



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Purchasing Department
600 S. Commerce Ave.
Sebring, FL 33870
(863) 402-6500 Purchasing Main Line

FORMAL WRITTEN QUOTE (FWQ) REQUEST

FWQ Number: 22-043-LKD
Project:

The Highlands County Board of County Commissioners (HCBCC, County) is seeking quotations for the following products and/or services:
Lawn Care, Landscaping and Maintenance Irrigation for Sun N Lakes of Lake Placid Recreation District

1. GENERAL INFORMATION:

- 1.1 Requesting/End-User Department: Non-Ad Valorem Assessment (NAV)
- 1.2 Project Manager: Karen Lepera
- 1.3 Submittal deadline: **4 P.M. on October 6, 2022**
- 1.4 Submit via: **Upload to [Highlandsfl.gov](https://highlandsfl.gov) through VendorRegistry.com or [Email to purchase@highlandsfl.gov](mailto:purchase@highlandsfl.gov)**
Submission is to be in one all-inclusive file titled" 22-043 Quoter's name"
- 1.5 Contact for questions: **Lori DeLoach, Purchasing Manager 863-402-6504 or purchase@highlandsfl.gov**
Prior to 4 P.M., September 29, 2022
- 1.6 License requirement: Florida Irrigation Contractor License or Highlands County Contractor Registration in Irrigation Sprinkler
- 1.7 Insurance requirements: *Vendors may submit a certificate of insurance (Acord form showing the Highlands County Board of County Commissioners as the certificate holder) with their response to this Request or may submit with that Response a letter from a licensed insurance agent confirming that the vendor can be insured for the amounts required by paragraph 2.11 of this Request upon award. The awarded vendor must supply a certificate of insurance (Acord form showing the Highlands County Board of County Commissioners as the additionally insured) for the work to be performed or goods to be delivered pursuant to the purchase order issued pursuant to this Request before that purchase order will be issued.*

2. GENERAL TERMS AND CONDITIONS:

By submitting a response to this Request for FWQ, the vendor agrees to the following requirements, which shall be included in any purchase order issued pursuant to this Request:

- 2.1 The vendor shall hold all licenses and certifications and comply with all laws, ordinances, and regulations applicable to the work required to perform this purchase order. Any of the vendor's personnel who perform services shall be lawfully licensed and certified. Damages, penalties, and fines imposed on County or vendor resulting from vendor's failure to obtain and maintain required licenses and certifications shall be borne by vendor. All fees, permits, certifications, and licenses are the responsibility of the vendor and are included in the quoted price.
- 2.2 All reports, specifications, documents, plans, analyses, and other data and work product developed by vendor under this purchase order shall be delivered to County at any time upon its request and shall become the property of County upon payment of the agreed upon price without restrictions or limitations.
- 2.3 The vendor shall coordinate with the Requesting/User Department prior to commencing any and all work required to perform this purchase order.
- 2.4 Unless otherwise provided in this purchase order, upon satisfactory completion and delivery of all work or goods to the County pursuant to this purchase order, the County shall pay the amount of the purchase order to the vendor in accordance with Board's Prompt Payment Policy and the Local Government Prompt Payment Act, Section 218.70 et. seq., Florida Statutes. Satisfactory completion shall be determined by Project Manager.
- 2.5 If any litigation is commenced between the parties concerning the work to be performed or goods to be delivered pursuant to this purchase order or the parties' respective rights and duties under this purchase order, the prevailing party may recover reasonable attorney's fees and costs of litigation, in addition to other relief granted. Venue for any legal action shall lie in Highlands County, Florida, and any proceedings to enforce or interpret any provision of this purchase order shall be brought exclusively in a court of competent jurisdiction in Highlands County, Florida.
- 2.6 No delay or failure by either party to exercise any right, and no partial or single exercise of any right, shall constitute a waiver of that or any other right.
- 2.7 Rights and obligations shall be construed in accordance with and governed by the laws of the State of Florida.
- 2.8 Failure of the vendor to comply with the requirements of this purchase order shall constitute a breach of contract. A purchase order may be issued to the vendor that submitted the next lowest/available FWQ with the difference in price being paid by the vendor issued this purchase order.
- 2.9 The vendor shall not assign, transfer, convey, sublet or sell any portion of this purchase order or the performance thereof unless written consent is given, in advance, by the Project Manager.
- 2.10 The vendor shall be responsible for disposal of all material requiring disposal and shall show proof of disposal at an authorized landfill prior to submitting an invoice or other request for payment, if applicable.
- 2.11 Until final payment is received by the vendor from the County pursuant to this

- purchase order, the vendor shall maintain in force and effect the following insurance for the work to be performed or goods to be delivered pursuant to this purchase order:
- 2.11.1 Workers' Compensation – coverage must meet statutory limits in compliance with the Workers' Compensation Law of Florida. This policy must include Employer Liability with a limit \$1,000,000 for each accident.
 - 2.11.2 Commercial General Liability - coverage shall provide minimum limits of liability of \$1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for:
 - * Premises/Operations
 - * Products/Completed Operations
 - * Broad Form Contractual Liability
 - * Independent Contractors
 - 2.11.3 Business Auto Liability, if applicable - coverage shall provide minimum limits of liability of \$500,000 combined single limit per occurrence for bodily injury and property damage, including coverage for liability arising out of any auto, including owned, hired, and non-owned autos.
- 2.12 The vendor shall deliver a completed W-9 form to the County, within ten (10) days after the purchase order is issued, unless it already done so.
- 2.13 The vendor shall be prepared to start providing services within the time stated in this purchase order. Failure to complete the work or deliver goods as scheduled may result in written notice to the vendor terminating its right to proceed. Should the vendor be unable to complete the services or deliver the goods within the scheduled time, the County may use the services or goods provided by another vendor. The difference in the contracted price for the services or delivery of the goods and that paid the new vendor for the services or goods shall be charged to and paid by vendor to whom this purchase order was issued by set-off against any amount owed by the County to that vendor or, if none, shall be paid by that vendor to the County within twenty (20) days after being invoiced by the County.
- 2.14 The County is a political subdivision of the State of Florida and is not subject to federal excise tax or state sales or use tax. The vendor shall not add taxes of any kind to the cost of services or goods or invoice to or collect from the County any federal excise tax or state sales or use tax.
- 2.15 If by providing services to the County pursuant to this purchase order the vendor is a contractor, as defined by Section 119.0701, Florida Statutes, the vendor shall:
- 2.15.1 Keep and maintain public records required by the County to perform the services.
 - 2.15.2 Upon request of the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at the cost that does not exceed the cost Provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

- 2.15.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this contract and following competition of this contract if vendor does not transfer the records to the County.
- 2.15.4 Upon completion of performance of services required by this purchase order, transfer to the County, at no cost, all public records in possession of vendor or keep and maintain public records required by the County to perform the services. If the vendor transfers all public records to the County upon completion of the performance of services required by this purchase order, the vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the vendor keeps and maintains public records upon completion of performance of services required by this purchase order, the vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

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:

Gloria Rybinski
County Public Information Officer
Telephone Number: 863-402-6836
E-mail Address: grybinski@highlandsfl.gov
Mailing Address: 600 South Commerce Avenue
Sebring, FL 33870

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3. SPECIAL CONDITIONS:

- 3.1 **TERM:** The period of the service shall begin on October 1, 2022, or as soon as Purchase Order can be issued through September 30, 2023. This quote is requested for a twelve (12) month period from October 1, 2022 through September 30, 2023. Prices must remain firm for this period. However, upon mutual agreement of the parties, this award may be automatically extended for a period of three (3) additional one-year terms, at the same pricing. Services may be terminated with a 30 day notice.
- 3.2 **INVOICING / COMPENSATION:** Contractor will hold pricing for up to 120 days from date of award while project is approved. Contractor shall submit detailed invoices identifying the Purchase Order number, location, and work completed. The invoice must be submitted to the department identified on the Purchase Order. If there are any apparent defects in the work or material, County will promptly notify Contractor. Without limiting any other rights to which it may be entitled, County may require Contractor, at Contractor's expense, to correct any nonconforming workmanship.
- 3.3 **AWARD:** Shall be based on the lowest responsive and responsible quote.

4. BACKGROUND

- 4.1 The Highlands County Board of County Commissioners NAV department is seeking a vendor to perform the following services at Sun N Lakes of Lake Placid Community Center (park and right of way in front of the fence line – see map of service area on last page, "Appendix A"): **EVERY VENDOR IS ENCOURAGED TO COMPLETE A VISUAL INSPECTION OF AREA TO BE SERVICED PRIOR TO SUBMITTING A BID.**
- 4.2 Property Address: 440 S. Sun N Lakes Blvd., Lake Placid, FL 33852,
- 4.3 Parcel ID: C-21-37-30-A00-0060-0000.

5. SCOPE OF WORK

5.1 MOWING:

- (a) Lawncare to be completed every week during April through September **AND** every other week during October through March.
- (b) Mowing at a height 3.5 to 4 inches and trimmed to coincide with mowing; Total of approximately 14 acres of mowing area.
- (c) Weed eating and/or edging around fencing, signs, concrete areas, sidewalks, parking area, playground, tennis courts, horseshoe pits, shuffleboard and dock area to trim or remove vegetation to be aesthetically pleasing:
- (d) Blow off all concrete, sidewalks (walking areas) and roadways; remove vegetation growing between two concrete areas within mowing locations, i.e. sidewalks, basketball court, parking, shuffleboard court, in playground area etc.;
- (e) Area between mowed surface and the water's edge should be maintained with weed eater type equipment at a height not to exceed 10-12 inches.

5.2 TRIMMING/WEEDING:

- (a) Remove weeds in the Flower Beds and trim all hedges, shrubs, at least twice a month; ensure there are at least 14 days between each service; Note trim service on invoice;
- (b) Trim hedges and shrubbery to be aesthetically pleasing; total height not to exceed 4 feet; Trim vegetation so it is not touching or leaning on fences and/or roofs or obscuring signs; Trim small palm trees and remove weeds from flower beds around sign inside fence at entrance and from flowerbeds at entrance of community center;
- (c) Trim Oak trees along the entrance road, around Community Center, around playground and parking area near entrance making sure there is a 8' clearance in walking areas and 10' clearance under all roads and parking;
- (d) Included in monthly rate, during the month of March, trim all Palm Trees in service area using 9-3 rule and cut old leaf bases away from trunk;
- (e) Pick up and haul away any debris, trash, dead limbs: including at water's edge;

5.3 FERTILIZE:

- (a) Fertilizing to be completed December, March, June and September (include date(s) of service on invoice)
- (b) Fertilize all areas with appropriate fertilizer for the application to maintain healthy lush foliage and grass.

5.4 IRRIGATION INSPECTION & SERVICES (LAWN):

- (a) Irrigation Inspection to be conducted during the first service each month. Contact NAV department immediately of any issues.
- (b) Replace sprinkler heads, as needed. Should there be a small minor repair to sprinkler mist head or screw on head the Contractor shall make the repairs at no additional expense to the County.
- (c) Should an irrigation system problem be a repair beyond the replacement of a sprinkler head, NAV must be notified with an estimated cost to do the repair. Vendor shall send photos, location and complete description of issue.
- (d) Be sure ditch drainage pipe(s) around Community Center are free from debris including grass, dirt, etc. to allow water flow;
- (e) Monthly inspection covers time clock check and property check for watering irregularities.
- (f) Full operational start and check diagnostics. This includes a per zone check to determine, time, coverage and/or missed functions according to the Schedule of Monthly of Services. This will require the system be turned on for a period of time and a walk around to inspect each sprinkler location to be sure they are functioning properly.
- (g) All irrigation systems must be in full accordance with the irrigation times established by the Southwest Florida Water Management District and/or Highlands County if a greater restriction is required.

ZONES	LOCATION	
1-7	Baseball Field	24 heads Rotors
8-9	Outside Baseball Field & Around Playground	14 PGP04 heads
10	Around Playground	7 PGP04 heads
UNK	Around Community Center	Unknown # heads

6. **PROJECT MANAGEMENT CONTACT:** The NAV department must be notified of any hazard, irrigation problem, dead plants or if the park is not able to be serviced. Contact: NAV@highlandsfl.gov or (863) 402-6520.

6. **FORMS**

6.1 Formal Written Quote Form

6.2 Local Preference Affidavit

The Local Preference Policy can be viewed on the County's website:

https://www.highlandsfl.gov/departments/business_services/purchasing/local_preference_policy.php

6.3 Women/Minority Business Enterprise Certification (If applicable)

6.4 Certificate of Insurance

6.5 W-9

6.6 Licenses (if applicable) Florida Irrigation Contractor License Or Highlands County Contractor Registration In Irrigation Sprinkler

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FORMAL WRITTEN QUOTE

IN RESPONSE TO: **FWQ 22-043-LKD**

VENDOR NAME: _____
(The name entered here will be used to confirm the number of years in business on the Florida Department of State, Division of Corporation's website (sunbiz.org). Please print the exact name of your business entity as it appears on its annual report filed with the Department of State or, if none, your name.)

ADDRESS: _____

PHONE NUMBER: _____

FEIN or SOCIAL SECURITY NUMBER: _____

EMAIL: _____

DOCUMENTATION INCLUDED (Check if included):

- 6.1 Formal Written Quote completed and signed by Vendor.
- 6.2 Local Preference Affidavit
- 6.3 Women/Minority Business Enterprise Certification (If applicable)
- 6.4 Certificate of Insurance
- 6.5 W-9
- 6.6 Licenses (if applicable) Florida Irrigation Contractor License Or Highlands County Contractor Registration In Irrigation Sprinkler
ACCORD LIABILITY INSURANCE or CONFIRMATION LETTER
(See Item 2.11 of the GENERAL Terms and Conditions for the required
- 6.7 minimum coverage)

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Formal Written Quote

Must provide a quote for ALL items below to be considered responsive.

Service	Number of Services (est.)	Cost Per Service	Annual Price (Number of Svc * Services=Annual price)
Mowing/Irrigation Inspection & minor repairs	38		\$
Trimming/Weeding	26		\$
Fertilize	4		\$
Total Base Quote (written numerically)			\$

Total Base Quote (written in word) _____

Alternate: Must be authorized in writing and invoiced on a monthly basis. May be utilized on an as needed basis for repairs outside the scope of work.

Service	Hourly Rate
Repair/Additional Services	

I HEREBY CERTIFY THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE TERMS AND CONDITIONS STATED HEREIN.

AUTHORIZED REPRESENTATIVE'S SIGNATURE: _____

AUTHORIZED REPRESENTATIVE'S NAME (Print): _____

AUTHORIZED REPRESENTATIVE'S TITLE (Print): _____

THIS "OFFICIAL" FORMS MUST BE COMPLETED AND USED IN SUBMITTING YOUR WRITTEN QUOTE. THE BOARD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL WRITTEN QUOTES OR ANY PARTS THEREOF.

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LOCAL PREFERENCE AFFIDAVIT OF ELIGIBILITY

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____
[Print individual's name and title]

for _____
[Print name of Company/Individual submitting sworn statement]

Whose business address is _____

(If applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn statement): _____.

2. LOCAL PREFERENCE ELIGIBILITY

A. Vendor/Individual has had a fixed office or distribution point located in and having a street address within Highlands County for at least twelve (12) months immediately prior to the issuance of the request for quotation, competitive bids or request for proposals by the County.

YES _____ NO _____

B. Vendor/Individual holds business license required by the County, and/or if applicable, the Municipalities:

YES _____ NO _____

C. Vendor/Individual employs at least one full-time employee, or two part-time employees whose primary residence is in Highlands County, or, if the business has no employees, the business shall be at least fifty (50) percent owned by one or more persons whose primary residence is in Highlands County.

YES _____ NO _____

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM SHALL BE CONSIDERED PUBLIC RECORD.

[Signature and Date]

STATE OF _____, COUNTY OF _____

Subscribed and sworn before me, the undersigned notary public on this ____ day of _____, 20__.

NOTARY PUBLIC

SEAL

Commission Expiration Date

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional) Board of County Commissioners 500 S Commerce Ave Sebring, FL 33870
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
	-
OR	
Employer identification number	
	-

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

<https://www.hcpao.org/gis/default.htm#29352203003100190C>

C-231-37-30-A00-0060-0000

440 S. Sun N Lakes Blvd

Lake Placid, FL 33852

“APPENDIX A”

Service Map – Sun N Lakes of Lake Placid Special Benefit District

