

THE DISTRICT BOARD OF TRUSTEES OF
PENSACOLA JUNIOR COLLEGE, FLORIDA
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998

May 3, 2007

BID NO. 10, 2006/2007

INVITATION TO BID (ITB) ON
GROUNDS MAINTENANCE SERVICES
FOR
PENSACOLA JUNIOR COLLEGE

The District Board of Trustees of Pensacola Junior College hereby extends an Invitation to Bid (ITB) on Grounds Maintenance for Pensacola Junior College, as specified in this bid request.

All terms and conditions included hereafter are part of this bid request. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive any and all technicalities.

Directions for submitting bids include the following:

1. **All bids must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998, or delivered to the bid opening site, not later than 2:00 P.M., local time, Tuesday, May 22, 2007 and shall be clearly marked "SEALED ITB NO. 10, 2006/2007 – Grounds Maintenance for Pensacola Junior College." Due to the requirement of sealed bidding, facsimile bids will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. In the event that you are unable to submit a bid, written notification should be submitted to the Purchasing and Auxiliary Services Office in order for your firm's name to remain on the mailing list.**

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Thursday, May 24, 2007, at 11:00 A.M.** in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College. Posting normally occurs within 10 days of bid opening date.

2. 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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 F.S. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American With Disabilities Act for attendance at the scheduled bid opening shall contact the Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline as indicated on Page 1, herein.
4. Price, quality, specifications and time of guaranteed delivery will be the determining factors in the award of the bid.
5. All prices shall be firm until order is placed, unless otherwise specified herein or indicated by bidder.
6. **All bid prices shall be FOB Pensacola Junior College, 1000 College Boulevard, Pensacola, FL, 32504-8998.**
7. Failure to file a protest within the time prescribed in F.S. 120.57(3), or failure to post the bond or other security as required by F.S. 287.042(2)(c) shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All protests must be delivered to the Director of Purchasing & Auxiliary Services, Pensacola Junior College, 1000 College Blvd., Pensacola, FL. 32504 within the time prescribed in Chapter 120, Florida Statutes to be considered valid.
8. Unless otherwise indicated herein, when manufacturer's names, trade names, and/or catalog numbers are listed in a specification, they are provided for information and are not intended to limit competition. The bidder may offer any brand for which he/she is an authorized representative which meets or exceeds the specification(s) for any item(s). If equivalent products are offered, the manufacturer's name and model number shall be clearly indicated on the bid form. Any item(s) offered as equivalent to that which is specified must be equivalent in quality of materials, workmanship, and effect and shall be corresponding in function and performance. Descriptive literature and/or complete specifications shall be included for any item(s) offered as approved equivalent(s). Bids lacking any written indication of intent to bid an alternate product or brand will be considered to be in complete compliance with the specifications of the bid form. Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.
9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.

10. **With the consent and agreement of the successful bidder(s)** purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the bid solicitation as provided in State Board of Education Rule 6A14.0734(2) (c). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from the date of award. Bidders shall note exceptions to the above paragraph, if any.
11. Any award on the basis of this bid will be contingent upon approval by The District Board of Trustees of Pensacola Junior College, Florida, and the terms of the contract to be negotiated with the successful bidder.
12. Insurance: The successful bidder shall provide appropriate insurance as indicated hereafter:
 - (a) Valid workmen's compensation insurance as required by Chapter 440, Florida Statutes;
 - (b) General public liability insurance against bodily injury, personal injury, and property damages, in limits of not less than \$100,000.00 per claimant, and \$200,000.00 per incident or occurrence. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additional insured on the contractor's policy.
 - (c) Automotive liability insurance against bodily injury and property damage, in at least the amounts of \$100,000.00 per claimant, and \$200,000.00 per occurrence.
 - (d) Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Purchasing and Auxiliary services office prior to any work beginning. The Certificate of General Public Liability Insurance shall list The District Board of Trustees, Pensacola Junior College, Florida, as additional insured.

We look forward to your participation in submitting a bid for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794.

Angie C. Jones
Director of Purchasing
and Auxiliary Services

SCOPE OF PROJECT

Pensacola Junior College has determined the need for a Grounds Maintenance Contract(s) for several locations on the Pensacola Campus, and the Downtown Center, as listed herein and as shown on the attached drawings.

SPECIFICATIONS

- 1.01 Provide all labor, materials, and equipment to maintain grass, gardens, and trees as shown on the enclosed drawings.
- 1.02 The area to be serviced extending along 9th Avenue from Airport Blvd. to Underwood Avenue, is shown in blue cross hatch on the enclosed drawings. The planters adjacent to buildings are also included at this location. The area is approximately eight acres.
- 1.03 The area to be serviced, at WSRE Television, Building 23, and the grassed area outside the chainlink fence along Tippin Avenue is shown on one of the enclosed drawings. This area to be serviced is approximately 2 acres.
- 1.04 The area to be serviced, at the Downtown Center, 418 West Garden Street, includes perimeter sidewalks and crimson rock between fences and curb, and the parking lot area (all of the areas at the Downtown Center).
- 1.05 The tasks and frequencies required are as listed on the attached specifications for each area.
- 1.06 The successful bidder will be required to provide a work schedule to the Director of Physical Plant Within 10 days after award. Work crews shall report to the Maintenance Department prior to Beginning work (each visit).
- 1.07 The successful vendor shall provide appropriate insurances as indicated hereafter:
 - (a) Valid Workmen's Compensation Insurance as required by Chapter 440, Florida Statutes;
 - (b) General Public Liability Insurance against bodily injury, personal injury, and property damages, in limits of not less than \$100,000.00 per claimant; and \$200,000.00 per incident or occurrence. The District Board of Trustees, Pensacola Junior College, shall be named as additional insured on the contractor's general public liability insurance policy. Coverages shall include Comprehensive General Liability, Contractual Liability and Products and Completed Operations Liability;
 - (c) Automotive Liability Insurance against bodily injury and property damage, in at least the amounts of \$100,000.00 per claimant, and \$200,000.00 per occurrence;
 - (d) Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Director of Purchasing and Auxiliary Services prior to any work beginning. The Certificate of General Public Liability insurance shall list the District Board of Trustees, Pensacola Junior College, as additional insured.
- 1.08 A list of three commercial references shall be furnished with bid. (See Page 9 of 12).
- 1.09 Successful bidder shall maintain safe equipment with good noise control and sharp blades.
- 1.10 Successful bidder shall provide to the Director of Maintenance and Plant Operations, material safety data sheets (MSDS) for all chemical materials to be used on this project, prior to their usage.

- 1.11 The successful contractor shall be responsible for the repair of any property damaged during the course of this work including sprinkler heads and irrigation pipe.
- 1.12 Prospective bidders are encouraged to inspect each site to be included in this bid. Please contact Mr. Robert Lovelace at (850) 484-1922, or the office of the Director of Physical Plant at (850) 484-1902 for site visits.
- 1.13 The initial term of the agreement will be from July 1, 2007 through June 30, 2008. The college reserves the right to terminate the agreement at the end of one (1) year period or to renew the contract for successive one (1) year periods, for a total of four (4) additional years at its option. Continuation each year is subject to receipt of adequate appropriations by the Florida Legislature and subject to continued need and satisfactory performance.
Any price adjustment requests **must** be submitted in writing by April 1st of each fiscal year, to the Director of Purchasing and Auxiliary Services, in order to be considered for the following fiscal year. No price adjustment shall be greater than the Consumer Price Index (CPI).
- 1.14 Contract may be terminated by either party with a thirty (30) day written notice.

TASKS TO BE PERFORMED

GRASSED AREAS

FREQUENCY

Cut grass to 2-1/2" height using riding or walk behind mower as appropriate for the area. Before cutting, pick up all loose paper, sticks, and other debris. At completion of cutting, dispose of visible clippings.

Weekly from March 1st until November 15th. Every other week from November until March 1st.

Trim grass around all trees and planted areas to be 2-1/2" using string trimmers or other appropriate tools. Use caution to avoid scalping and damaging tree bark.

Same schedule as mowing.

Edge all walks, curbs, paved areas, and mulched beds. edging must be accomplished with a sharp vertical blade edger. Use of a string trimmer for this task will not be allowed.

Same schedule as mowing.

Sweep walks and other paved areas and remove all debris.

Same schedule as mowing.

Aerate grass areas. Remove plugs from walks and paved areas.

March

Take soil samples, analyze, and add lime as needed to achieve recommended PH. Provide sample results to Pensacola Junior College.

March and November

Fertilize at a rate of two (2) pounds per 1,000 square feet of grassed area using 16-4-8 granular fertilizer with a pre-emergent weed controller.

March and November

Over seed with weed-free rye grass.

Early November

Fertilize rye with 0.5 pounds of ammonium nitrate per 1,000 square feet.

Early February

Over seed with centipede at a rate of ¼ pound per 1,000 square feet.

March

Treat grass areas for fire ants, pest, and fungus infestation.

March and as needed.

Sweep fertilizer and lime and other solid materials from walks and paved areas

Each application.

TREES**FREQUENCY**

Trim trees to promote growth and shape development. Include Hardwood, Crepe Myrtle, and flowering trees.

January

Remove broken or dead branches.

As needed*

Remove and dispose of tree debris.

As needed*

*Does not include clean up after a named Hurricane. Clean up after a named Hurricane would be bid or negotiated separately.

GARDENS**FREQUENCY**

Prune shrubs to maintain continuous, uniform, and neat appearance. Remove dead, diseased, and injured branches.

After bloom and as needed. Azaleas after bloom and before May 1st.

Lightly trim plants and shrubs.

Same schedule as mowing.

Remove dead plants and shrubs and report type and location of plants so replacement can be ordered.

Same schedule as mowing.

Remove weeds.

Same schedule as mowing.

Cut edge of gardens to provide distinct line between grass and mulch.

Same schedule as mowing.

Remove existing excess pine straw, clean beds, and add 2" of fresh pine straw mulch to all garden areas.

October and March.

Fertilize plants and shrub beds using 8-8-8 granular material. hand broadcast at a rate of 3 pounds per 1,000 square feet.

March, June, and October.

Treat plants and shrubs to prevent and eliminate mold, fungus, and pests.

As needed.

Reset metal edging materials.

Same schedule as mowing.

Remove all weeding and trimming debris.

Same schedule as mowing.

Report sprinkler problems to Director of Physical Plant.

Same schedule as mowing.

GENERAL

All tools must be maintained in safe operating condition and blades must be sharp.

It is the responsibility of the contractor to check all grass areas, shrubs, plants, and trees for disease or insect infestations. When such disease or insect infestation is noted, the contractor shall treat the affected areas within one week under guidelines recommended by the County Extension Agency. The contractor shall notify the Senior Grounds Supervisor anytime such disease or insect infestation is noted.

The contractor shall place appropriate pesticide warning signs in all public areas sprayed.

The MSDS sheets for all chemicals used must be provided to the Director, Physical Plant at least three (3) days before use. Chemicals must be applied by individuals with proper licenses.

Contact the Senior Grounds Supervisor at 484-1922 or the office of the Director of Physical Plant at 484-1902 when work crews report to campus. Define work to be accomplished and advise if special Watering requirements are needed.

COMMERCIAL REFERENCES

1. _____
FIRM OR ENTITY **CONTACT PERSON**
- _____
- COMPLETE ADDRESS** **CITY, STATE, & ZIP CODE**
- _____
- DATE OF LAST SERVICE PROVIDED** **TELEPHONE NUMBER**
- _____
- TYPE OF SERVICE PROVIDED** **LENGTH OF CONTRACT**
2. _____
FIRM OR ENTITY **CONTACT PERSON**
- _____
- COMPLETE ADDRESS** **CITY, STATE, & ZIP CODE**
- _____
- DATE OF LAST SERVICE PROVIDED** **TELEPHONE NUMBER**
- _____
- TYPE OF SERVICE PROVIDED** **LENGTH OF CONTRACT**
3. _____
FIRM OR ENTITY **CONTACT PERSON**
- _____
- COMPLETE ADDRESS** **CITY, STATE, & ZIP CODE**
- _____
- DATE OF LAST SERVICE PROVIDED** **TELEPHONE NUMBER**
- _____
- TYPE OF SERVICE PROVIDED** **LENGTH OF CONTRACT**

PRICING SECTION

<u>ITEM</u>	<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION OF WORK</u>	<u>TOTAL COST</u>
1.	1	JOB	Provide labor, materials, and equipment to maintain grass, gardens, and trees in the area along 9 th Avenue and Airport Boulevard, including planters adjacent to buildings, on the Pensacola campus of Pensacola Junior College in accordance with specifications and enclosed drawings.	_____
2.	1	JOB	Provide labor, materials, and equipment to maintain grass, gardens, and trees at WSRE Television, Building 23 and the grassed area outside the chainlink fence along Tippen Avenue, on the Pensacola campus of Pensacola Junior College in accordance with specifications, and enclosed drawings.	_____
3.	1	JOB	Provide labor, materials, and equipment to maintain grass, gardens, and trees at the Downtown Center, including the parking lot, 418 West Garden Street, of Pensacola Junior College.	_____
GRAND TOTAL:				_____

NOTE: Interested bidders may bid on Item# 1, Item# 2, Item# 3, or any combination thereof without being disqualified. Bid may be awarded on an item-by item Basis or in whole, at the discretion of Pensacola Junior College.

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

SIGNATURE OF VENDOR
REPRESENTATIVE: _____

TYPED OR PRINTED NAME OF VENDOR
REPRESENTATIVE _____

BIDDING FIRM OR ENTITY NAME: _____

BID SUBMITTED BY:

FEDERAL TAX I.D. NUMBER

FIRM OR ENTITY NAME

ADDRESS

CITY, STATE & ZIP CODE

TELEPHONE NUMBER /FAX NUMBER

TYPED OR PRINTED NAME
OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

DATE: _____