



## FORMAL WRITTEN QUOTE (FWQ) REQUEST

FWQ Number: 19-030

The Highlands County Board of County Commissioners (HCBC, County) is seeking quotations for the following products and/or services:

*Lawn Care, Landscaping and Maintenance Irrigation for Sun N Lakes of Lake Placid Special Benefit District*

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### GENERAL INFORMATION:

- |     |                                 |   |
|-----|---------------------------------|---|
| 1.1 | Requesting/End-User Department: | <u>NAV</u>  |
| 1.2 | Project Manager:                | <u>Sarah Albritton</u>  |
| 1.3 | Submittal deadline:             | <u>4 P.M. on 9/30/2019</u>  |
| 1.4 | Submit via:                     | <u>Email to <a href="mailto:jasoto@hcbcc.org">jasoto@hcbcc.org</a></u>  |
| 1.5 | Contact for questions:          | <u>Mrs. Jamee Soto (863-402-6526 or <a href="mailto:jasoto@hcbcc.org">jasoto@hcbcc.org</a>)</u>   |
| 1.6 | License requirement:            | <u>Florida Irrigation Contractor License</u>  |
| 1.7 | Insurance requirements:         | <u>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 certificate holder) 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.</u> |

### 2. GENERAL TERMS AND CONDITIONS:

By submitting a response to this Request for a 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:
  - (a) 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 \$100,000 for each accident, \$500,000 disease (policy limit) and \$100,000 disease (each employee).

(b) Commercial General Liability - coverage shall provide minimum limits of liability of \$500,000 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

(c) 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:

- (a) Keep and maintain public records required by the County to perform the services.
- (b) 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.
- (c) 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.
- (d) Upon competition 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 competition 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.

- 2.16 This quote is requested for a twelve (12) month period from the date of the award. 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.

**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@hbcc.org](mailto:grybinski@hbcc.org)**  
**Mailing Address: 600 South Commerce Avenue**  
**Sebring, FL 33870**

### **3. REQUIREMENTS, DELIVERABLES AND QUALIFICATIONS**

*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"):*

1. Mowing at 3.5 to 4 inches height and trimmed to coincide with mowing; Total of approximately 14 acres of mowing area;
2. Weed eating and/or edge around community center and entrance area, trees, fencing, signs, concrete areas, sidewalks, parking area, playground, tennis courts, horse shoe pits, shuffleboard and dock area to trim or remove vegetation but be aesthetically pleasing;
3. Blow off all concrete, sidewalks (walking areas) and roadways;
4. Remove vegetation between two concrete or asphalt areas within park; i.e. sidewalks, basketball court, parking, shuffleboard court, in playground area etc.;
5. Trim hedges and shrubbery to be aesthetically pleasing; total height not to exceed 4 feet;
6. Remove weeds around sign inside fence at entrance and from flowerbeds at entrance of community center;
7. Pick up and haul away any debris, trash, dead limbs; including at water's edge;
8. Fertilize all grass mowing areas;
9. Replace sprinkler heads as needed;
10. Be sure pipe(s) in ditch around Community Center are free from debris including grass, dirt, etc. to allow water flow;

- 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;

**SCHEDULE:**

- Lawncare to be completed every week during April through September **AND** every other week during October through March.
- Fertilizing to be completed December, March, June and September (include date(s) of service on invoice)
- Irrigation Inspection to be conducted during first service each month (include date(s) of service on invoice)
- The NAV department must be notified each time the park has been serviced or in any case the park is not able to be serviced. Contact: [NAV@hcbcc.org](mailto:NAV@hcbcc.org) or (863) 402-6843.

**FLOWERBED SPECIFICATIONS & SCHEDULE:**

- 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;
- Removal of any debris including dead limbs, plants, trash, etc. in flower beds;

**IRRIGATION INSPECTION & SERVICES (LAWN):**

- Monthly inspection covers time clock check and property check for watering irregularities.
- 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.
- Should there be a small minor repair to sprinkler mist head or screw on head the Contractor shall make the repairs. Parts used will be replaced by the NAV Department. The Contractor must provide a complete description of the parts needed to replace the Contractor's parts used in the repair. The vendor must provide the labor.
- Should an irrigation system problem be a repair beyond the replacement of a sprinkler head, the contact persons must be notified with an estimated cost to do the repair. Vendor should send pictures to [NAV@hcbcc.org](mailto:NAV@hcbcc.org) along with a description of where the repair is needed.
- 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.

<b>ZONES</b>	<b>LOCATION</b>	
<b>1-7</b>	<b>Baseball Field</b>	
	7 zones	24 heads Rotors
<b>8-9</b>	<b>Outside Baseball Field &amp; Around Playground</b>	
	2 zones	14 PGP04 heads
	<b>Around Playground</b>	
<b>10</b>	1 zone	7 PGP04 heads
<b>Total Zones</b>	<b>10 zones</b>	<b>45 total spray fixtures</b>

#### 4. FORMS

(a) Price sheet

(b) Local Preference Affidavit

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

[http://hcbcc.net/departments/office\\_of\\_administrative\\_services/general\\_services\\_purchasing/index.php](http://hcbcc.net/departments/office_of_administrative_services/general_services_purchasing/index.php)

(c) Women/Minority Business Enterprise Certification

(If applicable)

**THE REMAINDER OF THIS PAGE WAS LEFT BLANK INTENTIONALLY**

**FORMAL WRITTEN QUOTE SUBMITTED BY:**

IN RESPONSE TO: FWQ 19-030

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):

W-9 FORM

ACCORD LIABILITY INSURANCE   
or CONFIRMATION LETTER

(See Item 2.8 of the GENERAL Terms and Conditions for the required minimum coverage)

LOCAL PREFERENCE AFFIDAVIT   
(If applicable)

WOMEN/MINORITY BUSINESS ENTERPRISE CERTIFICATION   
(If applicable)

COPY OF LICENSE   
(If applicable)

Quote per month Lawn Service: \$ \_\_\_\_\_

Hourly Labor Rate for misc. repairs/ plant replacement: \$ \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE TERMS AND CONDITIONS OF FWQ 19-030.

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.

**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



“APPENDIX A”

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

