

REQUEST FOR QUOTES

001-2024

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

City of Lake City
205 N. Marion Ave.
Lake City, FL 32055

RELEASE DATE: November 28, 2023

DEADLINE FOR QUESTIONS: December 13, 2023

RESPONSE DEADLINE: December 27, 2023, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/lcfla>

City of Lake City
REQUEST FOR QUOTES
ANNUAL CONTRACT FOR U.S. HIGHWAY 90 LANDSCAPE AND
MAINTENANCE SERVICES

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1. Introduction

1.1. Summary

The City of Lake City Florida is requesting 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.

- 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)

1.2. Contact Information

Brenda Karr

Director of Procurement
205 North Marion Avenue
Lake City, FL 32055
Email: karrb@lcfla.com
Phone: [\(386\) 758-5407](tel:(386)758-5407)

Department:

Procurement

1.3. Timeline

Quote Release Date	November 28, 2023
Question Submission Deadline	December 13, 2023, 4:00pm
Quote Submission Deadline	December 27, 2023, 2:00pm

2. Instructions to Contractors

2.1. Submission Requirements

Written quotes will be accepted by the City of Lake City, Florida via the City's e-Procurement Portal, ProcureNow until 2:00 pm local time on Wednesday, December 27, 2023 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 must be submitted through the City's e-Procurement Portal to be considered.

2.2. Questions

All questions related to this Quote shall be submitted in writing via the ProcureNow Question/Answer Tab via the City's e-Procurement portal, on or before, Wednesday, December 13, 2023 by 4:00 pm. All questions submitted and answers provided shall be electronically distributed via email to bidders following this solicitation on the City's e-Procurement Portal.

2.3. 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. 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.

2.4. 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.

- A. Statutory Workers Compensation insurance as required by the State of Florida.
- B. 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.
- C. 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.

2.5. 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.

2.6. 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.

3. Scope of Work

3.1. 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 Steve Brown at (386)758-5401 or browns@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.

4. Vendor Questionnaire

4.1. Acknowledgement*

By submitting a response to this Quote, the Contractor has read, understands and agrees to all terms and conditions, as well as all requirements for this quote.

Please confirm

*Response required

4.2. References*

Please provide a list of 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.)

*Response required

5. Pricing Proposal

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

Description	Quantity	Unit of Measure	Unit Cost	Total	Comments
U.S. HIGHWAY 90 LANDSCAPE AND MAINTENANCE SERVICES	1	Year			
TOTAL					

6. Terms and Conditions

6.1. Contract

If a Contract is issued pursuant to a competitively procured contract between the Seller and another entity then:

- A. 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 2024. 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.
- B. The contract may be cancelled by either party at any time by giving a written thirty (30) day notice.

6.2. Purchase Order

If a Purchase Order is issued pursuant to a competitively procured contract between the Seller and another entity then, except as otherwise stated herein, the terms and conditions of the competitively procured contract shall constitute the terms and conditions of the agreement between the Buyer and Seller hereof.

6.3. 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.

6.4. 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:

- A. Keep and maintain public records required by the public agency to perform the service.
- B. 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.
- 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 contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

- D. 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.

6.5. Changes

No substitutions, quantity changes, price increases, etc. shall be made without a written change order to the contract.

6.6. Warranty

SELLER warrants that delivered supplies or equipment, or work performed, shall be free from all defects in material and workmanship for a period of one (1) year after acceptance and shall comply with manufacturer's specifications. All manufacturers' warranties shall be deemed assigned to BUYER.

6.7. Submission of a Proper Invoice

Invoices may be submitted via (1) E-mail (electronic PDF image): financeadmin@lcfla.com; (2) Mail: Accounts Payable, 205 N. Marion Avenue, Lake City, FL 32055, or (3) Delivery: same address. Any invoice or payment request which is received by the CITY FINANCE DEPARTMENT must conform to the following requirements:

- A. Complies with all terms of the PO;
- B. Is an original invoice;
- C. Is not under dispute;

And must contain the following information:

- A. The name and address of SELLER as reflected on the PO;
- B. The invoice preparation date;
- C. The number of the invoice to facilitate identification;

- D. The authorizing CITY PO number; if PO is issued under a master contract, also include master contract number;
- E. PO line item number, including description, quantity, unit of measure, unit price and extended price of the item;
- F. Terms of any prompt payment discount offered;
- G. Federal Identification Number (if applicable); and
- H. Payment remittance address.

6.8. Payment

Payment of invoices will be made in accordance with the Local Government Prompt Payment Act (Sec. 218.70, et seq., Florida Statutes). No C.O.D. shipments will be accepted. Inquiries concerning payment of invoices should be directed to the CITY FINANCE DEPARTMENT, telephone (386) 719-5792.

6.9. Laws

The items and/or services covered by this PO shall comply with all federal, state or local laws relative thereto. All questions of validity, interpretation or performance of any of the terms or of any rights or obligations of the parties to this agreement shall be governed by Florida law; and any action brought by either party to enforce any of the terms of the agreement shall be filed in Columbia County, Florida.

6.10. Material Safety Data Sheets (MSDS)

Prior to shipping any chemicals or substances to the City or bringing any chemicals or substances onto City property or a City work site, the Contractor shall provide City with copies of current Material Safety Data Sheets (MSDS).

6.11. Assignment

SELLER may not assign any portion of the PO without prior consent.

6.12. 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.