



INVITATION TO QUOTE

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

THIS IS NOT
AN ORDER

ITQ NO.: 17-17-18

TITLE: Ongoing Landscaping Maintenance Services

DUE DATE: Friday, February 9, 2018

TIME: 3:30 PM

CONTACT PERSON: Marie Charles

PHONE: (305) 895.9886

E-MAIL: purchasing@northmiamifl.gov

QUOTES SHOULD BE SUBMITTED TO:

Preferably via email to: purchasing@northmiamifl.gov

Or Deliver to

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

NOTES:

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

Locations: Services must be provided at the following locations:

- 610-612 NE 130th Street, North Miami, FL 33161
- 565-567 NE 141st Street, North Miami, FL 33161
- 1230 NW 131st Street, North Miami, FL 33167
- 1420 NW 127th Street, North Miami, FL 33167
- 401 NW 121st Street, North Miami, FL 33168
- 905 NW 120th Street, North Miami, FL 33168
- 1180 NE 144th Street, North Miami, FL 33161
- 915-917 NE 122nd Street, North Miami, FL 33161

Scope of Work:

1. Provide continuous care for established lawn and plants
2. Mow and edge lawns using power mowers and edgers
3. Plant flowering plants, grass, ground covers, trees and shrubs, and apply mulch for protection, using gardening tools.
4. Attach wires from planted trees to support stakes
5. Decorate gardens with stone or plants as required and requested by the City
6. Follow planned landscaping designs to determine where to lay sod, sow grass, or plant flowers and foliage.
7. Remove trash and litter daily.
8. Cut down tree limbs to eliminate public danger as needed.

9. Trim shrubs, hedges and pull weeds.
10. Building maintenance duties (sweep, mop etc.).
11. Minor repair and maintenance.
12. Water plants and grass as needed.
13. Knowledge of machines and tools, including their design, uses, repair, and maintenance.

Price Form:

The prices quoted below shall include all labor, materials, supplies, transportation, equipment, and supervision necessary to perform the work specified in this ITQ. All prices must be submitted on the price form below.

Item	Address	Cost per Month	Number of Months	Cost per Year
1	610-612 NE 130th Street, North Miami, FL 33161	\$	12	\$
2	565-567 NE 141 st Street, North Miami, FL 33161	\$	12	\$
3	1230 NW 131 st Street, North Miami, FL 33167	\$	12	\$
4	1420 NW 127 th Street, North Miami, FL 33167	\$	12	\$
5	401 NW 121 st Street, North Miami, FL 33168	\$	12	\$
6	905 NW 120 th Street, North Miami, FL 33168	\$	12	\$
7	1180 NE 144 th Street, North Miami, FL 33161	\$	12	\$
8	915-917 NE 122 nd Street, North Miami, FL 33161	\$	12	\$
Lump Sum			\$	

Method of Award: Award will be made to the lowest responsive and responsible bidder, whose proposal is deemed to be in the best interest of the City.

Local vendor preference will be applied as applicable (*see below*)

All Addenda are posted on the City's website at:

http://northmiamifl.gov/departments/purchasing/current_bids_proposals.aspx

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

Authorized Signature: _____ Title: _____

Print/Type Name: _____ Phone: _____

E-mail: _____ Fax: _____

Company Name: _____ F.E.I. ID No.: _____

Address: _____

City: _____ State: _____ Zip Code: _____

1. DEADLINE FOR QUESTIONS

Any questions or clarifications regarding this Invitation to Quote shall be submitted in writing to the Purchasing Department via email at purchasing@northmiamifl.gov by no later than **Monday, February 5, 2018 at 3:30 PM**. Respondent(s) must clearly understand that the only official answer or position of the City will be the one received in writing. All questions and/or requests for clarification received by the City on a timely basis, shall be answered by means of addenda posted on the City's website.

2. PROJECT COMPLETION TIME

The initial term of this Contract shall be for one (1) year, commencing on the date of award by the City.

3. REFERENCES/EXPERIENCE AND QUALIFICATIONS

Vendor should have experience providing services of similar scope of work. At a minimum, please provide at least three (3) references of clients to which the respondent has provided similar services (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.

4. INSURANCE AND INDEMNIFICATION

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

4.1 COMMERCIAL GENERAL LIABILITY

With minimum limits of **\$500,000** (occurrence form) for bodily injury and property damage including products completed operations.

4.2 COMMERCIAL AUTOMOBILE LIABILITY

With minimum limits of **\$100k/\$300k/\$100k**, covering any auto including non-owned, hired or leased, or **\$500,000** combined single limit.

4.3 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, **or** indicate eligibility for certificate of exemption.

Both Commercial General and Automobile Liability insurance policies shall name the City of North Miami as "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 and placed with carriers showing a B+ or better rating from 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 Management 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 of North Miami 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. Nothing contained in this section is intended to waive the City's immunity provided under Florida Statute 768.28.

The Contractor must submit, no later than ten (10) days after award and prior to Execution of Contract, a Certificate of Insurance naming the City of North Miami as additional insured.

5. LOCAL VENDOR PREFERENCE

The evaluation of competitive Solicitations is subject to Section 7-151, City Code which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the Respondent shall submit in writing its compliance with any two of the following objective criteria (**see Form A-3**).

A local business shall be defined as:

- a) A business located in the City with a current City business tax receipt issued prior to the City's issuance of the solicitation for supplies or services; and/or
- b) Has at least ten (10) percent of its total workforce residing in the City prior to the City's issuance of the solicitation for supplies or services; and/or
- c) Subcontracts at least ten (10) percent of the contractual amount of a City project with subcontractors who are physically located within the City (**must submit Form A-3(a)** as part of the Proposal).

The local business preference is used to assign a preference of ten (10) percent of the total evaluation point, or ten (10) percent of the total price to those Respondents who qualify for this preference.

The Respondent seeking local business reference has the burden to show that it qualifies for the preference, by submitting supporting documentation, to the satisfaction of the City. Failure to do so may result in being considered ineligible for local business 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>

6. ADDITIONAL INFORMATION:

Award of this bid will be made to the lowest responsive and responsible bidder, whose proposal is in the best interest of the City.

All incorporated vendors must be registered with the Florida Department of State Division of Corporations (Sunbiz).

ATTACHMENTS:

Form A-3 – Local Preference Affidavit

Form A-3(a) – Statement of Intent

Form A-14 - References