



**ITB 24-012**  
**Mowing, Clearing, and Maintenance**  
**For Code Compliance of City Lots**

**JAMEE COOK, PURCHASING AGENT**  
**368 SOUTH COMMERCE AVENUE**  
**SEBRING, FL 33870**

**Email: [purchasing@mysebring.com](mailto:purchasing@mysebring.com)**

**COMMANDER MIKE CUTOLO**  
**PROJECT MANAGER**



The City of Sebring will receive sealed bids  
in the City Purchasing Department for:  
**24-012: Mowing, Clearing, and  
Maintenance for Code  
Compliance of City Lots**  
Commodity Codes  
**98836, 96268, 98888, 98856, 98875, 96850,  
96888, 98889**

Specifications & General Terms and Conditions may be obtained at [mysebring.com](http://mysebring.com) and [VendorRegistry.com](http://VendorRegistry.com). Any questions regarding the specifications, terms and conditions, and/or the bidding process should be submitted at [purchasing@mysebring.com](mailto:purchasing@mysebring.com). It shall be the bidders' responsibility to check [VendorRegistry.com](http://VendorRegistry.com) for amendments/changes made to the document and/or any addendums posted.

There is no pre-bid meeting scheduled.

Bid envelopes must be sealed and marked with the bid number and name as to identify the enclosed bid. Bids must be delivered to the City of Sebring Purchasing Office Attn: Jamee Cook, 368 S. Commerce Ave., Sebring, FL 33870 so as to reach the said office no later than **3:00 p.m., Thursday, August 22, 2024**, of the official time clock in the purchasing office, at which time they will be opened. Bids received later than the date and time specified will be rejected. The City will not be responsible for the late delivery of any bids that are incorrectly addressed, delivered in person, by mail, or any other type of delivery service.

The submitting firm will be required to comply with all applicable laws, regulations, rules and ordinances of local, state and federal authorities having jurisdiction, including, but not limited to: all provisions of the Federal Government Equal Employment Opportunity clauses issued by the Secretary of Labor on May 21, 1968 and published in the Federal Register (41 CFR Part 60-1, 33 F.2 7804); all provisions of the Public Entity Crimes (Fla. Stat. §287.133, et seq, as amended) and the provisions in Fla. Stat. §287.134, et seq, as amended, regarding discrimination.

The Sebring City Council reserves the right to accept or reject any or all bids or any parts thereof; and the award; if an award is made, will be made to the most responsible bidder whose bid and qualifications indicate that the award will be in the best interest of the City of Sebring. The council reserves the right to waive irregularities in the bid.

Jamee Cook,  
Purchasing Agent  
Sebring, Florida

Official Publication: [VendorRegistry.com](http://VendorRegistry.com)  
Dates: July 19, 2024 – August 22, 2024  
Publication: Highlands News-Sun (July 19, 2024)

## **SECTION 1 – DEFINITIONS**

**ADDENDA** - Written and graphic documents issued prior to the receipt of bids to modify or interpret the bid documents.

**AGREEMENT** - The written instrument which is evidence of the agreement between City and Contractor covering the work.

**BID or PROPOSAL** - The offer or bid of a bidder or proposer submitted on the prescribed form setting forth the prices for the work to be performed.

**BID BOND** - A bond or other form of security offered by a bidder to the City soliciting the bid which guarantees that the bidder, if awarded the bid, will enter into a contract within a specified period of time and will furnish any required payment and performance bonds. If the bidder or proposer refuses to honor its bid, the bidder or proposer and bond surety or guarantor are liable on the bond for any additional costs the City incurs in hiring others to fulfill the contract, not to exceed the amount of the bid bond. A cashier's check or irrevocable line of credit on an acceptable bank, issued in the name of the City and in the required amount of the bid bond, may be substituted for a bid bond.

**BID DOCUMENTS** - The bid requirements, the Official Bid Form, instructions to bidders, the standard terms and conditions, plans and specifications, and the proposed contract documents. Include the "Public Notice of Request for bids," "General Information and Instructions for Bidders," "Standard Terms and Conditions," "Drug Free Workplace," "Agreement," "Specifications," and any Acknowledgement of Addenda issued prior to receipt of bids.

**BIDDER, PROPOSER, OR OFFEROR** – Bidder, proposer, or offeror shall have the same meaning; the individual or entity who submits a bid in response to an Invitation to Bid or Request for Proposal by the City.

**BIDDING REQUIREMENTS** - The Advertisement or Invitation to Bid or Request for Bids, Instructions to Bidders, bid security of acceptable form, if any, and the Bid Form with any supplements.

**CHANGE ORDER** - The signed contract serves to define the terms and conditions for the services, work, or project as described in the bid and contract documents. A Change Order shall be considered a written order to the Contractor signed by the City, after execution of the contract, authorizing a change in the work or an adjustment in the contract price or the contract time.

**CONTRACT** - The entire and integrated agreement between the Contractor and the City, defining its terms and conditions, which supersedes all prior negotiations, representations or agreements, either written or oral.

**CONTRACTOR** - Any person having a contract, agreement or purchase order with the City.

**CONTRACT DOCUMENTS** - Those items so designated in the agreement. Only printed or hard copies of the items listed in the agreement are contract documents.

**CITY OR OWNER** - The City of Sebring, a Florida municipal corporation - The entity for whom the work is to be performed. City Hall, 368 South Commerce Avenue, Sebring, Florida 33870, phone 863-471-5100.

**LOCAL BUSINESS** - Having a fixed office or distribution point located in and having a street address within the City of Sebring first, then Highlands County, Florida second, for a least six (6) months immediately prior to the issuance of the competitive bid, request for quotation, or invitation for bid by the City of Sebring; and holds a business license required by the City of Sebring.

**LUMP SUM BID PRICE** - The amount stated on the "Bid Form" for which the Proposer offers to provide a service as described in the bid documents.

**NOTICE OF AWARD** - The written notice by the City to the successful bidder or proposer, including instructions and conditions which are to be complied with in a designated time and stating that upon that timely compliance with all conditions listed therein, the City will execute the agreement and contract documents and provide the Contractor with a notice to proceed.

**NOTICE TO PROCEED OR PURCHASE ORDER** - A written notice given by the City stating the date on which the contract time will commence and when the Contractor shall start to perform the work under the contract documents.

**PAYMENT BOND** - A payment bond guarantees that the Contractor will pay suppliers, laborers, and subcontractors (subject to contract terms) for labor and materials. Generally, payment and performance bonds are issued together as one bond, termed a "Performance and Payment Bond." The bond shall remain in effect at least until one year after the date when final payment becomes due, except as provided otherwise by Laws or Regulations or by the contract documents.

**PERFORMANCE BOND** - A performance bond guarantees the City that the Contractor will complete the contract according to its terms including price and time. Generally, payment and performance bonds are issued together as one bond, termed a "Performance and Payment Bond." The bond shall remain in effect at least until one year after the date when final payment becomes due, except as provided otherwise by Laws or Regulations or by the contract documents.

**PROJECT** - The total construction of which the work to be performed under the contract documents may be the whole, or a part.

**SITE** - Lands or areas indicated in the contract documents as being furnished by City upon which the work or project is to be performed, including right-of-ways and easements for access thereto, and such other lands furnished by the City which are designated for the use of Contractor.

**SPECIFICATIONS** - The written requirements for materials, equipment, construction systems, standards, and workmanship for the work, and performance of related services.

**SUBCONTRACTOR** - An individual or entity having a direct contract with the Contractor or with any other Subcontractor for the performance of a part of the work at the site.

**SUBSTANTIAL COMPLETION** - The time at which the work (or a specified part thereof) has progressed to the point where the work (or a specified part thereof) is sufficiently complete, in accordance with the contract documents, so that the work (or a specified part thereof) can be utilized for the purposes for which it is intended.

**SUCCESSFUL BIDDER OR PROPOSER** - The bidder or proposer to whom the City provides written notice of award.

**UNIT PRICE BID** - The amount stated on the "Bid Forms" as a price per unit of measurement for services as described in the bid documents.

**WORK** - Construction and services required by the contract, whether completed or partially completed and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations.

## **SECTION 2 - GENERAL TERMS AND CONDITIONS (Rev 2/2018)**

All responses shall become the property of the City of Sebring. The City, at its discretion, reserves the right to waive minor informalities or irregularities in any responses, to reject any and all responses, in whole or in part, with or without cause, and to accept that response, if any, which in its judgment will be in its best interest.

### **COMPLIANCE WITH APPLICABLE LAWS:**

*The submitting firm will be required to comply with all applicable laws, regulations, rules and ordinances of local, state and federal authorities having jurisdiction, including, but not limited to: all provisions of the Federal Government Equal Employment Opportunity clauses issued by the Secretary of Labor on May 21, 1968 and published in the Federal Register (41 CFR Part 60-1, 33 F.2 7804); all provisions of the Public Entity Crimes (Fla. Stat. §287.133, et seq, as amended); shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable; shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3); shall comply with section 6002 of the Solid Waste Disposal Act, Environmental Protection Agency (EPA) at 40 CFR part 247; and the provisions in Fla. Stat. §287.134, et seq, as amended, regarding discrimination.*

*City of Sebring in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Statute 252) (49 CFR, Part 23), hereby notifies all bidders/proposers that it will require that affirmative efforts be made to ensure participation by minorities in any contract for services entered into pursuant to this advertisement. Minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for selection.*

*Contractor acknowledges that City is a drug-free workplace. Contractor covenants that all employees of the Contractor working on City property shall be subject to the*

*implementation of all possible provisions to maintain a drug-free environment and that Contractor will adhere to the provisions of Florida Statute 287.087.*

*The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.*

*Contractor represents that it is not subject to a System for Award Management (SAM) exclusion and has not been debarred, suspended or otherwise excluded as a party declared eligible under statutory or regulatory authority to receive Federal grant funds.*

*The contractor is required to keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service sought herein. The Contractor is required to provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Ch. 119.07 et seq, Fla. Stat. or as otherwise provided by law. The contractor must ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law and must meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.*

***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 863-471-5100, 368 S. Commerce Ave., Sebring FL 33870, or kathyhaley@mysebring.com.***

Successful bidder shall comply with all laws, ordinances, rules, orders, and regulations relating to the performance of the services and the protection of persons and property.

**ACCEPTANCE AND WARRANTY:** Neither the final certificate of payment nor any provision in this document, or partial or complete use of the project by the City shall constitute an acceptance of work not done in accordance with the contract document or relieve the Contractor of liability in respect to any expressed or implied warranties or responsibilities for faulty material or workmanship. Contractor shall remedy any defects and pay for any damages resulting therefrom which appear within a period of one year after final acceptance of the work.

**ADDENDUMS:** If it becomes necessary to revise or amend any part of this document, an addendum will be issued and will be posted on [VendorRegistry.com](http://VendorRegistry.com). **It shall be the sole responsibility of the bidders to check the website to ensure that all available information has been received prior to submitting a bid.**

**ADDITIONAL WORK:** Contractor may recommend additional work needed in addition to regular maintenance. City purchasing policies will be followed for such additional work.

**ASSIGNMENT:** Awarded Contractor shall not assign this contract, in whole or in part, or any monies due hereunder, without the written consent of the City.

**BONDING:** Not applicable to this solicitation

**CHANGE ORDERS:** The signed contract serves to define the terms and conditions for the services, work or project as described in the bid and contract documents. A Change Order shall be considered a written order to the Contractor signed by the City, after execution of the contract, authorizing a change in the work or an adjustment in the contract price or the contract time.

**CITY EMPLOYEES AND FAMILY MEMBERS** are eligible to submit a bid for this contract, but in doing so they must file Form 3A “Interest in Competitive Bid for Public Business” with the Supervisor of Elections and submit a copy of the form with their submittal. Under Florida Statute 112.313 this includes “...public officers and employees, their spouses, and their children...”

**CONTACT INFORMATION:**

Jamee Cook, Purchasing Agent  
purchasing@mysebring.com

Any interpretation, clarification, correction or change to this document will be made by written addendum issued by the City Purchasing Department and posted on VendorRegistry.com.

**Any oral or other type of communication concerning this document shall not be binding.**

**COPYRIGHTS:**

1) If awarded a contract, the contractor agrees that the work requested herein is “work for hire” and shall irrevocably transfer, assign, set over, and convey to the City all right, title, and interest, including sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the contract. The contractor further agrees to execute such documents as the City may request to effect such transfer or assignment.

2) Further, the Contractor agrees that the rights granted to the City by this section are irrevocable. Notwithstanding anything else in this invitation, the contractor’s remedy in the event of termination of or dispute over any agreement entered into as a result of this invitation shall not include any right to rescind, terminate or otherwise revoke or invalidate in any way the rights conferred in this section. Similarly, no termination of any agreement entered into as a result of this invitation shall have the effect of rescinding, terminating, or otherwise invalidating the rights acquired pursuant to the provisions of this “Copyright” section.

3) The use of subcontractors or third parties in developing or creating input into any copyrightable materials produced as part of any agreement entered into as a result of this invitation is prohibited unless the City approves the use of subcontractors or third parties in writing in advance and such subcontractors or third parties agree to include the provision of this section as part of any contract they enter into with the contractor for work related to this contract.

4) If anything included in a deliverable limits the rights of the City to use the information for its own internal use, the deliverable shall be considered defective and not acceptable.

**DAMAGE TO PROPERTY:** Contractor agrees that all City or third party owned property that is damaged by the Contractor's personnel or equipment shall be repaired or replaced promptly, at Contractor's expense.

**DEFAULT:** In any action brought by either party for the enforcement of obligations of the other party, including appeals, the prevailing party shall be entitled to recover reasonable attorney fees, court and other costs, whether incurred before or at trial, on appeal, in bankruptcy, or in post judgment collections.

**DOCUMENT DEEMED AS A CONTRACT:** In the event that the Sebring City Council awards the project described herein to a Contractor(s), and/or a purchase order is processed then this document shall become a legally binding contract unless a separate document is drawn up by the City Attorney in which case the Attorney's contract is primary and this document is secondary.

**DUE CARE AND DILIGENCE** has been exercised in the preparation of this document and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the service required rest solely with those making response. Neither the City nor its representative shall be responsible for any error or omission in the responses submitted, nor for the failure on the part of the respondents to determine the full extent of the exposures.

**EARLY TERMINATION:** City may, by written notice, terminate the contract in whole or in part at any time, either for City's convenience or because of failure of Contractor to perform any material provision or portion of the services or project, including a failure to pay vendors, suppliers, or sub-subcontractors as required and failure to undertake adequate safety measures during the performance of the services or project. Upon receipt of such notice, services shall be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performance of the contract, whether completed or in process, shall be delivered to City.

If the termination is for the convenience of the City, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services. If the termination is due to failure to fulfill the Contractor's obligations, the City may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Contractor shall be liable to the City for any additional cost occasioned to the City thereby. If, after notice of termination for failure to fulfill contract obligations, it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the City. In such



event, adjustment in the contract price shall be made as described in the first sentence of this paragraph.

**EQUIPMENT:** Contractor will provide, at Contractor's expense, all machinery, equipment, tools, superintendence, labor, insurance, and all other accessories necessary to provide the product(s) or service(s) in accordance with the description of the work described herein. Employees of Contractor shall wear company uniforms and shall work from vehicles bearing the Contractors name at all times.

**INDEPENDENT CONTRACTOR:** The parties expressly recognize that the relationship between the City and the Contractor is that of independent contractors, and that neither Contractor nor any of its servants, agents, or employees shall ever be considered as an agent, servant, or employee of the City.

**INSPECTION & CORRECTION OF WORK:** All work done by the awarded Contractor will be monitored by an authorized designated City employee. Contractor shall notify the designated person of completion of each cycle within twenty-four hours of such completion. The designated contact person will then inspect the work and if they find it has not been done satisfactorily, said work shall be promptly corrected by the Contractor at the Contractor's expense.

**INSURANCE REQUIREMENTS:** Unless otherwise stated in the specifications, the following insurance requirements must be met before delivery of goods and services:

Contractor, upon its part, agrees to protect, indemnify, save harmless, and insure the City from any liability to any persons for injuries to the person, including homicide, or damage to property, resulting from the acts or omissions of the Contractor for performing its obligations under this contract. The parties expressly recognize that the relationship between the City and the Contractor is that of independent contractors, and that neither Contractor, nor any of its servants, agents, or employees shall ever be considered to be an agent, servant, or employee of the City. Contractor shall obtain and maintain, at Contractor's expense, the following insurance and shall not commence work hereunder until such insurance is obtained and approved by the City:

- a. **Comprehensive General Liability** (CGL) insurance shall be maintained by the vendor with a limit of not less than \$300,000 each occurrence. If such CGL contains a general aggregate limit, it shall apply separately to this project in the amount of \$600,000. CGL insurance shall include bodily injury and property damage liability for premises, products, and completed operations, and personal injury.
- b. **Automobile Liability** shall be maintained with a limit of not less than \$300,000 each accident for Bodily Injury and Property Damage. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.
- c. **Worker's Compensation** coverage is to apply to all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.

- d. **Evidence of Insurance** shall be furnished to the City of Sebring by the vendor. The certificates of insurance are to be signed by a person authorized by the insurer to bind coverage on its behalf. The City of Sebring is to be specifically included as additional insured on all policies except workers' compensation. If the vendor is exempt from workers' compensation requirements they are to submit a DWC-252 Certificate of Exemption Form. In the event the insurance coverage expires prior to the completion of this contract, a renewal certificate shall be issued 30-days prior to the expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the City of Sebring before the commencement of work activities.

**LICENSING:** Bidders shall be fully licensed in the state of Florida and shall comply with all applicable laws, regulations, rules, and ordinances of local, state, and federal authorities having jurisdiction. Failure or inability on the part of the respondent to have complete knowledge and intent to comply with such laws, rules and regulations shall not relieve any respondent from its obligation to honor its response and to perform completely in accordance with its response. Proof of all relevant licenses is required as part of your bid submittal.

**LIQUIDATED DAMAGES:** N/A

**LOCAL PREFERENCE:**

- 1) Preference in Competitive Bidding, Quotes, and Request for Proposals: When purchasing or contracting for procurement services of tangible personal property, materials, contractual services, construction, and/or commodities, the Sebring City Council shall give preference to local businesses in making such purchases or awarding such contracts. Purchase price shall include the base bid and all alternates or options to the base bid that are being awarded. Preference shall be based on the following scale:

<u>Bid/Contract Amt.</u>	=	<u>Highlands County</u>	<u>City of Sebring</u>
\$0 - \$249,999.99	=	5%	7%
\$250,000 - \$999,999.99	=	4%	4%
\$1,000,000-1,999,999.99	=	3%	3%
\$2,000,000 and over	=	2%	2%

Verification shall be made through Property Appraiser's records.

- 2) Local Business Definition: "Local business" shall mean a business that:

- a) Has a fixed office or distribution point located in and having a street address within the City of Sebring first, then Highlands County, Florida second, for at least six (6) months immediately prior to the issuance of the competitive bid, request for quotation, or request for proposal by the City of Sebring; and
- b) Holds a business license required by the City of Sebring.

- 3) Exceptions to Local Preference:

- a) The procurement preference set forth in this policy shall not apply to the following purchases or contracts:
  - 1. Goods or services provided under a cooperative purchasing, inter-local agreement, or "piggybacked" contract.

2. Contracts for professional services which is subject to the (CCNA) Consultant's Competitive Negotiation Act or subject to any competitive consultants selection policy or procedure adopted by or utilized by Sebring City Council.
  3. Purchases which are funded, in whole or in part, by a government entity and the laws, regulations, or policies governing such funding prohibit application of that preference.
  4. Purchases made or contracts let under emergency or noncompetitive situations or for litigation related services.
  5. When the bid specifications contain a location/vicinity requirement.
- b) The local preference established in the City's policy does not prohibit the Sebring City Council from giving any other preference permitted by law in addition to local preference authorized in this policy.

**MULTIPLE RESPONSES:** If submitting a response for more than one bid, each bid must be in a separate envelope and correctly marked.

**NOTICES:** All notices provided under or pursuant to this contract shall be in writing, either by e-mail, hand delivery, or first class certified mail – return receipt requested.

**PAYMENTS:** All payments must be approved by Sebring City Council, which meets the first and third Tuesday of each month. To be considered for payment at any meeting, the invoice must be signed by the department head of each location and received by Accounts Payable, 368 South Commerce Avenue, Sebring, Florida 33870 one week prior to a City Council meeting. Separate invoices must be rendered for each purchase order.

**PERFORMANCE & WORKMANSHIP:** Contractor shall, in good workmanlike manner, perform all services pursuant to the specifications. Should the Contractor fail to provide prudent and competent professional service, the City may notify the Contractor in writing stating the City's intention to terminate the contract and stating the reasons therefore. Unless Contractor remedies such default or has made satisfactory arrangements with the City for such remedy within (2) days after service of said notice upon Contractor, this contract may be terminated by the City. In the event of such termination, the City may take over and complete the work at the expense of the Contractor. The Contractor shall be liable to the City for any excess costs the City incurs.

**PRE-BID MEETING:** There will be no pre-bid meeting for this solicitation.

**PREPARATION COSTS:** The City will not reimburse respondent(s) for any costs associated with the preparation and submittal of any responses.

**PRICE:** City shall pay the awarded Contractor for each property based on the level of abatement. A blanket purchase order will be issued to the awarded vendor. After completion of a job, the vendor will submit an invoice for payment, which will be paid from the blanket purchase order.

**PROVISIONS REQUIRED BY LAW DEEMED INSERTED:** Each and every provision of law and clause required by law to be inserted herein and the contract shall be read and enforced as though it were included, and if, through mistake or otherwise, any

such provision is not inserted, or is not correctly inserted, then upon application of either party, the contract shall forthwith be physically amended to make such insertion or correction.

**PURCHASING AGREEMENT WITH OTHER PUBLIC AGENCIES:** All bidders/proposers submitting a bid/proposal for annual contracts agree that, if awarded, such bid/proposal also constitutes an offer to all public entities within the State of Florida, including Highlands County Board of County Commissioners, City of Avon Park, the Town of Lake Placid, and the Highlands County School Board, under the same terms and conditions, for the same price, and for the same effective period, should the bidder/proposer feel it is in their best interest to do so. Bidder/proposer shall note any exception to this requirement.

**PURCHASE ORDERS** are required by the City of Sebring when a contract/agreement is established as a result of the competitive bidding process, and a purchase card cannot be used. Once the contract/agreement is in effect, it will be the responsibility of the department to submit a request for a purchase order. The purchasing office will generate the purchase order, which is then emailed to the vendor, or in the event the vendor does not have email, it is faxed to the vendor as well as the department initiating the request.

**RENEWAL:** The City reserves the option to renew the period of this contract, or any portion thereof, for a number of terms to be determined.

**RESTRICTIONS:** Time restrictions are not permissible. Bids offered which include such restrictions will be rejected. Any variations from this specification shall be indicated on the bid and explained in detail on a separate attachment to the bid.

**RESPONSES/BIDS** are due and must be received in accordance with the instructions given in the announcement page. Responses/bids received later than the time designated will be deemed as non-responsive and will not be considered. Responses/bids must be signed by an individual of the respondent's organization legally authorized to commit the respondent's organization to the performance of the product(s) and/or service(s) contemplated by this document.

**STATEMENT OF INDEMNIFICATION** – The Contractor hereby acknowledges and confirms that the contract price includes the consideration for this indemnification / hold harmless. The Contractor shall, in addition to any other obligation to indemnify the City and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the City, its elected officials, employees, agents, and volunteers from and against all claims, actions, liabilities, losses, (including economic losses), costs, including attorney fees and all costs of litigation, and judgments of every name and description arising out of, or incidental to the performance of this contract, unless caused by the sole negligence of the City, its elected officials, employees, agents, or volunteers. Any cost or expenses, including attorney fees (including appellate, bankruptcy, or patent council fees), incurred by the City to enforce this agreement shall be borne by the Contractor. This indemnification shall also cover all claims brought against the City, its elected officials, employees, agents, or volunteers by any employee of the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them. The Contractor's obligation under this article shall be limited to \$10,000,000 and shall not be limited in any way to the agreed upon contract price as shown in this contract or the Contractor's limit of all

services, obligations, and duties provided for in this contract, or in the event of termination of this contract for any reason, the terms and conditions of this article shall survive indefinitely.

**SUBCONTRACTOR:** If subcontracting has been agreed upon by the parties herein and made a part of the terms of this contract, the Contractor shall have the authority to monitor all subcontractors to make sure all conditions of this document are being executed. Furthermore, the City has the right to refuse subcontractors work on the project.

**TERM:** This contract shall be good for one (1) year beginning on a date mutually agreed upon by both parties. This contract will automatically be extended for up to four (4) additional one (1) year terms, unless either party notifies the other in writing within sixty (60) days of expiration that they do not wish to continue the contract as written.

**TERMINATION:** Should Contractor violate any provision in this document, City may notify Contractor, in writing, stating the City's intention to terminate the contract and stating the reasons thereof. Unless Contractor remedies such default or has made satisfactory arrangements with the City for such remedy within five (5) business days after service of said notice upon Contractor, this Contractor may be terminated by the City.

**TIME:** Time is of the essence of this agreement.

**PROTEST:** Failure to file a protest within the time prescribed in section 120.57 (3), Florida Statutes shall constitute a waiver of the bidder's right to protest.

***BIDDERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTIONS AS EARLY AS POSSIBLE DURING THE BID PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED IN WRITING TO THE PURCHASING AGENT DURING THE BID PERIOD AND SHALL BECOME PART OF THE BID PACKAGE. ALL QUESTIONS WILL BE ANSWERED UP FIVE (5) DAYS PRIOR TO THE BID OPENING. ALL QUESTIONS SHOULD BE SUBMITTED TO PURCHASING@MYSEBRING.COM. ALL ANSWERS WILL BE POSTED AS AN ADDENDUM ON VENDORREGISTRY.COM. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE BIDDERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE BIDS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER BIDS ARE OPENED.***

### **SECTION 3 – PURPOSE OF PROJECT**

The City of Sebring Police Department, Code Enforcement Division intends to enter into a contract with a qualified local company/individual to provide the on-call labor, equipment, and materials to bring and maintain vacant and abandoned lots within Sebring City limits in compliance with City code. The service will include but not be limited to the clearing, mowing, cleaning of properties, and the collection and removal of debris.

### **SECTION 4 – GENERAL SPECIFICATIONS**

1) The contractor agrees to furnish all necessary labor, supervision, tools, equipment, supplies, and materials to accomplish tasks designated by the City of Sebring. The City agrees to pay for such work when performed in the manner and in accordance with the

terms and conditions herein.

- 2) The contractor guarantees that its services shall be performed in a safe and workman like manner with the skill and care that would be exercised at the time by those rendering this type of service.
- 3) The contractor guarantees that all labor and materials furnished and work performed by the contractor are in accordance with the specifications, including any additional work as designated by the Code Enforcement Official.
- 4) The contractor agrees to indemnify and hold harmless the City of Sebring, its officers, employees, and representatives, from any and all loss, expense, damage demands, claims, and liability for any injury or alleged damage to property, including property of the City of Sebring and/or loss of use thereof, arising directly or indirectly from the contractor's performance of its work. Contractor further agrees to pay all damages, costs, and expenses including action resulting therefrom. Contractor shall defend the City and its officers, employees, or representatives from and against any and all losses, expenses, damages, demand claims, and liabilities of whatever kind or character including but not limited to attorney's fees and expenses, arising out of or by reason of any injuries (including death) or damage to any person or entity employed by or acting upon the contractor's behalf under this contract.
- 5) Contractor shall maintain insurance as specified in section (2) above. Proof of insurance must be on file with the City Clerk.
- 6) All work shall be done to complete satisfaction of the City in accordance with all municipal, county, federal, and local laws, ordinances, and regulations.
- 7) Contractor's equipment and employees shall be neat and at least equal to City standards in appearance.
- 8) Contractor's bid shall include the cost of equipment use, vehicles, tooling, devices, employees, insurance, maintenance, taxes, depreciation, reasonable return on investment, and all other direct and indirect expenses associated with the execution of this contractual agreement.
- 9) Contractor assumes full responsibility for having familiarized itself with the nature and extent of the specification upon which the bid was made and all regulations that may in any manner affect the materials to be supplied.

#### **SECTION 4 – TECHNICAL SPECIFICATIONS**

- 1) The properties to be serviced are vacant and abandoned lots that are found to be in violation of City code within the Sebring City limits by the Code Enforcement Board. The required maintenance will be specified by the Board and will include the following items:
  - a) **CLEARING:** Clearing shall include the trimming and clearing of all vegetation except valuable trees and cultivated plants.

b) **MOWING:** Mowing is defined as the clearing of land by mechanical means through a device which mows or cuts, by blades, the weeds and brush to the height of not more than four inches from the surface of ground (except valuable trees and plants). Tractor mowing shall be used as the means to clear lots where the terrain is level, but containing high weeds and/or brush. Vegetation, such as small brush, weeds and grass may be left on the site after cutting providing that it is crushed, chipped or otherwise ground into small particles (mulched size) and spread evenly over the site so that no piles of debris remain. This will only be allowed when vegetation will decay or decompose and blend into the soil within a period of approximately 30 days or less. Additionally, all driveway, sidewalk and concrete surfaces need to be either swept or blown clean from all clippings and or debris.

c) **ACCUMULATIONS:** Accumulations is defined as all junk/trash/debris that has accumulated on the property over a period of time due to neglect or abandonment. The removal of all litter/trash/debris shall include, but not be limited to, tires, furniture, and other debris. This is in addition to all Contractor generated debris resulting from abatement.

d) **PICK-UP/LOADING:** Pick-up/loading comprises the clearing of the land through mechanical or hand means including, but not limited to, raking, pitchforking or shoveling, use of a backhoe, etc., to pick up paper, cardboard, cans, bottles, tires, scrap metal, building materials and debris. All debris, (to include existing debris and contractor generated debris), vegetation, trash, and rock will be loaded into trucks/trailers properly equipped for over-the-roadway hauling/dumping.

e) **TRIMMING:** The removal and proper disposal of overgrown conditions in accordance with the rules of horticulture. Specifically, “overgrown conditions” would include everything except intentionally planted and tended shrubs and bushes and other plantings such as in a clearly identified garden area. These more sensitive areas often require attention, as they must too be “shaped” or cut back, still as part of a “trimming” operation.

f) **HAULING:** Contractor shall remove from the property all trimmings and debris found thereon. The Contractor must haul and lawfully dispose of all trash, brush, dead trees, and accumulations from the lot clearing site.

2) Services to be provided will be as directed by the City Code Enforcement Board during the regular Code Enforcement Board Meeting. The Contractor will be notified in writing of the properties requiring maintenance. The notification shall include the physical address, if the property is vacant or improved, the property measurement, and the scope of work. The work expected is outlined in three different categories. The following is a description of the work expected and equipment typically used in each category:

a) **LIGHT DUTY PROPERTY ABATEMENT:** Requires use of a mower to cut grass, weeds, and overgrowth not exceeding 18-inches in height. Generally requires relatively little equipment and utilization simple cleaning processors. Generally requires clean up and removal of existing debris, up to 2 cubic yards to include Contractor generated debris resulting from abatement.

- b) **MEDIUM DUTY PROPERTY ABATEMENT:** Requires use of a tractor mower to cut grass, weeds and overgrowth exceeding 18-inches in height, but not greater than 24-inches. Generally requires clean up and removal of existing debris, exceeding 2 cubic yards, but no more than 4 cubic yards, to include Contractor generated debris.
- c) **HEAVY DUTY PROPERTY ABATEMENT (CASE BY CASE BASIS):** Requires use of a bush hog mower to cut grass, weeds, and overgrowth exceeding 24-inches in height. Requires clean up and removal of existing debris in excess of 4 cubic yards including Contractor generated debris. The Contractor will have the first option to do this work at a negotiated price or the City will obtain quotes for the work.
- 3) All property measurements are obtained from the Highlands County Property Appraiser's website. In the rare event that measurements appear to be incorrect, the Contractor shall contact the Code Enforcement Official prior to abatement for clarification.
- 4) Contractor shall look for any downed utility lines, which may be hidden in the undergrowth, during its inspection of the site. No work shall be performed at the site until such utility damage has been repaired by the utility company.
- 5) Contractor shall note the location of, and exercise care, to avoid damaging any building, wall, curb, sidewalk, driveway, or other structure located on or adjacent to the site of work.
- 7) Contractor shall promptly repair, at its own expense, any damage to driveways, sidewalks, or right of ways, or any other structure caused by work performed. Subject repair shall be to the satisfaction of the City representative prior to final acceptance of the work.
- 8) The Contractor shall complete all required work within a reasonable timeframe, not to exceed ten (10) days, as determined by the Code Enforcement Official. Upon notification that the work is complete, the Code Enforcement Official verify that all work has been performed. In the event that property abatement is not completed in accordance with the specifications outlined in the contract, the Contractor shall be notified and assessed a monetary deduction of \$25.00 each time the Code Enforcement Official has to re-inspect the property. In no way shall monetary deductions be construed as a penalty on the Contractor.
- 9) The Contractor shall be located within Highlands County unless otherwise approved by City Council. Local vendor preference is not applicable to this solicitation.

## **SECTION 5 – ALL SUBMITTALS SHALL INCLUDE**

- 1) Official Bid Form
- 2) Tool and equipment inventory list, including owned trucks, which shall include the type of equipment listed in section 4, item (2) of the technical specification. If the specific



equipment listed in the technical specifications are not included in inventory, provide details of intended course of action to successfully perform the necessary work as set forth herein.

- 3) A list of all personnel assigned to perform the work for the City, along with their experience and qualifications.
- 4) A copy of any federal, state and/or local permits or licenses.
- 5) Proof of insurance as required in the specifications.
- 6) The firm name and contact person, address, telephone number, fax number, email address, of the office from which the services are being provided.

## **SECTION 6 – AWARD RECOMMENDATION BASIS**

The solicitation award recommendation shall be based on the following:

- 1) Total cost
- 2) Contractor’s qualifications and relevant experience

City council reserves the right to accept or reject any or all bids or any parts thereof that may be considered to be in the best interest of the City of Sebring.

## **SECTION 7 – INSTRUCTIONS TO BIDDERS/PROPOSERS**

- 1) Firm Pricing for City Acceptance  
Bid price must be firm for City acceptance.
- 2) Late Bids  
Late submittals will not be considered and are deemed unresponsive. Upon receipt via courier, the submittal becomes property of the City.
- 3) Rights of City  
The City reserves the right to accept or reject all or any part of any bid, waive informalities and award the contract to the lowest responsive and responsible bidder to best serve the interest of the City.
- 4) Anticipated Timeline:  
Bid Opening: August 22, 2024  
Award: Week of August 26, 2024
- 5) Bid Tabulation:  
The bid award shall be recommended to the lowest responsive & responsible bidder that meets the qualifications as required herein. City Council reserves the right to accept or reject any or all bids or any parts thereof that is considered to be in the best interest of the City of Sebring.

# ITB#24-012 Mowing, Clearing, and Maintenance For Code Compliance of City Lots Submittal Checklist

Bidder shall provide **one (1) original, one (1) copy and one (1) digital copy (via USB flash drive)** of this checklist and all of the following that apply:

Checklist Elements	Included
Official Bid Form	
Inventory list as set forth in Section 5 (2)	
A list of all personnel including experience and qualifications.	
The firm name and contact person, address, telephone number, fax number, email address, of the office from which the services are being provided. An authorized individual must sign the bid documents.	
Copies of permits, licenses, and proof of insurance	
The mailing envelope has been addressed to: City of Sebring Purchasing Division 368 South Commerce Avenue Sebring, Florida 33870	
The mailing envelope must be sealed and marked with: Bid Number Bid Title Closing Date	
The following must be received by the purchasing department <b>within 30 days after award</b> is made by Sebring City Council. * Vendor Application and W9 (if not already a vendor) * Certificate of Insurance listing the City as additional insured * Signed Contract	

ALL COURIER DELIVERED BIDS MUST HAVE THE ITB NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET. *At the discretion of the Purchasing Agent, bids or proposals with minor irregularities may be accepted and allowed to be corrected when it is in the best interest of the City.*

**SUBMITTED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# **OFFICIAL BID FORM**

## **ITB #24-012 Mowing, Clearing, and Maintenance For Code Compliance of City Lots**

The undersigned declare that they have examined the complete specifications and agree to supply all equipment, labor, and supplies to complete the work required in accordance with the complete specifications. The undersigned further agrees to accept, as payment in full the price as stated in the following schedule and all work specified must be in the total amount listed below.

All pricing includes labor, materials and equipment, unless otherwise indicated on line item below.

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PER UNIT</b>	<b>PRICE</b>
1	Light Duty Abatement - Vacant	.25 acre	
2	Light Duty Abatement - Improved	.25 acre	
3	Medium Duty Abatement - Vacant	.25 acre	
4	Medium Duty Abatement - Improved	.25 acre	
<b>TOTAL</b>			

Does your company contract for goods or services from Cuba or Syria? Yes No (Circle One)

Is your company in compliance with Florida Statute 287.087 as a Drug Free Workplace? Yes No (Circle One)

Bidder has examined and carefully studied the bid documents including the following addenda which, if any can be found at VendorRegistry.com and mysebring.com.

\_\_\_\_\_

SUBMITTED BY:

COMPANY:	DATE SUBMITTED:
Address:	Telephone:
City:	Fax:
State:                      Zip:	E-mail:
Contact Person:	Phone / Fax: (if other than above)
Signature:	Title:                      Date:

This "Official Bid Form" **MUST BE USED AND COMPLETED** in submitting bid. The council reserves the right to accept or reject any or all bids or any parts thereof of that may be considered to be in the best interest of the City of Sebring.