



# REQUEST FOR PROPOSAL

**CITY OF NAPLES**  
**PURCHASING DIVISION**  
**CITY HALL, 735 8<sup>TH</sup> STREET SOUTH**  
**NAPLES, FL 34102**

**PH: 239-213-7100    FX: 239-213-7105**

**Cover Sheet**

NOTIFICATION DATE:  <b>07/11/18</b>	TITLE  <b>LANDSCAPE MAINTENANCE SERVICES – RE-BID</b>	SOLICITATION NUMBER:  <b>18-061</b>	OPENING DATE & TIME:  <b>08/14/18 2:00 PM</b>
<b>PRE-BID CONFERENCE DATE, TIME AND LOCATION:</b> A non-mandatory Pre-Bid conference will be held July 30, 2018 at 10:00 A.M. local time in the Purchasing Division located at 735 8th St South, Naples FL, 34102			
LEGAL NAME OF PARTNERSHIP, CORPORATION OR INDIVIDUAL:			
MAILING ADDRESS:			
CITY-STATE-ZIP:			
PH:		EMAIL:	
FX:		WEB ADDRESS:	
AUTHORIZED SIGNATURE		DATE	PRINTED NAME/TITLE
<p>I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the proposer. In submitting a proposal to the City of Naples the proposer offers and agrees that if the proposal is accepted, the proposer will convey, sell, assign or transfer to the City of Naples all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of FL for price fixing relating to the particular commodities or services purchased or acquired by the City of Naples. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the proposer.</p> <p style="text-align: center; color: red;"><b>FEI/EIN Number _____</b></p>			
<p style="color: red; font-size: small;">Please initial by all that apply</p> <p style="color: red; font-size: small;">I acknowledge receipt/ review of the following addendum</p> <p style="color: red; font-size: small;">           _____Addendum #1                _____Addendum #2                _____Addendum #3                _____Addendum #4         </p>			

## PLEASE NOTE THE FOLLOWING

- > This page **must be completed and returned** with your proposal.
- > Proposals must be **submitted in a sealed envelope, marked with solicitation number & opening date.**
- > All submissions must be received and date stamped by Purchasing staff prior to the above **“OPENING DATE & TIME”**.
- > Submission received after the above opening date and time will not be accepted.
- > Evaluation scores will be available on the City of Naples web site [www.naplesgov.com](http://www.naplesgov.com) . **If you do not have computer access** and want a copy of the evaluation scores, please enclose a stamped, self-addressed envelope with your proposal.

## GENERAL CONDITIONS

**TO ENSURE ACCEPTANCE OF THE PROPOSAL, PLEASE FOLLOW THESE INSTRUCTIONS. ANY AND ALL SPECIAL CONDITIONS, ATTACHED HERETO, HAVE PRECEDENCE.**

- 1. SEALED PROPOSAL:** All proposals must be submitted in a sealed envelope. The face of the envelope shall contain the proposal name and proposal number. Proposals not submitted on attached proposal cover form shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.
- 2. EXECUTION OF PROPOSAL:** Proposal must contain a manual signature of authorized representative in the proposal section. Proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by proposer to his proposal must be initialed.
- 3. NO PROPOSAL:** If not submitting a proposal, respond by returning the Statement of No Proposal and explain the reason in the spaces provided. Failure to respond 3 times in succession without justification shall be cause for removal of the supplier's name from the proposal mailing list. NOTE: To qualify as a respondent, proposer must submit a "NO PROPOSAL," and it must be received no later than the stated proposal opening date and hour.
- 4. PROPOSAL OPENING:** Shall be public, on the date and at the time specified on the proposal form. It is the proposer's responsibility to assure that his proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered will not be considered. Offers by telegram; telephone; or fax are not acceptable. Proposal files may be examined during normal working hours.
- 5. WITHDRAWAL OF PROPOSALS:** Withdrawal of a proposal within sixty (60) days after the opening of proposals is subject to suspension or debarment in accordance with Policy 7-4 for up to three years.
- 6. PRICES, TERMS and PAYMENT:** Firm Prices shall be proposal and include all packing, handling, shipping charges and delivery to the destination shown herein. Proposer is encouraged to offer cash discount for prompt invoice payment. Terms of less than 20 days will not be considered.
  - A. TAXES:** The City of Naples does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See exemption number on face of purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of City-owned real property.
  - B. MISTAKES:** Proposers are expected to examine the specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at proposer's risk. In case of mistake in extension, the unit price will govern.
  - C. CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this proposal shall be a new, current standard production model available at the time of this proposal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
  - D. SAFETY STANDARDS:** Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under.
  - E. UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall carry U.L. approval and re-examination listing where such has been established.
  - F. PAYMENT:** Payment will be made by the buyer after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the proposal. Failure to follow these instructions may result in delay in processing

invoices for payment. In addition, the purchase order number must appear on bills of lading, packages, cases, delivery lists and correspondence.

**7. DELIVERY:** Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.

**8. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS:** Any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If proposals are based on equivalent products, indicate on the proposal form the manufacturer's name and number. Proposer shall submit with his proposal, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous proposal will not satisfy this provision. The proposer shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Proposals which do not comply with these requirements are subject to rejection. Proposals lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the proposal form.

**9. INTERPRETATIONS:** Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the proposal opening. Inquiries must reference the date of proposal opening and proposal number. Failure to comply with this condition will result in proposer waiving his right to dispute the proposal.

**10. CONFLICT OF INTEREST:** All proposal awards are subject to Section 2-973 Conflict of Interest, City of Naples Code of Ordinances, which states: *"No public officer or employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of or is doing business with the city; nor shall an officer or employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties. Any member of the city council or any city officer or employee who willfully violates this section shall be guilty of malfeasance in office or position and shall forfeit his office or position. Violation of this section with the knowledge, express or implied, of the person or corporation contracting with or making a sale to the city shall render the contract or sale voidable by the city manager or the city council."*

**11. AWARDS:** As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

**12. ADDITIONAL QUANTITIES:** For a period not exceeding ninety (90) days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to but not exceeding those shown on proposal at the prices proposal in this invitation. If additional quantities are not acceptable, the proposal sheets must be noted "PROPOSAL IS FOR SPECIFIED QUANTITY ONLY." (THIS PARAGRAPH DOES NOT APPLY FOR A TERM CONTRACT.)

**13. SERVICE AND WARRANTY:** Unless otherwise specified, the proposer shall define any warranty service and replacements that will be provided during and subsequent to this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided.

**14. SAMPLES:** Samples of items, when called for, must be furnished free of expense, on or before proposal opening time and date, and if not destroyed may, upon request, be returned at the proposer's expense. Each individual sample must be labeled with proposer's name, manufacturer's brand name and number, proposal number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your

proposal. If instructions are not received within this time, the commodities shall be disposed of by the City of Naples.

**15. PROPOSAL PROTEST:** The city has formal proposal protest procedures that are available on request.

**16. INSPECTION, ACCEPTANCE AND TITLE:** Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency, unless loss or damage results from negligence by the ordering

**17. DISPUTES:** In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the buyer shall be final and binding on both parties.

**18. GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify the buyer at once, indicating in his letter the specific regulation which required an alteration. The City reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the City.

**19. LEGAL REQUIREMENTS:** Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a proposal response hereto and the City of Naples by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any proposer shall not constitute a cognizable defense against the legal effect thereof.

**20. PATENTS AND ROYALTIES:** The proposer, without exception, shall indemnify and save harmless the City of Naples and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Naples. If the proposer uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**21. ADVERTISING:** In submitting a proposal, proposer agrees not to use the results there from as a part of any commercial advertising.

**22. ASSIGNMENT:** Any Purchase Order issued pursuant to this proposal invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the buyer.

**23. LIABILITY:** The supplier shall hold and save the City of Naples, its officers, agents, and employees harmless from liability of any kind in the performance of this contract.

**24. PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**25. DISCRIMINATION:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a proposal on a contract to provide goods or services to a public entity, may not submit a

proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

**26. COUNTY TAXES:** No proposal shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the government of Collier County, Florida.

**27. OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES:** The City of Naples encourages and agrees to the successful proposer extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful proposer.

**IF THIS PROPOSAL IS FOR A TERM CONTRACT, THE FOLLOWING CONDITIONS SHALL ALSO APPLY**

**28. ELIGIBLE USERS:** All departments of the City of Naples are eligible to use this term contract. Such purchases shall be exempt from the competitive proposal requirements otherwise applying to their purchases.

**29. PRICE ADJUSTMENTS:** Any price decrease effectuated during the contract period by reason of market change shall be passed on to City of Naples. Price increases are not acceptable.

**30. CANCELLATION:** All contract obligations shall prevail for at least one hundred eighty (180) days after effective date of contract. After that period, for the protection of both parties, this contract may be cancelled in whole or in part by either party by giving thirty (30) days prior written notice to the other party.

**31. RENEWAL:** The City of Naples reserves the option to renew the period of this contract, or any portion thereof for up to two (2) additional periods. Renewal of the contract period shall be by mutual agreement in writing.

**32. ABNORMAL QUANTITIES:** While it is not anticipated, should any unusual or abnormal requirements arise, the City reserves the right to solicit separate proposals thereon.

**33. FISCAL NON-FUNDING CLAUSE:** In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the contractor of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the City.

**IF THIS PROPOSAL IS FOR PERFORMING A SERVICE, THE FOLLOWING CONDITIONS SHALL ALSO APPLY**

**34. ALTERNATIVE PROPOSALS:** Proposers offering service delivery methods other than those permitted by the scope of work may submit a separate envelope clearly marked "ALTERNATIVE PROPOSAL". Alternative proposals will be deemed non-responsive and will not be considered for award. All such responses will, however, be examined prior to award. Such examination may result in cancellation of all proposals received to permit rewriting the scope of work to include the alternative method, or the alternative method may be considered for future requirements of the City of Naples.

**35. ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns and transfers to the City of Naples all rights, titles and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida that relate to the particular goods or services purchased or acquired by the City of Naples under said contract.

**36. PROPOSER INVESTIGATIONS:** Before submitting a proposal, each proposer shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Naples upon which the proposer will rely. If the proposer receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

**37. CERTIFICATES AND LICENSES:** The Contractor, at time of proposal, shall possess the correct occupational licenses, all professional licenses or other authorizations necessary to carry out and perform the work required by the City of Naples and Collier County for this project pursuant to all applicable Federal, State and Local Laws, Statutes, Ordinances, and rules and regulations of any kind.

**38. CHANGE IN SCOPE OF WORK:** The City of Naples may order changes in the work consisting of additions, deletions or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract unless such changes or adjustments have been made by written amendment to the contract signed by the City of Naples and the contractor. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the City in writing of this belief. If the City believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

**39. CONTRACTOR PERSONNEL:** The City of Naples shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the contractor. If the City reasonably rejects staff or subcontractors, the contractor must provide replacement staff or subcontractors satisfactory to the City in a timely manner and at no additional cost to the City. The day-to-day supervision and control of the contractor's employees and sub-contractors is the responsibility solely of the contractor.

**40. COST REIMBURSEMENT:** The contractor agrees that all incidental costs, including allowances for profit and tools of the trade, must be included in the proposal rates. If an arrangement is made between the contractor and the City to reimburse the contractor for the cost of materials provided in the performance of the work, the contractor shall be reimbursed in the following manner: The City shall reimburse the contractor on completion and acceptance of each assigned job, only for those materials actually used in the performance of the work that is supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharge shall be added to the supplier's invoices or included in the contractor's invoice submitted to the City that would increase the dollar amount indicated on the supplier's invoice for the materials purchased for the assigned job.

**41. EXCEPTIONS:** Proposers taking exception to any part or section of the solicitation shall indicate such exceptions on the proposal form. Failure to indicate any exception will be interpreted as the proposer's intent to comply fully with the requirements as written. Conditional or qualified proposals, unless specifically allowed, shall be subject to rejection in whole or in part.

**42. FAILURE TO DELIVER:** In the event of the contractor to fail to deliver services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure the services from other sources and hold the contractor responsible for any resulting purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.

**43. FAILURE TO ENFORCE:** Failure by the City at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the City to enforce any provision at any time in accordance with its terms.

**44. FORCE MAJEURE:** The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

**45. INDEPENDENT CONTRACTOR:** The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of the City of Naples and the City of Naples shall be at no time legally responsible for any negligence or any wrongdoing by the contractor, its servants or agents. The City of Naples shall not withhold from the contract payments to the contractor any federal income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the City shall not provide to the contractor any insurance coverage or other benefits, including Workers' Compensation normally provided by the City for its employees.

**46. ORAL STATEMENTS:** No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in this contract. All modifications to the contract must be made in writing by the City of Naples.

**47. QUALIFICATIONS OF PROPOSERS:** The proposer may be required, before the award of any contract, to show to the complete satisfaction of the City of Naples that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The proposer may also be required to give a past history and references in order to satisfy the City in regard to the proposer's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the proposer shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the proposer's qualifications shall include:

- > The ability, capacity, skill and financial resources to perform the work or service.
- > The ability to perform the work service promptly or within the time specified, without delay.
- > The character, integrity, reputation, judgment, experience, and efficiency of the proposer.
- > The quality of performance of previous contracts or services.

**48. QUALITY CONTROL:** The contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of the contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the City.

**49. RECOVERY OF MONEY:** Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to the City, the same amount may be deducted from any sum due to the contractor under the contract or under any other contract between the contractor and the City. The rights of the City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the contractor.

**50. REQUIREMENTS CONTRACT:** During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the City shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the City for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the City is under no obligation to the contractor to buy any amount of services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees that the City may require services in excess of the estimated annual contract amount and that the quantity actually used whether in excess of, or less than, the estimated annual contract amount and that the quantity actually used

shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

**51. TERMINATION FOR CONVENIENCE:** The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination of at least seven (7) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective. After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of the receipt of the notice or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

**52. TERMINATION FOR DEFAULT:** The City of Naples reserves the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily the work required, as determined by the City. In the event the City decides to terminate the contract for failure to perform satisfactorily, the City shall give to the contractor at least seven (7) days written notice before the termination takes effect. The seven-day period will begin upon the mailing of notice by the City. If the contractor fails to cure the default within the seven (7) days specified in the notice and the contract is terminated for failure to perform satisfactorily, the contractor shall be entitled to receive compensation for all reasonable, allocable and allowable contract services satisfactorily performed by the contractor up to the date of termination that were accepted by the City prior to the termination. In the event the City terminates the contract because of the default of the contractor, the contractor shall be liable for all excess costs that the City is required to expend to complete the work under contract.

**53. STATE AND FEDERAL EMPLOYMENT LAWS:** Contractors providing service to the City are required to comply with all state and federal employment laws. This includes, but is not limited to, laws resulting from the Immigration and Reform and Control Act of 1986, wherein all employers are required to verify the identity and employment eligibility of all employees. The Department of Homeland Security, U.S. Citizenship and Immigration Services require employees and employers to complete Form I-9 and the employer must examine evidence of identity and employment eligibility within three business days of the date employment begins. Non compliant contractors will be subject to contract sanctions, up to and including contract termination.

**54. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION:** The contractor agrees to comply with Executive Order 12549 "Debarment and Suspension" and 2 CFR 180 "OMB Guidelines to Agencies on Government wide Debarment and Suspension." These rules require all contractors using federal funds not be debarred or suspended from doing business with the Federal Government. This includes sub-recipients and lower tier participant for covered transactions. Signing and submitting this document certified the organization and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, and further have not within the preceding three-year period been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction.

**THE CITY OF NAPLES IS AN EQUAL OPPORTUNITY EMPLOYER**



## GENERAL INSURANCE REQUIREMENTS

The Contractor shall not commence work until he has obtained all the insurance required under this heading, and until such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved by the Owner.

Certificates of insurance must be issued by an authorized representative of the insurance company at the request and direction of the policyholder and must include sufficient information so as to identify the coverage and the contract for Owner's improvements for which they are issued. Certificates of insurance must be issued by a nationally recognized insurance company with a Best's Rating of no less than B+VII, satisfactory to the Owner, and duly licensed to do business in the state of said Contract.

The Contractor shall procure and maintain, during the life of this Contract, Workmen's Compensation Insurance for all of his employees to be engaged in work under this Contract, and he shall require any subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work, unless such employees are covered by the protection afforded by the Contractor's insurance. In case any employees are to be engaged in hazardous work under this Contract, and are not protected under this Workmen's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate coverage for the protection of such employees. It is acceptable to use a State-approved Workmen's Compensation Self-Insurance fund.

The Contractor shall take out and maintain during the life of this Contract, Public Liability and Property Damage and shall include Contractual Liability, Personal Injury, Libel, Slander, False Arrest, Malicious Prosecution, Wrongful Entry or Eviction, Broad Form Property Damage, Products, Completed Operations and XCU Coverage to be included on an occurrence basis, and to the full extent of the Contract to protect him, the Owner, and any subcontractor performing work covered by this Contract from damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them. The Contractor shall also maintain automobile liability insurance including "non-owned and hired" coverage. The entire cost of this insurance shall be borne by the Contractor.

The amount of such insurance shall be no less than \$1,000,000 annual aggregate for bodily injury and property damage combined per occurrence.

The City of Naples must be named as Additional Insured on the insurance certificate and the following must also be stated on the certificate. "These coverage's are primary to all other coverage's the City possesses for this contract only." The City of Naples shall be named as the Certificate Holder. The Certificate Holder shall read as follows:

The City of Naples  
735 Eighth Street South  
Naples, Florida 34102

No City Division, Department, or individual name should appear on the Certificate.  
No other format will be acceptable.

The Certificate must state the solicitation number and title.

When using the ACORD 25 – Certificate of Insurance only the most current version will be accepted.

The City of Naples requires a copy of a cancellation notice in the event the policy is cancelled. The City of Naples shall be expressly endorsed onto the policy as a cancellation notice recipient.

**STATEMENT OF NO PROPOSAL**

If you will not be bidding on this product/service, please help us by completing and returning only this page to:

City of Naples, Purchasing Division  
City Hall, 735 8<sup>th</sup> Street South  
Naples, FL 34102  
Fax 239-213-7105

Proposal # \_\_\_\_\_ and Description: \_\_\_\_\_

We, the undersigned, decline to proposal on the above project for the following reason(s):

- \_\_\_ We are not able to respond to this Request for Proposals by the specified deadline.
- \_\_\_ Our Company does not offer this product or service.
- \_\_\_ Our current work schedule will not permit us to perform the required services.
- \_\_\_ Specifications are incomplete or information is unclear (Please explain below).

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Other (Please specify below)  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

PH \_\_\_\_\_ Email \_\_\_\_\_

Name and Title of individual completing this form:

\_\_\_\_\_  
(Printed Name) (Title)

\_\_\_\_\_  
(Signature) (Date)

**REFERENCES**

**THIS SHEET MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

**PROVIDE AT LEAST THREE NON-CITY REFERENCES FOR WHOM YOUR COMPANY HAS PROVIDED SAME OR SIMILAR SERVICES WITHIN THE LAST 2 YEARS.**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT E-MAIL ADDRESS:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT E-MAIL ADDRESS:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT E-MAIL ADDRESS:** \_\_\_\_\_

**Submitting Vendor Name:** \_\_\_\_\_

## SPECIAL CONDITIONS

**A. TERMS OF CONTRACT**

The resulting contract will commence on October 1, 2018 and be in effect for three-years with an option for two (2) one-year renewals.

**B. PROHIBITION OF CONTACT**

Under no circumstances should any prospective organization or individual, or anyone acting for or on behalf of a prospective organization or individual, seek to influence or gain the support of any member of the City Council, public official or City staff favorable to the interest of any prospective organization or individual. Likewise, contact with City Council, any public official or city staff against the interests of other prospective organization (s) and or individual(s) is prohibited. Any such activities will result in the exclusion of the prospective organization or individual from consideration by the City.

**C. REFERENCES**

Proposers must submit five references on the form provided. Additionally, a signed and dated IRS W-9 form with EIN is required from all vendors. Proof of insurance from the successful proposer is required at the time of opening and award of a contract.

**D. STATEMENT OF NO PROPOSAL**

If you will not be bidding on this producer/service, please help us by completing and returning the Statement of No Bid.

**E. PROPOSAL FORMAT**

The contract, if awarded, will be awarded on the RFP submittal requirements. To create a fair evaluation of proposals, all proposals must contain all elements in the RFP SUBMITTAL REQUIREMENTS. The evaluation criteria will be based upon four value categories totaling up to 100 points. Upon review of the RFP, the committee MAY schedule a presentations. Proof of insurance from the successful proposer is required at the time of issuance and award of a contract.

**F. QUESTIONS**

Questions regarding this proposer packet must be received in writing in the Purchasing Division **NO LATER THAN TEN CALENDAR DAYS PRIOR TO THE PROPOSAL OPENING DATE TO ENSURE AN ANSWER IS PROVIDED PRIOR TO CLOSING.**

**Direct all questions to:**  
**Gerald “Jed” Secory, MBA / CPPO / CPM**  
**Purchasing and Contracts Manager**  
City of Naples, Purchasing Division  
735 8<sup>th</sup> Street South  
Naples, Florida 34102  
**PH: (239) 213-7102 FX: (239) 213-7105**  
[Jsecory@naplesgov.com](mailto:Jsecory@naplesgov.com)

## SUBMISSION CHECKLIST

Proposers should check off each of the following items as completed and submit with proposal response:

CHECKLIST ELEMENTS	INCLUDED
<ul style="list-style-type: none"> <li>Submit one (1) original signature and one (5) copies of your original proposal / document AND a Windows© compatible PDF of the original document on a CD or Flash / Thumb Drive that is clearly labeled.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Include any required drawings; descriptive literature; qualifications; schedules; product compliance / exceptions; alternatives; questionnaire; references, forms, tabs, pricing/cost; and any information required of the proposer identified in the text of the solicitation including information for proposal evaluation.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Include any Professional Licenses that qualify the firm for this solicitation as well as applicable bond documents, if required. Supply Collier County Licensing that allows your firm to conduct the contracted work within Collier County.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Mandatory FORMS from this document to be included are: <u>Cover Sheet</u>, <u>References Sheet</u>, <u>Submission Checklist Sheet</u>, <u>IRS W-9 (Nov 2017)</u>, <u>Cost / Compensation Schedule</u>, and <u>Statement of Experience of Bidder</u></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have an authorized individual sign the appropriate pages including the <u>Cover Sheet</u> with bid addenda initialed.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Proposal document needs to be received by the OPENING DATE &amp; TIME indicated on the Cover Sheet. The mailing envelope must be addressed to:  <div style="text-align: center;">                     City of Naples                      Purchasing Division                      735 8<sup>th</sup> Street South                      Naples, Florida 34102                 </div> </li> </ul>	<input type="checkbox"/>
<p style="text-align: center;">The mailing envelope should be sealed and marked with:</p> <p>Number: <b>18-061</b>                      Title: <b>Landscape Maintenance Services</b>                      Opening Date: <b>08/14/18</b></p>	<input type="checkbox"/>

ALL COURIER DELIVERED SOLICITATIONS MUST HAVE THE SOLICITATION NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.

Submitting Vendor Name: \_\_\_\_\_

*At the discretion of the Purchasing Manager, bids or proposals with minor irregularities may be accepted and allowed to be corrected when in the best interest of the City.*

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b>	<b>See Specific Instructions on page 3.</b>	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p><input type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
		<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947



The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.**

You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

## STATEMENT OF EXPERIENCE OF BIDDER

The Bidder is required to state below what work of similar type and magnitude as a judge of its experience, skill and business standing and of its ability to conduct the work as required under the terms of the contract.  
Please list three projects that you have completed within the last 5 years or are currently working on.

Project Name	_____
Location	_____
Year 20__	Contract Price \$_____
Contact Name	_____
Title & Name of Firm	_____
Phone No.	_____

Project Name	_____
Location	_____
Year 20__	Contract Price \$_____
Contact Name	_____
Title & Name of Firm	_____
Phone No.	_____

Project Name	_____
Location	_____
Year 20__	Contract Price \$_____
Contact Name	_____
Title & Name of Firm	_____
Phone No.	_____

**City of Naples FL  
REQUEST FOR PROPOSAL  
Landscape Maintenance Services  
RFP No. 18-061**

**PROJECT REQUIREMENTS AND SPECIFICATIONS**

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**EXHIBITS**

- Exhibit A Water Treatment Lots in Golden Gate City
- Exhibit B Solid Waste Facility

## **PROJECT REQUIREMENTS AND SPECIFICATIONS**

### **A. SCOPE OF SERVICES**

Furnish all labor, tools and materials necessary to perform landscape maintenance within the City of Naples public spaces. Landscape maintenance shall include but not be limited to turf, shrub, groundcover areas, and hard surface areas. Maintenance includes the routine mowing, pruning or trimming of turf, shrubs, and groundcover to maintain a neat appearance. Maintain all sites in weed-free condition. Keep all areas in a neat, clean, and well-maintained condition. Keep sidewalks and other hard surface areas free of debris. Keep adjacent plant material from encroaching on to public right-of-way.

### **B. AWARD**

The City reserves the right to award this by section, group, or individual site to separate independent contractors, whichever serves the best interests of the City.

Award of contract shall be made to the lowest, most responsive and most qualified Bidder determined based on the entire Bid and the Owner's investigations of the Bidder. When the contract is awarded by Owner, such award shall be evidenced by a Notice of Award, signed by the Purchasing/ Contracts Manager of Owner and delivered to the intended awardee or mailed to awardee at the business address shown in the Bid.

The City reserves the right to:

- a. Evaluate the current capacity of the low bidder to perform the size and scope of specified in the contract bidding documents.
- b. Use previous performance on similar job(s) for the City as a factor in the selection of the bidder.
- c. Reject bids that do not contain all required paperwork and/or are not completed or filled out correctly.

### **C. PROJECT MANAGEMENT**

The City Arborist will serve as the Project Manager.

### **D. LICENSES AND PERMITTING**

Licenses are required by Collier County to perform this work; licenses issued by the State of Florida may supersede Collier County requirements. Contractors should investigate and determine if they hold the required license(s). All required license(s) must be active and good standing at the time of the bid opening; *all required licensing must be provided to the City at the time of proposal opening.*

**E. INSURANCE**

Successful contractor(s) shall furnish proof of insurance as per specifications.

**F. CONDUCT**

The Contractor and his employees shall conduct themselves in a proper and efficient manner at all times. They shall be fully clothed in matching, well-maintained, company uniforms; with name of company clearly visible. The City may require the contractor to remove from the work site any employee(s) whose continued employment on the job is considered to be contrary to the best interest of the City. All personnel working on the City contract must be capable of communicating effectively with City Representative and the public in English.

**G. CONTRACTORS EQUIPMENT**

All vehicles and equipment must be maintained in good repair, appearance and sanitary condition at all times. Vehicles must be identified with the name of the company and phone number clearly visible. In addition, the contractor will be responsible for using the necessary safety equipment according to State DOT standards while working on City, County, or State roads as a sub-contractor of the City.

**H. DISPOSAL OF DEBRIS**

The contractor shall dispose of all debris and other materials gathered from the described work in compliance with City and County Laws.

**I. SCHEDULING OF WORK**

All work will be performed from Monday to Friday between the hours of 7:00am to 5:00pm and Saturday between the hours of 8:00am to 4:00pm unless prior approval has been obtained from the Project Manager.

Work deficiencies pointed out must be corrected by the contractor within two working days of notification, written or verbal, by the Project Manager.

The contractor shall provide schedules for all work performed at least one week prior to contract commencement. The City will have the right to alter said schedules due to events or projects that may conflict or require immediate attention. All changes or modifications to the schedule after the City has approved must be resubmitted for approval. It is the contractor's responsibility to ensure that the Project Manager has an accurate service schedule at all times. Refer to the bid tab for locations that have specific service day requirements.

**J. PAYMENT REQUESTS, INVOICES AND WORK REPORTS**

The Contractor shall be paid twice a month (every other week) for work performed satisfactorily under this contract. At the completion of each work period, the Contractor shall submit a detailed report of maintenance performed. This report shall be accompanied by a billing in accordance with the contract price for the work performed and shall become the basis for payment.

The City may withhold payment to such extent as may be necessary to protect the City from loss due to:

Work required in the specifications, which is defective, incomplete, or not performed.

Failure to submit required reports or other documents required by the contract.

**K. NON-PERFORMANCE**

The City reserves the right to cancel the contract with a seven (7) day notice should the Contractor fail to perform up to the requirements and standards identified in the specifications. The City may withhold part or all payments due to the Contractor until work deficiencies are corrected.

**L. QUALIFICATIONS**

The Contractor shall be licensed with a minimum of five (5) years of experience in commercial landscape maintenance. All bidders shall provide, with their bid proposal, a list of at least three (3) commercial references, a list of personnel and equipment. The City reserves the right to contact these references, in order to determine the competency of the Contractor.



## **M. POST-STORM RESPONSE**

Post-storm response time shall be twenty-four (24) hours. This includes response to thunderstorm damage, tidal event damage, tornado damage, tropical storm and hurricane damage. If given direction to do post-storm cleanup, the Contractor must have required equipment and labor to the specified location within a 24-hour period. Any exceptions to this schedule will be specifically assigned and approved by the Project Manager.

The post-storm response will entail the cutting and hauling of downed, damaged trees and landscape material that will be placed to the curb-side edge of the right-of-way for pick-up. The Contractor may be required by the Project Manager to haul away debris from a small or minor storm event. For a tropical storm or hurricane, the Project Manager will contact the Contractor in advance of the storm to ensure the Contractor has a plan and location to stage equipment in a safe location and respond to the City of Naples within the required 24-hour period with sufficient equipment and labor. The Contact Manager may offer a staging location within the City limits; however, the City shall assume no responsibility for any damage to Contractor's equipment if staged at a City location.

## **N. REJECTING DEFECTIVE WORK**

The Project Manager will have the authority to disapprove or reject work, which is believed to be unacceptable work and not in accordance with Contract Documents. The Parks & Parkways Superintendent will be the final interpreter of the requirements of the Contract Documents and judge of the acceptability of the work performed. City will notify the contractor, in writing or verbally, of unacceptable work. If work has been rejected, contractor shall correct all defective work within two working days and bear all costs to correct the defective work. The work may include the replacement of existing plants if they die due to Contractor's negligence. All replacement plants shall be inspected and approved by City prior to installation. The contractor will contact the Project Manager to advise when staff will be on site to correct the rejected work. If the contractor fails within two working days after notice to correct the defective work, or if the contractor fails to perform the work in accordance with the Contract Documents, the City will withhold payment due to the Contractor for the portion of service not rendered. Should unacceptable or incomplete site service continue, termination of contractor will be requested.

## **O. PROTECTION OF PUBLIC AND PRIVATE PROPERTY**

1. Contractor shall assume full responsibility for any damage to any

property including but not limited to trees, shrubs, lawns, irrigation, sidewalks, pavements, roadways, structures, utilities, and underground facilities, resulting from the performance of the work.

2. The contractor upon receipt of written notice to discontinue such practice shall immediately discontinue any practice obviously hazardous in the opinion of the Project Manager. The contractor shall comply with all OSHA and other Federal and State safety standards.
3. Blocking of the public street, except under *extreme* emergency conditions, shall not be permitted unless prior arrangements have been made with the Project Manager and the City Police and Fire Departments and other agencies having jurisdiction over the street to be closed.

**P. PROTECTION OF OVERHEAD UTILITIES**

The operations will be conducted in many areas where overhead electric, telephone, and cable television facilities exist. The contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage has occurred, and shall be responsible for all claims for damage due to his operations. The contractor shall make arrangements with the utility for the removal of necessary limbs and branches, which may conflict with, or create a personal injury hazard. Delays encountered by the contractor in waiting for the utility to complete its work shall not be the responsibility of the contractor.

**Q. PROTECTION OF UNDERGROUND UTILITIES**

The Contractor will be responsible for following the Florida Underground Facility Damage Prevention & Safety Act (556), OSHA Standard 1926.651, Florida Trench and Safety Act (Chapter 90-96) and obtaining utility locations by calling Sunshine State One-Call of Florida Inc. Contractor shall have full responsibility for reviewing and checking all information and data for locating all underground facilities.

**R. TRAFFIC CONTROL**

1. Contractor will be required to furnish traffic control and/or barricades as needed or as required by the State of Florida. Barricading and detouring of the traffic shall be accomplished in conformance with the State of Florida Manual of Uniform Traffic Control Devices for Highway Construction and Maintenance Operations, latest edition.

2. Contractor will be responsible for adequate barricades, warning devices, and the necessary safety equipment according to State DOT standards while working on City, County or State roads as a sub-Contractor of the City.

## WORK SPECIFICATIONS

### A. STANDARD SERVICES

The following specifications apply.

#### 1. Mowing:

All grass areas will be mowed 52 times per year. When mowing is performed, grass will be cut to a height of no less than 4". Mulching decks will be used since the contractor will not leave grass in rows or piles; additionally, clippings are not to be blown in the street or common areas during the mowing. "Windrows" or piles of clippings will not be left on the turf areas and clippings blown into or deposited in the gutter or street must be removed from the areas before the contractor leaves the area. Contoured areas need to be mowed so decks are not "scalping" higher areas. Grass will be mowed in alternating directions each time as to not create mowing alleys or ruts. Mowing alleys or ruts caused by contractor activity will be filled in with top soil approved by the Contact Manager at the expense of the contractor.

#### 2. Edging:

Edging will be performed to prohibit shoot growth from exceeding more than 3" into beds, or over the curb edge. Grass areas will be edged to establish a clean line between the curb, gutter, or planting bed area. All grass areas will be edged 26 times per year; every 2 weeks. Edging will be done whenever grass areas stop adjacent to curbs, gutters, signs, parking lots, road sides, driveways, sidewalks, irrigation equipment, tree rings, planting beds, buildings or other structures located within grass areas. After edging is complete, grass and runners will be removed by the contractor from the site. Runners left to grow past 3" will be handpicked after edging is complete.

Edging will be done with an edger; weed eater may not be used to edge. All edging will be performed by mechanical means; chemical edging will not be permitted. Edging devices that could damage underground utilities must not be used.

#### 3. Weeding:

Sites are to be kept free of weeds (to include palm pups) and any invasive vegetation at all times; this includes concrete medians, rocks, etc.

The contractor may use chemical weed-killer or pre-emergent, both the site and product must be approved by the City's Project Manager. When applying a chemical weed-killer, Tracker must be added. Weeds that are less than 3-inches from plantings must be hand pulled. Any plants damaged or killed by mis-use of chemical weed-killer or pre-emergent will be replaced at the expense of the contractor within 48-hours of notification. Should chemical weeding cause concern to the City, the Project Manager has the authority to mandate hand weeding.

#### **4. Trimming:**

Sites are to be kept with vegetation in trimmed condition and within planting beds; a minimum of 12 inches off the back of curb. Shrubs will be kept at 36"; plantings in the bullnoses of medians will be maintained at a height no greater than 18-inches. We may require additional trimming to 24" or lower. There will be no additional costs for this service. Plants or hedges pruned with trimmers should be free of angles (corners must be rounded) and the bases should either be wider or the same width as the top. Hedges are to be maintained, front, back, and top. Trimming is to be performed to maintain plant definition within the beds. Trimming should be done as to allow the plants to grow in their natural form and allow for flowering. Shoots will be removed each week.

No hard trimming from October to May unless approved by the Project Manager.

All dead plant materials will be removed and reported to the Project Manager with 48 hours of removal.

Refer to the Plant Specific Maintenance chart for plant trimming standard. In addition, the bid schedule contains site specific plant requirements. **The City has the right to change plants and/or pruning requirements at any time during the duration of the contract.**

#### **5. Palm and Hardwood Trimming:**

Small palms (under 15 feet) should be pruned for the removal of dead fronds and seed pods and to maintain safe passage; this includes the removal of dead stalks in palms. These palms should be kept free of seed pods and dead fronds. All pruning is to meet the ANSI standards. The Project Manager must approve removal of any live fronds.

Trimming of hardwood trees should only be done to remove dead or broken branches or to maintain safe passage; pruning cuts must be made in accordance with ANSI standards.

Should the contractor notice a hazard with a palm or hardwood, it must be immediately reported to the Project Manager.

**6. Site cleaning:**

The area of the medians, cul-de-sacs, traffic islands, and gutters adjacent to them will be kept free of all debris. This includes but is not limited to leaves, paper or litter, cigarette butts, fruit or berries, traffic debris, rocks or stones, etc. Trash within the hedges and plantings should also be removed. Debris will also include anything generated from maintenance performed. The entire area will be blown off and/or picked up before contractor leaves site; this is to include all hard surfaces (sidewalks, athletic courts, etc).

**7. Other:**

Cul-de-sacs or islands that have established aluminum, rock or wooden borders should have a definite border maintained between borders and the planting area.

**B. BEACH END SERVICES**

Beach end services will include all standard services; mowing, edging, weeding, trimming, palm & hardwood trimming, and site cleaning. In addition, the following specifications also apply.

1. Beach ends, shower areas, gutters, boardwalks, and dunes adjacent to them will be kept free of all debris. This includes but is not limited to leaves, dead leaves, paper or litter, cigarette butts, fruit or berries, traffic debris, rocks or stones, etc. All debris must be removed from site, and not blown or deposited in adjacent areas.

2. In areas where a shower is available, all sand must be shoveled up and dispersed on the beach as to not create a sand mound at the shower area.
3. All vegetation is to be trimmed back 2 feet from all wooden structures. Beach areas with walking paths shall have the path maintained at a width of 4 feet. Any vegetation impeding traffic or pedestrians shall be pruned back to eliminate the hazard. All hazards that the contractor cannot eliminate should be reported to the Project Manager immediately.
4. Parking areas shall have all trash removed and be blown free of debris.

Due to the nature of these sites, excessive trash may be an occurrence and bidder shall include the cost of this work in the bid price.

**C. PLANT SPECIFIC MAINTENANCE**

The following pages outline specific plant material located within the City and the pruning acceptable for each.

Common Name	Pruning
Allamanda	Trim as requested
Areca Palm	All "pups" are to be removed to keep base of palm clean; dead stalks to be removed
Asian Jasmine	Maintained at 4-6" height; to be edged at sidewalks, etc.; DO NOT allow to climb; hand weed
Beach Sunflower	DO NOT trim

Bird of Paradise	Remove dead flowers and leaves
Boston Fern	Remove dead stems
Bougainvillea	No hard trimming from October to April, shoot removal only
Bromeliads	Remove dead leaves and stalks
Calusia	Hand prune
Calusia (Dwarf)	Hand prune
Coontie Palm	Remove dead leaves
Coral Creeper	Maintain at 12" in height; to be edged at sidewalks, trees, etc.; DO NOT allow to climb; hand weed
Crinum Lily	Remove dead leaves; hand weed
Dombeya	Trim as request per site



Dwarf Carissa	Not to exceed a height of 24"
Fakahatchee Grass	To be trimmed as requested to 2" above grade and straight across
Flax Lilly	Remove dead leaves; hand weed
Fountain Grass	To be trimmed as requested to 2" above grade and straight across
Ixora "Nora Grant"	Trim in May to 24" and let it grow to 36"
Jatropha	Trim as requested
Lirope	Remove dead leaves; Hand weed
Louisiana Copperleaf	Hand prune; Maintain at 48"
Muhly Grass	To be trimmed as requested to 2" above grade and straight across
Paurotis Palm	All "pups" are to be removed to keep base of palm clean; remove dead stalks

Peanut Grass	Maintain at 4-6" in height; to be edged at sidewalks, trees, etc.; DO NOT allow to climb; hand weed
Philodendron	Remove dead leaves; hand weed
Sea Grape	Trim as requested
Spider Lily	Pruning to remove dead leaves, hand weed
Variegated Ginger	Remove dead leaves and stalks
Yesterday, Today, Tomorrow	Trim as requested

**D. LEAVES**

The City is also asking for an hourly rate for leaf removal. This removal would entail raking out planting beds and open areas to remove all leaf mass that has accumulated

**E. SPECIFIC MAINTENANCE**

Refer to the bid tab for locations that have special needs or specific plant pruning requirements.

# EXHIBIT A



# EXHIBIT B

## Solid Waste Facility – 2600 Corporate Flight Drive

- Weekly Landscape Service Required – [Red Box]
- Monthly Landscape Service Required – [Yellow Box]



## SELECTION PROCESS

**Solicitation Schedule:** Listed below are the important dates and times related to this solicitation. The Procurement Division may find it necessary to change any of these dates or times. All dates are subject to change.

<u>Action</u>	<u>Completion Date</u>
RFP Issued	July 11, 2018
Non-mandatory Preproposal Conference	July 30, 2018
Proposals Opening	August 14, 2018 at 2:00 PM
Evaluation Committee Meeting	Week of August 20, 2018

**Proposal Opening:** The bid opening is public on the date and at the time specified on the proposal form. It is the proposer's responsibility to assure their proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered will not be considered.

**Selection Criteria:** The evaluation of landscape maintenance service proposals will be made on a pre-determined basis as follows:

	<b>Maximum Points</b>
Qualifications of Entity and Key Personnel	20
Approach to Providing the Requested Scope of Services	30
Cost Proposal	30
References	20

**Evaluation Committee:** The City Manager will appoint an evaluation committee to review and evaluate the firms using the above criteria. The City, at its sole discretion, may contact the references of the projects listed in response to this solicitation as a part of the evaluation process.

A shortlist of firms MAY be interviewed for final ranking. If an interview is held, it will be one hour in length and be equally divided between the presentation and questions and answers. The presentation time and date (if necessary) will be assigned by the City.

Should negotiations fail with the top ranked team, the City will enter into discussions with the second ranked team, and so on, until an acceptable agreement has been reached between the City and the selected individual or firm.

## **SUBMITTAL REQUIREMENTS**

Qualified firms interested in providing the landscape maintenance services described are invited to submit details regarding their firm's (or team's) qualifications as related to the projects outlined in this RFP. Submittals shall address the items listed within a maximum of 50 single-sided pages. Failure to provide all requested items may be sufficient cause for non-acceptance of the proposal. **Proposals should be concise and clear.**

### **TAB 1 - Cover Letter and Mandatory Form information**

- Cover Letter - Maximum two pages outlining why the City should select your firm/team. Identify who will be the point of contact including their email address. Identify the Project Manager and in which office they are located.
- Items for Baseline Eligibility - Mandatory Form information including Cover Sheet, Submission Check List, W-9, general references, Statement of Experience, and any applicable licenses / certifications.

### **TAB 2 - Qualifications of Entity and Key Personnel**

- Includes ability to provide the requested scope of services, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size.
- Provide a staff organization chart. Identify key individuals involved on this project
- For each key staff member identified in the organization chart, provide a summary of relevant experience and qualifications. Detailed résumés should be submitted.

### **TAB 2 - Approach to Providing the Requested Scope of Services**

- Includes an understanding of the RFP and of the project's scope of services, knowledge of applicable laws and regulations related to the scope of services.

### **TAB 3 - Cost Proposal**

- Provide a signed Cost Schedule as contained within the bid documents
- The City will accept only complete bids with pricing for all locations; incomplete bid tabs will be disqualified. Pricing is to be per weekly service; pricing provided in any other format will be disqualified.
- Cost Proposals will be evaluated on the basis of the Total Estimated Weekly

### **TAB 4 - References**

- Approach to be Taken – Work schedule
- Related Experience and Resumes / Certifications of Key Personnel
- Company Equipment List
- Demonstrated Record of Past Performance With References: Provide examples of the firm's and consultant's current or past projects with detailed information on schedule adherence, quality of work and project cost control

The proposer may provide additional information; however it shall be placed at the end of the proposer's submittal in a section separated from the remainder of the proposal.

**DISQUALIFICATION QUESTIONNAIRE**

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If the answer is yes, provide detailed circumstances within proposal.

**INCURRING COSTS**

The City of Naples is not liable for any costs incurred by the offeror submitting a proposal in response to this solicitation. The cost to prepare the proposal and travel to project interviews shall be the full responsibility of the proposer.

**FIRM RANKING AND NEGOTIATION**

Based on the results of the process, the Selection Committee will prepare a prioritized ranking of firms, and may request an interview with any, all, or none. The final contract will then be forwarded to the City Council for approval.

# COST SCHEDULE

## Sub-Group - Parks & Parkways

LOCATION		SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE	
					PROVIDE PRICING PER WEEKLY SERVICE	
Beachend	1	3600 beach end, to include grass area from Gordon to beach	Beach End Services		Monday	\$
Beachend	2	33rd Avenue South beach end	Beach End Services		Monday	\$
Beachend	3	32nd Avenue South beach end	Beach End Services		Monday	\$
Beachend	4	21st Avenue South beach walk	Beach End Services		Monday	\$
Beachend	5	19th Avenue South beach walk	Beach End Services	Ficus hedge to be maintained at 12 feet and below power line	Monday	\$
Beachend	6	18th Avenue South beach end	Beach End Services		Monday	\$
Beachend	7	17th Avenue South beach end	Beach End Services		Monday	\$
Beachend	8	16th Avenue South beach end	Beach End Services		Monday	\$
Beachend	9	15th Avenue South beach end	Beach End Services		Monday	\$
Beachend	10	14th Avenue South beach end	Beach End Services		Monday	\$
Beachend	11	13th Avenue South beach end	Beach End Services		Monday	\$
Beachend	12	Naples Pier - 12th Avenue South beach end to include north and south right-of way to Gulfshore Blvd South and west right-of way immediately on Gulfshore Blvd South north of 12th Ave S; to include lot at 12th Avenue South and 12th Avenue South from 2nd Street South to Gulf Shore Boulevard South from	Standard Services	Includes buffer along alley to south of lot	Monday	\$
Beachend	13	Broad Avenue South beach end	Beach End Services		Monday	\$
Beachend	14	11th Avenue South beach end	Beach End Services		Monday	\$
Beachend	15	10th Avenue South beach end	Beach End Services		Monday	\$
Beachend	16	9th Avenue South beach end	Beach End Services		Monday	\$
Beachend	17	8th Avenue South beach end	Beach End Services	Plant maintenance only; sod is mowed by City Staff	Monday	\$
Beachend	18	7th Avenue South beach end	Beach End Services		Monday	\$
Beachend	19	6th Avenue South beach end	Beach End Services		Monday	\$
Beachend	20	5th Avenue South beach end	Beach End Services		Monday	\$
<b>Page Sub-Total</b>						\$



# COST SCHEDULE

LOCATION		SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE	
					PROVIDE PRICING PER WEEKLY SERVICE	
Beachend	21	4th Avenue South beach end	Beach End Services		Monday	\$
Beachend	22	3rd Avenue South beach end	Beach End Services		Monday	\$
Beachend	23	2nd Avenue South beach end	Beach End Services		Monday	\$
Beachend	24	1st Avenue South beach end	Beach End Services		Monday	\$
Beachend	25	Central Avenue beach end	Beach End Services		Monday	\$
Beachend	26	1st Avenue North beach end	Beach End Services		Monday	\$
Beachend	27	2nd Avenue North beach end	Beach End Services		Monday	\$
Beachend	28	3rd Avenue North beach end	Beach End Services		Monday	\$
Beachend	29	4th Avenue North beach end	Beach End Services		Monday	\$
Beachend	30	6th Avenue North beach end	Beach End Services		Monday	\$
Beachend	31	North Lake Drive beach end	Beach End Services		Monday	\$
Beachend	32	7th Avenue North beach end	Beach End Services		Monday	\$
Beachend	33	Via Miramar	Beach End Services	North and South hedges to be maintained top and parking lot side at 12 feet	Monday	\$
Beachend	34	Veldado Way	Beach End Services	North and South hedges to be maintained top and parking lot side at 12 feet	Monday	\$
Beachend	35	Horizon Way	Beach End Services	North and South hedges to be maintained top and parking lot side at 12 feet	Monday	\$
Cul-de-sac	36	Bay Road @ Gordon Drive	Standard Services			\$
Median	37	Cove Lane median, off Gordon Drive	Standard Services			\$
ROW	38	Cutlass Lane north ROW from Gordon to 4101 Cutlass Lane	Standard Services	Hedge to be maintained at 6 feet		\$
Cul-de-sac	39	Cutlass Lane cul-de-sac	Standard Services			\$
Cul-de-sac	40	Champney Bay Court cul-de-sac	Standard Services			\$
Median	41	Kingstown Drive medians from Gordon Drive to Rum Row	Standard Services	First median on Kingstown at Gordon are not included		\$
Median	42	Green Dolphin Lane traffic island at Fort Charles Drive	Standard Services			\$
Cul-de-sac	43	Green Dolphin Lane cul-de-sac	Standard Services			\$
Cul-de-sac	44	Fort Charles Drive cul-de-sac	Standard Services			\$
<b>Page Sub-Total</b>						\$

# COST SCHEDULE

LOCATION		SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE
					PROVIDE PRICING PER WEEKLY SERVICE
Median	45	Captains Place median, off Kingstown Drive	Standard Services		\$
Cul-de-sac	46	Gin Lane cul-de-sac	Standard Services		\$
Median	47	Nelsons Walk traffic island at Rum Row	Standard Services		\$
Median	48	Nelsons Walk traffic island at Binnacle	Standard Services		\$
Cul-de-sac	49	Nelson's Walk cul-de-sac	Standard Services		\$
Cul-de-sac	50	Binnacle cul-de-sac	Standard Services		\$
Median	51	Admiralty Parade, 3 traffic islands	Standard Services		\$
Median	52	Treasure Lane traffic island at Kingstown Drive	Standard Services		\$
Median	53	Galleon Drive at Spyglass Lane, 4 traffic islands (map #29)	Standard Services		\$
Cul-de-sac	54	Spyglass Lane cul-de-sac	Standard Services		\$
Cul-de-sac	55	Galleon Drive cul-de-sac	Standard Services		\$
ROW	56	Lantern Lane ROW from Galleon Drive north to property line, than east to property line	Standard Services	Hedge to be maintained at 12 feet; entry area and plants in north ROW not included	\$
Cul-de-sac	57	Forrest Lane cul-de-sac	Standard Services		\$
Cul-de-sac	58	21st Court South cul-de-sac	Standard Services		\$
Parks/Public Areas	59	Riley Park on Gordon Drive from 18th Ave S to 21st Ave S	Standard Services		\$
Cul-de-sac	60	4th Street South cul-de-sac	Standard Services		\$
Cul-de-sac	61	5th Street South cul-de-sac	Standard Services		\$
Cul-de-sac	62	6th Street South cul-de-sac	Standard Services		\$
Cul-de-sac	63	7th Street South cul-de-sac	Standard Services		\$
Cul-de-sac	64	8th Street South cul-de-sac	Standard Services		\$
Cul-de-sac	65	17th Avenue South (Aqua Circle) cul-de-sac	Standard Services		\$
Median	66	3rd Street South traffic island at 15th Avenue South	Standard Services		\$
Median	67	Broad Avenue South median at 4th Street South	Standard Services		\$
Median	68	Broad Avenue South median from beachend to 2nd Street South	Standard Services		\$
<b>Page Sub-Total</b>					\$

# COST SCHEDULE

LOCATION		SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE
					PROVIDE PRICING PER WEEKLY SERVICE
Parks/Public Areas	69	Rogers Park at 1106 3rd Street South	Standard Services	Plants to be maintained as to not hang into water feature	\$
ROW	70	Broad Avenue South, south ROW from 9th Street South to 4th Street South from Broad Avenue South to sidewalk	Standard Services		\$
ROW	71	12th Avenue South, north & south ROW from 7th Street South to City Dock to include traffic island and median	Standard Services		\$
ROW	72	Outlook Point at 8th Street South and 13th Avenue South	Standard Services		\$
Parks/Public Areas	73	The Landings at 1101 9th Street South	Standard Services		Monday \$
Parks/Public Areas	74	Coconut Point Park at 10th Avenue South	Standard Services		\$
Parks/Public Areas	75	Lois Selfon Park @ 755 East Lake Drive	Standard Services		\$
Parks/Public Areas	76	City Hall and Fire Station #1 at 735 8th Street South	Standard Services		Saturday \$
Parks/Public Areas	77	Parking area at 8th Street South and 8th Avenue South	Standard Services	Hedge along alley in parking lot to be maintained at 4 feet	Saturday \$
Parks/Public Areas	78	Cambier Park, from alley to 8th Avenue South and from 8th Street South to Park Street	Standard Services	To include trimming of vines on trellis at Norris Center	Monday \$
Median	79	3rd Avenue South medians from 2nd Street South to 7th Street South	Standard Services		\$
Median	80	6th Street medians from 5th Avenue South to 4th Avenue North	Standard Services		\$
Median	81	7th Street South medians from 1st Avenue South to 7th Avenue North	Standard Services		\$
Median	82	Central Avenue medians from 6th Street South to Gulf Shore Boulevard	Standard Services		\$
Median	83	4th Avenue North ROW at Palm Circle East and West	Standard Services		\$
Median	84	Palm Circle East and West, 5 traffic islands	Standard Services		\$
Parks/Public Areas	85	Alligator Lake East Mini-park	Standard Services		\$
Parks/Public Areas	86	Alligator Lake West Mini-park	Standard Services		\$
Median	87	7th Avenue North medians and traffic islands from Goodlette-Frank Road to 3rd Street North	Standard Services		\$
ROW	88	7th Avenue North ROW from Bougainvillea Road East and West at lake	Standard Services		\$
Median	89	Gulf Shore Boulevard North medians from traffic island at Oleander Drive to bridge	Standard Services		\$
Parks/Public Areas	90	Lowdermilk Park at 1301 Gulf Shore Boulevard North	Standard Services	Seagrape hedge on South side to be maintained at 12 feet	Monday \$
Median	91	Banyan Boulevard medians from U.S.41 to Gulf Shore Boulevard North to include traffic islands at Crayton Road	Standard Services		\$
<b>Page Sub-Total</b>					\$

# COST SCHEDULE

LOCATION		SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE
					PROVIDE PRICING PER WEEKLY SERVICE
Cul-de-sac	92	Yucca Court cul-de-sac	Standard Services		\$
Cul-de-sac	93	Hurricane Harbor cul-de-sac	Standard Services		\$
Median	94	Crayton Road traffic island at Orchid Drive	Standard Services		\$
Parks/Public Areas	95	Orchid Linear Park, from Chevron Station south to Banyan Boulevard	Standard Services	Hedge to be maintained at 12 feet	\$
Cul-de-sac	96	Springline Court cul-de-sac	Standard Services		\$
Cul-de-sac	97	Springline Drive cul-de-sac	Standard Services		\$
Cul-de-sac	98	Spinnaker Court cul-de-sac	Standard Services		\$
Median	99	Mooringline Drive medians from U.S.41 to Gulf Shore Boulevard North	Standard Services		\$
Cul-de-sac	100	Bollard Place cul-de-sac	Standard Services		\$
Median	101	Bowline Drive, 3 traffic islands from Crayton Road to Mooringline Drive	Standard Services		\$
Parks/Public Areas	102	Bowline Bend Park at Bowline Drive and Bowline Bend	Standard Services		\$
Cul-de-sac	103	Windward Way cul-de-sac	Standard Services		\$
Cul-de-sac	104	Putter Point Court cul-de-sac	Standard Services		\$
Cul-de-sac	105	Putter Point Place cul-de-sac	Standard Services		\$
Median	106	Putter Point traffic island at Crayton Road	Standard Services		\$
ROW	107	Harbour Bridge - fenced area under bridge	Standard Services		\$
Median	108	Harbour Drive medians from U.S.41 to Leeward Lane to include traffic islands at Crayton Road and Wedge Drive	Standard Services		\$
ROW	109	Wedge Drive east ROW from Harbor south to alley	Standard Services	Hedge to be maintained at 12 feet	\$
ROW	110	Riviera Drive east ROW from U.S.41 to Riviera Drive	Standard Services	Seagrape hedge to be maintained at 12 feet	\$
Cul-de-sac	111	Bay Point cul-de-sac	Standard Services		\$
Cul-de-sac	112	Cuddy Court cul-de-sac	Standard Services		\$
Cul-de-sac	113	Bahia Point cul-de-sac	Standard Services		\$
Cul-de-sac	114	Regatta Court cul-de-sac	Standard Services		\$
Cul-de-sac	115	Mermaids Bight cul-de-sac	Standard Services		\$
<b>Page Sub-Total</b>					\$

# COST SCHEDULE

LOCATION		SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE
					PROVIDE PRICING PER WEEKLY SERVICE
Cul-de-sac	116	Fountainhead Court cul-de-sac	Standard Services		\$
Cul-de-sac	117	Neptune Bight cul-de-sac	Standard Services		\$
Median	118	Gulf Shore Boulevard North medians from Admiralty Point to Seagate including public parking areas	Standard Services		\$
ROW	119	Parkshore Bridge - fenced area east side under bridge	Standard Services		\$
Median	120	Park Shore Drive medians from U.S. 41 to bridge	Standard Services		\$
Cul-de-sac	121	Bel Air Court cul-de-sac	Standard Services		\$
Median	122	Old Trail Drive median at Belair Lane	Standard Services		\$
Cul-de-sac	123	Old Trail Way cul-de-sac	Standard Services		\$
Cul-de-sac	124	Willowhead Way cul-de-sac	Standard Services		\$
Median	125	Old Trail Drive median at Park Shore Drive	Standard Services		\$
Cul-de-sac	126	Turtle Hatch Road cul-de-sac	Standard Services		\$
Cul-de-sac	127	Neapolitan Lane cul-de-sac	Standard Services		\$
Cul-de-sac	128	Neapolitan Way cul-de-sac	Standard Services		\$
Cul-de-sac	129	Devils Bight cul-de-sac	Standard Services		\$
Cul-de-sac	130	Pirates Bight cul-de-sac	Standard Services		\$
Cul-de-sac	131	Crayton Court cul-de-sac	Standard Services		\$
Cul-de-sac	132	Whispering Pine Court cul-de-sac	Standard Services		\$
Median	133	Crayton Road traffic island at Crayton Place South	Standard Services		\$
Cul-de-sac	134	Crayton Place South cul-de-sac	Standard Services		\$
Median	135	Crayton Road median at Seagate Drive	Standard Services		\$
Parks/Public Areas	136	Seagate Linear Park, from north end of Seagate to south boundary at bench, to include North ROW on Pirates Bight, west ROW on Seagate from Seagate to Sanddollar	Standard Services	Hedge to be maintained at 12 feet	\$
Median	137	Starfish Avenue traffic island at Seagate Drive	Standard Services		\$
<b>Page Sub-Total</b>					\$

# COST SCHEDULE

LOCATION		SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE
					PROVIDE PRICING PER WEEKLY SERVICE
Median	138	Seashell Avenue traffic island at Seagate Drive	Standard Services		\$
Median	139	Seahorse Avenue traffic island at Seagate Drive	Standard Services		\$
Median	140	West Boulevard median at Seagate Drive	Standard Services		\$
Parks/Public Areas	141	Seagate School Park at West Boulevard, excluding athletic fields, from racketball courts to West Boulevard and north to school parking lot fence	Standard Services	Wednesday at 7am	\$
Median	142	U.S.41 medians from Sandpiper Street to Seagate Drive/Pine Ridge Road	Standard Services		\$
Parks/Public Areas	143	Sandpiper Park East and West at Sandpiper Street and U.S. 41	Standard Services	Monday	\$
Median	144	Sandpiper Drive medians from U.S.41 to Osprey Avenue	Standard Services		\$
ROW	145	Oyster Bay sign at Curlew Avenue and Sandpiper Street	Standard Services	Plants immediately around sign	\$
ROW	146	Sandpiper Street west ROW from Curlew Avenue south to Blue Point	Standard Services		\$
Median	147	Blue Point at Sandpiper Street	Standard Services		\$
Cul-de-sac	148	Cherrystone Court cul-de-sac	Standard Services		\$
Cul-de-sac	149	Clam Court cul-de-sac	Standard Services		\$
Cul-de-sac	150	Little Neck Court cul-de-sac	Standard Services		\$
Cul-de-sac	151	Blue Point Avenue cul-de-sac	Standard Services		\$
Cul-de-sac	152	Chesapeake Avenue cul-de-sac	Standard Services		\$
ROW	153	Royal Harbor Sign at Dolphin Road and Sandpiper Street	Standard Services	Plants immediately around sign	\$
Cul-de-sac	154	Bonita Court cul-de-sac	Standard Services		\$
Cul-de-sac	155	Bonita Lane cul-de-sac	Standard Services		\$
Cul-de-sac	156	Mullet Court cul-de-sac	Standard Services		\$
Cul-de-sac	157	Mullet Lane cul-de-sac	Standard Services		\$
Cul-de-sac	158	Dolphin Court cul-de-sac	Standard Services		\$
Cul-de-sac	159	Dolphin Lane cul-de-sac	Standard Services		\$
Median	160	Marlin Drive median at Sandpiper Street	Standard Services		\$
Median	161	Marlin Drive traffic island	Standard Services		\$
<b>Page Sub-Total</b>					\$

# COST SCHEDULE

LOCATION		SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE
					PROVIDE PRICING PER WEEKLY SERVICE
Cul-de-sac	162	Marlin Drive cul-de-sac	Standard Services		\$
Cul-de-sac	163	Cobia Court cul-de-sac	Standard Services		\$
Cul-de-sac	164	Wahoo Court cul-de-sac	Standard Services		\$
Cul-de-sac	165	Tuna Court cul-de-sac	Standard Services		\$
Cul-de-sac	166	Shad Court cul-de-sac	Standard Services		\$
Cul-de-sac	167	Trout Court cul-de-sac	Standard Services		\$
Cul-de-sac	168	Kingfish Road cul-de-sac	Standard Services		\$
Cul-de-sac	169	Tarpon Road cul-de-sac	Standard Services		\$
Cul-de-sac	170	Bluefin Court cul-de-sac	Standard Services		\$
Cul-de-sac	171	Snook Drive cul-de-sac	Standard Services		\$
Median	172	Sheephead Street traffic island at Sandpiper Street	Standard Services		\$
Cul-de-sac	173	Sheepshead Drive cul-de-sac	Standard Services		\$
Cul-de-sac	174	2nd Avenue North cul-de-sac East of 10th Street North	Standard Services		\$
Parks/Public Areas	175	River Park Community Center @ 301 11th Street North to include parking area corner of 11th Street North and 3rd Avenue North, Passive Area at 1098 3rd Ave North, and Pool	Standard Services	Monday	\$
Parks/Public Areas	176	Anthony Park at 1500 5th Avenue North	Standard Services	Monday	\$
ROW	177	12th Street North ROW from 1184 12th Street North to 674 6th Avenue North to include lot on 7th Avenue North east of 684 12th Street North	Standard Services		\$
Parks/Public Areas	178	Betsy Jones Park at 10th Street North and 6th Avenue North to include ROW on 6th Ave. N. along canal, east to end of canal; right-of-way easement from 6th Avenue North to 7th Avenue North	Standard Services		\$
Median	179	Forest Avenue traffic island at 8th Terrace North	Standard Services		\$
Median	180	Forest Avenue traffic island at 9th Avenue North	Standard Services		\$
Median	181	13th Street North traffic island at Forest Avenue	Standard Services		\$
Median	182	13th Street North traffic island at 9th Avenue North	Standard Services		\$
Median	183	12th Street North traffic island at 12th Avenue North	Standard Services		\$
Parks/Public Areas	184	Naples Preserve at 1690 Tamiami Trail North common area around building and ROW's on north, south, est, and west sides of property	Standard Services		\$
Parks/Public Areas	185	Fleischmann Park at 1300 Fleischmann Boulevard, excluding athletic fields, to include ROW east side of park to Goodlette Road and gravel parking area on 15th Avenue N	Standard Services	Monday	\$
<b>Page Sub-Total</b>					\$

# COST SCHEDULE

LOCATION			SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE
						PROVIDE PRICING PER WEEKLY SERVICE
Median	186	Goodlette-Frank Road medians from U.S. 41 to Golden Gate Parkway	Standard Services			\$
Parks/Public Areas	187	Goodlette Linear Park on Goodlette Rd, west ROW from 14th Ave N. to south park boundary	Standard Services			\$
ROW	188	22nd Avenue North - drainage area at 10th Street North	Standard Services			\$
Parks/Public Areas	189	Fire Station #2 at 26th Avenue North and 10th Street North	Standard Services	Ficus hedges to be maintained at 12 feet		\$
Cul-de-sac	190	Royal Palm Court cul-de-sac	Standard Services			\$
Cul-de-sac	191	11th Circle cul-de-sac	Standard Services			\$
Cul-de-sac	192	Dawn Circle cul-de-sac	Standard Services			\$
Cul-de-sac	193	13th Street North cul-de-sac	Standard Services			\$
ROW	194	14th Street North west ROW from Rordon Avenue to 28th Avenue North at lake	Standard Services			\$
Parks/Public Areas	195	City nursery on Burning Tree Dr to include ROW on Mooringline extension in front of Church and Solana Rd south ROW from county club entrance to curve	Standard Services			\$
Median	196	Golden Gate Parkway medians from U.S. 41 to Airport Road	Standard Services			\$
ROW	197	Port Avenue north ROW	Standard Services			\$
Parks/Public Areas	198	City Operations Complex, from Central Ave. to north fence boundary to include 50,270, 280, 295, 355, 370 , 380 Riverside Circle, all ROW, swales, and retention areas; to include Dog Park @ 99 Riverside Circle	Standard Services	Awabuki hedge on Goodlette from Central to 3rd to be maintained at 12 feet; Ficus hedges at North and South to be maintained at 10 feet		\$
Parks/Public Areas	199	Baker Park Temporary Path	Mowing and Weeding Services			\$
<b>Page Sub-Total</b>						\$
<b>Sub-Group - Parks &amp; Parkways</b>					<b>TOTAL</b>	\$



# COST SCHEDULE

## Sub-Group - CRA

		LOCATION	SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE
						PROVIDE PRICING PER WEEKLY SERVICE
Parks/Public Areas	200	Parking Lot at south-west corner of Park Street and 6th Avenue South	Standard Services			\$
Parks/Public Areas	201	Parking Garage at 8th St S and 6th Ave S	Standard Services	To include trimming of vines on exterior		\$
ROW	202	6th Avenue South north & south ROW from 8th Street South to 12th Street South to include parking areas	Standard Services			\$
Median	203	5th Avenue South Parkway medians from 8th Street South to 10th Street South	Standard Services			\$
ROW	204	North-East corner of 5th Avenue South and 9th Street South	Standard Services			\$
Parks/Public Areas	205	Sugden Theater/Parking Garage at 8th St S and 4th Ave S	Standard Services	To include trimming of vines on exterior		\$
Parks/Public Areas	206	Spring Lake Outlook behind 500 5th Avenue S	Standard Services			\$
ROW	207	4th Ave South, small grass areas in parking lot	Standard Services			\$
ROW	208	10th Street ROW and medians from US 41 to 6th Ave North	Standard Services			\$
ROW	209	3rd Avenue South, north & south ROW from 10th Street South to U.S. 41	Standard Services			\$
ROW	210	Central Avenue, north & south ROW from Riverside Circle to 8th Street South	Standard Services			\$
ROW	211	2nd Avenue North, north & south ROW from 10th Street North to U.S. 41	Standard Services			\$
ROW	212	3rd Avenue North, north & south ROW from 10th Street North to U.S. 41	Standard Services			\$
ROW	213	4th Avenue North, north & south ROW from 10th Street North to U.S. 41	Standard Services			\$
ROW	214	5th Avenue North, north & south ROW from Goodlette Frank Rd to U.S. 41	Standard Services			\$
Parks/Public Areas	215	Cambridge-Perry Park	Standard Services			\$
ROW	216	5th Avenue North, north & south ROW from Goodlette-Frank Road to 14th Street North to include 5th Avenue North median at Goodlette-Frank Road	Standard Services			\$
<b>Sub-Group - CRA</b>					<b>TOTAL</b>	\$

# COST SCHEDULE

## Sub-Group - Utilities

		LOCATION	SERVICE TYPE	SPECIFIC MAINTENANCE	SPECIFIC DAY REQUIREMENT	WEEKLY SERVICE
						PROVIDE PRICING PER WEEKLY SERVICE
Utilities	217	1500 Curlew Avenue	Standard Services			\$
Utilities	218	1490 Osprey Avenue	Standard Services			\$
Utilities	219	1480 Pelican Avenue	Standard Services			\$
Utilities	220	2170 Kingfish Road	Standard Services			\$
Utilities	221	2425 Tarpon Drive	Standard Services			\$
Utilities	222	2140 Snook Drive	Standard Services			\$
Utilities	223	Water Treatment Plant @ 1000 Fleischmann Blvd	Standard Services			\$
Utilities	224	Golden Gate Lots (Reference Exhibit A)	Standard Services	Monthly Mowing	Price is <span style="color: red;">PER SERVICE</span>	\$
Utilities	225	Solana Tank Site @ 1601 Solana Rd	Standard Services			\$
Utilities	226	Wastewater Treatment Plant @ 1400 3rd Ave N	Standard Services			\$
Utilities	227	East Naples Tank Site @ 2279 Pineland Ave	Standard Services			\$
Utilities	228	Port Royal Tank Site @ 2665 Lantern Ln	Standard Services			\$
Utilities	229	Solid Waste - 2066 Corporate Flight Drive	Standard Services	"RED" area on Exhibit B		\$
Utilities	230	Solid Waste - 2066 Corporate Flight Drive	Mowing and trimming brush from right-of-way	"YELLOW" area on Exhibit B	Price is <span style="color: red;">PER SERVICE</span>	\$
<b>Sub-Group - Utilities</b>					<b>TOTAL</b>	\$

### LEAVES

The City is also asking for an hourly rate for leaf removal. This removal would entail raking out planting beds and open areas to remove all leaf mass that has accumulated

**HOURLY RATE PER MAN HOUR**    \$ \_\_\_\_\_

### POST-STORM RESPONSE

Post-storm response time shall be twenty-four (24) hours. If given direction to do post-storm cleanup, the response must be within this timeframe. Any exceptions will be through the approval of the Contract Manager. The post-storm response will entail the cutting and hauling of down, damaged landscape material to the curb-side for pick-up.

**HOURLY RATE PER MAN HOUR**    \$ \_\_\_\_\_

# COST SCHEDULE

<b>Sub-Group - Parks &amp; Parkways</b>	<b>TOTAL</b>	\$
<b>Sub-Group - CRA</b>	<b>TOTAL</b>	\$
<b>Sub-Group - Utilities</b>	<b>TOTAL</b>	\$
		\$
<b>Grand Total - Weekly Service</b>	<b>TOTAL</b>	\$
<b>Grand Total - Annual Service</b>	<b>TOTAL</b>	\$

**This solicitation has potential for P-Card Payment. Does your company accept credit card payment? YES \_\_\_ NO \_\_\_**
If "yes,"  
 please indicate payment options on the below chart.

Payment Options	YES	NO	STATE RELATED PERCENTAGE AND/OR TERMS FOR EARLY PAYMENT
Is there a discount for a credit card payment?			
Is there an additional charge for credit card payment?			
Discount for early payment?			
Prompt payment terms: ___% ___Days; Net 30 Days			

**Company Name:** \_\_\_\_\_

**EIN:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name and Title of individual completing this schedule:**

\_\_\_\_\_

**(Printed Name)**

**(Title)**

**X** \_\_\_\_\_

**(Signature)**

**(Date)**