



**CITY OF MARGATE  
5790 MARGATE BOULEVARD  
MARGATE, FL 33065**

**REQUEST FOR PROPOSAL (RFP) NO. 2016-006  
LAWN MAINTENANCE SERVICES CITY-WIDE**

PRE-PROPOSAL DATE: Wednesday, March 16, 2016

PRE-PROPOSAL TIME: 2:30 PM

PROPOSAL SUBMISSION DATE: Thursday, March 24, 2016

PROPOSAL SUBMISSION TIME: 2:00 PM

BOND REQUIRED: NO

**ALL PROPOSALS MUST BE RECEIVED BY THE PURCHASING DIVISION PRIOR  
TO THE DATE AND TIME SPECIFIED ABOVE**

CITY OF MARGATE  
REQUEST FOR PROPOSAL  
LAWN MAINTENANCE SERVICES CITY-WIDE

**A. SUBMISSION OF PROPOSAL**

1. The City of Margate located in Margate, Florida is soliciting proposals ("Proposals") from qualified and experienced lawn maintenance service providers in accordance with the specifications, terms, and conditions contained in this Request for Proposal (RFP).
2. The City of Margate, Margate, Florida will accept sealed proposals until 2:00 PM, Thursday, March 24, 2016 for the purpose of selecting a firm to provide lawn maintenance services city-wide under the direction of the Parks and Recreation Department located at 6199 NW 10<sup>th</sup> Street, Margate, FL 33063 or under the direction of the Department of Environmental & Engineering Services located at 901 NW 66<sup>th</sup> Avenue, Margate, FL 33063.
3. **NO FAXED OR ELECTRONICALLY SENT PROPOSALS WILL BE ACCEPTED.** Proposals received after the above date and time will not be accepted nor considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Purchasing Division, Finance Department, City of Margate, City Hall, 5790 Margate Blvd., Margate, FL 33063 prior to the proposal opening date and time.
4. Submit one clearly marked original signed copy, and five (5) photocopies of your proposal (**NO THREE RING BINDERS PLEASE**) and one (1) electronic version on disk (no flash drives) to:

Purchasing Division  
City of Margate  
City Hall  
5790 Margate Boulevard  
Margate, FL 33063

Proposals shall be submitted in one sealed package, clearly marked on the outside, "SEALED PROPOSAL FOR LAWN MAINTENANCE SERVICES CITY-WIDE RFP NO. 2016-006"

**Under no circumstances shall an electronic copy be e-mailed to the Purchasing Division of the City of Margate.**

**B. IN ORDER FOR A PROPOSAL TO BE DEEMED RESPONSIVE, THE FOLLOWING MUST BE SUBMITTED:**

1. RFP Proposal Form for each individual area in which services are being proposed, completed with a manual signature by an authorized company representative, and all other information furnished in the spaces provided.
2. Price Schedule Proposal Forms, completed with a manual signature by an authorized company representative, and all other information furnished in the spaces provided.
3. Proof of Insurance as required by proposal
4. Non-Collusive Affidavit
5. Proposal Security, if required
6. Reference Sheet
7. Drug-Free Workplace Program Form
8. Firm Qualifications

### **C. PRE-PROPOSAL CONFERENCE**

The City will conduct a pre-proposal conference for all prospective proposers at **2:30 PM** on **Wednesday, March 16, 2016** in the City of Margate Commission Chambers, City Hall, 1<sup>st</sup> Floor, 5790 Margate Boulevard Margate, FL 33063.

Proposers must attend the pre-proposal conference and present inquiries during this time period

### **D. FURTHER INFORMATION**

Each proposer shall examine and review the RFP documents. Should clarification or additional information be required, a written request must be submitted to the Purchasing Division no later than seven (7) days prior to the date for submission. Questions may be emailed to the Purchasing Division at [purchase@margatefl.com](mailto:purchase@margatefl.com). At its discretion, the City may answer such inquiries by means of a written addendum. The City shall not be responsible for oral information given by any person. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If addenda are issued to the Request for Proposal, the City will attempt to notify all known prospective proposers, however, it shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Purchasing Division of the City of Margate at (954) 972-6454 to determine if addenda were issued and to make such addenda a part of the proposal.

Any addenda or answers to written questions supplied by the City to participating Offerors become part of the Request for Proposal and the resulting contract. The addendum acknowledgement form shall be signed by an authorized Company representative, dated, and returned with the Proposal.

No negotiations, decisions, or action shall be initiated or executed by the Offeror as a result of any discussion with any City employee. Only those communications, which are in writing from the Purchasing Division, may be considered as a duly authorized expression. Also, only communication from Offerors which are signed and in writing will be recognized by the City as duly authorized expressions on behalf of the Offeror.

All contact regarding this solicitation shall be through the City of Margate Purchasing Division, which includes the selection and evaluation portion of this RFP process. Contractors are not permitted to contact any members of the selection and evaluation committee.

### **E. SCOPE OF SERVICES**

The City of Margate's Parks and Recreation Department is soliciting proposals for a qualified vendor(s) to provide all materials, labor, equipment and insurance to perform complete lawn maintenance services for the City of Margate. Services shall include, but not be limited to grass cutting, trimming and pruning of bushes, shrubbery and hedges, fertilization, weed control, maintenance of plant beds, and code compliance related residential lot cuttings as described herein.

The RFP document has divided the services to be performed into four (4) service areas. Those are areas "A" through "D" of Attachment A. Proposers can submit pricing on one or multiple areas providing all items within the area are bid. The successful Proposer(s) shall report directly to the Parks & Recreation Department and/or the Department of Environmental

& Engineering Services, and shall maintain a log of cutting schedules.

The City's ultimate goals are to accomplish the following:

- Create and maintain a consistent and well-manicured landscape appearance
- Improve the health and longevity of plants and landscaping
- Improve the public perception of City grounds and property

## **F. TECHNICAL REQUIREMENTS**

### **1. Purpose:**

The City of Margate is seeking proposals from firms qualified to provide lawn maintenance services to the City. The selected firm(s) shall have the necessary resources to provide the complete services for at least one service areas outlined.

### **2. Background:**

Currently the City's total annual expenditure for lawn maintenance services in all areas is approximately \$330,000.00.

### **3. Scope of Services:**

Clearly describe the scope of services proposed inclusive of your detailed approach and work plans. A brief statement must be included which explains why your approach and plan would be the most effective and beneficial to the City of Margate.

The selected vendor(s) shall be required to perform work in areas that are along or near private residential property, public right of ways, parks, medians, parking lots, etc. Please provide details and references that clearly show how your firm is equipped and qualified to safely and efficiently carry out such work.

### **4. Personnel, Equipment and Operations:**

- Company shall have been in continuous service and incorporated, in the State of Florida for a minimum of five (5) years to be considered for Areas "A" thru "C". However, an exception requiring only one (1) year of continuing service and incorporation will be made for Area "D" code related lot cutting only.
- All Proposers must employ personnel competent to perform the work specified herein. The City reserves the right to request the removal of any worker performing maintenance when the performance or actions of the individual(s) are deemed by the City to be detrimental to the City's objectives or best interests.
- The awarded Proposer(s) shall provide a sufficient number of supervised staff to complete the maintenance duties outlined herein five (5) days per week. The contractor shall also provide sufficient personnel when required for additional services so that the services are completed in a reasonable amount of time to ensure that all work is completed as provided schedules may require. In your proposal give attention to how you will ensure that sufficient qualified personnel and equipment are available each day to handle the workload?
- The awarded Proposer(s) shall be required to ensure that all vehicles are in good working order, free from leaking fluids, properly registered, uniform in color and bearing the company name on each side in not less than 4" letters. Explain and/or provide documentation of how your current vehicle fleet meets or exceeds these requirements.
- Employees assigned to provide landscaping services to the City shall be dressed in color coordinated uniforms with their company's business name and/or logo clearly indicated on the uniform. The uniform shall at all times meet the City's public image requirements and be maintained to ensure a neat, clean, and professional appearance. The City reserves the right to require changes in the uniform to meet these standards. At no time shall non-uniform clothing be permitted, including for

new employees. **Pictures and/or descriptions of current work uniforms shall be included with your submittal.** Do your uniforms meet the uniform criteria?

- How do you propose to ensure that your equipment is maintained in a safe operating condition while performing work for the City? A maintenance schedule or explanation of your maintenance protocol may be included with your submission. The City reserves the right to direct contractor(s) to remove improperly maintained or unsafe equipment and/or its operator until the deficiency is remedied to the satisfaction of the City. Contractor(s) shall be responsible and liable for injury to persons and property caused by their equipment.
- All equipment and products used by contractor(s) for work performed relative to this RFP shall be stored safely by the contractor at his own expense. Contractor(s) shall be prohibited from using chemicals on any site without the written consent of the City. In order to request chemical use consent for an herbicide or other substance, the contractor shall furnish to the City the name of the chemical, manufacturer label and Material Safety Data Sheet (MSDS).
- Successful Proposer(s) will be required to report damages, vandalism or theft discovered at City property, and shall file a police report of the occurrence. The City shall also be immediately notified of the occurrence.
- Performance of work related to this solicitation will place maintenance personnel in and/or around public areas including parks and schools. Explain your company's employee background check procedures.

5. Firm's Experience:

- Proposers shall have been in continuous service and incorporated, in the State of Florida for a minimum of five (5) years to be considered for Areas "A" thru "C". However, an exception allowing for only one (1) year of continuing service and incorporation will be made for Area "D" code related lot cutting only.
- Proposers must have a proven history in the care and maintenance of various grasses, shrubs and ground covers. Employees must possess knowledge of the various types and species of landscaping and the general problems that are consistent with grasses and plants.
- Proposers must be fully licensed with all required State and/or Local government licenses and permits for pest control, horticultural services, etc.
- Proposers must have at least one full time employee with a thorough working knowledge of turf management, plant identification and common problems related to the species of plant being maintained.
- Proposers must have a certified pesticide operator (Ornamental and Turf License) through the State of Florida, Department of Health and Rehabilitative Services. This individual will perform and/or oversee any pesticide/herbicide applications for this project.

## **G. TERMS OF ENGAGEMENT**

The City anticipates entering into a three (3) year contract and shall automatically renew for two (2) additional one (1) year extensions, providing both parties agree, providing all terms and conditions and specifications remain the same; providing for availability of funding.

## **H. DETAILED SUBMITTAL REQUIREMENTS**

Submit one clearly marked original signed copy, and five (5) photocopies of your proposal **(NO THREE RING BINDERS PLEASE)** and one (1) electronic version on disk (no flash drives) of the proposal to include the following:

## **Firm Qualifications**

The proposal should give a description of the firm, including the size, range of activities, etc. Particular emphasis should be given as to how the firm-wide experience and expertise in this type of project will be brought to bear on the proposed project.

1. Cover letter – to include a brief description of firm and understanding of the Scope of Work,
2. Company statement explaining your approach and plan that would be the most effective and beneficial to the CITY,
3. Profile of the firm,
4. Name, address and contact person,
5. Number of years in business,
6. Areas of expertise and contracted services,
7. Why the firm should be considered for these services, and
8. Familiarity with providing the required scope services to governmental entities.

## **References**

Provide a list and description of similar contracts satisfactorily performed within the past two (2) years. For each contract listed, include the name and telephone number of a representative for whom the contract was undertaken who can verify satisfactory performance.

### **A. EVALUATION OF PROPOSALS**

Proposals will be evaluated by a Committee to ascertain which Proposer best meets the needs of the City. Evaluation criteria and point grading system as follows:

<b><u>Evaluation Criteria</u></b>	<b><u>Point Range</u></b>
Firm's Qualifications, Expertise & Experience	40
Personnel and Equipment	20
Price Proposal	25
References	<u>15</u>
TOTAL	<u>100</u>

The City reserves the right to request additional information and/or request interviews from proposers in order to make any recommendations related to this solicitation. The City reserves the right to accept all or a portion of the proposals as submitted per the Scope of Work provided.

The City also reserves the right to split contracted services if it is in the best interest of the City. The City reserves the right to award this proposal to the proposer, which in its sole discretion believes best serves its interest. Proposers are cautioned to make no assumptions unless their proposal has been evaluated as being responsive.

### **B. AWARD OF CONTRACT**

The City reserves the right to award the contract to the responsible offeror whose proposal and resulting contract is determined to be the most advantageous in the sole discretion of the City, taking into consideration the evaluation factors and criteria set forth in this request for proposals. Be advised that the City is prepared to award individual contracts for each service

or multiple services or any other combination of services as City deems in its best interest.

The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities in any proposal, and/or to request resubmission. There is no obligation on the part of the City to award the contract to the lowest proposer or any proposer.

The Contract shall be in the form approved by the City. The final Contract will be subject to the approval of the City Commission.

**C. COSTS INCURRED BY THE PROPOSER**

All expenses involved with the preparation and/or presentation and submission of Proposals to the City, or any work performed in connection therewith, shall be the sole responsibility of the Proposer(s) and shall not be reimbursed by the City.

**D. SCHEDULE OF EVENTS**

The schedule of events, relative to the procurement shall be as follows:

<b><u>EVENT</u></b>	<b><u>DATE (ON OR BY)</u></b>
1. Issuance of Requests for Proposals	Tuesday, February 23, 2016
2. Pre-Proposal Conference	Wednesday, March 16, 2016
3. Submission of Proposals	Thursday, March 24, 2016
4. Proposal Evaluations	Week of March 28, 2016
5. Contract Negotiations	Week of April 4, 2016
6. Award of Contract	Wednesday, April 20, 2016

The City reserves the right to waive or delay scheduled dates.

**E. PAYMENT**

Payments to the Contractor shall be paid for parts that have been delivered and accepted by the City. Invoices shall be submitted to the City for goods and services delivered. Invoices shall not reflect sales tax. The City reserves the right to withhold and/or reduce an appropriate amount of any payments for goods or services not received or for unsatisfactory performance of contractual requirements. Compensation to the Vendor shall be the unit price proposed and subject to receipt of a proper invoice, and verification and acceptance of the work by the City.

**F. INSURANCE**

Please have an insurance representative carefully review any insurance coverage and conditions prior to submitting your proposal to ensure compliance with the insurance requirements of the RFP.

Refer to the example Certificate of Insurance attached to this RFP.

**G. GENERAL CONDITIONS**

**1. PUBLIC ENTITY CRIMES INFORMATION STATEMENT:** "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, supplies, sub-contractor, 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.

**2. DISCRIMINATORY VENDOR LIST:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide 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 award or perform work as a Contractor, supplier, sub-contractor, or consultant under contract with any public entity, and may not transact business with any public entity.

**3. EXPENSES:** All expenses for making the proposal to the City are borne by the Proposer.

**4. WITHDRAWAL OF PROPOSAL:** Any proposal may be withdrawn up until the date and time set forth for the opening of proposals. Any proposal not withdrawn shall constitute an irrevocable offer for a period of 90 days or until one or more of the proposals have been duly accepted and a contract is awarded. No guarantee or representation is made herein as to the time between the proposal opening and subsequent award.

**5. LAWS AND REGULATIONS:** All applicable laws and regulations of the U.S. Government, State of Florida, Broward County, and ordinances and regulations of the City of Margate will apply to any resulting contract.

**6. RESULTING CONTRACT:** Any contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City and shall contain, at a minimum, applicable provisions of the Request for Proposal. The City reserves the right to reject any contract that does not conform to the Request for Proposal and any City requirements for contracts and contracts.

**7. CONFLICT OF INTEREST:** For purposes of determining any possible conflict of interest, all Proposers must indicate if any City employee is an owner, corporate officer, or employee of their business. If such relationship(s) exist, the Proposer must file a statement with the Supervisor of Elections, pursuant to Florida Statutes 112.13.

**8. COPYRIGHTS AND PATENT RIGHT:** Proposer warrants that there has been no violation of copyrights or patent rights in manufacturing, producing and/or selling the item(s) ordered or shipped as a result of this proposal, and successful proposer agrees to hold the City harmless from any and all liability, loss or expense by any such violation.

**9. TAXES:** The City is exempt from any taxes imposed by the State and Federal Governments. Exemption certificates will be provided upon request.

**10. RETENTION OF RECORDS AND RIGHT TO ACCESS CLAUSE:** The successful proposer shall preserve and make available all financial records, supporting documents, statistical records and any other documents pertinent to this contract for a period of five (5) years after termination of this contract; or if an audit has been initiated and audit findings have not been resolved at the end of these (5) years, the records shall be retained until resolution of audit finding.

**11. NON-COLLUSIVE STATEMENT:** By submitting this proposal, the Proposer affirms that this proposal is without previous understanding, contract, or connection with any person, business, or corporation submitting a proposal for the same materials, supplies, service, or equipment, and that this proposal is in all respects fair, and without collusion or fraud. (Refer to Non-Collusive Affidavit form attached, pages 51-52).



**12. ASSIGNMENT:** Successful Proposer may not assign or transfer this contract in whole or part without prior written approval of the City.

**13. TERMINATION FOR CONVENIENCE OF THE CITY OF MARGATE:** Upon thirty (30) calendar days written notice delivered by certified mail, return receipt requested, to the successful Proposer, the City may without cause and without prejudice to any other right or remedy, terminate the contract for the City's convenience whenever the City determines that such termination is in the best interests of the City. Where the contract is terminated for the convenience of the City, the notice of termination to the successful proposer must state that the contract is being terminated for the convenience of the City under the termination clause and the extent of the termination. Upon receipt of such notice, the Contractor shall promptly discontinue all work at the time and to the extent indicated on the notice of termination, terminate all outstanding subcontractors and purchase orders to the extent that they relate to the terminated portion of the contract and refrain from placing further orders and subcontracts except as they may be necessary, and complete any continued portions of the work.

**14. LITIGATION VENUE:** This agreement shall have been deemed to have been executed within the State of Florida. The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida. Any claim, objection, or dispute arising out of this Agreement shall be litigated only in the courts of the Seventeenth Judicial Circuit in and for Broward County, Florida.

**15. CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

**16. GOVERNMENT RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality, workmanship, or performance of the items/services offered on the proposal prior to delivery/performance, it shall be the responsibility of the Contractor to notify the City at once, indicating in their letter the specific regulation which required an alteration. The City reserves the right to accept any such alteration, including any price adjustments occasioned hereby, or to cancel the contract at no further expense to the City.

**17. OSHA/PRODUCTS:** Proposer warrants that the products supplied to the City conform in all respects to the standards set forth in the Occupational Safety and Health Act and its amendments and to any applicable industry standards.

**18. NOTICES:** The Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations, and orders of public authorities bearing on the safety of persons and property and their protection from damage, injury, or loss.

**19. WARRANTY:** Successful offeror warrants that all equipment and materials to be supplied pursuant to the Contract will be merchantable, of good quality and free from defects, whether patent or latent in material and workmanship.

**20. LIABILITY FOR DAMAGES OR LOSS:** The Contractor shall be liable for damage or loss (other than damage or loss to property insured under the property insurance provided or required by the Contract Documents to be provided by the Owner) to property at the site caused in whole or in part by the Contractor, a Contractor of the Contractor or anyone directly or indirectly employed by either of them, or by anyone for whose acts they may be liable.

**21. WAIVER OF JURY TRIAL:** CITY AND CONTRACTOR HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHT EITHER

**MAY HAVE TO A TRIAL BY JURY IN RESPECT TO ANY ACTION, PROCEEDING, LAWSUIT OR COUNTERCLAIM BASED UPON THE CONTRACT, ARISING OUT OF, UNDER, OR IN CONNECTION WITH THE CONSTRUCTION OF THE WORK, OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR THE ACTIONS OR INACTIONS OF ANY PARTY.**

**22. INDEMNIFICATION:** TO THE EXTENT PERMITTED BY FLORIDA LAW, CONTRACTOR AGREES TO INDEMNIFY, DEFEND, SAVE, AND HOLD HARMLESS THE CITY OF MARGATE, ITS OFFICERS AND EMPLOYEES, FROM OR ON ACCOUNT OF ALL DAMAGES, LOSSES, LIABILITIES, INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEY FEES, AND COSTS TO THE EXTENT CAUSED BY THE NEGLIGENCE, RECKLESSNESS OR INTENTIONAL WRONGFUL MISCONDUCT OF THE CONTRACTOR AND PERSONS EMPLOYED OR UTILIZED BY THE CONTRACTOR IN THE PERFORMANCE OF THIS AGREEMENT. NOTHING CONTAINED IN THE FOREGOING INDEMNIFICATION SHALL BE CONSTRUED TO BE A WAIVER OF ANY IMMUNITY OR LIMITATION OF LIABILITY THE CITY MAY HAVE UNDER THE DOCTRINE OF SOVEREIGN IMMUNITY OR SECTION 768.28, FLORIDA STATUTES.

**23. WORKING HOURS AND INSPECTIONS:** The City's working hours are Monday through Thursday 8 AM – 6 PM. Contractor must plan for and schedule inspections within the City and/or City's representative working hours.

Contractor can perform work Monday – Friday from Dawn to Dusk. Work on Saturday or Sunday is not permitted unless a special request is made to the City of Margate 48 hours in advance. All such requests must be approved by the City Manager.

**24. NO WAIVER:** No waiver of any provision, covenant, or condition within this contract or of the breach of any provision, covenant, or condition within this contract shall be taken to constitute a waiver of any subsequent breach of such provision, covenant, or condition.

**25. CITY PERMITS:** If applicable, the Contractor shall be required to obtain all necessary permits from the City Engineering and/or Building departments. City permit fees will not be waived and should be included in your bid proposal. A City permit fee schedule can be obtained from the City website at [www.margatefl.com](http://www.margatefl.com), under the Building Department by clicking on the link provided for permit fees.

**26. RATES:** Shall remain firm and fixed for the initial contract term. Rates for any extension term are subject to negotiation between the parties and any changes require the approval of the City. In the event the Contractor wishes to adjust the rates for the extension term, Contractor shall notify the City in writing ninety (90) days prior to the contract anniversary date, and include in the notice the requested adjustments including full documentation of the requested changes. If no notice is received by that date, it will be assumed by the City that no adjustment is requested by the Contractor and that the rates will remain the same for the extension term. If the City wishes an adjustment it will notify the Contractor under the same terms and schedule. Within thirty (30) days of notice, the parties shall meet to resolve any differences and agree on rates for the extension term (not to exceed a maximum of 5% increase). In the event that the rates cannot be resolved to the City's satisfaction, the City reserves the right to terminate the contract at the end of the initial contract term.

**27. DISPUTES:** NOT WITHSTANDING ANY OTHER PROVISION OF THIS CONTRACT, ANY DISPUTE ARISING UNDER THIS CONTRACT WHICH IS NOT DISPOSED OF BY AGREEMENT SHALL BE DECIDED BY THE CITY MANAGER OF THE CITY OF MARGATE, FLORIDA, WHO SHALL REDUCE HIS DECISION IN WRITING AND FURNISH A COPY THEREOF TO THE CONTRACTOR. THE DECISION OF THE CITY MANAGER OF THE CITY OF MARGATE, FLORIDA AND THOSE PERSONS TO WHOM HE

**DELEGATES AUTHORITY TO DECIDE DISPUTES, SHALL BE FINAL AND CONCLUSIVE UNLESS DETERMINED BY A COURT OF COMPETENT JURISDICTION TO BE FRAUDULENT, CAPRICIOUS, ARBITRARILY, OR GROSSLY ERRONEOUS AS TO NECESSARILY IMPLY BAD FAITH, OR NOT SUPPORTED BY SUBSTANTIAL EVIDENCE.**

**CITY OF MARGATE  
PARKS AND RECREATION DEPARTMENT**

**AREA SPECIFICATIONS  
AREA "A" - NORTH**

**ATTACHMENT "A" – AREA "A" DESCRIPTIONS - ROADS AND EASEMENTS**

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**BANKS ROAD – AREA - A**

Size: 167,876 Sq. Ft. - 3.85 acres - 2.7 miles.  
Boundaries: South: Coconut Creek Parkway, North: Sample Road  
Comments: Easement properties included in these figures are as follows.  
Medians only except for:  
A: Westside - Coral Gate Blvd. to NW 32<sup>nd</sup> Street.  
B: Eastside – NW 28<sup>th</sup> Street North to NW 30<sup>th</sup> Court,  
Including portions of Coral Gate Boulevard easements located  
east of Banks Road.  
C: Includes both sides of guardrail at dead end of Coral Gate  
Boulevard.  
D: Area also includes bridge easements at 1300, 1600, 2600 and  
3200 blocks. Both east and west sides of roadway are  
included.

**BRIDGE EASEMENT – N.W. 76<sup>th</sup> Avenue**

Size: 2,450 Sq. Ft. - .05 acre  
Boundaries: Adjacent to 2220 NW 76<sup>th</sup> Avenue  
Comments: Includes both east and west sides of roadway.

**COLONIAL DRIVE (medians only)**

Size: 6,896 Sq. Ft. - .16 acre - .3 mile  
Boundaries: East: State Road 7 (441), West: entrance to Coral Cay Mobile Home  
Park

**COPANS ROAD**

Size: 35,055 Sq. Ft. - .80 acre - .6 mile - 4 median islands.  
Boundaries: West: State Road 7 (441), East: at canal (city limits).  
Comments: Includes four (4) median islands.

**CORAL GATE BOULEVARD**

Size: 45,248 Sq. Ft. - 1.03 acre - .6 mile distance  
Boundaries: East: State Road 7, to dead-end at Canal (city limits)  
Comments: North side easement is figured in conjunction with lift station #35

## **ATTACHMENT “A” – AREA “A” DESCRIPTIONS (Cont.)**

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### **FLORIDA POWER AND LIGHT EASEMENTS**

Size: 217,807 Sq. Ft. – 5 acres

Boundaries: South: Fire Station 2, North: Royal Palm Blvd., East: (1) cut east of sidewalk, West: Rock Island Road

Includes the area of the future Unnamed Park (Open Space 75) – 84,006 sq. ft. = 1.93 acres

#### **Comments:**

Area includes edging / weed eating of existing sidewalk, benches, trash cans, etc.

### **HOLIDAY SPRINGS BOULEVARD**

Size: 171,128 Sq. Ft. - 4.12 acre - 1.8 miles - 22 medians

Boundaries: North: Sample Road, East: Rock Island Road

Comments: Includes 20 medians on Holiday Springs Boulevard. Included are Easements at rear of fenced yards (Royal Springs) approximately five (5) feet in width and One Thousand Seven Hundred and Sixty (1,760) feet in length. Area is directly east of church property.

### **MARGATE BOULEVARD**

Size: 303,492 Sq. Ft. - 6.97 acres - 2.3 miles - 35 median islands

Boundaries: East: West River Drive, West: dead end at 2-mile canal.

Comments: Includes frontage medians at NW 65<sup>th</sup> Terrace, and NW 79<sup>th</sup> Avenue

### **MEARS PARKWAY**

Size: 7,744 Sq. Ft. - 0.17 acres

Boundaries: West: State Road 7 (441)

Comments: Area consists of two (2) median islands.

### **NORTHWEST 62<sup>ND</sup> AVENUE/ NORTHWEST 31 STREET/ NORTHWEST 54<sup>TH</sup> AVENUE - AKA PERIMETER ROAD (NORTH ROAD) (medians only)**

Size: 43,036 Sq. Ft. - .09 acres - 1.4 miles

Boundaries: North: Sample Road, West: NW 62<sup>nd</sup> Avenue, East: NW 54<sup>th</sup> Avenue, South: N.W. 31<sup>st</sup> Street.

### **STATE ROAD 7 (441) - frontage easements on east and west sides only**

Size: Approx. 7,744 Sq. Ft. – 0.17 acres

Boundaries: South: Colonial Drive, North: City Limits (Sample Road)

Comments: Includes: All necessary maintenance on frontage easements on east and west sides.

## **ATTACHMENT “A” – AREA “A” DESCRIPTIONS (Cont.)**

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### **NW 18<sup>th</sup> STREET - 3 locations**

1. PEDESTRIAN BRIDGE

Location: NW 18<sup>th</sup> St. at East and West River Drive

Size: 12,050 Sq. Ft. - .27 acre

Comments: Area includes east and west sides of canal.

2. 1 MILE CANAL EASEMENTS

Location: NW 18<sup>th</sup> St. at 1- Mile Canal (Paradise Gardens)

Size: 2,720 Sq. Ft. - .06 acre

Comments: Area includes east and west sides of canal.

3. CITY EASEMENT

Location: North side easement across from 7608 NW 18<sup>th</sup> Street.  
West, to approximately 7800 NW 18<sup>th</sup> Street.

Size: 13,950 Sq. Ft. - .03 acre - .17 mile length

Comments: Area is 930 feet in length, and 15 feet in width. Included are easements along north side of roadway and grass along fencerows between fences and sidewalk.

### **ROCK ISLAND ROAD**

Size: .6 Miles

Boundaries: South: Margate Blvd., North: Willow Creek Canal (south side of Firefighters Park), East: FP&L easement

Comments: Area includes all medians and frontage easements.

### **ROYAL PALM BOULEVARD**

Size: 428,390 Sq. Ft. - 9.83 acres - 2.0 miles - 18 median islands.

Boundaries: East: State Road 7 (441), West: 2-mile canal.

Comments: Includes all frontage easements north and south sides.

### **WINFIELD BOULEVARD**

Size: 9,506 Sq. Ft. - .22 acres

Boundaries: (2) two median islands at State Road 7 (441). (1) One median island on NW 65<sup>th</sup> Avenue. (1) One median on NW 67<sup>th</sup> Terrace. (1) One 30' x 140' right-of-way area at 1-Mile Canal, adjacent to FPL substation.

**BUILDINGS AND PARKS**

**FIRE STATION III 5395 NW 24<sup>TH</sup> STREET**

Size: 20,100 Sq. Ft. - .46 acre 26,724 Sq. Ft. - .61 acre

Boundaries: Located in the 5600 block of NW 24<sup>th</sup> Street.

Area includes a right-of-way section to the west of the parking area.

**FIREFIGHTERS’ PARK 2500 ROCK ISLAND ROAD**

Size: 202,100 Sq. Ft. – 4.63 acres

Boundaries: North: Rear of private homes on NW 26<sup>th</sup> Street, South: Willow Creek Canal, East: FPL easement, West: Rock Island Road

**MARGATE SPORTS COMPLEX 1695 BANKS ROAD**

Size: 121,550 Sq. Ft. – 2.79 acres

Boundaries: South and West: canals, North: warehouse businesses, East: frontage property along Banks Road.

Comments: Excludes all Bermuda turf areas.

# **CITY OF MARGATE**

## **PROPOSAL FORM – AREA “A” NORTH**

### **ATTACHMENT “A”**

TO: CITY COMMISSION  
CITY OF MARGATE

(Fill in all blanks and return with your proposal)

IN ACCORDANCE WITH YOUR REQUEST FOR PROPOSALS AND THE SPECIFICATIONS CONTAINED HEREIN THE UNDERSIGNED PROPOSES THE FOLLOWING:

NAME OF BIDDER:

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ADDRESS:

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NAME OF SIGNER:

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(Print or Type)

TITLE OF SIGNER:

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DATE:

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SIGNATURE:

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PHONE NO:

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NOTE: ALL BIDS MUST BE SIGNED WITH THE VENDOR NAME AND BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM BY SIGNATURE.



**PROPOSAL FORM – AREA “A” NORTH (Cont.)**

**AREAS TO BE SERVICED**

LOCATION NAME	NUMBER OF CUTS	COST PER CUT	COST PER YEAR
<b>ROADS AND EASEMENTS</b>			
Banks Road – Area “A”	30		
Bridge Easement – NW 76th Avenue	30		
Colonial Drive (medians only)	30		
Copans Road	30		
Coral Gate Boulevard	30		
Florida Power and Light Easements	30		
Holiday Springs Boulevard	30		
Margate Boulevard	30		
Mears Parkway	30		
NW 62nd Avenue/NW 31st Street/NW 54th Avenue	30		
State Road 7	30		
NW 18th Street – Pedestrian Bridge	30		
1-Mile Canal Easements	30		
City Easements – 7600-7800 BLK.	30		
Rock Island Road	30		
Royal Palm Boulevard	30		
Winfield Boulevard	30		
<b>SUB TOTAL (AREA “A” ROADS AND EASEMENTS) _____</b>			
<b>BUILDINGS AND PARKS</b>			
Fire Station III	30		
Firefighters’ Park	30		
Margate Sports Complex	30		
<b>SUB TOTAL (AREA “A” BUILDINGS AND PARKS) _____</b>			

**NOTICE TO BIDDERS**

THE CONTRACTOR **WILL NOT** BE RESPONSIBLE FOR ANY OF THE FOLLOWING TYPES OF WORK AT ANY LOCATION OR PARK. THESE AREAS OF WORK WILL CONTINUE TO BE THE RESPONSIBILITY OF THE PARKS AND RECREATION DEPARTMENT

1. THE MOWING OF ALL BERMUDA TURF AREAS
2. THE SPRAYING OF ALL BERMUDA TURF AREAS
3. THE ROUTINE MAINTENANCE OF:
  - PLAYGROUND EQUIPMENT AND SURFACES
  - ALL FENCING
  - ALL SPRINKLER SYSTEMS
  - ALL SHELTER, PICNIC AREA AND DOCK AMENITIES
  - ALL BASEBALL INFIELD SURFACES, ALONG WITH LINING
  - ALL COURT SURFACES INCLUDING NETS, GOALS AND SCREENS
  - THE PRESSURE CLEANING OF STRUCTURES, WALKWAYS, ETC.
  - THE REPAINTING OF ANY TYPE OF SURFACE
  - THE OPENING AND CLOSING OF PARKS AND NIGHT SECURITY WORK.
  - THE REPLACEMENT OR PLANTING OF SHRUBS, TREES AND GROUND COVERS.
  - THE MULCHING OF ALL SHRUB BEDS.
  - THE CLEANING OF ALL RESTROOM AND CONCESSION AREAS.

EXAMPLE:

MARGATE SPORTS COMPLEX

The contractor will be responsible the mowing of all St. Augustine turf areas only, along with the trimming of all shrubs and the complete maintenance of all shrub bed areas. The Parks and Recreation Department will be responsible for the mowing and spraying of all Bermuda turf areas, along with the general maintenance of the playgrounds, shelters, restrooms and concession areas.

**CITY OF MARGATE  
PARKS AND RECREATION DEPARTMENT**

**AREA SPECIFICATIONS  
AREA "B" - SOUTH**

**ATTACHMENT "A" – AREA "B" DESCRIPTIONS**

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**ROADS AND EASEMENTS**

**BANKS ROAD – AREA - B**

Size: 12,737 Sq. Ft. - .29 acre - .2 mile distance.  
Boundaries: South: West Atlantic Blvd., North: 511 Banks Road  
Comments (3) three median islands complete this portion. Remaining (2) two medians are City of Coconut Creek's responsibility.

**BRIDGE EASEMENT – S.W. 7<sup>th</sup> STREET**

Size: 1,272 Sq. Ft. - .03 acre  
Boundaries: East of 6810 SW 7<sup>th</sup> Street  
Comments: North and South sides of roadway

**BRIDGE EASEMENT – MARTIN ROAD**

Size: 500 Sq. Ft. - .01 acre  
Boundaries: Located between S.W. 5<sup>th</sup> Street and SW 6<sup>th</sup> Street  
Comments: Includes both east and west sides of roadway.

**CITY EASEMENT - S.W. 5<sup>TH</sup> PLACE**

Size: 11,040 Sq. Ft. - .25 acres  
Boundaries: East: SW 64<sup>th</sup> Terrace, West: SW 65<sup>th</sup> Avenue South: SW 5<sup>th</sup> Place, North; Private Homes

**FOREST CIRCLE**

Size: 2,816 Sq. Ft. - .06 acres - 1 Median Island  
Boundaries: South: SW 7<sup>th</sup> Street - 1 block west of SW 64<sup>th</sup> Avenue

**LAKESIDE DRIVE (medians only)**

Size: 20,016 Sq. Ft. - .46 acres - .3 mile distance, 4 median Islands  
Boundaries: South: West Atlantic Boulevard, North: guard house at entrance to condo area.

**LAURELS AND LAKEWOOD-ON-THE-GREEN-SETON-DRIVE- NORTHWEST 1st STREET**

Size: 15,972 Sq. Ft. - .36 acres  
Comments: 1. Laurels - includes two (2) entrance medians at Atlantic Boulevard and canal easement along East Laurel Drive, guardrail to water's edge.  
2. Lakewood - On- The - Green - includes two (2) entrance medians.  
3. Seton Drive - One (1) median island at State Road 7 (441).  
4. NW 1<sup>st</sup>. Street - One (1) median island at State Road 7 (441).

## **ATTACHMENT “A” – AREA “B” DESCRIPTIONS (Cont.)**

### **NORTHWEST 8<sup>TH</sup> STREET - FIRE LANE EASEMENT**

Size: 2,970 Sq. Ft. - .07 acre  
Boundaries: East and west by private property, North by the swap shop, and South by NW 8<sup>th</sup> Street.  
Comments: 1. Area between Amoco Station and Dickerson Electric.  
2. Area between J & J Towing and Swap Shop

### **ROCK ISLAND ROAD**

Size: 1.1 Miles  
Boundaries: South: Southgate Boulevard, North: Margate Boulevard, East: FP&L easement.  
Comments: Area includes all medians and easement sections except the FP&L easement

### **SOUTHGATE BOULEVARD 207,724 Sq. Ft. - 4.76 acres**

Size: 190,759 Sq. Ft. - 4.37 acres - 1.9 miles  
Boundaries: East: State Road 7 (441), West: City limits (SW 80<sup>th</sup> Avenue)  
Comments: Includes all median, frontage and easement responsibilities.

### **SOUTHWEST 6<sup>TH</sup> STREET**

Size: 15,222 Sq. Ft. - .36 acres - .3 mile - 4 median islands  
Boundaries: West: State Road 7 (441), East: SW 55<sup>th</sup> Avenue  
Comments: Includes bridge easements at SW 55<sup>th</sup> Ave. and SW 50<sup>th</sup> Ave.

### **SOUTHWEST 11<sup>TH</sup> STREET**

Size: 42,364 Sq. Ft. - .97 acre  
Boundaries: West: State Road 7 (441), East: entrance to Palm Gate.  
Comments: Includes one (1) median island at 441, a 14' wide easement on the south side ending at canal on the east end. Both north and south canal easements are also included.

### **SOUTHWEST 64 AVENUE / CANAL EXTENSION**

Size: 5,520 Sq. Ft. - .13 acres  
Boundaries: North of 240 SW 64<sup>th</sup> Avenue, South of 6338 Southgate Boulevard.

### **SOUTHWEST 64 TERRACE / CANAL EXTENSION**

SIZE: 2,500 Sq. Ft. - .05 acre  
Boundaries: South: City Limits, West: Canal, East: SW 64 Terr., North: 6460 SW 7<sup>th</sup> Street

### **STATE ROAD 7 (441)**

Size: 332,000 Sq. Ft. – 6.0 acres - 2.1 miles  
Boundaries: South: City limits (SW 8<sup>th</sup> Court), North: C14 Canal  
Comments: Includes: All necessary maintenance on frontage easements on east and west sides.

## **ATTACHMENT “A” – AREA “B” DESCRIPTIONS (Cont.)**

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### **WEST ATLANTIC BOULEVARD**

Size: 125,059 Sq. Ft. - 2.87 acres - 2.7 miles distance  
Boundaries: East: S.R.7, West: at canal NW 80<sup>th</sup> Terrace.

### **BUILDINGS AND PARKS**

#### **DAVID PARK 6199 N.W. 10<sup>TH</sup> STREET**

Size: 167,844 Sq. Ft - 3.85 acres  
Boundaries: North: Park Drive – South: NW 10<sup>th</sup> Street, West: NW 62<sup>nd</sup> Ave.

#### **NORTHWEST FOCAL POINT SENIOR CENTER 6009 N.W. 10<sup>TH</sup> STREET**

Size: 32,806 Sq. Ft. - .69 acre  
Boundaries: East and South: NW 10<sup>th</sup> Street, North: Park Drive, West: David Park and the Broward County Library.

#### **CYPRESS CREEK GREENWAY (C-14 CANAL SFWMD EASEMENT)**

Size: 32,806 Sq. Ft. – 17.02 acres  
Boundaries: City Limits: C-14 Canal south easement from east to west city limits.

#### **NORTHWEST FOCAL POINT SENIOR CENTER (PARKING LOT)**

Size: 13,404 Sq. Ft. - .28 acre  
Boundaries: West: NW 10<sup>th</sup> Street, North: Park Drive, East: N.W. 9<sup>th</sup> Court, South: Private Property.

#### **DAVID PARK – BROWARD COUNTY LIBRARY 5810 PARK DRIVE**

Size: 20,780 Sq. Ft. - .47 acre  
Boundaries: North: Park Drive, East: Senior Center, South and West: David Park

#### **EASEMENT PARK – END OF N.W. 69<sup>TH</sup> TERRACE at W. ATLANTIC BLVD.**

Size: 880 Sq. Ft. - .02 acre  
Boundaries: East and West; private property, South; W. Atlantic Blvd., North: Dead end of NW 69<sup>th</sup> Terr.

#### **FIRE STATION II 600 ROCK ISLAND ROAD**

Size: 4,500 Sq. Ft. - .10 acre  
Boundaries: South; NW 6<sup>th</sup> Court, north and east by Florida Power and Light easement, West; Rock Island Road.

#### **OLD FIRE ADMIN. PROPERTY – ADJACENT TO FIRE STATION II**

Size: 31,167 Sq. Ft. - .71 acre  
Boundaries: South: Palm Lakes Villas, North: NW 6<sup>th</sup> Court, East: FPL easement, West: Rock Island Road.

## **ATTACHMENT “A” – AREA “B” DESCRIPTIONS (Cont.)**

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### **GREENWALD PARK 5235 S.W. 5<sup>TH</sup> STREET**

Size: 9,680 Sq. Ft. - .22 acres

Boundaries: South: S.W. 5<sup>th</sup> Street, East: SW 52<sup>nd</sup> Avenue, North: Aztec Estates fence line

### **LEMON TREE LAKE (ALONG LAKESIDE DRIVE, EAST SIDE OF ROADWAY)**

Size: 29,113 Sq. Ft. - .66 acre

Boundaries: North and South: condo areas, East: lake, West: Lakeside Drive

### **MARGATE MARINA (VETERANS PARK) 7044 N.W. 1<sup>ST</sup> STREET**

Size: 44,472 Sq. Ft. - 1.02 acres

Boundaries: North: N.W. 1<sup>st</sup> Street, South: C-14 Canal, West: Rock Island Road, East: Fence Line.

### **ORIOLE PARK 201 N.W. 69<sup>TH</sup> TERRACE**

Size: 96,887 Sq. Ft. = 2.22 acres

Boundaries: West: Oriole Parking Lot, South: N.W. 1<sup>st</sup> Street, East: N.W. 69<sup>th</sup> Terrace, North: Public Works Compound / Atlantic West Elementary School.

Comments: Includes 1,740 L.F. of Ficus hedge and 1,286 L.F. of 5' sidewalk areas. **Excludes all Bermuda turf areas.**

### **PUBLIC WORKS COMPOUND 102 ROCK ISLAND ROAD**

Size: 43,560 Sq. Ft. - 1.0 acre

Boundaries: West: Rock Island Road, East and South: Oriole Park, North: FPL Easement.

Comments: Inside of Compound fence enclosure only. **Excludes all Bermuda turf areas.**

# CITY OF MARGATE

## PROPOSAL FORM – AREA “B” SOUTH

### ATTACHMENT “A”

TO: CITY COMMISSION  
CITY OF MARGATE

(Fill in all blanks and return with your proposal)

IN ACCORDANCE WITH YOUR REQUEST FOR PROPOSALS AND THE SPECIFICATIONS CONTAINED HEREIN THE UNDERSIGNED PROPOSES THE FOLLOWING:

NAME OF BIDDER: \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF SIGNER: \_\_\_\_\_  
(Print or Type)

TITLE OF SIGNER: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

NOTE: ALL BIDS MUST BE SIGNED WITH THE VENDOR NAME AND BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM BY SIGNATURE.

**PROPOSAL FORM – AREA “B” SOUTH (Cont.)**

**AREAS TO BE SERVICED**

<b>LOCATION NAME</b>	<b>NUMBER OF CUTS</b>	<b>COST PER CUT</b>	<b>COST PER YEAR</b>
<b>ROADS AND EASEMENTS</b>			
Banks Road – Area “B”	30		
Bridge Easement – SW 7 <sup>th</sup> Street	30		
Bridge Easement – Martin Road	30		
City Easement – SW 5 <sup>th</sup> Place	30		
Forest Circle	30		
Lakeside Drive	30		
Laurels/Lakewood on the Green/NW 1 <sup>st</sup> St.	30		
N.W. 8 <sup>th</sup> Street (Fire Lane Easement)	30		
Rock Island Road	30		
Southgate Boulevard	30		
SW 6 <sup>th</sup> Street	30		
SW 11 <sup>th</sup> Street	30		
SW 64 <sup>th</sup> Avenue / Canal Extension	30		
SW 64 <sup>TH</sup> Terrace / Canal Extension	30		
State Road 7 – C-14 South	30		
W. Atlantic Boulevard	30		
<b>SUB TOTAL (AREA “B” ROADS AND EASEMENTS) _____</b>			
<b>BUILDINGS AND PARKS</b>			
David Park - Broward County Library	30		
David Park	30		
Northwest Focal Point Senior Center	30		
Cypress Creek Greenway	26		
Northwest Focal Point Senior Center (parking lot)	30		



## BID PROPOSAL FORM – AREA “B” SOUTH (Cont.)

### AREAS TO BE SERVICED

Easement Park – End of NW 69 <sup>th</sup> Terr. at W. Atlantic Blvd.	30		
Fire Station II 600 Rock Island Road	30		
Old Fire Admin. Property – Adjacent to Fire Sta. II	30		
Greenwald Park 5235 SW 5 <sup>th</sup> Street	30		
Lemon Tree Lake (Along Lakeside Drive, East of Roadway	30		
MARGATE MARINA (VETERANS PARK) 7044 N.W. 1ST STREET	30		
Oriole Park 201 NW 69 <sup>th</sup> Terrace	30		
Public Works Compound 102 Rock Island Road	30		
<b>SUB TOTAL (AREA “B” BUILDINGS AND PARKS) _____</b>			
<b>AREA “B” GRAND TOTAL _____</b>			

### NOTICE TO BIDDERS

THE CONTRACTOR **WILL NOT** BE RESPONSIBLE FOR ANY OF THE FOLLOWING TYPES OF WORK AT ANY LOCATION OR PARK. THESE AREAS OF WORK WILL CONTINUE TO BE THE RESPONSIBILITY OF THE PARKS AND RECREATION DEPARTMENT

4. THE MOWING OF ALL BERMUDA TURF AREAS
5. THE SPRAYING OF ALL BERMUDA TURF AREAS
6. THE ROUTINE MAINTENANCE OF:
  - PLAYGROUND EQUIPMENT AND SURFACES
  - ALL FENCING
  - ALL SPRINKLER SYSTEMS
  - ALL SHELTER, PICNIC AREA AND DOCK AMENITIES
  - ALL BASEBALL INFIELD SURFACES, ALONG WITH LINING
  - ALL COURT SURFACES INCLUDING NETS, GOALS AND SCREENS
  - THE PRESSURE CLEANING OF STRUCTURES, WALKWAYS, ETC.
  - THE REPAINTING OF ANY TYPE OF SURFACE
  - THE OPENING AND CLOSING OF PARKS AND NIGHT SECURITY WORK.
  - THE REPLACEMENT OR PLANTING OF SHRUBS, TREES AND GROUND COVERS.
  - THE MULCHING OF ALL SHRUB BEDS.
  - THE CLEANING OF ALL RESTROOM AND CONCESSION AREAS.

## EXAMPLE:

### MARGATE SPORTS COMPLEX

The contractor will be responsible the mowing of all St. Augustine turf areas only, along with the trimming of all shrubs and the complete maintenance of all shrub bed areas. The Parks and Recreation Department will be responsible for the mowing and spraying of all Bermuda turf areas, along with the general maintenance of the playgrounds, shelters, restrooms and concession areas.

**CITY OF MARGATE  
PARKS AND RECREATION DEPARTMENT**

**AREA SPECIFICATIONS  
AREA “C” – DEES UTILITY PROPERTIES**

**ATTACHMENT “A” – AREA “C” DESCRIPTIONS**

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**BUILDINGS AND UTILITY PLANT FACILITIES**

**ADMINISTRATIVE BUILDING – 901 N.W. 66<sup>TH</sup> AVENUE**

Size: 65,690 Sq. Ft. – 1.50 acres (grass area only)

Boundaries: East: NW 66<sup>th</sup> Ave., West: Wastewater Plant, North: Vinson Field, South:  
Driveway into Wastewater Plant- Rear of homes and south of retention area

Parking Lots -----	21,356 Sq. Ft.	Front Sidewalk -----	1,040 Sq. Ft.
Structure & add-ons -----	14,900 Sq. Ft.	Shrub Beds***-----	4,550 Sq. Ft.

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**WATER PLANT – CORAL GATE (ADJACENT TO CORAL GATE PARK)**

Size: 7,744 Sq. Ft. - .17 acre

Boundaries: North and East: Coral Gate Park, South: Pooperty line, West: private  
frontage property on 441.

**WATER PLANT – 980 NW 66<sup>th</sup> AVENUE**

Size: 161,830 Sq. Ft. – 3.71 acres

Boundaries: North: rear of homes on N.W. 11<sup>th</sup> Street, South: rear of homes  
NW 9<sup>th</sup> Street, East: Rear of homes West River Drive, West: N.W. 66<sup>th</sup>  
Avenue

**WASTEWATER PLANT – 6630 NW 9<sup>TH</sup> STREET**

Size: 248,425 Sq. Ft. – 5.70 acres

Boundaries: East: Vinson Park, West: 1-mile canal, North: rear of homes on  
NW 9<sup>th</sup> Street, South: rear of homes on N.W. 8<sup>th</sup> Court

**NOTE:** NOTE: St. Augustine Grass - Mow only with a rotary mower a minimum of (3) three times per month during the growing season of May 1<sup>st</sup> through October 31<sup>st</sup> and cut (2) two times per month for the remaining (6) months for a total of 30 cuts per year. The cutting height shall be a minimum 2-1/2” to a maximum 3-1/2” above soil level. The nature and texture of St. Augustine grasses shall be considered when determining the proper mowing height. Any shrubs, ground covers, annuals, bedding plants or perimeter hedges at the four (4) above locations shall be weed controlled by contractor by means of manually removing such weeds on a monthly basis.

**LIFT STATIONS**

Station #6	1950 East River Drive	640 Sq. Ft.
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Station #7	5709 NW 24 <sup>th</sup> Street	240 Sq. Ft.
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Station #9	2113 NW 65 <sup>th</sup> Avenue	675 Sq. Ft.
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**ATTACHMENT “A” – AREA “C” DESCRIPTIONS (Cont.)**

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Station #10	6103 NW 18 <sup>th</sup> Street	64 Sq. Ft.
Station #11	1543 W. River Drive (Hedges Only)	Unknown Sq. Ft.
Station #12	6592 NW 16 <sup>th</sup> Street	100 Sq. Ft.
Station #14	580 NW 43 <sup>rd</sup> Avenue (Coconut Creek)	125 Sq. Ft.
Station #20	5640 W. Atlantic Boulevard	450 Sq. Ft.
Station #21	5370 W. Atlantic Boulevard	1,369 Sq. Ft.
Station #22	7000 block of W. Atlantic Boulevard	400 Sq. Ft.
Station #23	280 SW 56 <sup>th</sup> Terrace (Rear)	144 Sq. Ft.
Station #25	2900 San Pablo (Rancho Margate)	400 Sq. Ft.
Station #28	3200 Holiday Springs Boulevard	714 Sq. Ft.
Station #29	501 SW 62 <sup>nd</sup> Avenue	800 Sq. Ft.
Station #30	301 North State Road 7	100 Sq. Ft.
Station #31	100 Rock Island Road	475 Sq. Ft.
Station #32	7601 Southgate Boulevard	570 Sq. Ft.
Station #33	7050 Royal Palm Boulevard	560 Sq. Ft.
Station #34	7600 NW 18 <sup>th</sup> Street (Hedges Only)	Unknown Sq. Ft.
Station #35	5351 NW 29 <sup>th</sup> Street	1,000 Sq. Ft.
Station #36	4496 NW 15 <sup>th</sup> Street	540 Sq. Ft.
Station #37	7381 Sunflower Drive (at Centennial Park)	120 Sq. Ft.
Station #38	2901 North State Road 7 (Near NW Hospital)	312 Sq. Ft.
Station #39	2395 NW 54 <sup>th</sup> Terrace	840 Sq. Ft.
Station #41	4950 SW 11 <sup>th</sup> Street	140 Sq. Ft.
Station #42	3450 Banks Road	430 Sq. Ft.
Station #43	SW 11 <sup>th</sup> Street & S.W. 55 <sup>th</sup> Avenue	140 Sq. Ft.
Station #44	3201 N State Road 7	310 Sq. Ft.

**ATTACHMENT “A” – AREA “C” DESCRIPTIONS (Cont.)**

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Station #45	5570 West Sample Road (Peppertree Plaza)	160 Sq. Ft.
Station #46	2250 NW 76 <sup>th</sup> Avenue	1,056 Sq. Ft.
Station #47	7472 South Pinewalk Drive	500 Sq. Ft.
Station #48	2802 Rock Island Road	450 Sq. Ft.
Station #49	3502 Rock Island Road	500 Sq. Ft.
Station #50	3392 North Pinewalk Drive	600 Sq. Ft.
Station #51	400 Block of Lyons Road (Coconut Creek)	400 Sq. Ft.
Station #52	6411 South Bay Drive	570 Sq. Ft.
Station #53	6901 NW 30 <sup>th</sup> Street	900 Sq. Ft.
Station #54	6690 North Bay Drive	740 Sq. Ft.
Station #55	5695 Horizons Lane (Entrance to Cape Sable)	200 Sq. Ft.
Station #56	4740 West Atlantic Boulevard (Coconut Creek)	220 Sq. Ft.

**NOTE: All lift stations are to be maintained once per month unless otherwise directed by the Department of Environmental & Engineering Services.**

# **CITY OF MARGATE**

## **REQUEST FOR PROPOSAL FORM – AREA “C” UTILITY DEPARTMENT PROPERTIES**

### **ATTACHMENT “A”**

TO: CITY COMMISSION  
CITY OF MARGATE

(Fill in all blanks and return with your proposal)

IN ACCORDANCE WITH YOUR REQUEST FOR PROPOSALS AND THE  
SPECIFICATIONS CONTAINED HEREIN THE UNDERSIGNED PROPOSES THE  
FOLLOWING:

NAME OF BIDDER: \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF SIGNER: \_\_\_\_\_

(Print or Type)

TITLE OF SIGNER: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

NOTE: ALL BIDS MUST BE SIGNED WITH THE VENDOR NAME AND BY AN  
OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR  
FIRM BY SIGNATURE.

## BID PROPOSAL FORM – AREA “C” DEES UTILITY PROPERTIES

### AREAS TO BE SERVICED

LOCATION NAME	NUMBER OF CUTS	COST PER CUT	COST PER YEAR
<b>BUILDINGS AND PLANT FACILITIES</b>			
Administrative Building – 901 NW 66 <sup>th</sup> Avenue	30		
Water Plant (Coral Gate) Adjacent to 5650 NW 29 <sup>th</sup> Street	30		
Water Plant – 980 NW 66 <sup>th</sup> Avenue	30		
Wastewater Plant – 980 NW 66 <sup>th</sup> Avenue	30		
LOCATION NAME	NUMBER OF CUTS	COST PER CUT	COST PER YEAR
<b>LIFT STATIONS</b>			
Station #6 – 1950 East River Drive	18		
Lift Station #7 – 5709 NW 24 <sup>th</sup> Street	12		
Lift Station #9 – 2113 NW 65 <sup>th</sup> Avenue	12		
Lift Station #10 – 6103 NW 18 <sup>th</sup> Street	18		
Lift Station #11 – 1543 W. River Drive (Hedges Only)	12		
Lift Station #12 – 6592 NW 16 <sup>th</sup> Street	18		
Lift Station #14 – 580 NW 43 <sup>rd</sup> Avenue (Coconut Creek)	12		
Lift Station #20 – 5640 W. Atlantic Boulevard	18		
Lift Station #21 – 5370 W. Atlantic Boulevard	12		
Lift Station #22 – 7000 block of W. Atlantic	18		
Lift Station #23 – 280 SW 56 <sup>th</sup> Terrace (Rear)	12		
Lift Station #25 – 2900 San Pablo (Rancho Margate)	12		
Lift Station #28 – 3200 Holiday Springs Boulevard	18		
Lift Station #29 – 501 SW 62 <sup>nd</sup> Avenue	18		
Lift Station #30 – 301 North State Road 7	18		
Lift Station #31 – 100 Rock Island Road	12		
Lift Station #32 – 7601 Southgate Boulevard	12		
Lift Station #33 – 7050 Royal Palm Boulevard	18		

Lift Station #34 – 7600 NW 18 <sup>th</sup> Street (Hedges Only)	12		
Lift Station #35 – 5351 NW 29 <sup>th</sup> Street	18		
Lift Station #36 – 4496 NW 15 <sup>th</sup> Street	12		
Lift Station #37 – 7381 Sunflower Drive (at Centennial Park)	12		
Lift Station #38 – 2901 North State Road 7 (Near NW Hospital)	12		
Lift Station #39 – 2395 NW 54 <sup>th</sup> Terrace	12		
Lift Station #41 – 4950 SW 11 <sup>th</sup> Street	18		
Lift Station #42 – 3450 Banks Road	12		
Lift Station #43 – SW 11 <sup>th</sup> Street & S.W. 55 <sup>th</sup> Avenue	12		
Lift Station #44 – 3201 N. State Road 7	12		
Lift Station #45 – 5570 West Sample Road (Peppertree Plaza)	18		
Lift Station #46 – 2250 NW 76 <sup>th</sup> Avenue	12		
Lift Station #47 – 7472 South Pinewalk Drive	12		
Lift Station #48 – 2802 Rock Island Road	12		
Lift Station #49 – 3502 Rock Island Road	12		
Lift Station #50 – 3392 North Pinewalk Drive	12		
Lift Station #51 – 400 Block of Lyons Road (Coconut Creek)	12		
Lift Station #52 – 6411 South Bay Drive	18		
Lift Station #53 – 6901 NW 30 <sup>th</sup> Street	18		
Lift Station #54 – 6690 North Bay Drive	18		
Lift Station #55 – 5695 Horizons Lane (Entrance to Cape Sable)	12		
Lift Station #56 – 4740 West Atlantic Boulevard (Coconut Creek)	12		
<p style="text-align: right;"><b>SUB TOTAL (AREA “C” LIFT STATIONS)</b> _____</p> <p style="text-align: right;"><b>AREA “C” GRAND TOTAL</b> _____</p>			

NOTICE TO BIDDERS

THE CONTRACTOR **WILL NOT** BE RESPONSIBLE FOR ANY OF THE FOLLOWING TYPES OF WORK AT ANY LOCATION OR PARK. THESE AREAS OF WORK WILL CONTINUE TO BE THE RESPONSIBILITY OF THE PARKS AND RECREATION DEPARTMENT



7. THE MOWING OF ALL BERMUDA TURF AREAS
8. THE SPRAYING OF ALL BERMUDA TURF AREAS
9. THE COMPLETE FERTILIZATION PROGRAM – CITY WIDE
10. THE ROUTINE MAINTENANCE OF:
  - PLAYGROUND EQUIPMENT AND SURFACES
  - ALL FENCING
  - ALL SPRINKLER SYSTEMS
  - ALL SHELTER, PICNIC AREA AND DOCK AMENITIES
  - ALL BASEBALL INFIELD SURFACES, ALONG WITH LINING
  - ALL COURT SURFACES INCLUDING NETS, GOALS AND SCREENS
  - THE PRESSURE CLEANING OF STRUCTURES, WALKWAYS, ETC.
  - THE REPAINTING OF ANY TYPE OF SURFACE
  - THE OPENING AND CLOSING OF PARKS AND NIGHT SECURITY WORK.
  - THE REPLACEMENT OR PLANTING OF SHRUBS, TREES AND GROUND COVERS.
  - THE MULCHING OF ALL SHRUB BEDS.
  - THE CLEANING OF ALL RESTROOM AND CONCESSION AREAS.

#### EXAMPLES:

##### MARGATE SPORTS COMPLEX

The contractor will be responsible the mowing of all St. Augustine turf areas only, along with the trimming of all shrubs and the complete maintenance of all shrub bed areas. The Parks and Recreation Department will be responsible for the mowing and spraying of all Bermuda turf areas, along with the general maintenance of the playgrounds, shelters, restrooms and concession areas.

**CITY OF MARGATE  
PARKS AND RECREATION DEPARTMENT**

**AREA SPECIFICATIONS  
AREA “D” – CODE RELATED LOT CUTTINGS**

**ATTACHMENT “A”– AREA “D” DESCRIPTIONS**

**Code Related Residential Lawn Maintenance (48 hour response time)**

Size:     Approx. 10,890 Sq. Ft. – .25 acres (Average for each residential property)

Contractor shall trim and properly edge all shrub and flower beds as well as tree rings, curbs, walks, lighting and all other obstacles in the landscape and remove clippings. Paved areas (hard edges) shall be edged every mowing with respect to the turf type adjacent to the edging. Edging of beds and tree rings (soft edging) shall be executed every mowing with respect to the turf type adjacent to the edging. Damage to property or existing vegetation caused by improper trimming or edging shall be repaired or replaced within 48 hours at the contractor’s expense. All walks and other paved areas shall be vacuumed, swept or blown off while the mowing, edging or trimming is in process so that the appearance suffers for the least amount of time. Landscape areas shall be raked and cleaned of clippings, leaves, sticks, twigs and all litter each time the soft edging is done. The above services are all considered part of standard lot cutting and shall be included as part of the contractor’s per lot cut fee, which shall be based on the estimated average residential property description provided herein. The City’s representative shall approve mowing schedules.

The additional services described in this paragraph shall be required only if specified on the work order. The pruning or trimming of hedges, shrubs or groupings of shrubs must be performed as necessary to maintain a specific height requirement. Mechanical trimming may only be utilized when the mechanical trimmers will not damage the health or appearance of the plant. Groundcover plants shall be selectively cut back to encourage lateral growth and kept in bounds and out of other plantings, walkways, lighting, etc. All areas containing shrubs, ground covers, annuals or bedding plants shall be kept clean and neat in appearance. In addition, contractor shall be responsible for removing vines from planters, on hedges, and on fences. The additional services shall be priced based on a per man hour rate provided by the contractor. City’s representative shall review contractor’s estimate for the number of man hours required to complete any specific job, and agree to the estimated number of man hours prior to commencement of work for each job requiring man hour priced work.

Contractor shall provide below a single per lot cut fee for lot cutting based on the estimated average residential property description provided herein, and a per man hour rate for all additional maintenance services as specified in paragraph two (2).

LOCATION NAME	NUMBER OF CUTS	COST PER CUT	COST PER YEAR
CODE RELATED LOT CUTTINGS	75		

**AREA "D" GRAND TOTAL** \_\_\_\_\_

**COST PER MAN HOUR FOR ADDITONAL MAINTENANCE SERVICES** \_\_\_\_\_

# **CITY OF MARGATE**

## **PROPOSAL FORM – AREA “D” CODE RELATED LOT CUTTINGS**

### **ATTACHMENT “A”**

TO: CITY COMMISSION  
CITY OF MARGATE

(Fill in all blanks and return with your proposal)

IN ACCORDANCE WITH YOUR REQUEST FOR PROPOSALS AND THE SPECIFICATIONS CONTAINED HEREIN THE UNDERSIGNED PROPOSES THE FOLLOWING:

NAME OF BIDDER: \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF SIGNER: \_\_\_\_\_  
(Print or Type)

TITLE OF SIGNER: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

NOTE: ALL BIDS MUST BE SIGNED WITH THE VENDOR NAME AND BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM BY SIGNATURE.

# CITY OF MARGATE

## PROPOSAL FORM – AREA “D” CODE RELATED LOT CUTTINGS

### ATTACHMENT “A”

#### RFP PROPOSAL FORM NO. 2016-006

**BID TO: CITY COMMISSION  
CITY OF MARGATE**

1. The undersigned Proposer proposes and agrees, if this proposal is accepted, to enter into an Agreement with the OWNER in the form included in the Contract Documents to perform the WORK as specified or indicated in said Contract Documents entitled:

#### **CITY-WIDE LAWN MAINTENANCE**

2. Proposer accepts all of the terms and conditions of the RFP Documents including disposition of the Bid Security if required.

3. The RFP will remain open until a contract is awarded unless otherwise required by law. Bidder will enter into an Agreement with the City, and will furnish the insurance certificates, Payment Bond and Performance Bond (if required by the Contract Documents).

4. It is the Contractor's responsibility to contact the City prior to the RFP submission date and time to determine if any addenda have been issued on the project. Proposer has examined copies of all the Contract Documents including the following addenda (receipt of all of which is acknowledged):

Number	_____	Date	_____
	_____		_____
	_____		_____

5. Proposer has familiarized itself with the nature and extent of the Contract Documents, WORK, site, locality where the WORK is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations), and the conditions affecting cost, progress or performance of the WORK and has made such independent investigations as Proposer deems necessary.

6. This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Bid. Proposer has not solicited or induced any person, firm or corporation to refrain from bidding and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over Owner.

To all the foregoing, and including all Proposal Schedule(s) and Information Required of Proposer contained in this Proposal Form, said Proposer further agrees to complete the WORK required under the Contract Documents within the Contract Time stipulated in said Contract Documents, and to accept in full payment thereof the Contract Price based on the Total Proposal Price(s) submitted and agreed upon.

NAME OF FIRM: \_\_\_\_\_

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

NAME OF SIGNER \_\_\_\_\_  
(Print or Type)

TITLE OF SIGNER \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ FACSIMILE NO. \_\_\_\_\_

**OFFEROR'S CERTIFICATION**  
**RFP NO. 2016-006**

**WHEN OFFEROR IS AN INDIVIDUAL**

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By: \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Individual

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Business Phone Number

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by \_\_\_\_\_(Name), who is personally known to me or who has produced as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or type as Commissioned)

**OFFEROR'S CERTIFICATION**  
**RFP NO. 2016-006**

**WHEN OFFEROR IS A SOLE PROPRIETORSHIP OR OPERATES UNDER A FICTITIOUS OR TRADE NAME**

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Printed Name of Firm

By: \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Individual

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Business Phone Number

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by \_\_\_\_\_ (Name), who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp, or type as Commissioned)



**OFFEROR'S CERTIFICATION**  
**RFP NO. 2016-006**

**WHEN OFFEROR IS A PARTNERSHIP**

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Printed Name of Partnership

By: \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of General or Managing Partner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of partner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
State of Registration

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016,  
by \_\_\_\_\_ (Name), \_\_\_\_\_ (Title) of  
\_\_\_\_\_ (Name of Company) who is personally known to me  
or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or type as Commissioned)

**OFFEROR'S CERTIFICATION**  
**RFP NO. 2016-006**

**WHEN OFFEROR IS A CORPORATION**

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this \_\_\_\_ day of \_\_  
\_\_\_\_\_, 2016.

\_\_\_\_\_  
Printed Name of Corporation

\_\_\_\_\_  
Printed State of Incorporation

By: \_\_\_\_\_  
Signature of President or other authorized officer

(CORPORATE SEAL)

\_\_\_\_\_  
Printed Name of President or other authorized officer

ATTEST:

By \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Address of Corporation

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Business Phone Number

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2016,  
by \_\_\_\_\_ (Name), \_\_\_\_\_ (Title) of  
\_\_\_\_\_ (Company Name) on behalf of the corporation, who  
is personally known to me or who has produced \_\_\_\_\_ as identification and  
who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or type as Commissioned)

**NON-COLLUSIVE AFFIDAVIT**  
**RFP NO. 2016-006**

State of \_\_\_\_\_ )  
 )ss.  
County of \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn, deposes and says that:

- (1) He/she is the \_\_\_\_\_, (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_ the Bidder that has submitted the attached RFP;
- (2) He/she is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;
- (3) Such RFP is genuine and is not a collusive or sham RFP;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

	By: _____
	(Printed Name)
	(Title)

ACKNOWLEDGMENT

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2016, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or Type as Commissioned)

**OFFEROR'S QUALIFICATIONS STATEMENT**  
**RFP NO. 2016-006**

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Margate (Purchasing Manager)

ADDRESS: 5790 Margate Boulevard  
Margate, Florida 33063

CIRCLE ONE

SUBMITTED BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PRINCIPAL OFFICE: \_\_\_\_\_

Corporation  
Partnership  
Individual  
Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Offeror is: \_\_\_\_\_

The address of the principal place of business is: \_\_\_\_\_

2. If Offeror is a corporation, answer the following:

a. Date of Incorporation: \_\_\_\_\_

b. State of Incorporation: \_\_\_\_\_

c. President's name: \_\_\_\_\_

d. Vice President's name: \_\_\_\_\_

e. Secretary's name: \_\_\_\_\_

f. Treasurer's name: \_\_\_\_\_

g. Name and address of Resident Agent: \_\_\_\_\_  
\_\_\_\_\_

3. If Offeror is an individual or a partnership, answer the following:

a. Date of organization: \_\_\_\_\_

b. Name, address and ownership units of all partners:

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c. State whether general or limited partnership: \_\_\_\_\_

4. If Offeror is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

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5. If Offeror is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

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a. Under what other former names has your organization operated?

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7. Indicate registration, license numbers, or certificate numbers for the businesses or professions, which are the subject of this RFP. Please attach certificate of competency and/or state registration.

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

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- 
- 
9. State the names, telephone numbers, and last known addresses of five (5) owners, individuals, or representatives of owners with the most knowledge of work which you have performed, and to which you refer.

**N/A – Required in RFP Request**

---

(name)

(address)

(phone)

---

(name)

(address)

(phone)

---

(name)

(address)

(phone)

---

(name)

(address)

(phone)

---

(name)

(address)

(phone)

10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

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**N/A Included in RFP Request**

11. State the name of the individual who will have personal supervision of the work:

---

**N/A Included in RFP Request**

THE OFFEROR ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY OFFEROR TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE OFFEROR'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

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

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2016, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or Type as Commissioned)



**COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT  
RFP NO. 2016-006**

Respondent certifies that all material, equipment, etc. contained in this RFP meets all O.S.H.A. requirements. Bidder further certifies that if he/she is the successful respondent, and the material, equipment, etc., delivered is subsequently found to be deficient by any O.S.H.A. requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with the aforementioned requirements shall be borne by respondent.

**OCCUPATIONAL HEALTH SAFETY MATERIAL SAFETY DATA SHEET REQUIRED:**

In compliance with Chapter 442, Florida Statutes, any item delivered from a contract resulting from this RFP must be accompanied by a MATERIAL SAFETY DATA SHEET (MSDS). The MSDS must include the following information:

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substances, including:
  - a. The potential for fire, explosion, corrosiveness and reactivity.
  - b. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
  - c. The primary routes of entry and symptoms of overexposure.
- C. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
- D. The emergency procedure for spills, fire, disposal and first aid.
- E. A description in lay terms of the known specific potential health risks posed by the toxic substances intended to alert any person reading this information.
- F. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

Signature \_\_\_\_\_ DATE: \_\_\_\_\_

## DRUG-FREE WORKPLACE PROGRAM FORM

In accordance with Section 287.087, State of Florida Statutes, preference shall be given to businesses with Drug-free Workplace Programs. Whenever two or more bids which are equal with respect to price, quality and service are received for the procurement of commodities or contractual service, 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. In the event that none of the tied vendors have a Drug-free Workplace program in effect the City reserves the right to make final Decisions in the City's best interest. 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 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 convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation.

If bidder's company has a Drug-free Workplace Program, so certify below:

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

SIGNATURE OF BIDDER: \_\_\_\_\_ DATE: \_\_\_\_\_



## NON-COLLUSIVE AFFIDAVIT FOR RFP NO. 2016-006

State of \_\_\_\_\_)  
County of \_\_\_\_\_) ss.

\_\_\_\_\_ being first duly sworn, deposes  
and says that:

He/she is the \_\_\_\_\_, (Owner, Partner, Officer,  
Representative or Agent) of \_\_\_\_\_, the Offeror that has submitted the  
attached Proposal;

He/she is fully informed regarding the preparation and contents of the attached  
Proposal and of all pertinent circumstances regarding such Proposal;

Such Proposal is genuine and is not a collusive or sham Proposal;

Neither the said Offeror nor any of its officers, partners, owners, agents,  
representatives, employees or parties in interest, including this affiant, have in any way  
colluded, conspired, connived or agreed, directly or indirectly, with any other Offeror,  
firm, or person to submit a collusive or sham Proposal in connection with the Work for  
which the attached Proposal has been submitted; or to refrain from bidding in  
connection with such Work; or have in any manner, directly or indirectly, sought by  
agreement or collusion, or communication, or conference with any Offeror, firm, or person  
to fix the price or prices in the attached Proposal or of any other Offeror, or to fix any  
overhead, profit, or cost elements of the Proposal price or the Proposal price of any other  
Offeror, or to secure through any collusion, conspiracy, connivance, or unlawful  
agreement any advantage against (Recipient), or any person interested in the proposed  
Work;

The price or prices quoted in the attached Proposal are fair and proper and are not tainted  
by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Offeror  
or any other of its agents, representatives, owners, employees or parties in interest,  
including this affiant.

Signed, sealed, and delivered in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

By \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**ACKNOWLEDGMENT**  
**NON-COLLUSIVE AFFIDAVIT FOR RFP NO. 2016-006**

State of Florida  
County of \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned Notary Public of the State of Florida, personally appeared

\_\_\_\_\_ and  
(Name(s) of individual(s) who appeared before notary)

whose name(s) is/are Subscribed to within the instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand  
and official seal.

NOTARY PUBLIC  
SEAL OF OFFICE:

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

\_\_\_\_\_  
(Name of Notary Public: Print,  
Stamp, or Type as Commissioned)

☐ Personally known to me, or  
☐ Produced identification:

\_\_\_\_\_  
(Type of Identification Produced)

☐ DID take an oath, or ☐ DID NOT take an oath



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY POLICY OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN EXCEEDED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>					
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1M
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$ 5K
						PERSONAL & ADV INJURY \$ 1M
						GENERAL AGGREGATE \$ 1M
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ 1M
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
	<b>AUTOMOBILE LIABILITY</b>					
	<input checked="" type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$ 500K
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS					\$
						\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N	N/A				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	(Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below					E.L. EACH ACCIDENT \$ 100,000
						E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 300,000

Note: When applicable, the Insured shall provide a copy of authorized certificate or

Workers Compensation Exemption

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Margate additional Insured for General Liability Only

**CERTIFICATE HOLDER****CANCELLATION**

The City of Margate  
(Department Name)  
5790 Margate Blvd  
Margate, Florida 33063

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2009/09)

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ATTACHMENT "B"