



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.: 72-20-21

TITLE: 2021 Neat Streets Tree Planting Project

DATE OF ISSUE: Friday, September 10, 2021

DUE DATE: Monday, September 27, 2021 by no later than 3:30 PM E.S.T.

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. DEADLINE FOR QUESTIONS

Any questions or clarifications regarding this Invitation to Quote shall be submitted in writing to the Purchasing Department via email to purchasing@northmiamifl.gov by no later than **3:30 PM (EST) on Thursday, September 16, 2021**. 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. SCOPE OF WORK

The City of North Miami is requesting quotes from qualified vendors to provide all labor, equipment, materials and expertise required to complete the City's 2021 Neat Streets 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).

3. MINIMUM QUALIFICATIONS

To be considered for award of this contract, the bidder must demonstrate that it meets the qualifications to execute this project. Any Bidder that fails to meet all of the following requirements may be deemed "Non-Responsive". As part of their quote submittal, bidders must submit documentation that demonstrates compliance with the following criteria:

- a) Bidder must be registered with the Department of Corporations to do business in the State of Florida. Submit a copy of your Sunbiz.org listing showing your company registered as active.
- b) Bidder must be certified/licensed in the State of Florida and shall submit a copy of one of the following:

- **Certified Arborist Certification from the International Society of Arboriculture (ISA)**

OR

- **Landscape Contractor certification from the Florida Nursery, Growers and Landscape Association (FNGLA)**

4. METHOD OF AWARD

Award of this bid will be made to the lowest responsive and responsible bidder(s), whose quote is in the best interest of the City. Local preference will be applied as applicable (see below). The City reserves the right not to make any award whatsoever, or award to multiple Bidders, if determined to be in the 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

5. MATERIALS

- a) Trees: Shall be free of scars, lesions, un-uniformed rings, receding trunk around root initiation zone, penciling, etc. All trees must conform to the standards for a Florida No. 1 or better, as provided in the most current edition of the “Florida Grades and Standards for Nursery Plants” linked below:

<https://www.fdacs.gov/ezs3download/download/60817/1267268/Media/Files/Plant-Industry-Files/Grades-and-Standards/Grades%20and%20Standards%20FEB17%202017.1.pdf>

- b) Trees shall have and be maintained with a trunk clearance of four (4) feet (no multi-trunk).
- c) 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.**
- d) 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.**

6. 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
Quercus virginiana	Live Oak	17	5 ft.	2 in.	25-30 gal	12 ft. Height overall x 5 ft. Spread
Bursera simaruba	Gumbo Limbo	4	5 ft.	2 in.	25-30 gal	12 ft. Height overall x 5 ft. Spread
Simarouba glauca	Paradise Tree	17	5 ft.	2 in.	25-30 gal	12 ft. Height overall x 5 ft. Spread
Ilex cassine	Dahoon Holly	12	5 ft.	2 in.	25-30 gal	12 ft. Height overall x 5 ft. Spread

Coccoloba diversifolia	Pigeon Plum	13	4 ft.	2 in.	25-30 gal	12 ft. Height overall x 5 ft. Spread
Lysiloma latisiliqua	Wild Tamarind	13	5 ft.	2 in.	25-30 gal	12 ft. Height overall x 5 ft. Spread
Conocarpus erectus	Silver Buttonwood	18	5 ft.	2 in.	25-30 gal	12 ft. Height overall x 5 ft. Spread

7. PLANTING LOCATIONS

See **Attachment “A”** of this ITQ for a map of proposed locations for tree placement. A detailed version of this map can be accessed at the link below:

https://www.google.com/maps/d/u/0/edit?mid=1KiDKqGvSWjWp3yW0_nhc21NgIXPeopH&ll=25.893009311405812%2C-80.180887599999999&z=15

When installed in roadways, trees shall have a maximum average spacing of 35 feet on center, and be placed within 7 feet of the edge of the roadway pavement and/or where present, within 7 feet of the sidewalk. Trees planted under overhead power lines shall have a maximum average spacing of 25’.

Contractor must ensure that trees are installed in a way that complies with site triangle regulations, and are not planted within no planting zones.

8. INSTALLATION

The Contractor will install trees in locations as indicated on the plans (see Attachment “A”). 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.

9. PROJECT COMPLETION TIME

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

10. DEBRIS REMOVAL

Contractor will remove debris, waste materials and unsuitable or excess topsoil to appropriate off site location for disposal. Debris shall not hinder vehicular or pedestrian traffic flow at any time during the project. 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.

11. 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.

12. 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.

13. 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 one (1) year 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 (1) year post maintenance period. **Vendors must submit a proposed watering schedule with their submittals.**
- d) Trees shall have and be maintained with a trunk clearance of four (4) feet (no multi-trunk).

14. SUBCONTRACTORS

The Contractor is required to identify and all subcontractors and/or suppliers that will be used in the performance of this project and to clearly identify in their submittal the percentages of work to be performed by their subcontractors (see attached Form A-6).

15. REFERENCES / EXPERIENCE

Contractor should have experience providing services of similar scope and size. At a minimum, at least two (2) 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.

16. 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, covering bodily injury, property damage, personal & advertising injury, medical expense and products completed operations – policy shall be written on an occurrence basis. Policy 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)**
Automobile Liability Insurance with not less than five-hundred thousand dollars (\$500,000.00) per occurrence (combined single limit) for bodily injury and property damage including coverage for any auto including owned, hired 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 execution 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 and list the contract number "ITQ 72-20-21" on the certificate. All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry. Coverage requirements apply to any sub-contractor(s) hired by the general contractor.

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 Management Director 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 neither shall it serve to waive the immunities granted to the City by Florida Statute 768.28.

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.

15. 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 form A-3 and A-6 (if applicable) along with all required supporting documents (North Miami Business Tax Receipt and Certificate of Use) 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.

ATTACHMENTS:

Attachment A – Map of Planting Locations

Attachment B – Contract Forms (A-3, A-6, A-14)

All referenced forms can be found on the City's website at

<https://www.northmiamifl.gov/217/Contract-Forms>



QUOTE FORM

2021 Neat Streets Tree Planting Project

ITQ No. 72-20-21

Description of work items are listed below per the requirements detailed in this Invitation to Quote. Pricing for all items shall include costs of materials, labor, supervision, equipment and other required professional and construction related services. **Pricing should be inclusive of cost of plant material, delivery, installation and services (including watering) required during the one-year maintenance period as described in this Invitation to Quote.**

Bidder must submit a proposed watering schedule with their quote in accordance with Section 13 of this ITQ. As stated above, the cost of watering should be included as part of the pricing provided below.

Botanical Name	Common Name	Unit Cost	Quantity	Total
Quercus virginiana	Live Oak	\$	17	\$
Bursera simaruba	Gumbo Limbo	\$	4	\$
Simarouba glauca	Paradise Tree	\$	17	\$
Ilex cassine	Dahoon Holly	\$	12	\$
Coccoloba diversifolia	Pigeon Plum	\$	13	\$
Lysiloma latisiliqua	Wild Tamarind	\$	13	\$
Conocarpus erectus	Silver Buttonwood	\$	18	\$
Total Quote:				\$

Note: The prices quoted for the above tree species must be reflective of the "Tree Criteria" stipulated in this ITQ in Section 6.

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

(Continued on next page)

Submittal Checklist:

- Completed Bid Form
- Watering Schedule (for one-year maintenance period)
- Certified Arborist Certification or Landscape Contractor Certification
- Form A-3 - Local Business Preference Affidavit (*only submit if applicable*)
- Form A-6 - Bidder Disclosure of Subcontractors (*only submit if applicable*)
- Form A-14 – References
- Proof of insurance meeting or exceeding the coverage listed in Section 16 or a letter of intent to provide the required insurance if awarded a Contract

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 ninety (90) 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**