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

QUOTATION NO.: 29-17-18

TITLE: Palm Road and Alamanda Drive Landscape Island

DUE DATE: Monday, March 5, 2018  Wednesday, March 7, 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 ST – 3rd Floor
Room 303
North Miami, FL 33161

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

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

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

1. SCOPE OF WORK
The City of North Miami is requesting quotes from qualified vendors to supply and deliver one (1) yellow tabebuia tree, 220 units of Florida-native butterfly-attracting shrubs, and 110 units of Florida-native butterfly-attracting groundcover for the landscape island located at the intersection of Alamanda Drive and Palm Road in the City of North Miami in accordance with the plan provided in Attachment 1 of this Invitation to Quote (ITQ).
2. TREE CRITERIA
The following is a description of minimum requirements for the tree to be installed. Trees in excess of these requirements which meet Florida No. 1 standards are preferred. Any tree which does not meet these minimum requirements will be rejected at delivery.

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
<th>Clear Trunk</th>
<th>Caliper</th>
<th>Overall Height</th>
<th>Spread</th>
</tr>
</thead>
</table>

3. SHRUB AND GROUNDCOVER CRITERIA
The following types of plants and sizes are requested. In the event that any of the plants listed below are unavailable, other Florida-native, butterfly-attracting plants of the same container size and minimum height may be substituted. All substitutions must be clearly identified on the quote form included with this ITQ:

**SHRUBS**

<table>
<thead>
<tr>
<th>Scientific Name</th>
<th>Common Name</th>
<th>Minimum Height</th>
<th>Container Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asclepias perennis</td>
<td>Milkweed</td>
<td>30 in.</td>
<td>3-7 gallons</td>
</tr>
<tr>
<td>Gaillardia pulchella</td>
<td>Indian Blanket</td>
<td>30 in.</td>
<td>3-7 gallons</td>
</tr>
<tr>
<td>Pityopsis graminifolia</td>
<td>Narrowleaf Silkgrass</td>
<td>30 in.</td>
<td>3-7 gallons</td>
</tr>
<tr>
<td>Zamia pumila</td>
<td>Florida Coontie</td>
<td>30 in.</td>
<td>3-7 gallons</td>
</tr>
<tr>
<td>Lantana camara</td>
<td>Lantana</td>
<td>30 in.</td>
<td>3-7 gallons</td>
</tr>
</tbody>
</table>

**NOTE:** At a minimum, Vendor must quote at least five (5) different types of shrubs. No more than forty-four (44) units of each shrub type will be permitted.

**GROUNDCOVER**

<table>
<thead>
<tr>
<th>Scientific Name</th>
<th>Common Name</th>
<th>Minimum Height</th>
<th>Container Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mimosa strigillosa</td>
<td>Sunshine Mimosa</td>
<td>10-12 in.</td>
<td>1-3 gallons</td>
</tr>
<tr>
<td>Verbena maritima</td>
<td>Beach Verbena</td>
<td>10-12 in.</td>
<td>1-3 gallons</td>
</tr>
<tr>
<td>Scutellaria havanensis</td>
<td>Havana Skullcap</td>
<td>10-12 in.</td>
<td>1-3 gallons</td>
</tr>
</tbody>
</table>

**NOTE:** At a minimum, Vendor must quote at least three (3) different types of groundcover. No more than thirty-seven (37) units of each groundcover type will be permitted.

4. OPTIONAL ITEMS
The City is requesting that additional pricing be submitted and guaranteed for sixty (60) days following the deadline to receive quotes stipulated on page 1 of this ITQ for the items listed below.
These items are optional and may or may not be included as part of this project. Award of this ITQ will be based on the total cost for tree, shrubs and groundcover.

- **Ornamental Boulders** – minimum 4ft x 3ft x 2ft (length x width x height)
- **Mulch** – enough to provide adequate coverage for 600 square feet of space. **No cypress mulch will be accepted.**

### 5. LOCATION
See “Attachment 1” of this ITQ for a map of proposed locations for planting. This attachment is included for informational purposes only. **Installation is not being requested as part of this ITQ.**

### 6. MATERIALS
All **shrubs and groundcover** shall meet or exceed Florida No.1 standards described in *Florida Grades and Standards for Nursery Plants 2015*; said standards include, but are not limited to, freedom from: pest infestation, weak or poorly-formed branches, misshapen foliage, and roots lacking in health or vigor.

The **tree** shall be free of scars, lesions, non-uniform rings, receding trunk around root initiation zone, penciling, etc. All plant material shall meet or exceed Florida No.1 standards described in *Florida Grades and Standards for Nursery Plants 2015*.


### 7. DELIVERY
Delivery shall be made within the normal working hours of the City, Monday through Friday, excluding holidays, unless otherwise authorized by the City. Delivery must be made to the City within ten (10) business days of receipt of a purchase order. **The Vendor shall coordinate with City staff to establish a delivery date and location.** All costs associated with the delivery of the items requested in this ITQ must be included in the unit cost of each item.

### 8. ACCEPTANCE OF PRODUCT BY THE CITY
The product(s) to be provided hereunder shall be delivered to the City in full compliance with the specifications and requirements set forth in this ITQ. If a Vendor-provided product is determined by the City to not meet the specifications and requirements of this ITQ, either prior to acceptance or upon initial inspection, the item will be returned, at Vendor’s expense, to the Vendor. At the City’s sole option, the Vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The Vendor shall not assess any additional charge(s) for any conforming action taken by the City under this paragraph.

### 9. 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) **BUSINESS 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 (if 4 or more
employees). Proof of exemption must be submitted if no Worker’s Compensation
coverage is carried.

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.

10. MINIMUM REQUIREMENTS:
Please provide a copy of the following documentation:

- Copy of Sunbiz report with your company registered as active (if required)
- Copy of your Local Business Tax Receipt (Occupational License)
- Copy of Certificate of Usage, if applicable.

11. VENDOR REGISTRATION:
All vendors must be registered with the City of North Miami prior to commencement of the work. A copy of the City’s vendor registration form can be found at the link below:

http://www.northmiamifl.gov/departments/purchasing/vendor_registration.aspx#registration

ATTACHMENTS:
Attachment 1 – Maps of Planting Locations
Attachment 2 – Contract Forms (A-3, A-3(a))
**QUOTE FORM**

Palm Road and Alamanda Drive Landscape Island

ITQ No. 29-17-18

**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, delivery and other required related services to successfully furnish and deliver the requested items. The prices contained therein shall, to the nearest degree possible, represent the final invoice price.

In the event that any of the shrubs or groundcover specified below are unavailable, other Florida-native, butterfly-attracting plants of the same size may be substituted. Any proposed substitution(s) must be indicated in the rows labelled “substitution” in the tables below and satisfy the terms described in this ITQ. No substitutions will be accepted for the Yellow Tabebuia tree.

### TREE

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
<th>Description</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabebuia</td>
<td>Yellow Tabebuia</td>
<td>4 ft. Minimum Clear Trunk 16 ft.</td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>heterophylla</td>
<td></td>
<td>Minimum Overall Height 5 ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum Caliper 3 in.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total for Tree:** $

### SHRUBS

*Note: At a minimum, Vendor must quote at least five (5) different types of shrubs. No more than 44 units of each shrub type will be permitted.*

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
<th>Minimum Height</th>
<th>Container Size</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asclepias</td>
<td>Milkweed</td>
<td>30 in.</td>
<td>3-7 gallons</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>perennis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaillardia</td>
<td>Indian Blanket</td>
<td>30 in.</td>
<td>3-7 gallons</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>pulchella</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pityopsis</td>
<td>Narrowleaf</td>
<td>30 in.</td>
<td>3-7 gallons</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>graminifolia</td>
<td>Narrowleaf Silkgrass</td>
<td>30 in.</td>
<td>3-7 gallons</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Zamia</td>
<td>Florida Coontie</td>
<td>30 in.</td>
<td>3-7 gallons</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>pumila</td>
<td>Florida Coontie</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lantana</td>
<td>Lantana</td>
<td>30 in.</td>
<td>3-7 gallons</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>camara</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substitute:</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Substitute:</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
Substitute: | | | $ | $ |
Substitute: | | | $ | $ |
Substitute: | | | $ | $ |

Sub-Total for Shrubs: 220 units $

**GROUNDCOVER**

*Note: At a minimum, Vendor must quote at least three (3) different types of groundcover. No more than 37 units of each groundcover type will be permitted.*

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
<th>Minimum Height</th>
<th>Container Size</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mimosa strigillosa</td>
<td>Sunshine Mimosa</td>
<td>10-12 in.</td>
<td>1-3 gallons</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbena maritima</td>
<td>Beach Verbena</td>
<td>10-12 in.</td>
<td>1-3 gallons</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scutellaria havanesis</td>
<td>Havana Skullcap</td>
<td>10-12 in.</td>
<td>1-3 gallons</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substitute:</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substitute:</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substitute:</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total for Groundcover: 110 units $

**TOTAL COST (Tree + Shrubs + Groundcover):** $

**Optional Items**: As part of your quote, the City requests that the vendor provide additional pricing to be guaranteed for sixty (60) days from the date the quotation is due for the items below. These items are optional and may or may not be included as part of this project. Award of this ITQ will be based on the total cost for tree, shrubs and groundcover.

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ornamental Boulders – minimum 4’x3’x2’ (length x width x height)</td>
<td>$________ea</td>
<td>5</td>
<td>$</td>
</tr>
<tr>
<td>Mulch – enough to provide adequate coverage for 600 square feet of space. <strong>No cypress mulch will be accepted.</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Total Add Alternate Quote: $
It is hereby certified and affirmed that the respondent shall accept any awards made as a result of this Invitation to Quote. 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