

INVITATION TO BID (ITB)

Procurement Services website

352-343-9839

315 West Main Street, Suite 441

Tavares, Florida 32778

Post Office Box 7800



ITB Number: **20-0454**
Bid Title: **LAKE IDAMERE PARK LANDSCAPE SERVICES, BASIC MAINTENANCE & RELATED SERVICES**
Contracting Officer: **Sandra Rogers**
CLOSING DATE: **05/27/2020**
CLOSING TIME: 3:00 P.M. Eastern
Mandatory Site Visit: See Section 4.0

Vendors shall complete and return all information requested in Section 10.0. Failure to submit the bid response by the specified time and date will result in rejection of bid. Failure to sign the bid response may be cause for rejection of the bid.

TABLE OF CONTENTS

1.0 PURPOSE OF BID..... 2
1.1 EXHIBITS..... 2
1.2 ATTACHMENTS..... 2
2.0 POINT OF CONTACT..... 2
3.0 PROPOSED SCHEDULE 2
4.0 MANDATORY SITE VISIT 2
5.0 QUESTIONS, EXCEPTIONS, AND ADDENDA 2
6.0 TERM OF CONTRACT..... 3
7.0 METHOD OF PAYMENT 3
8.0 METHOD OF AWARD..... 3
9.0 DELIVERY OF BID 4
10.0 SUBMITTAL REQUIREMENTS..... 4

1.0 PURPOSE OF BID

The purpose of this Invitation to Bid (ITB) is to solicit competitive sealed bids to furnish **LAKE IDAMERE PARK LANDSCAPE SERVICES, BASIC MAINTENANCE & RELATED SERVICES** for Lake County Board of County Commissioners.

1.1 EXHIBITS

- Exhibit A – Scope of Work
- Exhibit B – Insurance Requirements
- Exhibit C – Review the Lake County General Terms and Conditions page dated 10/10/2019.
- Exhibit D – Map of Park
- Exhibit E – Florida Friendly Best Management Practices

1.2 ATTACHMENTS

- Attachment 1 – Bid Submittal Form
- Attachment 2 – Pricing Sheet
- Attachment 3 – Equipment List
- Attachment 4 – Reference Form

2.0 POINT OF CONTACT

The Contracting Officer listed in this Section is the official point of contact for this solicitation. Direct any and all inquiries concerning this solicitation directly to:

Sandra Rogers, CPPB, Senior Contracting Officer
E-mail: srogers@lakecountyfl.gov

3.0 PROPOSED SCHEDULE

- 04/30/2020..... Invitation to Bid Available
- 05/19/2020..... Last Day to Receive Written Questions
- 05/27/2020..... Bid Closing Date

4.0 MANDATORY SITE VISIT

Vendors shall visit the site of the proposed work during the weekday and weekend to become familiar with any conditions which may affect the work to be done or affect the equipment, materials, and labor required. The vendor shall examine the specifications and be thoroughly aware of any and all conditions and requirements that may affect the work to be performed under the contract. No additional allowances will be made due to lack of knowledge. Vendor shall checkmark that they have performed the mandatory site visits on Attachment 2, Pricing Sheet.

In accordance with the American Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in the process, or an interpreter to participate in any proceedings under this solicitation, should contact the Contracting Officer listed in Section 2.0 for assistance, at least two (2) business days before any meeting date.

5.0 QUESTIONS, EXCEPTIONS, AND ADDENDA

Vendors should carefully examine this solicitation package including the Lake County General Terms and Conditions page. All communication, inquiries, or requests for exceptions are to be directed to the Contracting Officer listed in Section 2.0. The last day for questions or requests

for exceptions is 05/19/2020. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. No answers given in response to questions submitted will be binding upon this solicitation unless released in writing as an addendum to the solicitation and posted on the Lake County Formal Bid site for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

It is the Vendor's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

Process clarification or procedure questions may be asked at any time to the Contracting Officer.

6.0 TERM OF CONTRACT

The Contract will be awarded for an initial one (1) year term with the option for four (4) subsequent one (1) year renewals. Renewals are contingent upon mutual written agreement.

The Contract will commence upon the date of the purchase order, the first day of the next calendar month after Board approval, or related Notice to Proceed. The Contract remains in effect until completion of the expressed and implied warranty periods.

Contract prices resultant from this solicitation will prevail for the full duration of the Contract unless otherwise indicated elsewhere. Prior to completion of each exercised term, the County may consider an adjustment to price based on changes as published by the U.S. Department of Labor, Bureau of Labor Statistics. Refer to Exhibit A – Scope of Services. It is the Contractor's responsibility to request in writing any pricing adjustment under this provision.

7.0 METHOD OF PAYMENT

The Contractor must submit an accurate invoice to the County's using department. The date of the invoice must be after delivery but no more than thirty (30) calendar days after delivery. Invoices must reference the: purchase or task order; delivery date, delivery location, and corresponding packing slip or delivery ticket signed by a County representative at the time of acceptance. Failure to submit invoices in the prescribed manner will delay payment.

Payments will be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. The County will remit full payment on all undisputed invoices within forty-five (45) days from receipt by the appropriate County using department. The County will pay interest not to exceed one percent (1%) per month on all undisputed invoices not paid within thirty (30) days after the due date.

8.0 METHOD OF AWARD

Each Bid submittal will be evaluated for conformance as responsive and responsible using the following criteria:

- A. Proper submittal of ALL documentation as required by this Bid. (Responsive)
- B. The greatest benefits to Lake County as it pertains to: (Responsible)
 - 1. Total Cost;
 - 2. Delivery;

LAKE IDAMERE PARK LANDSCAPE SERVICES, BASIC MAINTENANCE & RELATED SERVICES

20-0454

3. Past Performance. In order to evaluate past performance, all Vendors are required to submit a list of three (3) verifiable references / relevant projects completed within the last three (3) years that are the same or similar in magnitude to this ITB. The County may be listed as a reference. Use Attachment 3 – References Form;
4. All technical specifications associated with this Bid;
5. Adequacy of equipment provided. Use Attachment 3 – Equipment List;
6. Any other criteria that may be specific to your Bid.

Awards will be made to the lowest responsive, responsible, Vendor whose Bid represents the best overall value to the County when considering all evaluation factors.

Bids received before the date and time listed will be opened, recorded, and accepted for consideration. Vendors' names will be read aloud and recorded. Bids will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the bid due date or after recommendation of award, whichever occurs first.

9.0 DELIVERY OF BID

DO NOT RESPOND TO THIS SOLICITATION ON-LINE. All Bids must be sealed and clearly marked with BID: **20-0454, LAKE IDAMERE PARK LANDSCAPE SERVICES, BASIC MAINTENANCE & RELATED SERVICES**, and firm name.

Bids must be received by the Lake County Office of Procurement Services, Room 441, Fourth Floor, 315 W. Main Street, Tavares, FL 32778-7800, no later than 3:00 P.M., Eastern time on **05/27/2020**. Bids received after this time, regardless of circumstance, will not be considered.

A response will not be accepted if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow sufficient time for transportation and inspection.

Sealed Bids delivered by a third-party carrier (U.S. Postal Service, FedEx, UPS, etc.) are opened and inspected by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site controlled facility prior to delivery to the Office of Procurement Services.

United States Postal Service (USPS). Allow additional days for transportation and inspection:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

Third Party Carrier (FedEx, UPS, etc). Allow an additional day for transportation and inspection:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
313 SOUTH BLOXHAM AVENUE
TAVARES, FL 32778

10.0 SUBMITTAL REQUIREMENTS

Vendors must complete and return all information requested in this ITB document.

LAKE IDAMERE PARK LANDSCAPE SERVICES, BASIC MAINTENANCE & RELATED SERVICES

20-0454

Bid submission indicates a binding offer to the County and agreement of the terms and conditions referenced in this Invitation to Bid.

Do not make any changes to the content or format of any form without County permission. All information must be legible. The person signing the Bid must initial any corrections made. The Bid must be signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm's SunBiz registration or corporate documents.

Vendor must submit one (1) signed original and one (1) complete electronic copy (on a CD or USB flash drive) in a sealed package marked **20-0454, LAKE IDAMERE PARK LANDSCAPE SERVICES, BASIC MAINTENANCE & RELATED SERVICES** and delivered to the Office of Procurement Services no later than the official bid due date and time. Any bid received after this time will not be considered and will be returned unopened. The County is not liable or responsible for any costs incurred by any Vendor in responding to this ITB including, without limitation, costs for product or service demonstrations if requested.

Submittal must include:

- Completed Attachment 1 – Bid Submittal Form;
- Include a completed W-9 form;
- Completed Addenda issued subsequent to the release of this solicitation must be signed and returned with the firm's Bid. Failure to return signed addenda may be cause for Bid to be considered non-responsive;
- Completed Attachment 2 – Pricing Sheet;
- Completed Attachment 3 – Equipment List;
- Completed Attachment 4 – Reference Form;
- Business Tax Receipt;
- Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements;

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