

**INVITATION TO BID
2016-G
MOWING OF ALLIGATOR LAKE PROPERTY**

Please be advised that Columbia County desires to accept bids on the above referenced project. Bids will be accepted through than 11:00 a.m. on March 8, 2016. All bids submitted shall be on the form provided.

Specifications and bid forms may be obtained from the County's web site at <http://www.columbiacountyfla.com/PurchasingBids.asp>.

Sealed proposals will be received in the Columbia County Manager's office until **11:00 A.M.** on **March 8, 2016** for Columbia County Project No. **2016-G**. This office is located on the second floor of the Courthouse Annex Suite 203, 135 NE Hernando Avenue, Lake City, FL 32055. P. O. Box 1529, Lake City, FL 32056-1529.

Columbia County reserves the right to reject any and/or all bids and to accept the bid in the County's best interest.

Dated this 19th day of February, 2016.

Columbia County Board of County
Commissioners

Bucky Nash, Chair

Run: February 23 and March 1
Charge: BCC

**Columbia County, Florida
Purchasing Department
General Instructions to Bidders**

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
 - A. The ability, capacity and skill of bidder to perform required service.
 - B. Whether the bidder can perform service promptly or within specified time.
 - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
 - D. The performance of previous contracts with Columbia County.
 - E. The suitability of equipment or material for county use.
 - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Unit price will prevail in case of errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Director immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. No responsibility shall attach to any County representative or employee for the premature opening of bids not properly addressed or identified.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the counties best interest.
11. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.
12. Telephone and facsimile bids will not be acceptable in formal bid openings (sealed bids). Should a bid be misplaced by the County and found later, it will be considered. Any bidder may request and shall receive a receipt showing the day and time any bid is delivered to the appropriate office of the County from the personnel thereof.

13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check will be accepted in lieu of bond except on construction projects where cost exceeds \$40,000.

14. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the County Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.

15. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).

16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.

17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.

18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.

19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.

20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.

21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.

22. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.

23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the County Sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.
24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the County and also to purchase any part, all or none of the materials, supplies, or equipment specified.
30. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures will not be acceptable.
31. Any bidder may withdraw his bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the thirty- (30) day period after bids are opened.
32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Director, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the

bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his designee of the excess due.

33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.

34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; other wise, the bidder waives any such complaint.

35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.

36. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.

37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.

38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.

39. Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

A. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and

B. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the County.

**SPECIFICATIONS/REQUIREMENTS
CONTRACTUAL MOWING
ALLIGATOR LAKE PROPERTY
2016-G**

The following requirements and specifications are for contract mowing of property owned by Columbia County known as Alligator Lake Property. The Contractor shall provide all personnel and all equipment necessary to adequately prosecute the work and all materials and incidentals. Supervision and personnel shall be qualified for the particular type of work. The Contractor shall be fully responsible for the satisfactory performance of his organization and completion of all work under this contract, as set forth in these special provisions and as directed by the Landscape and Parks Director under the provisions herein.

INSURANCE

The Contractor, before commencing work, shall procure and maintain at his expense, insurance satisfactory to the Board of County Commissioners, of the kinds and the limits enumerated. Certificates of such insurance showing the County to be a named insured in such policies shall be filed with the County before the commencement of the work, and shall be subject to its approval for adequacy of protection. Such certificates shall contain a provision that no change in the insurance, or termination, shall take place without advance written notice to the County, and shall set forth:

1. The Contractor's possession of workmen's compensation insurance in accordance with the laws of the State of Florida or such other laws as may be applicable to the work to be performed under this agreement.

2. The joint protection of both the Contractor and Columbia County with a Contractor's public liability and property damage policy with limits of not less than \$250,000.00 per person and \$500,000.00 for each occurrence for personal injury, including accidental death, and with minimum limits of \$100,000.00 for property damage.

3. The joint protection of both the Contractor and Columbia County in the same limits as specified in subparagraph (2) hereinabove for personal injuries, including death, and for property damage due to the operation of motor or other vehicles and trailers.

CONTRACTOR'S RISK AND LIABILITY

The Contractor shall indemnify and save harmless the County from claims under workmen's compensation acts and from any other claims for damages or personal injury, including death to any employee, or any other person, or injury to property, that may arise, in any manner from the performance of this contract, whether by the Contractor or by anyone directly or indirectly employed by the Contractor.

LIMITATIONS OF SPECIFICATIONS

The limitations of specifications under the contract require that no work shall be done on Sunday, Thanksgiving Day, Christmas Day, and that no work shall be done during the period from one-half hour before sunset to one-half hour after sunrise, nor when the weather conditions limit good visibility to less than 500 feet. When mowing areas within 10 feet of traffic way, the equipment shall be operated in the direction of the traffic.

EQUIPMENT

All of the Contractor's equipment shall be provided with safety equipment such as amber flashing lights on the power unit and florescent orange flags. Flagging procedures will be in accordance with good safety protection. Equipment which in any way damages the turf shall not be allowed to operate under this Contract. If the Landscape and Parks or Safety Director determines that any equipment is deficient in safety devices, the Contractor shall upon notice, immediately remove the equipment from service until the deficiency is corrected to the satisfaction of the Landscape and Parks Director or Safety Director. The inspection and approval of the Contractor's equipment by the Landscape and Parks Director or Safety Director shall not relieve the Contractor's responsibility or liability for injury to persons or damage to property caused by the operation of the equipment.

MOWING EQUIPMENT

The Contractor shall furnish equipment of the type and in sufficient quantity to perform the work satisfactorily, within the time required. The equipment used by the Contractor should be in good repair and shall be maintained as to produce a clean, share cut of the grass at all times. The mowers shall be equipped with safety chains and side skids similar to the safety equipment on the Florida Department of Transportation mowing equipment and shall be of such type that the height of cut can be adjusted to at least a minimum of four inches.

METHODS OF OPERATION

The mowing cycle shall commence at a given point and continue through the property as in such a manner to complete a full cycle of mowing. The Contractor will be responsible for completing the following described mowing plan:

Alligator Lake Recreation Area Mowing Plan

Section I. Main Entrance/Park Area (approximately 142 acres) to be mowed and "weed-eaten" approximately every two (2) weeks beginning April 1 and ending approximately November 30.

Typical years have consisted of approximately 15 cycles.

Section II. South Price Creek Prairie and L. P. Hill in-holding are to be mowed July and October. Timing may change due to wet conditions. Rescheduling shall be at the

discretion of the Landscape and Parks Director.

Section III. Price Creek Trail and small access road to L. P. Hill in-holding to be mowed approximately every two (2) weeks beginning approximately April 1 and ending approximately November 30. Width of dike is approximately 15 feet.

Typical years consist of approximately 15 cycles.

Section IV. South Dike to be mowed approximately every two weeks beginning approximately April 1, ending approximately November 30. Width of dike is approximately 12 feet.

Typical years have consisted of approximately 15 cycles.

Any bidder wishing to visit the sites should contact Clint Pittman, Landscape and Parks Director. His telephone number is (386) 719-7545.

All areas are to be mowed at a height of 3-4" maximum. Weed-eat around all structures.

The Contractor shall complete each cutting cycle within six (6) working days. The County shall not be responsible for any damage to the Contractor's equipment due to obstacles located within mowing area. During periods of mowing operations, the Contractor shall consult with the Landscape and Parks Director for inspection and tentative approval of work being accomplished so that in the event of unsatisfactory work, sufficient time will be available to the Contractor for re-mowing such areas in order that the total cutting cycle may be completed in a satisfactory manner. The Contractor is not required to remove grass or other vegetation cuttings from the property. All cuttings shall be performed in such a manner to result in a stand of mowed grass or vegetation cut uniformly and with no streaks.

The quantities to be paid for under this section shall be the total number of acreage/miles, as established by the Landscape and Parks Director, or area mowed and trimmed in accordance with the specifications. Such quantities shall be the pay quantities for each mowing and cutting cycle completed and accepted. Payment shall be made upon satisfactory completion of each authorized mowing cycle approved by the Landscape and Parks Director. Mowing payment will be paid for at contract unit price per acre/mile which will be payment in full for furnishing all equipment, materials, labor, supervisions and incidentals necessary to complete all mowing as specified herein.

A penalty of 10% will be assessed against the Contractor if the mandated 6 mowing days per cycle is not adhered to. The penalty will be subtracted from the Contractor's total amount for the cycle being billed.

Section I.	Contains Approximately	142 acres
Section II.	Contains Approximately	70 acres
Section III.	Contains Approximately	1 mile
Section IV.	Contains Approximately	1.5 miles

The acreage/mileage will be very close to the number listed above. The list may be amended from time to time as directed by the Board of County Commissioners. The amendments to the list shall not change the rate to be paid. The total paid may change as the number of acres/miles change.

MOWING STANDARDS

All areas must be mowed to a maximum height of 3-4". No more than one-third of the blade height of the desired grass (excluding seed heads) should be removed during a mowing cycle. All grass surrounding buildings/structures shall be trimmed to a maximum height of 3-4".

Grassed areas which are saturated with standing water for long periods of time during certain seasons of the year to the point where, in the opinion of the Financial Management Director, equipment may not be used without excessive damage to the turf of any areas where construction work by the County or any other contract prevents Contractor from cutting, shall not be mowed when such conditions exist but shall be mowed at subsequent cycles.

The Contractor is not responsible for the removal of grass cuttings or vegetation from County property; however, any debris that may be harmful to humans or automobiles, ie; hub caps, large pieces of metal, or aluminum, etc. should be removed and disposed of immediately.

RATE ADJUSTMENT

The County will consider granting a fuel adjustment upon the Contractor furnishing written justification of the increase in fuel costs. In addition, the County will consider rate adjustments due to circumstances beyond the control of the Contractor (i.e., legislative acts) should such circumstances arise; however, the County is under no obligation to grant said requests. In the event the County refuses to grant such a request, the Contractor may terminate this contract with sixty (60) days written notice.

**BID FORM
2016-G**

**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS, LAKE CITY,
FLORIDA BID FORM FOR: Mowing of Alligator Lake Property**

Bids must be received in the office of the Board of County Commissioners, Columbia County, 135 Northeast Hernando Ave., Post Office Drawer 1529, Lake City, Florida 32056-1529 no later than 11:00 a.m. on March 1, 2016 in a sealed envelope, plainly marked: "SEALED BID FOR: MOWING ALLIGATOR LAKE PROPERTY." The sealed bids will be publicly opened and read aloud as soon thereafter as possible.

Columbia County reserves the right to reject any and/or all bids to accept the bid in the county's best interest bid F.O.B., Columbia County, Florida.

	<u>Unit Price</u>	x	<u>No. Cycles</u>	x	<u>No. Acres/Miles</u>	=	<u>Total</u>
Section I	\$ _____		<u>15</u>		<u>142 acres</u>		\$ _____
Section II	\$ _____		<u>2</u>		<u>70 acres</u>		\$ _____
Section III	\$ _____		<u>15</u>		<u>1 Mile</u>		\$ _____
Section IV	\$ _____		<u>15</u>		<u>1.5 Miles</u>		\$ _____
Total							\$ _____

Type of Equipment to be Used _____

I certify that the equipment and/or products meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the site location, the specifications, terms and conditions of this bid and I am thoroughly familiar with it's provisions and the quality and type of coverage called for and bid herein. The undersigned bidder further declares that he/she has not divulged, discussed or compared his/her bid with any other bidders and has not colluded with any other bidders or parties to a bid whatsoever for any fraudulent purpose.

COMPANY: _____ DATE: _____
 ADDRESS: _____ PHONE NO: _____
 SIGNATURE: _____ TITLE: _____