

**State of Florida
Department of Transportation**



INVITATION TO BID

**Lawncare Service for the District One Materials and
Operations Complex**

DOT-ITB-F20-1279-JA

CONTACT FOR QUESTIONS:

John Albers, Procurement Agent
E-Mail: D1-Purchasing@dot.state.fl.us
Phone: (863) 519-2581
Fax: (863) 519-2661
801 North Broadway Ave.
Bartow, FL 33830

State of Florida
Department of Transportation
Procurement Office
801 North Broadway Ave.
Bartow, FL 33830

INVITATION TO BID REGISTRATION

PLEASE COMPLETE AND RETURN THIS FORM ASAP

FAX TO (863) 519-2661 OR E-MAIL TO John Albers, D1-Purchasing@dot.state.fl.us

Bid Number: [DOT-ITB-20-1279-JA](#)

Title: [Lawncare Service for the District One Materials and Operations Complex](#)

Bid Due Date & Time (On or Before): April 13, 2020 @ 9:00 AM

Bid Opening Date & Time: April 13, 2020 @ 10:00 AM

Potential bidders should notify our office by returning this Bid Registration Form as soon as possible after downloading. Complete the information below and fax this sheet only to the Florida Department of Transportation Procurement Office at (863) 519-2661, or by e-mail to John Albers, D1-Purchasing@dot.state.fl.us

THE INVITATION TO BID DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (Addenda), will be posted on the Florida Vendor Bid System at www.myflorida.com, under this bid number (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", then click on "Search Advertisements", click on the drop-down arrow beside the box under Advertisement Type, select Competitive Solicitation, click on the drop-down arrow beside the box under Agency, select DEPARTMENT OF TRANSPORTATION, then go to the bottom of the same page and click on Advertisement Search. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone: () _____ Contact Person: _____

Internet E-Mail Address: _____

For further information on this process, e-mail or telephone: John Albers D1-Purchasing@dot.state.fl.us – (863) 519-2581

EXHIBIT "C"
DOT-ITB-20-1279-JA

BID SHEET

LAWN MAINTENANCE & LANDSCAPE SERVICES FOR DISTRICT ONE
HEADQUARTERS

1. Lawn Maintenance & Landscape Services

THE CONTRACTOR NEEDS TO PROVIDE LAWN AND LANDSCAPE SERVICES AS DESCRIBED IN EXHIBIT 3.1, SCOPE OF SERVICES:

COLUMN 1	COLUMN 2	COLUMN 3
Quantity – Unit	Unit Price	Total Bid Price
12 Months lawn mowing services and site control/clean-up for the Florida Department of Transportation, Bartow Operations & District Materials facility located at 2730/2740 State Road 60 West, Bartow, FL 33830. Services will be based on attached Scope of Service as outlined in Section 3.1 A	@\$_____X12 Per Month	\$_____
12 Months edging services. Services will be based on attached Scope of Service as outlined in Section 3.1 C	@\$_____X12 Per Month	\$_____
12 Months weeding services. Services will be based on attached Scope of Service as outlined in Section 3.1 D	@\$_____X12 Per Month	\$_____
12 Months shubbery & tree maintenance services. Services will be based on attached Scope of Service as outlined in Section 3.1 F	@\$_____X12 Per Month	\$_____

12 Months site control/clean-up. .Services will be based on attached Scope of Service as outlined in Section 3.1 H @ \$_____ X12 Per Month \$ _____

To provide bi-weekly irrigation services as outlined in the attached Scope of Service Section 3.1 B @ \$_____ X24 Bi-Weekly \$ _____

To provide quarterly fertilizing services as outlined in the attached Scope of Service Section 3.1 E @ \$_____ X4 Quarterly \$ _____

To provide quarterly pesticide application and services as outlined in the attached Scope of Service Section 3.1 G @ \$_____ X4 Quarterly \$ _____

To provide application of mulch annually as outlined in the attached Scope of Service Section 3.1 I @ \$_____ X1 Annually \$ _____

Combined Total for Fiscal Year 2020 – 2021 \$ _____

NOTE: THE PRICE PER MONTH WILL BE USED IF A MODIFICATION AGREEMENT IS NEEDED DURING THIS AGREEMENT. (DECREASES OR INCREASES).

CONTRACTOR: _____

ADDRESS: _____

PHONE: _____

PRINT OR TYPE NAME: _____

TITLE: _____

VENDOR FEDERAL ID NUMBER: _____

Florida Statutes
287.135

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS**

375-030-60
PROCUREMENT
OGC – 07/18

Respondent Vendor Name: _____
 Vendor FEIN: _____
 Vendor's Authorized Representative Name and Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____
 Email Address: _____

Section 287.135, F.S. prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.475, F.S. or is engaged in a boycott of Israel. Section 287.135, F.S. also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, if the company is on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S. As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: _____
 who is authorized to sign on behalf of the above referenced company.
 Authorized Signature Print Name and Title: _____
 Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
MBE PLANNED UTILIZATION

375-040-24
PROCUREMENT
12/09

PROCUREMENT NO. _____ FINANCIAL PROJECT NO. _____
(DEPARTMENT USE ONLY)

DESCRIPTION: _____

I, _____ , _____
(name) (title)

of _____

plan to subcontract at least _____ % (percent) of the project costs on the above referenced project to Minority Business Enterprises.

If I have indicated above that a portion of the project costs will be subcontracted to MBE(s), the firms considered as proposed subconsultants/contractors and the types of services or commodities to be subcontracted are as follows:

MBE SUBCONSULTANTS/CONTRACTORS

TYPES OF SERVICES/COMMODITIES

I understand that I will need to submit Minority Business Enterprises (MBE) payment certification forms to the Department for reporting purposes only.

Signed: _____

Title: _____

Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

375-040-18
PROCUREMENT
03/17

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

YES

NO

NAME OF BUSINESS: _____

INTRODUCTION SECTION

1) INVITATION

The State of Florida Department of Transportation (hereinafter referred to as the "Department") is soliciting written bids from qualified bidders to establish a contract to provide [Lawncare Service for the District One Materials and Operations Complex](#). It is anticipated that the term of the contract will begin on or about [July 1, 2020](#) and be effective for [12](#) months thereafter.

For the purpose of this document, the term "bidder" means the bidder acting on their own behalf and those individuals, partnerships, firms, or corporations comprising the bidder team. The term "bid package" means the complete response of the bidder to the Invitation to Bid, including properly completed forms and supporting documentation. After the award, said bidder will be referred to as the "Vendor".

2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.

ACTION / LOCATION	DATE	LOCAL TIME
MANDATORY SITE VISIT - 2730 SR 60 West Bartow, Florida 33830	March 31, 2020	10:00 AM
DEADLINE FOR TECHNICAL QUESTIONS - There is no deadline for administrative questions.	April 6, 2020	2:00 PM
BIDS DUE (ON OR BEFORE) - 801 North Broadway Ave. Bartow, FL 33830 (863) 519-2581	April 13, 2020	9:00 AM
PUBLIC OPENING - 801 North Broadway Ave. Bartow, FL 33830	April 13, 2020	10:00 AM
POSTING OF INTENDED DECISION/AWARD -	April 13, 2020	4:00 PM

3) BID OPENING AGENDA

The sealed bids will be opened by the Department's Procurement Office personnel at the date, time and location in the Timeline. All bid openings are open to the public and will be conducted according to the following agenda:

Opening remarks – Approximate time of 2 minutes by Department Procurement Office personnel.

Public input period – To allow a maximum of 15 minutes total for public input related to the bid solicitation.

Bids opened – At conclusion of public input or 15 minutes, whichever occurs first, bids received timely will be opened with bidder's name and prices to be read aloud.

Adjourn - After all bids received timely have been opened, the meeting will be adjourned.

4) **SPECIAL ACCOMMODATIONS**

Any person with a qualified disability requiring special accommodations at a pre-bid conference, public meeting, and/or opening shall contact the contact person at the phone number, e-mail address or fax number provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

SPECIAL CONDITIONS

1) **MyFloridaMarketPlace**

BIDDERS MUST BE REGISTERED IN THE STATE OF FLORIDA'S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE OF THE BID OPENING OR THEY MAY BE CONSIDERED NON-RESPONSIVE (see Special Condition 21). All prospective bidders that are not registered should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

2) **Florida Department of Financial Services (DFS) W-9 REQUIREMENT**

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or FLW9@myfloridacfo.com with any questions.

3) **QUESTIONS & ANSWERS**

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this Invitation to Bid must be forwarded, in writing, to the procurement agent identified below. Questions must be received no later than the time and date reflected on the Timeline. The Department's written response to written inquiries submitted timely by bidders will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements"), under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting their bid.

WRITTEN TECHNICAL QUESTIONS should be submitted to:

John Albers
E-Mail: D1-Purchasing@dot.state.fl.us
Mailing Address: **Florida Department of Transportation**
D-1 Purchasing MS 1-31
801 North Broadway Ave.
Bartow, FL 33830
Fax: **(863) 519-2661**

Questions regarding administrative aspects of the bid process should be directed to the Procurement Agent in writing at the address above or by phone: (863) 519-2581

4) ORAL INSTRUCTIONS / CHANGES TO THE INVITATION TO BID (ADDENDA)

No negotiations, decisions, or actions will be initiated or executed by a bidder as a result of any oral discussions with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid. All Addenda will be acknowledged by signature and subsequent submission of Addenda with bid when so stated in the Addenda.

5) DIVERSITY ACHIEVEMENT

MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION

The Department, in accordance with *Title VI of the Civil Rights Act of 1964, 42 USC 2000d- 2000d-4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21*, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure

that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

The Department encourages small, minority, women, and service-disabled veteran businesses to compete for Department contracts, both as "Vendor" and as subcontractors. The Department, its vendors, suppliers, and consultants should take all necessary and reasonable steps to ensure that small, minority, women, and service-disabled veteran businesses have the opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment. Bidders are requested to indicate their intention regarding MBE participation on the MBE Planned Utilization form and to submit the completed form with their Bid Sheet. The contract vendor will be asked to submit payment certification for MBE subcontractors used.

To request certification or to locate certified MBEs, call the Office of Supplier Diversity, Department of Management Services at (850) 487-0915, or access their MBE directory on the Internet at www.osd.dms.state.fl.us/.

6) SCOPE OF SERVICES

Details of the services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

7) INTENDED AWARD

The Department intends to award this contract to the responsive and responsible bidder that submits the lowest responsive bid. If the Department is confronted with identical pricing or scoring from multiple vendors, the Department shall determine the order of award using the following criteria, in the order of preference listed below (from highest priority to lowest priority):

1. Section 295.187(4), Florida Statutes; Veteran Business Enterprise

2. Section 287.087, Florida Statute; Drug Free Work Place
3. Section 287.057(11); Minority Business Enterprise

In the event that the application of the above referenced preferences does not resolve the identical replies, the Department shall determine the award by means of random drawing.

8) MANDATORY PRE-BID CONFERENCE

A MANDATORY pre-bid conference will be held at the date, time and location in the Timeline. The purpose of this meeting is to provide an open forum for the Department to review the Scope of Services and respond to questions from potential bidders regarding the scope of services, ITB requirements, contractual requirements, method of compensation, and other conditions or requirements that may, in any manner, effect the work to be performed. Any changes and/or resulting Addenda to the ITB will be the sole prerogative of the Department.

Attendance at this pre-bid conference is MANDATORY. Failure by a bidder to attend or be represented at this pre-bid conference will constitute a non-responsive determination of their bid package. Bids found to be non-responsive will not be considered.

9) QUALIFICATIONS

9.1 GENERAL

Bidder must meet the following minimum qualifications:

9.1.1 Been actively engaged in the type of business being requested for a minimum of 2 years.

9.2 BIDDER QUALIFICATIONS

When submitting the bid, each bidder must submit a written statement ("Minimum Qualifications Statement" form), detailing their qualifications that demonstrate they meet the minimum qualifications contained in Special Condition 9.1.1, above. Failure by the bidder to provide the above item(s) will constitute a non-responsive determination. Bids found to be non-responsive will not be considered.

9.3 AUTHORIZED TO DO BUSINESS IN THE STATE OF FLORIDA

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out of state corporations, out of state limited liability companies, and out of state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the bid due date and time, but in any case, must be obtained prior to the award of the contract. For authorization, contact:

Florida Department of State
Tallahassee, Florida 32399
(850) 245-6051

9.4 LICENSE TO CONDUCT SERVICES IN THE STATE OF FLORIDA

If the services being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the bid due date and time, but in any case, must be obtained prior to posting of the intended award of the contract.

For licensing, contact:

Florida Department of Business and Professional Regulation
Tallahassee, Florida 32399-0797
(850) 487-1395

10) WARRANTY/SUBSTITUTIONS

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the purchaser. Any deviation from this criterion must be documented in the bid response or the above statement shall prevail. Delivery of substitute commodities requires prior written approval from the ordering location.

Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation if applicable. All fees associated with restocking cancelled orders shall be the responsibility of the vendor.

All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the vendor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Department, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items, and returning those that are defective.

11) LIABILITY INSURANCE

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office, (John Albers, 801 North Broadway Ave. Bartow, FL 33730)** within ten (10) days after the ending date of the period for posting the intended award decision.

() No general liability insurance is required.

(X) The Vendor must carry and keep in force during the period of this contract a general liability insurance policy or policies with a company authorized to do business in the state of Florida, affording public liability insurance with combined bodily injury limits of at least \$(200,000 minimum) per person and \$(300,000 minimum) each occurrence, and property damage insurance of at least \$(200,000 minimum) each occurrence, for the services to be rendered in accordance with this contract.

() The Vendor must have and maintain during the period of this contract, a professional liability insurance policy or policies or an irrevocable letter of credit established pursuant to Chapter 675, Florida Statutes, and Section 337.106, Florida Statutes, with a company authorized to do business in the state of Florida, affording professional liability coverage for the professional services to be rendered in accordance with this contract in the amount of at least \$_____. The Vendor shall maintain professional liability coverage for a minimum of three years after completion of the services rendered under this contract.

With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Vendor shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

The Department shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of

the Vendor or subcontractor providing such insurance. Policies that include Self Insured Retention (SIR) will not be accepted.

12) PERFORMANCE BOND

(X) A Performance Bond is not required for this project.

13) METHOD OF COMPENSATION

EXHIBIT "B" Method of Compensation

14) CONTRACT DOCUMENT

PURCHASE ORDER

The MyFloridaMarketPlace "Purchase Order Terms and Conditions" and the Department's "Purchase Order Terms & Conditions" are referenced or attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of each Purchase Order issued for this solicitation. In submitting a bid, the bidder agrees to be legally bound by these terms and conditions.

15) REVIEW OF BIDDER'S FACILITIES & QUALIFICATIONS

After the bid due date and prior to contract execution, the Department reserves the right to perform or to have performed, an on-site review of the bidder's facilities and qualifications. This review will serve to verify data and representations submitted by the bidder and may be used to determine whether the bidder has adequate facilities, equipment, qualified and experienced staff, and overall management capabilities to provide the required services. The review may also serve to verify whether the bidder has financial capabilities adequate to meet the contract requirements.

Should the Department determine that the bid package has material misrepresentations or that the size or nature of the bidder's facilities, equipment, management capabilities, or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the bid.

16) PROTEST OF INVITATION TO BID SPECIFICATIONS

Any person who is adversely affected by the contents of this Invitation to Bid must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after the posting of the solicitation, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

17) UNAUTHORIZED ALIENS

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

18) **SCRUTINIZED COMPANIES LISTS**

ALL Responses, regardless of dollar value, must include a completed [Vendor Certification Regarding Scrutinized Companies Lists](#) to certify the respondent is not on either of those lists. The Form should be submitted with the Price Proposal.

A Vendor is ineligible to enter into a contract with the Department for goods or services of any amount if, at the time of entering into such contract, the Vendor is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

Section 287.135, Florida Statutes, also prohibits companies from entering into a contract for goods or services of \$1 million or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

If the Department determines the Vendor submitted a false certification under Section 287.135 of the Florida Statutes, the Department shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

19) **RESERVATIONS**

The Department reserves the right to accept or reject any or all bids received and reserves the right to make an award without further discussion of the bids submitted. Therefore, the bidder should make sure that the bid package submitted is complete and accurate and submitted to ensure delivery on or before the bid opening time and date specified in this solicitation. It is understood that the bid will become a part of the Department's official file, without obligation to the Department.

20) **ADDITIONAL TERMS & CONDITIONS**

No conditions may be applied to any aspect of the ITB by the bidder. Any conditions placed on any aspect of the bid documents by the bidder may result in the bid being rejected as a conditional bid (see "RESPONSIVENESS OF BIDS"). **DO NOT WRITE IN CHANGES ON ANY ITB SHEET.** The only recognized changes to the ITB prior to bid opening will be a written Addenda issued by the Department.

21) **RESPONSIVENESS OF BIDS**

Bids will not be considered if not received by the Department **on or before** the date and time specified as the due date for submission. All bids must be typed or printed in ink. A responsive bid is an offer to provide the services specified in this Invitation to Bid in accordance with all requirements of this Invitation to Bid. Bids found to be non-responsive will not be considered. Bids may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A bid may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, modifying the bid requirements, submitting conditional bids or incomplete bids, submitting indefinite or ambiguous bids, or executing forms or the bid sheet with improper and/or undated signatures. Other conditions which may cause rejection of bids include, evidence of collusion among bidders, obvious lack of experience or expertise to provide the required services, and failure to perform or meet financial obligations on previous contracts. ALL determinations of responsiveness will be the responsibility of the FDOT Procurement Office.

22) **BID SHEET**

The bidder must use the attached Bid Sheet to submit its bid. The Bid Sheet must be signed and dated in

ink by a representative who is authorized to contractually bind the bidder. All bid sheets and other documentation submitted in response to this solicitation must be executed and submitted in a sealed envelope. **Indicate the bid number, with the time and date of the bid opening, on the envelope used to return the bid.**

23) ESTIMATED QUANTITIES

The Department anticipates purchasing the estimated quantities shown on the bid sheet(s), for a one (1) year period of any contract resulting from this bid. The estimated quantities are given only as a guideline for preparing your bid and should not be construed as representing the actual quantities to be authorized under this contract. The Vendor(s) shall supply, at bid prices, the actual quantities authorized regardless of whether the total of such quantities is more or less than anticipated. This bid and the resulting contract will be subject to annual appropriated funding.

24) "DRUG-FREE WORK PLACE" PREFERENCE

Whenever two or more bids which are equal with respect to price, quality, and service are received, the Department shall determine the order of award first in accordance with section 295.187(4), Florida Statutes, giving preference to "Veteran Business Enterprise" then to bid responses from vendors that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The "Drug-Free Workplace Program Certification" must be completed and submitted with the bid response to be eligible for this preference.

25) COPYRIGHTED MATERIAL

Copyrighted material will be accepted as part of a bid only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

26) ATTACHMENT TO ITB SUBMITTAL - CONFIDENTIAL MATERIAL

The Bidder must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Invitation to Bid, Number [DOT-ITB-20-1279-JA - Confidential Material](#)". The Bidder must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Bidder asserts to be exempt from public disclosure and placed elsewhere in the bid will be considered waived by the Bidder upon submission, effective after opening.

27) MAIL OR DELIVER BIDS TO: (DO NOT FAX OR SEND BY E-MAIL)

Florida Department of Transportation
John Albers MS 1-31
801 North Broadway Ave.
Bartow, FL 33830

Phone # (863) 519-2581

It is the bidder's responsibility to assure that the bid is delivered to the proper place **on or before** the Bid Due date and time (See Introduction Section 2 Timeline). Bids which for any reason are not so delivered, will not be considered.

28) MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL

Bidders may modify submitted bids at any time prior to the bid due date. Requests for modification of a submitted bid shall be in writing and must be signed by an authorized signatory of the bidder. Upon receipt and acceptance of such a request, the entire bid will be returned to the bidder and not considered unless resubmitted by the due date and time. Bidders may also send a change in a sealed envelope to be opened at the same time as the bid. The ITB number, opening date and time should appear on the envelope of the modified bid.

29) POSTING OF INTENDED DECISION/AWARD

29.1 - General:

The Department's decision will be posted on the Florida Vendor Bid System, at www.myflorida.com, (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", on date and time in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any bidder who is adversely affected by the Department's recommended award or intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after posting of the Intended Award, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

29.2 - Inability to Post:

If the Department is unable to post as defined above, the Department will notify all bidders by electronic notification on the Florida Vendor Bid System (see special condition 29.1, above) or by mail, fax, and/or telephone. The Department will provide notification of any future posting in a timely manner.

29.3 - Request to Withdraw Bid:

Requests for withdrawal will be considered if received by the Department, in writing, within seventy-two (72) hours after the bid opening time and date. Requests received in accordance with this provision will be granted by the Department upon proof of the impossibility to perform based upon obvious error on the part of the bidder. Bidders that do not withdraw as stated above will forfeit their bid bond, if applicable.

30) AWARD OF THE CONTRACT

Services will be authorized to begin when the Vendor receives the following document(s), as appropriate, indicating the encumbrance of funds and award of the contract:

A Purchase Order issued by the Department

31) RENEWAL

Upon mutual agreement, the Department and the Contract Vendor may renew the Contract for a period that

may not exceed 3 years or the term of the original contract, whichever is longer. The renewal must be in writing and signed by both parties, and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. Any renewal shall specify the renewal price, as set forth in the solicitation response except that an agency may negotiate lower pricing. Renewal is contingent upon satisfactory performance evaluations and subject to the availability of funds.

32) ATTACHED FORMS

Exhibit "A" – Scope of Service

Exhibit "B" - Method of Compensation

Exhibit "C" - Bid Sheet

Attachment 1

Attachment 2

Minimum Qualifications Statement

Drug-Free Workplace Program Certification (Form 375-040-18)

Vendor Certification Regarding Scrutinized Companies Lists (Form 375-030-60)

MBE Planned Utilization (Form 375-040-24)

33) TERMS AND CONDITIONS

33.1 General Contract Conditions (PUR 1000)

The State of Florida's General Contract Conditions are outlined in form PUR 1000, which is a downloadable document incorporated into this Invitation to Bid (ITB) by reference. Any terms and conditions set forth in this ITB document take precedence over the PUR 1000 form where applicable.

<http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf>

The following paragraphs do not apply to this Invitation to Bid:

Paragraph 31, Dispute Resolution - PUR 1000

Paragraph 40, PRIDE – PUR 1000, when federal funds are utilized.

33.2 General Instructions to Respondents (PUR 1001)

The State of Florida's General Instructions to Respondents are outlined in form PUR 1001, which is a downloadable document incorporated into this Invitation to Bid (ITB) by reference. Any terms and conditions set forth in this ITB document take precedence over the PUR 1001 form where applicable.

<http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>

The following paragraphs do not apply to this Invitation to Bid:

Paragraph 3, Electronic Submission – PUR 1001

Paragraph 4, Terms and Conditions – PUR 1001

Paragraph 5, Questions – PUR 1001

33.3 MFMP Purchase Order Terms and Conditions

All MFMP Purchase Order contracts resulting from this solicitation will include the terms and conditions of this solicitation and the State of Florida's standardized Purchase Order Terms and Conditions, which can be found at the Department of Management Services website at the following link:

http://www.dms.myflorida.com/content/download/117735/646919/Purchase_Order_Terms_Sept_1,_2015_.pdf

Section 8(B), PRIDE, is not applicable when using federal funds.

34) ORDER OF PRECEDENCE

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

Special Conditions

Exhibit "A" - Scope of Services

Exhibit "B" – Method of Compensation

Exhibit "C" - Bid Sheet

MFMP Purchase Order Terms and Conditions – Section 8(B), PRIDE, is not applicable when using federal funds

Instructions to Respondents (PUR 1001)

General Conditions (PUR 1000)

**Exhibit “A”
DOT-ITB-20-1279-JA**

**SCOPE OF SERVICE
LANDSCAPE MAINTENANCE SERVICES**

LANDSCAPE MAINTENANCE SERVICES

1.0 OBJECTIVE:

Vendor to provide Landscape Maintenance Services for the Florida Department of Transportation, Bartow Operations & District Materials Facility.

2.0 LOCATION:

District One Bartow Operations & District Materials Facility is located at 2730/2740 State Road 60 W, Bartow, Florida 33830.

3.0 SERVICES TO BE PROVIDED:

The Vendor will furnish all labor, materials, equipment, chemicals, supplies, and services to maintain all turf and landscaped areas in an attractive, healthy condition. All work shall be performed in a professional manner, using quality equipment, materials, and methods. In general, the work includes:

- Mowing
- Maintenance and Repair of Irrigation system
- Edging
- Weeding
- Fertilization
- Chemical Application
- Pruning & Trimming
- Clean up of debris
- Replenish mulch annually as required – Section 3.1 I

3.1 GROUND MAINTENANCE

- A. **Mowing** – During the fast-growing season (generally from March 15 through November 15), all turf areas shall be mowed no less than once every seven (7) calendar days to maintain turf height of three to three and a-half inches (3” – 3.5”) and before growth reaches five inches (5”). During the slower growing season (generally from November 16 through March 14) all turf areas shall be mowed no less than once every fourteen (14)-calendar days. The Department’s

Project Manager must approve exceptions to this schedule in advance and in writing.

Prior to mowing operations, all debris and litter shall be picked up and properly removed by the Vendor. Mowing will be done using equipment with sharp blades and tight belts so that no noticeable clippings remain on the turf. Mower deck height may be lifted four to four and a-half inches (4' – 4.5") during times of drought to relieve stress on the turf as deemed necessary by the Vendor and the Department's Project Manager. Clippings will be blown from the adjacent hard surfaces immediately after completion of mowing operations, but in conjunction with mowing at the front entrances of all buildings within the District Materials and Bartow Operations complex, so that grass clipping and other debris are not tracked into the buildings. Mower grass exhausts will be turned away from nearby entrances, air conditioner units, and other ground level equipment/machinery, while mowing nearby so they are not cluttered or clogged by grass cuttings or other debris from the mower(s). Safe mowing practices shall be maintained at all times. Areas inaccessible by the mower will be line trimmed.

Notate in log book when service is completed.

- B. **Irrigation**- On a bi-weekly basis and/or immediately after each lawn cutting service, the Vendor shall inspect and make proper repairs and/or adjustments as needed to the Department's irrigation system to ensure proper operation maximizing the health and growth of all landscaping. These activities shall ensure maximum effectiveness of the irrigation system.

The Vendor shall be fully responsible for regularly testing, inspecting, adjusting and maintaining all irrigation components of the irrigation system to ensure proper operation. The Vendor shall be responsible for repairing and/or replacing, irrigation water lines, irrigation wiring, damaged or missing sprinkler heads, nozzles, valves, rain sensors, sprinkler risers, and riser couplings, in a timely manner to ensure proper and effective irrigation system operations at all times. The vendor is responsible for relocating sprinklers to ensure proper coverage is provided. The vendor will be responsible for all maintenance on the irrigation system, with exception of the following:

- Time clocks
- Motors
- Well pumps

Notate in log book when service is completed.

- C. **Edging** – Edging of all turf areas, adjoining sidewalks, curbs, parking areas, roadways, drives, shrubs, flower beds, trees, planters, sign posts, fences, etc., shall be performed consistent with the mowing schedule. The edging of turf to mulch

areas, such as trees and flowerbeds, shall be maintained chemically or by hand throughout the fast and slow growing seasons.

Notate in log book when service is completed.

- D. **Weeding** – Manual weed control, shall be performed during each mowing cycle to ensure that no weeds are visible. All areas shall be maintained to reflect a clean, controlled appearance, free from weeds.

Notate in log book when service is completed.

- E. **Fertilizing** – The vendor shall ensure proper fertilization and feeding of all landscape, trees, shrubs, hedges, lawn and other plant materials. At minimum and as appropriate, the Vendor shall ensure fertilizing and feeding is undertaken according to the schedule outlined below. All lawn, tree, shrubbery and other landscape materials and items shall be fertilized in a manner to maximize health and growth throughout the year. All fertilizing and feeding products used for landscaping, lawns, shrubs, trees and all other areas shall be pre-approved by the Department’s Contract/Project Manager or delegate prior to each applications. The following schedule shall represent the minimal applications required under this Contract:

- a. Winter application applied during January
- b. Spring application applied during April
- c. Summer application applied during July
- d. Fall application applied during October

Notate in log book when service is completed.

- F. **Landscape Maintenance Services** – All shrubbery and trees shall be pruned and trimmed as directed by the Department’s Project Manager to maintain an attractive, safe and uniform appearance. Renovation of existing plant material, such as cutting back in order to reduce overall size or to allow the plants to produce new growth, shall be accomplished as necessary. All dead, diseased or unsightly branches, vines, or other growth shall be removed and disposed of away from the complex area by the Vendor.

Oak trees will be trimmed or pruned up to a height of ten ft. (10’). No limbs larger than two inches (2”) in diameter will be removed without approval of Project Manager.

Ground covers and vines will be sheared and edged as necessary (in a uniform manner) to maintain neat clean edges, surfaces, and overall appearance. Vines

shall be pruned to prevent proliferation over other plants and structures specified to be free of vines by the Project Manager.

Plant pruning, shearing, and trimming shall be accomplished under the supervision of an experienced specialist to assure function is in accordance with recommended horticultural practices to properly allow for further budding, blooming, and growth habit. Pruning of plants, which overhang curbs, sidewalks, passageways, patios, fences, air conditioning units, and parking areas, shall be performed during each work cycle.

The Vendor shall remove all plant material that has died due to winter freeze, floods, fire, or other acts of God. Replacement of plant material damaged due to these reasons will be considered billable repairs and the Department may elect to obtain price quotes and have the necessary work performed by other vendors. Plants that are destroyed or damaged due to the Vendor's negligence will be replaced at the Vendor's expense with the same type and size of damaged plant.

Notate in log book when service is completed.

- G. **Pesticide Application and Services** – At minimum, on a quarterly basis and/or as needed, all lawn areas, trees, shrubs, mulch beds and other landscape areas shall be professionally treated for extermination of pests, insects, fungus, or parasite and disease to ensure healthy growth and aesthetically pleasing appearance of all landscape materials and areas.

All chemicals used shall meet or exceed commercial landscape industry standards and shall ensure maximum growth and health of all landscape material. The Vendor, or approved sub-vendor, providing pesticide services shall possess a **Certified Pest Control Applicator License**. The licensed agent or employee of the Vendor shall be present during each application. Prior to each application of pesticides please advise the Department's Contract/Project Manager. The Vendor shall ensure appropriate application to ensure maximum effectiveness of pesticides. The Vendor shall provide additional applications, where required. The Vendor shall take immediate corrective action if pesticide services cause damage to grass or landscape materials or areas of the facility, equipment, sidewalks, grounds, lighting and other Department property.

Upon completion of each service, the Vendor shall place appropriate signage in all areas where pesticide services were performed.

Notate in log book when service is completed.

- H. **Site Control/Clean-Up** – Upon completion of each service requirement, the Vendor shall ensure that all areas of the project site including, but not limited to,

sidewalk, walkways, entrances, roadways, parking lot and landscaped areas are free of debris, grass clippings, weeds, tree trimmings, landscape materials and all landscaping tools and/or equipment. The Vendor shall properly dispose of all debris and landscape materials. During fall season, all leaves shall be cleared and disposed of by Vendor.

Notate in log book when service is completed.

- I. **Mulch Application** – The vendor shall reapply mulch annually, during the spring, in beds at a minimum thickness of three inches wetted depth. The type of mulch used for the beds shall be pre-approved by the Department’s Contract/Project Manager or delegate prior to applying any applications.

Notate in log book when service is completed.

4.0 SUPERVISION

A foreman will be assigned to the project, with whom the Department’s Project Manager may communicate on a regular basis, pertaining to this Agreement. The assigned foremen will check-in with the Project Manager during each visit.

Vendor will supervise and direct the work and his employees, to the best of his/her abilities, and be solely responsible for all techniques, sequences, procedures, coordination of services, and actions of his/her employees. Vendor’s service personnel shall maintain a neat appearance in suitable clothing and in company identification uniform.

On each visit, the Vendor will be required to sign in and out of the Department’s Vendor log, Exhibit A. This log will be located in the Receiving Area of the District One Materials office. **Failure to sign-in and out of the log may result in non-payment for services rendered.**

5.0 DEPARTMENT RESPONSIBILITIES

The Department of Transportation will furnish the following, as appropriate for performance of the required services.

- A. The Department shall provide a Project Manager for administering the terms and conditions of this Agreement.
- B. The Department will provide irrigation water.

C. The Department shall **not** be responsible in anyway for damages, destruction, or loss, from any cause, to the Vendor's equipment, supplies, materials, tools, or personal property of the Vendor.

6.0 ASSIGNMENT OF WORK

The Department shall request Vendor services by issuance of an Ariba Purchase Requisition issued by the Ariba system via email or fax.

7.0 PROGRESS PAYMENTS

For the satisfactory performance of the services detailed in the "Ariba Purchase Requisition", the Vendor shall be paid a fixed monthly rate for services provided, as approved by the Department. **IF PERFORMANCE OF SERVICES FAILS TO MEET CONTRACT SPECIFICATION, MONTHLY PAYMENT WILL BE WITHHELD UNTIL DESCREPANCY IS RESOLVED AND APPROVED BY PROJECT MANAGER.**

EXHIBIT "B"
DOT-ITB-20-1279-JA

METHOD OF COMPENSATION

1.0 PURPOSE:

This Exhibit defines the limits of compensation to be made to the contractor for the services set forth in Exhibit "A" Scope of Service and the method by which payments shall be made.

2.0 COMPENSATION:

For the **satisfactory performance of services** detailed in Exhibit "A" Scope of Service, the Vendor shall be paid up to 12 monthly payments in the amount of \$TBD for a Maximum Amount of \$TBD.

The Maximum Amount shall be made up of:
\$ TBD from Fiscal Year 20/21 (July 1, 2020 - June 30, 2021)

The Vendor shall not provide services that exceed the Fiscal Year amount(s) without an approved Amendment from the Department.

3.0 PROGRESS PAYMENTS:

The Vendor shall submit monthly invoices (3 copies) in a format acceptable to the Department. Payment shall be made at the unit billing rates in Exhibit "C", for services provided, as approved by the Department. The contract unit rates shall include the costs of salaries, overhead, fringe benefits and operating margin. Payment for expenses shall be made on the basis of actual allowable cost incurred as authorized and approved by the Department.

The Vendor shall submit monthly invoices (3 copies) in a format acceptable to the Department. Payment shall be made to the Vendor for services provided plus actual allowable costs. **The invoice shall include documentation of man-hours provided and itemization of costs incurred (including receipts).**

Invoices shall be submitted to: Florida Department of Transportation
Financial Services Office
801 North Broadway
Bartow, FL 33830

The Vendor has certified that TBD% MBE/DBE utilization would be achieved for this contract. If MBE utilization was certified by the Vendor, an MBE payment certification form shall be submitted with each invoice to verify the MBE utilization.

EXHIBIT "B"
DOT-ITB-20-1279-JA

METHOD OF COMPENSATION

If DBE utilization was certified, DBE payments are to be input each month at the following link: <https://www3.dot.state.fl.us/EqualOpportunityOffice/bizweb/>

New users reporting DBE payments will need to contact the FDOT Service Desk at FDOT.ServiceDesk@dot.state.fl.us to get a BizWeb user ID and password to access the application.

4.0 DETAILS OF COSTS AND FEES:

Details of the Contractor's billing rates for the performance of the services are contained in Exhibit "C", attached hereto and made a part hereof.

5.0 TANGIBLE PERSONAL PROPERTY: This contract does not involve the purchase of Tangible Personal Property, as defined in Chapter 273, F.S.

Attachment I – Vendor Service Log

Vendor Name: _____

Date/Time of Services: _____

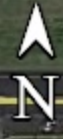
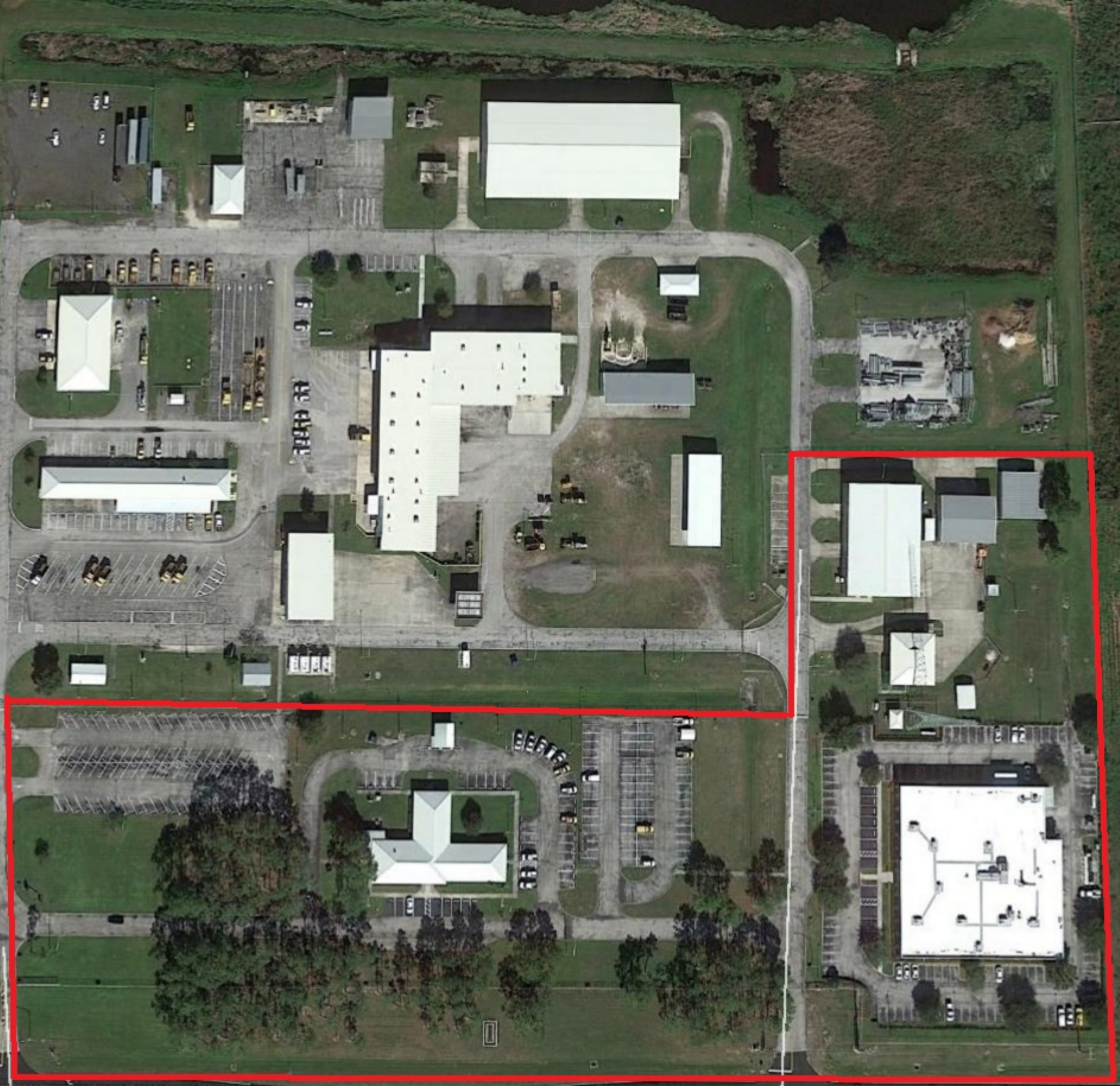
Services	Vendor Performed (initial)	DOT Verified (initial)
<u>Weekly Services</u>		
Mowing (3.1/A)		
Edging (3.1/C)		
Weeding (3.1/D)		
Landscape Maintenance Services (3.1/F)		
Site Control/Clean-Up (3.1/H)		
<u>Bi-Weekly Services</u>		
Irrigation (3.1/B)		
<u>Quarterly Services</u>		
Fertilizing (3.1/E)		
Pesticide Application and Services (3.1/G)		
<u>Annual Services</u>		
Mulch Application (3.1/I)		

NOTE: Prior to commencement of work, the Vendor will be required to sign in with the Project Manager or their Designee using Attachment I – Vendor Services Log. Upon completion of services, using Attachment I – Vendor Services Log, the Project Manager or their Designee will accompany the Vendor on a walk-through of services performed and initial all satisfactorily completed services as outlined in the Exhibit A – Scope of Services.

<p>COMMENTS/CONCERNS:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--

Vendor Signature (after walk-thru): _____

Department Signature (after walk-thru): _____



BID CHECKLIST(DOES NOT NEED TO BE RETURNED WITH YOUR BID)

This Checklist is provided as a guideline, only, to assist bidders in the preparation of their bid response. Included are some important matters that the bidder should check. This checklist is just a guideline, and is not intended to include all matters required by the ITB. Bidders are responsible to read and comply with the ITB in its entirety.

Check off each the following:

- ___ 1. The “Bid Sheet” has been filled out completely, signed, and enclosed in the bid response.
- ___ 2. The Federal Employers Identification Number or Social Security Number has been entered in the space provided.
- ___ 3. “Drug-Free Workplace Program Certification” form has been read, signed, and enclosed in the bid response, if applicable.
- ___ 4. “Scrutinized Companies Lists” certification form has been read, signed, and enclosed in the bid response.
- ___ 5. The Scope of Services section has been thoroughly reviewed for compliance to the bid requirements.
- ___ 6. The prices bid have been reviewed for accuracy and all price corrections have been initialed in ink.
- ___ 7. The www.myflorida.com website has been checked and any Addendums posted have been completed, signed, and included in the bid response.
- ___ 8. The bid response must be received, at the location specified, **on or before** the Bid Due Date and Time designated in the ITB.
- ___ 9. On the Lower Left Hand Corner of the Envelope transmitting your bid response, write in the following information:

Bid No.: DOT-ITB-20-1279-JA

Title: Lawncare Service for the District One Materials and Operations Complex

Opening Date & Time: See “TIMELINE” in INTRODUCTION SECTION .