



FQ-004-2018

ANNUAL CONTRACT FOR U.S. HIGHWAY 90 LANDSCAPE AND MAINTENANCE SERVICES

Written quotes will be accepted by the City of Lake City, Florida until 4:00 PM local time on Tuesday, December 12, 2017 for an annual contract for landscape and maintenance services for four (4) median islands on a one (1) mile corridor from the Interstate 75 interchange, eastbound on U.S. Highway 90. Any quote received after this time will not be considered.

Written quotes may be mailed, hand delivered, e-mailed or faxed to:

City of Lake City
Procurement – 2nd Floor
205 N Marion Avenue
Lake City, FL 32055
procurement@lcfla.com
(386) 755-6112 – fax number

All questions must be directed to Karen Nelmes, Procurement Coordinator, at nelmesk@lcfla.com or (386) 719-5818.

SCOPE OF WORK:

The City of Lake City is seeking quotes for an annual contract for landscape and maintenance services for four (4) median islands on a one (1) mile corridor from the Interstate 75 interchange, eastbound on U.S. Highway 90. The work to be done under this contract includes, but is not limited to; providing all labor, supervision, equipment, incidentals, and related items necessary for landscape and maintenance services in accordance with the specifications contained herein. For reference purposes, the islands are located:

- In front of Wendy's Hamburgers
- In front of Village Square Shopping Center
- In front of Wal-Mart Supercenter
- In front of Krystal Restaurant (currently undeveloped - grass only)

“SPECIFICATIONS”

1. Supply all labor and materials necessary to provide compliance with Florida Department of Transportation maintenance of traffic (MOT) practices.
2. Supply all labor and materials necessary to weed, trim, edge, fertilize and clean-out all landscaped beds as well as to trim Sabal palms as needed. In addition, the median islands will be cleared of all garbage and debris at least twice a month and such garbage will be disposed of by the contractor.
3. Supply all labor and materials necessary to install and maintain total coverage of approximately 3-4 inches of mulch at a consistent depth throughout the term of the contract. Contractor shall anticipate having to re-mulch the medians on the basis of twice a year.
4. Supply all labor and materials necessary to mow all medians twice a month.
5. Supply all labor and materials to add “color” at the end of each island with the use of flowering annuals or perennials on a year-round basis that have the ability to flourish in this environment for at least a three-month period and that provide to the aesthetics of the median islands.
6. Inspect irrigation systems twice a month. If repairs are necessary, contact Thomas Henry at (386)758-5425 or henryt@lcfla.com for authorization to make repair. The cost associated with the inspection are to be included in your proposal. All costs associated with any repairs to the irrigation system are to be invoiced separately.
7. Permits and licenses of any nature, necessary for any and all work, shall be secured and paid for by the contractor.
8. All work shall be done to the complete satisfaction of the City of Lake City and in accordance with all municipal, county, state, federal and local laws, ordinances and regulations applicable to said work.
9. The awarded contractor will be required to comply and to adhere with all safety standards and guidelines outlined by the Florida Department of Transportation and the City of Lake City.

CONTRACTOR’S QUALIFICATIONS/REQUIREMENTS

A. LICENSES/QUALIFICATIONS:

All Contractors must be qualified under the laws, rules and regulations of the State of Florida and the City of Lake City to perform the work required by these documents.

B. INSURANCE:

Without limiting Contractor's indemnification, it is agreed that the successful Contractor will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Contractor's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.

1. Statutory Workers Compensation insurance as required by the State of Florida.
2. Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
3. Business Vehicle/Umbrella Liability insurance with a minimum limit of \$200,000 per occurrence, and \$300,000 for all claims arising out of the same incident or occurrence, for property damage and personal injury. Notice, these limits may change according to Florida law and the protections afforded to the City pursuant to sovereign immunity for liability.

C. INDEMNITY:

Successful Contractor will indemnify and hold Owner and Owner's agents harmless from any loss, cost, damage or injury sustained by any person/persons as a result of the actions of employees or officers of the Contractor, subcontractors or suppliers.

D. PAYMENT:

Payment will be made on a monthly basis upon acceptance by the City of Lake City.

E. REFERENCES:

Contractor must provide with their proposal, material for evaluating the ability of the potential Contractor to execute a project of this type. Therefore, the Contractor is required to provide a minimum of (3) three references for similar projects, which will be verified. The list of references must be attached with the proposal on the form provided within these specifications. All reference materials provided become the property of the City and also become public record.

F. CONTRACT:

1. The proposal of the successful Contractor with the written Notice of Award, and the terms, conditions and specifications contained in the request for quote will constitute the contract. The contract term will be for a one (1) year period beginning January 1, 2018. The City reserves the

right to extend the contract period for two (2) additional one (1) year terms, upon mutual agreement with the successful Contractor.

2. The contract may be cancelled by either party at any time by giving a written thirty (30) day notice.

G. EXPERIENCE:

The successful contractor must have been in the landscape maintenance service business for a minimum of two (2) years. Contractors shall provide documentation of applicable license, certification and commercial experience. The City of Lake City reserves the right to request documentation at any time during the contract period.

H. PUBLIC RECORD:

The Owner is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's public records law. Specifically, the Contractor shall:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

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 (386) 719-5826 OR (386) 719-5756,
CITYCLERK@LCFLA.COM, CITY CLERKS OFFICE, 205 N
MARION AVE., LAKE CITY, FL, 32055.**

I. ADDITIONAL INFORMATION:

The City of Lake City Procurement Department reserves the right to request any additional information needed for clarification from any Contractor for evaluation purposes.

PROPOSAL

ANNUAL LANDSCAPE AND MAINTENANCE SERVICES FOR FOUR (4)
MEDIAN ISLANDS ON U.S. HIGHWAY 90.

TOTAL \$ _____ per year

_____ Dollars _____ Cents per year

(Annual amount will be paid in twelve monthly payments)

FIRM NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX # _____

EMAIL _____

Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE _____

DATE _____

THIS FORM MUST BE INCLUDED WITH QUOTE

REFERENCES

List below three (3) client/customer references including company name, address, contact person, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.)

1. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Length of time services provided: _____

2. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Length of time services provided: _____

3. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Length of time services provided: _____

THIS FORM MUST BE INCLUDED WITH QUOTE