



INVITATION TO QUOTE

City of North Miami
Purchasing Department
776 NE 125th Street Room 303
North Miami, Florida 33161

**THIS IS NOT
AN ORDER**

QUOTATION NO.: 49-17-18

TITLE: South-Central Tree Planting Project

DATE OF ISSUE: Thursday, May 10, 2018

DUE DATE: Thursday, May 24, 2018

TIME: 3:30 PM

CONTACT PERSON: Heylicken Espinoza

PHONE: (305) 895.9886

E-MAIL: purchasing@northmiamifl.gov

QUOTES SHOULD BE SUBMITTED TO:

City of North Miami
Purchasing Department
776 NE 125 Street – Room 303
North Miami, FL 33161

Or via e-mail to: purchasing@northmiamifl.gov

1. SCOPE OF WORK

The City of North Miami is requesting quotes from experience and qualified vendors to provide all labor, equipment, materials and expertise required to complete the South-Central Tree Planting Project. This project shall consist of planting native shade trees in the right-of-way swales of the neighborhoods indicated in Attachment “A” of this Invitation to Quote (ITQ).

2. TREE CRITERIA

The following types of plants and related sizes will be installed:

Botanical Name	Common Name	Quantity	Clear Trunk	Minimum Caliper	Container	Minimum Size
<i>Lagerstroemia indica</i>	Crape Myrtle	25	4 ft	2 in.	25-30 gallons	12ft Height overall x 5 ft Spread
<i>Conocarpus erectus</i>	Green Buttonwood	30	4 ft	2 in.	25-30 gallons	12ft Height overall x 5 ft Spread
<i>Coccoloba diversifolia</i>	Pigeon Plum	25	4 ft	2 in.	25-30 gallons	12ft Height overall x 5 ft Spread

3. LOCATIONS

See “Attachment A” of this ITQ for a map of proposed locations for tree placement.

When installed in roadways, trees shall have a maximum average spacing of 60’ on center, and be placed within 7’ of the edge of the roadway pavement and/or where present, within 7’ of the sidewalk.

Contractor must ensure that trees are installed in a way that complies with site triangle regulations.

4. DEBRIS REMOVAL

Contractor will remove debris, waste materials and unsuitable or excess topsoil to appropriate off site location for disposal. The Project Supervisor may allow the contractor to utilize an off-site location within the City to dispose of unsuitable material, however, no asphalt will be allowed at this location. Debris shall not hinder vehicular or pedestrian traffic flow at any time during construction. A \$100 fine will be assessed for each violation.

It will be the Contractor's responsibility to remove all cut limbs and other debris from the work site daily, leaving the general area in a clean condition. All limbs and other debris shall be disposed of immediately by the Contractor in a legal manner and not left on the ground or for disposal by City forces.

5. ADJUSTMENTS

The Contractor shall be responsible for washouts or mishaps to the work caused by their workmanship or natural causes and shall again excavate or reshape as required. Any damage that may result during this excavation/construction process will be the responsibility of the contractor to restore to the original condition or better.

6. UTILITIES

The Contractor is solely responsible for verifying any and all utility locations prior to excavating. It will be the Contractor's responsibility to exercise all caution in the vicinity of any utility. The City will not be responsible for any damage done to any utility or private property by the Contractor.

7. INSTALLATION

The Contractor will install trees in locations as indicated on the plans. Trees will be set level with their original grade. Trees shall not be plugged and set as indicated on-site. Trees shall be thoroughly watered. A 6-inch high rim of dirt with mulch shall be installed around the edge of the excavated hole to form a saucer shape which will hold water around the root ball. Trees shall be braced to ensure their stability for the guarantee period.

8. MATERIALS

- a) Trees: Shall be free of scars, lesions, un-uniformed rings, receding trunk around root initiation zone, penciling, etc. All plant material shall be Florida #1 or better.
- b) Soil: Backfill planting holes after tree is set with a soil mix consisting of a homogenous mixture of 40% sand, 25% Canadian peat moss, 20% sterilized muck, 15% pine bark, **mixed with 50% of soil from the excavated hole.**
- c) Mulch Material: Shall be moistened at the time of application to prevent wind displacement, and applied at a minimum depth of three inches. **Cypress Mulch is prohibited.**

9. MAINTENANCE

The Contractor is responsible for all maintenance of the trees during the guarantee period of one year. This includes but is not limited to weeding, re-staking and trimming (if required), water retention saucer repair, watering, etc.

Contractor shall be responsible for the following:

- a) Remove all tree bracings six (6) months after installation and ensure that each tree is fully established into the planting site.
- b) Provide a one-year warranty for each tree.
- c) Provide a cost breakdown for the cost of watering during the one year post maintenance period. **Vendors must submit a proposed watering schedule with their submittals.**
- d) Remove bracing six (6) months after installation.

10. PROJECT COMPLETION TIME

Contractor must complete project within 30 days from the City’s issuance of a notice-to-proceed.

11. REFERENCES / EXPERIENCE AND QUALIFICATIONS

Contractor should have experience providing services of similar scope and size. At a minimum, at least three (3) references of clients to which the respondent has provided similar services must be submitted with all quotes (see attached form A-14). Current contact information must be provided. References should include full written details of services provided similar to the ones described herein. Only one reference may be used for services performed for or on behalf of the City of North Miami.

Vendor should submit copies of relevant certifications such as Landscape Contractor or Arborist licenses.

12. INSURANCE AND INDEMNIFICATION

Respondents must submit with their Responses, proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a Contract:

- a) **COMMERCIAL GENERAL LIABILITY**
 With minimum limits of \$1 Million per occurrence for bodily injury and property damage. This coverage shall also include personal, advertising injury and medical expense Commercial General Liability Insurance – preferably written on an occurrence form with \$1,000,000 for each occurrence, to include contractual liability, personal & advertising injury, and products/completed operations.

The general liability limits can be extended through the purchase of an Excess/Umbrella Liability insurance (occurrence form).

- b) **COMMERCIAL AUTOMOBILE LIABILITY (COVERING OWNED, NON-OWNED & HIRED VEHICLES)**
 Comprehensive Automobile Liability Insurance with not less than five-hundred thousand dollars (\$500,000.00) for each occurrence combined single limit for bodily injury and property damage including coverage for owned, hire and non-owned vehicles as applicable. The Contractor and any of its approved sub-contractors shall take out and maintain this insurance coverage against claims for damages resulting from bodily injury, including wrongful death and property damage which may arise from the operations of any owned, hired or non-owned automobiles and/or equipment used in any capacity in connection with the carrying out of this Agreement. The City shall be named as an additional insured.
- c) **WORKER’S COMPENSATION**
 As required by the State of Florida with statutory limits, and Employer’s Liability with a minimum limit of \$1,000,000 per accident for bodily injury or disease.

Liability insurance shall name the City of North Miami as an additional insured. All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry.

All insurance policies required by the Contract shall be maintained in full force and effect throughout the term period. The insurance carriers shall have a minimum of a rating based on the latest rating publication for Property and Casualty Insurers such as A.M. Best Company (or its equivalent). All insurers must be lawfully admitted to conduct business within the State of Florida. Required insurance coverage must be approved by the City's Risk Manager prior to signing of Contract. Contractor may produce any insurance under a "blanket" or "umbrella" insurance policy, provided that such policy or a certificate of such policy specify the amount(s) of the total insurance allocated to this Contract. Coverage limits shall equal or exceed the amount(s) required by this agreement and shall not be reduced for claims made on other Projects undertaken by Contractor.

The Contractor must submit, prior to signing of Contract, a Certificate of Insurance naming the City as additional insured for Commercial General Liability and Auto Liability Insurance. Contractor shall guarantee all required insurances remain current and in effect throughout the term of Contract.

Contractor shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an Agreement by the Contractor or its employees, agents, servants, partners principals or Subcontractors.

Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon.

Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided.

The Contractor must submit a Certificate of Insurance naming the City of North Miami as "additional insured" for the above coverages prior to issuance of a Purchase Order by the City.

13. METHOD OF AWARD

Award will be made to the lowest responsive and responsible bidder whose proposal is in the best interest of the City. Local preference will be applied as applicable (see below).

14. LOCAL PREFERENCE

In accordance with the City of North Miami Code of Ordinances Sec. 7-151, regarding preference to local businesses, a preference of ten percent (10%) of the total evaluation points or ten percent (10%) of the total bid price shall be given to a local business. Respondents must submit forms A-3 and A-3(a) (if applicable) with their submittal to receive local preference. Failure to submit required documentation may render the Respondent ineligible for local preference.

The offeror, supplier, or contractor seeking the local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City.

All referenced forms can be found on the City's website at
<http://www.northmiamifl.gov/departments/purchasing/forms.aspx>

15. ADDITIONAL INFORMATION:

Award of this bid will be made to the lowest responsive and responsible bidder, whose quote is in the best interest of the City. All vendors must be registered with the Florida Department of State Division of Corporations (Sunbiz) and with the City of North Miami prior to commencement of the work.

ATTACHMENTS:

Attachment A – Map of Tree Locations
Attachment B – Contract Forms (A-3, A-3(a), A-14)



QUOTE FORM

South-Central Tree Planting Project

ITQ No. 49-17-18

Description of Work items are listed below per the requirements detailed in this Invitation to Quote. Pricing for all items shall include materials, labor, supervision, equipment and other required professional and construction related services.

Bidder must submit a proposed watering schedule attached to their quote in accordance with Section 9 "Maintenance" of this ITQ.

Botanical Name	Common Name	Unit Cost	Quantity	Total
<i>Lagerstroemia indica</i>	Crape Myrtle	\$	25	\$
<i>Conocarpus erectus</i>	Green Buttonwood	\$	30	\$
<i>Coccoloba diversifolia</i>	Pigeon Plum	\$	25	\$
Total Quote:				\$

Note: The prices quoted for the above tree species must be reflective of the "Tree Criteria" stipulated in this ITQ.

Addenda Received: Yes No
 If yes, please indicate the number of addenda received: _____

All Addenda are posted on the City's website at:
http://www.northmiamifl.gov/departments/purchasing/current_bids_proposals.aspx

It is hereby certified and affirmed that the respondent shall accept any awards made as a result of this quotation. Respondent further agrees that prices quoted will remain fixed for a period of sixty (60) days from date quotation is due.

Authorized Signature: _____ Title: _____

Print/Type Name: _____ Phone: _____

E-mail: _____ Fax: _____

Firm Name: _____ F.E.I.D. No.: _____

Address: _____ City: _____ State: _____

NOTES:

- 1. All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified***
- 2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award***