four(4) different median locations and have tested for Ph and other constituents that may be required for healthy growing conditions. Based on the results, the CONTRACTOR shall treat the soils to meet prime growing conditions. Any imported soils shall also be tested and treated (if needed prior to use. 16-4-8 slow-release granular fertilizer (25 pounds per 1,000 square to be installed 4-6 weeks after installation of turf.

The CONTRACTOR will ensure that all soil receiving new plantings shall be thoroughly watered prior to and after installation of the material

3.5 Irrigation: Irrigation will be installed per plans, any changes must be approved by the City of Milton. As-builts (3 copies) will be provided by the CONTRACTOR to the City of Milton at

time of final acceptance. Irrigation will be installed to avoid over-spray on pavement. A rain/freeze/wind shutoff device is required for each individual irrigation system

- 3.6 Care: The CONTRACTOR will be responsible for care and maintenance of all plantings immediately after each planting and until final inspection and acceptance has been made by the CITY. Keep all plantings watered, fertilized, mulched, pruned, weeded and staked/guyed as necessary throughout the duration of the project and as may be required by the warranty to ensure they are healthy and undamaged.

Any plantings that, in the judgment of the CITY, are not in a healthy growing condition at the time of final plant inspection shall be replaced by the contractor at no additional expense to the CITY.

3.7 Disposal of Surplus Materials: The CONTRACTOR shall (on a routine basis) remove from the PROJECT any surplus excavated material from plant holes, plantings not used and construction materials and dispose of at his own expense.

3.8 Erosion Control: The CONTRACTOR will take all steps necessary to prevent erosion with the use of silt fences, and other devices during the length of the PROJECT.

4. Warranty: All new plantings shall be warranted for a period of one (1) year from the date of final PROJECT acceptance. For the period during construction and up to the final PROJECT acceptance, the contractor shall mow, weed, irrigate and maintain the entire PROJECT. Then, each month after, during the warranty period, the CONTRACTOR shall inspect the PROJECT along with CITY personnel for any defects. Any defects found shall be corrected as soon as possible or as agreed to by the CITY. THE CITY will be providing maintenance upon final PROJECT acceptance. For the warranty period, the CONTRACTOR will provide to the CITY a PERFORMANCE/WARRANTY BOND in the amount equal to the total contract. The cost of this Bond will be included in the amount of the bid for the PROJECT.
5. Work Zone Safety: Since all work will be within the FDOT right-of-way, all Maintenance of Traffic (MOT) and other conditions of the FDOT Permit will be followed. A copy of the Permit will be available for review by the CONTRACTOR prior to bidding. In addition, many of the medians have BURIED TELEPHONE CABLES and a HIGH PRESSURE GAS MAIN located within them. EXTRA PRECAUTION will be required when digging around or above them. As with ALL land disturbance operations, the CONTRACTOR will be required to call SUNSHINE STATE ONE CALL (811) to provide locations of underground utilities. It may become necessary to make minor adjustments to the plant installation locations based on the actual locations of these utilities. Utility locations shown on the plans are for general reference only.
6. Sanitation: The CONTRACTOR shall, for the life of the PROJECT, furnish temporary sanitary facilities at a location near where the work is being completed.

7. Method of Measurement: The CONTRACT is based on a UNIT PRICE measurement; Therefore, the final payment amount will be based on actual measured in-place quantities.
8. Submittals of all plant material and irrigation will be provided by the CONTRACTOR to the City of Milton, prior to any work beginning.
9. In addition to the specifications above, governing FDOT Standards and Specifications shall apply, including, but not limited to the following:
 - Standard Specification 165 – Prepared Soil Layer
 - Standard Specification 570 – Performance Turf
 - Standard Specification 987 – Prepared Soil Layer Materials
 - Design Standard Index 544 – Landscape Installation
 - Design Standard Index 546 – Sight Distance at Intersections
 - Design Standard Index 600 Series – Traffic Control
 - Design Standard Index 700 – Roadside Offsets

*****Excel Bid spreadsheet – Attachment #1***

*****Median Plans / Drawings – Attachment #2***

*****Well for Irrigation / Drawings & Specifications– Attachment #3***

BID FORM**(See attachment #1 - Excel Bid form with formula for entry & submission)****ROADSIDE BEAUTIFICATION ASSISTANCE PROGRAM****S.R. 10/ U.S. 90 (West of Avalon Blvd to East of Pond Creek) - [RFP#2017.04.009]****MEDIAN LANDSCAPE IMPROVEMENTS****FDIP # 440107-3-58-01**

| ITEM | DESCRIPTION | UNIT | QTY. | UNIT PRICE | TOTAL |
|-------------|------------------------------------|-------------|-------------|-------------------|--------------|
| - | | | | | - |
| 1 | WARRANTY BOND | - L.S | 1 | - | \$ |
| 2 | MAINTENANCE OF TRAFFIC | - L.S | 1 | - | \$ |
| 3 | ROW PREP | - L.S | 1 | - | \$ |
| 4 | IRRIGATION SYSTEM | - L.S | 1 | - | \$ |
| 5 | IRRIGATION SLEEVING | - L.F. | 625 | - | \$ |
| 6 | PINE STRAW MULCH | - BALES | 441 | - | \$ |
| 7 | MUHLY GRASS / 3GAL | - EA | 429 | - | \$ |
| 8 | FLAX LILY / 1 GAL | - EA | 634 | - | \$ |
| 9 | DRIFT ROSE "RED" / 3 GAL | - EA | 657 | - | \$ |
| 10 | BREEZE GRASS / 1 GAL | - EA | 73 | - | \$ |
| 11 | DWARF YEW / 3 GAL | - EA | 172 | - | \$ |
| 12 | "PURPLE PIXIE" LORAPETALUM / 3 GAL | - EA | 51 | - | \$ |
| 13 | FAKAHATCHEE GRASS / 3 GAL | - EA | 309 | - | \$ |
| 14 | SOCIETY GARLIC / 1 GAL | - EA | 204 | - | \$ |
| 15 | CAMELLIA "SHI SHI" / 3 GAL | - EA | 14 | - | \$ |
| 16 | INDIAN HAWTHORNE / 3 GAL | - EA | 113 | - | \$ |
| 17 | CREPE MYRTLE/ 10-12 FT | EA | 6 | | |
| 18 | "CELEBRATION" BERMUDA | SQ. FT | 22,860 | | |
| 19 | IRRIGATION WELL | EA | 1 | | \$ |
| | | | | TOTAL | \$ |