

Solicitation 462-9348

Palm Frond Collection Services (Annual Contract)

City of Fort Lauderdale

Bid 462-9348 Palm Frond Collection Services (Annual Contract)

Bid Number 462-9348
 Bid Title Palm Frond Collection Services (Annual Contract)

 Bid Start Date Dec 14, 2005 5:33:29 PM EST
 Bid End Date Jan 4, 2006 2:00:00 PM EST

 Bid Contact David E. Nash
 Procurement Specialist II
 Public Works/Building Services
 954-828-7816
 dnash@fortlauderdale.gov

 Contract Duration 1 year
 Contract Renewal 4 annual renewals
 Prices Good for Not Applicable

Bid Comments The City of Fort Lauderdale is actively seeking bids from qualified bidders, hereinafter referred to as the Contractor, to collect and dispose of Royal Palm Fronds from the City's streets, medians, and swale areas in the Las Olas Isles for the Public Works Department in full accordance with the specifications, terms, and conditions contained in this Invitation To Bid (ITB).

For information concerning procedures for responding to this ITB, contact Procurement Specialist II David Nash at (954) 828-7816 or dnash@fortlauderdale.gov. For information of a technical nature, contact Sanitation Supervisor Greg Slagle at (954) 828-5341 or gslagle@fortlauderdale.gov. Such contact is to be for clarification purposes only. It is preferred that all questions be submitted through the RFPDepot website. Material changes, if any, to the technical specifications or bidding procedures will only be transmitted by written addendum.

The City of Fort Lauderdale uses RFP Depot (www.rfpdepot.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in this solicitation process, nor will any fees be charged to the awarded vendor. Refer to www.rfpdepot.com for further information.

Item Response Form

Item 462-9348-1-01 - Collection of Palm Fronds
 Quantity 40 week
 Unit Price
 Delivery Location City of Fort Lauderdale
 [See ITB Specifications](#)
 See ITB Specifications
 Fort Lauderdale FL 33301
 Qty 40

Description
 Fallen royal palm fronds and piles of royal palm fronds in front of residential and multifamily dwellings shall be collected weekly. Additionally, royal palm fronds may be located in the street, on medians and swale areas. These will be collected as well. See attached scope of services for complete Contractor responsibilities.

Item	462-9348-1-02 - Special pickup, less than 10 yards
Quantity	12 each
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale See ITB Specifications See ITB Specifications Fort Lauderdale FL 33301 Qty 12

Description

From time to time a customer or the City may request a special pick up of palm fronds on a day other than Saturday. Contractor shall provide a service charge for a minimum pick up of up to 10 yards for this special service. Service shall be provided within 24 hours or at a later time as scheduled.

Item	462-9348-1-03 - Additional charge, greater than 10 yards
Quantity	50 yard
Unit Price	<input type="text"/>
Delivery Location	City of Fort Lauderdale See ITB Specifications See ITB Specifications Fort Lauderdale FL 33301 Qty 50

Description

The City shall pay the minimum price quoted in item two above for any special pickup, as well as a flat charge per yard for any special pickup exceeding 10 yards.

City of Fort Lauderdale GENERAL CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor mailing lists for each specific Commodity Class Item. Invitation to Bid (ITB'S) will be mailed first to a selection of Bidders who have fully registered on our system. Requests will be mailed to unregistered Bidders within a reasonable time frame for that bid only. Neither the mailing of one ITB to the vendor, nor a bid in return, will register a vendor on our system. If you wish purchase orders sent to a different address, please so indicate. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or

origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

- 1.09(a) **CERTIFICATION BY BROWARD COUNTY, FL:** If awarded a contract or purchase order as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status in accordance with Section 1.08 of the General Conditions, then said awarded contractor/vendor shall apply for certification by Broward County, Florida, *Division of Equal Employment and Small Business Opportunity*. Contractor/vendor shall provide documentation of application status, and once approved or disapproved by Broward County, must also provide that documentation to the Procurement Services Department of the City of Fort Lauderdale.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 **BIDDING DEFINITIONS** The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
 INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
 REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
 BID – a price and terms quote received in response to an ITB.
 PROPOSAL – a proposal received in response to an RFP.
 BIDDER – Person or firm submitting a Bid.
 PROPOSER – Person or firm submitting a Proposal.
 RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
 RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
 FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
 SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
 CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
 CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
 CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
 The following terms may be used interchangeably by the City: ITB, or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.
- 2.02 **SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 **SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidder's, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 **MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 **PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated

- in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in his bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in his bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, he must notify the Procurement Division immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.
- 3.15 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees

affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.

- 3.16 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.17 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Department original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an **ADDITIONAL INSURED** and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting his bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic

substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).

- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB he will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, he will, if he has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the

City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.

2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a state period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Manager or selected designee.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

Part I – Special Conditions

1.01. Purpose

The City of Fort Lauderdale is seeking Bids from qualified firms, hereinafter referred to as the Contractor, **to collect and dispose of Royal Palm Fronds from the City's streets, medians, and swale areas in the Las Olas Isles neighborhood** for the Public Works Department in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).

1.02. Information or Clarification

For information concerning procedures for responding to this ITB, contact Procurement Specialist II, David Nash at (954) 828-7816 or dnash@fortlauderdale.gov. For information concerning the technical specifications or scope of services, contact Greg Slagle at (954) 828-5341 or gslagle@fortlauderdale.gov. Such contact shall be for clarification purposes only. It is preferred that all questions be submitted through the RFP Depot website (www.rfpdepot.com). Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum.

1.03. Questions and Addenda

Any questions that bidders wish to have addressed and which might require an addendum should be submitted through the RFP Depot website in writing at least 7 days prior to bid due and open date. If required, written addendum will be issued.

1.04. Pre-Bid Conference/Site Visit

No pre-bid meeting or site visit is planned. However, it is recommended that bidders inspect the areas to be serviced prior to submission of a bid. No variation in price or conditions shall be permitted based on a claim of ignorance. Submission of the bid is evidence that the bidder has familiarized himself with the nature and extent of the work and any conditions that may, in any manner, affect the scope of the work and/or materials required.

1.05. Competency of Bidders

Bids shall be considered only from firms that have been continuously engaged in providing services similar to those specified herein for a reasonable period and that are presently engaged in the provision of these services. It may be necessary to produce evidence that they have established a satisfactory record of performance for a reasonable period of time.

1.06. Performance

It is the intention of the City to obtain the services as specified herein from a source of supply that will give prompt and convenient service. The awarded Contractor must be able to perform as required under the Scope of Services attached. Any failure of a successful bidder to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the City. The City reserves the right to obtain these services from other sources, when necessary, should a successful bidder be unable to perform on a timely basis and such delay may cause harm to the using department or city residents.

1.07. Contract Term

The initial term of this contract shall be one (1) year and is estimated to begin on or about January 28, 2006. The City reserves the right to extend the contract for four (4) additional one (1) year periods, providing both parties agree to the extension; all the terms, conditions and specifications remain the

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same; and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Director of Procurement Services. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate(s) in effect when the City invokes this extension clause.

1.08. Price

Bidder will quote a firm, fixed cost for the entire project. Pricing shall be all-inclusive to include labor, materials, vehicles, etc.

1.09. Evaluation/Award

Award will be made to the responsible bidder quoting the lowest total cost to the City. The City reserves the right to compare specific items, at its discretion, to determine the low responsible bidder. Tie bids will be decided by established City policy. It is anticipated that an award will be made within 30 days of bid opening. Approximately ten (10) days after bid opening, the bid tab may be viewed at www.rfpdepot.com and at www.fortlauderdale.gov/purchasing/index.htm.

1.10. Cost Adjustments

Costs for all services provided under this contract shall remain firm for the first year of the contract. Costs for subsequent years and any extension term years shall be subject to an adjustment only if increases occur in the industry. However, unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 5% per year or, whichever is less, the latest yearly percentage increase in the All Urban Consumers Price Index (CPU-U) (All Items), as published by the Bureau of Labor Statistics, U.S. Department of Labor. The yearly increase, or decrease in the CPI shall be that latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the same month one year prior. Any requested price increase shall be fully documented and submitted to the City at least ninety days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract. In the event the CPI or industry costs decline, the City shall have the right to receive from the contractor a reasonable reduction in costs that reflect such cost changes in the industry.

The City may, after examination, refuse to accept the adjusted prices if they are not properly documented, increases are considered to be excessive, or any decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted price lists and the matter cannot be resolved to the satisfaction of the City, the contract can be cancelled by the City upon giving thirty (30) days written notice to the Contractor.

1.11. Estimated Quantities/Warranty of Usage

The quantities listed herein are estimates of annual usage and may be used by the bidder as a guide. They will also be used for bid tabulation purposes. However, no warranty or guarantee of quantities to be purchased is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

1.12. Insurance

The Contractor shall furnish proof of Workers' Compensation Insurance, General Liability Insurance and Comprehensive Automobile Liability Insurance. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be

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added as an “Additional Insured” with relation to Commercial General Liability and Automobile Insurance. Any costs for adding the City as “Additional Insured” will be at the Contractor’s expense.

Worker’s Compensation and Employer’s Liability Insurance

Limits: Worker’s Compensation – Statutory 440.055
Employer’s Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Worker’s Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Worker’s Compensation Division at phone number (850) 413-1601 or on the web at <http://www.fldfs.com/WC/>

Commercial General Liability Insurance

Covering premises-operations, products–completed operations, independent contractors, and contractual liability.

Limits: Combined Single Limit Bodily Injury/Property Damage \$1,000,000.

This coverage must include:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for hazards commonly referred to as “Explosion, Collapse and Underground” exclusions – on construction contracts only.

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily Injury	\$250,000 each person \$500,000 each occurrence
Property Damage	\$100,000 each occurrence
Combined Single Limit	\$1,000,000 (Bodily Injury and Property Damage Combined)

A copy of any current Certificate of Insurance should be included with your proposal.

In the event that you are the successful proposer, you will be required to provide a Certificate naming the City as an “Additional Insured” for both General Liability and Automobile.

1.13. Lobbying Activities

Any bidder or proposer submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 regarding Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk’s Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City’s website at <http://www.ci.fort-lauderdale.fl.us/documents/index.htm>

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1.14. General Conditions

Except as noted in the Special Conditions above, all terms and conditions of the attached General Conditions are included by reference.

PART II - Technical Specification/Scope of Service

2.01. General Information/Intent

The Public Works Department Sanitation Division is seeking a qualified Contractor to collect and dispose of **Royal Palm Fronds only** from the City streets, medians, and swale areas in the Las Olas Isles neighborhood. Collection shall be done 3 to 4 times per month according to the schedule provided by the City. The route shall be completed on Saturday's between the hours of 7:00 AM and 6:00 PM.

2.02 Services All Inclusive

The contract price will be based on the total amount bid per week for collection and disposal services in the defined area outlined in the bid specifications. The estimated number of units and tonnage generated in these areas is offered strictly for the purpose of calculating the final bid. There will be no price adjustments for additions or deletions of units or areas within the defined boundary.

The current contractor operates one 31-yard rear packer with 2 employees for 8 hours. Weekly clean yard waste tonnage averages 4 to 6 tons.

Special Pick up estimate is 0-1 requests a month.

2.03. Boundaries

This contract will be effective within the boundary beginning at the Sospiro canal bridge on the WEST at approximately Capri Isle & South Gordon Road; the Intracoastal Waterway on the EAST; and the Isles located NORTH & SOUTH of East Las Olas Boulevard, containing approximately 1200 residential properties and further including the medians on the isles and East Las Olas Boulevard, and any swale, Rights of Way, and any other location within the boundaries where royal palm fronds may be located.

2.04. Contractor Responsibilities

A. Fallen royal palm fronds and piles of royal palm fronds in front of residential and multifamily accounts shall be collected. Accounts are single-family homes, duplexes and triplexes with City-issued carts. Multifamily dwellings (more than 3 units) with city issued carts are included. Commercial accounts are not included in this service. Additionally, royal palm fronds may be located in the street, on medians and swale areas. Residents will be making royal palm frond piles in front of their homes and in some locations on the medians. Residents will be asked to separate royal palm fronds from other debris.

B. All royal palm fronds shall be collected. If the pile is mixed, every effort shall be made to sort the pile, taking the royal palm fronds only and leaving other debris. If the pile is mixed and the royal palm fronds are not accessible (such as in instances where the palm fronds are **completely covered** with building material), the entire pile shall be left. The contractor will then notify the City's Customer Service Center as soon as possible but not later than 6 PM on the day of collection at 954-828-8000 and provide the City with the address where the pile is located and the reason as to why it was not picked up.

C. Type of Material

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Only Royal Palm Fronds shall be collected. Large royal palm fronds are common in this area. Royal Palm Fronds may be whole or in pieces. However, they are **not required** to be cut into specific lengths, tied, bundled or stacked. There is no limit to the number of royal palm fronds a customer may put out for pickup.

D. Schedule of Collection

Royal Palm Fronds shall be collected every Saturday with the exception of the 2nd Saturday of each month. The City's Bulk Trash service is scheduled for the 2nd Friday of each month and will pick up royal palm fronds on that Friday. Therefore, a 2nd Saturday route run is not required. There shall be 40 weekly pickups over a twelve-month period.

E. Hours of Operation

Collections shall be made on Saturday's with a minimum of noise and disturbance in the residential neighborhood between the hours of 7:00 AM and 6:00 PM. Noise ordinance **MUST** be strictly observed. The Public Works Director or designee must approve any change in these hours.

F. Holidays

Collection service shall be provided on all Saturday holidays except Christmas. When Christmas falls on a Saturday the collection shall be made on the Friday before the holiday.

G. Equipment

All trucks provided by the Contractor to be used in service of this contract will be maintained in good condition and appearance. The Contractor will be responsible for all fuel, maintenance, etc. Equipment used in the performance of this contract must be owned by the Contractor. The Contractor must prove that such equipment is not already committed for the collection of existing accounts and that an adequate backup truck is available in case of malfunctions. All maintenance (including repairs) of trucks and collection equipment will be the complete responsibility of the Contractor. Service trucks shall be clearly identified with Contractor's name and phone number.

2.05. Radio Communication

The Contractor shall maintain a field-to-base two-way communication system subject to approval of the City in order to provide an adequate degree of response to complaints and vehicle and personnel problems which may delay or cancel scheduled collections of any route, or portion thereof.

2.06. Disposal

- A. The City shall pay disposal fees for clean yard waste only. Tipping fees will be charged to the City's account.
- B. Contractor shall obtain an official computer generated dump ticket from the City approved disposal facility corresponding with the date of service in order to validate charges and tonnage. Contractor shall supply the City an official dump ticket (or copy) for each disposal with the monthly invoice.
- C. As an incentive for the Contractor to participate in the City's clean yard waste recycling program, the Contractor shall be responsible and pay for all mixed debris loads. Current rate for mixed debris tip fee is \$ 65.75 a ton. Disposal charges for mixed debris loads shall be deducted from the Contractors monthly invoice. Collection vehicle shall start the route empty and dump the load at the end of day so tipping fees can be easily reconciled and tonnage recorded.

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- D. The Contractor shall be responsible for collection, transportation, and disposal of all clean yard waste material to a recycling site within Broward County. The City shall direct the Contractor to use a disposal site that is in the best interest of the City. The City also reserves the right to designate additional alternate sites during the term of the contract and the Contractor shall agree to use these facilities at additional cost to the City.

Any additional costs for labor time (not to exceed 2 hours round trip) and mileage (not to exceed \$0.50 per mile round trip) shall be based from the original disposal facility as directed by the City, and fully documented by Contractor to support any additional cost requested. Any such changes shall not lower the Contractor's original bid price.

- E. Designated Disposal site: Envirocycle, Inc., 849 SW 21st Terrace, Fort Lauderdale FL 33312.

Note: If the Contractor is directed to utilize Envirocycle, all vehicle ingress and egress shall be from Davie Boulevard only. Vehicle traffic entering or exiting via Broward Boulevard is prohibited.

- F. Alternate Disposal Sites must be located within Broward County.

- G. There shall be no salvage operations performed by the employees of the Contractor while collecting or disposing of refuse material.

2.07. Customer Service

The City's Sanitation Division takes great pride and is strongly committed to offering a high level of customer service to our residents. All City Sanitation Contractors are expected and required to offer our customers, at a minimum, a matching level of quality service.

The Public Works Department's 24-hour Customer Service Center will provide information and receive complaints from City customers. Customer Service Representative will telephone the Route Supervisor or the Contractor's main office to communicate any complainant information. The Contractor shall make every possible effort to resolve all complaints on the collection day. Customer Service will also fax the Contractor (Saturday midnight) a written list of complaints. The Contractor will respond to complaints received on Saturday after 4:00pm no later than the following Monday by noon. Complaints received throughout the week shall be responded to within 24 hours. The Contractor will indicate the results of the complaint on the complaint list and notify Customer Service by return fax no later than the following Wednesday. If the Contractor does not satisfy a complainant within the time specified, the Public Works Department will take corrective action. Any cost incurred by the City will be charged to the Contractor and deducted from the monthly invoice.

2.08. Missed Collections – No Miss Policy

In the event that the collection is missed during the regular collection route, the Contractor shall return and have all royal palm fronds collected by 6:00pm on route day. If the reported miss is received after 4:00pm on Saturday, the collection shall be made no later than the following Monday by noon. If the Contractor fails to collect missed stops within the required time limits (except in case of emergencies) or otherwise fails to comply with any of the terms, conditions and specifications of this contract, the City may, with its own forces or others, cause the royal palm fronds to be collected or otherwise perform specific services and charge the cost of performance including overhead, to the Contractor. Frequent/repeated missed sections or routes may be cause for termination of the contract.

2.09. Late Set Outs

In the event the collection is determined to be a late set out during the regular collection route, the Contractor shall return and have all royal palm fronds collected by 6:00pm on route day. If the reported

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late set out is received after 4:00 PM on Saturday, the collection shall be made the following Monday by noon. Reported misses that are determined to be late set outs will be recorded by customer service and forwarded to the Contractor. The Contractor will be responsible to collect two (2) late set outs per address. Customer Service will assist the customer with program information in order to encourage compliance. In the event that the customer accumulates two service request claims at the same address for late set outs, a third request for service may result in a special pick up fee service charge. The Contractor may contact Customer Service to review account history. A twelve-month operating period will be used to determine account history beginning at the contract start date. If the Contractor fails to collect late set outs within the required time limits (except in the case of emergencies) or otherwise fails to comply with any of the terms, conditions and specifications of this contract, the City may, with its own forces or others, cause the royal palm fronds to be collected or otherwise perform specific services and charge the cost of performance including overhead, to the Contractor. Frequent/repeated claims of late set outs may be cause for termination of the contract.

2.10. Route Supervisor

The Contractor's Route Supervisor shall be responsible to ensure that the collection service is fully completed on the designated day and that all customer complaints have been addressed on the day of service.

2.11. Special Pickups

From time to time a customer or the City may request a special pick up of palm fronds on a day other than Saturday. For tabulation purposes the City estimates one (1) pickup per month. Contractor agrees to establish a service charge for a minimum pick up of up to 10 yards and a set price per yards over ten yards for this special service. Service shall be provided within 24 hours or at a later time as scheduled. Contractor will receive Special Pickup requests directly from Customer Service. The Contractor shall not solicit or accept payments from customers for special pickups.

If the City requests a special pick up on its behalf, the City agrees to pay the contractor the special pick up rate. Charges to the City shall be billed on the Contractor's monthly invoice referencing the address and work order number. Results of this special service request will be recorded and faxed back to Customer Service in order to close out the service request. The City will provide the customer a written estimate before service is rendered.

Special Pickup pricing shall include disposal. This additional service is expected to be infrequent and very low tonnage. Therefore collected palm fronds under "Special Pickup" may be commingled with other material and/or other vehicles. Contractor shall be responsible and pay for "Special Pickup" disposal.

2.12. Spillage and Litter

The Contractor shall not litter premises in the process of making collections and shall report any unsanitary conditions of premises to Customer Service 954-828-8000. During hauling, all solid waste shall be contained, and/or enclosed so that leaking, spilling or blowing is prevented. The Contractor shall promptly clean up any spillage. The ground and roadway shall be left in a neat and clean manner free of debris. Clean up may require raking, broom sweeping or use of gas blower to achieve desired results.

The Contractor is expected to maintain collection equipment to prevent hydraulic oil spills. If such an event does occur, Contractor shall immediately stop the vehicle to limit the area of impact and prevent an oil trail throughout the neighborhood. Contractor shall promptly respond and clean up area the same day of occurrence.

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2.13. Invoices/Payment

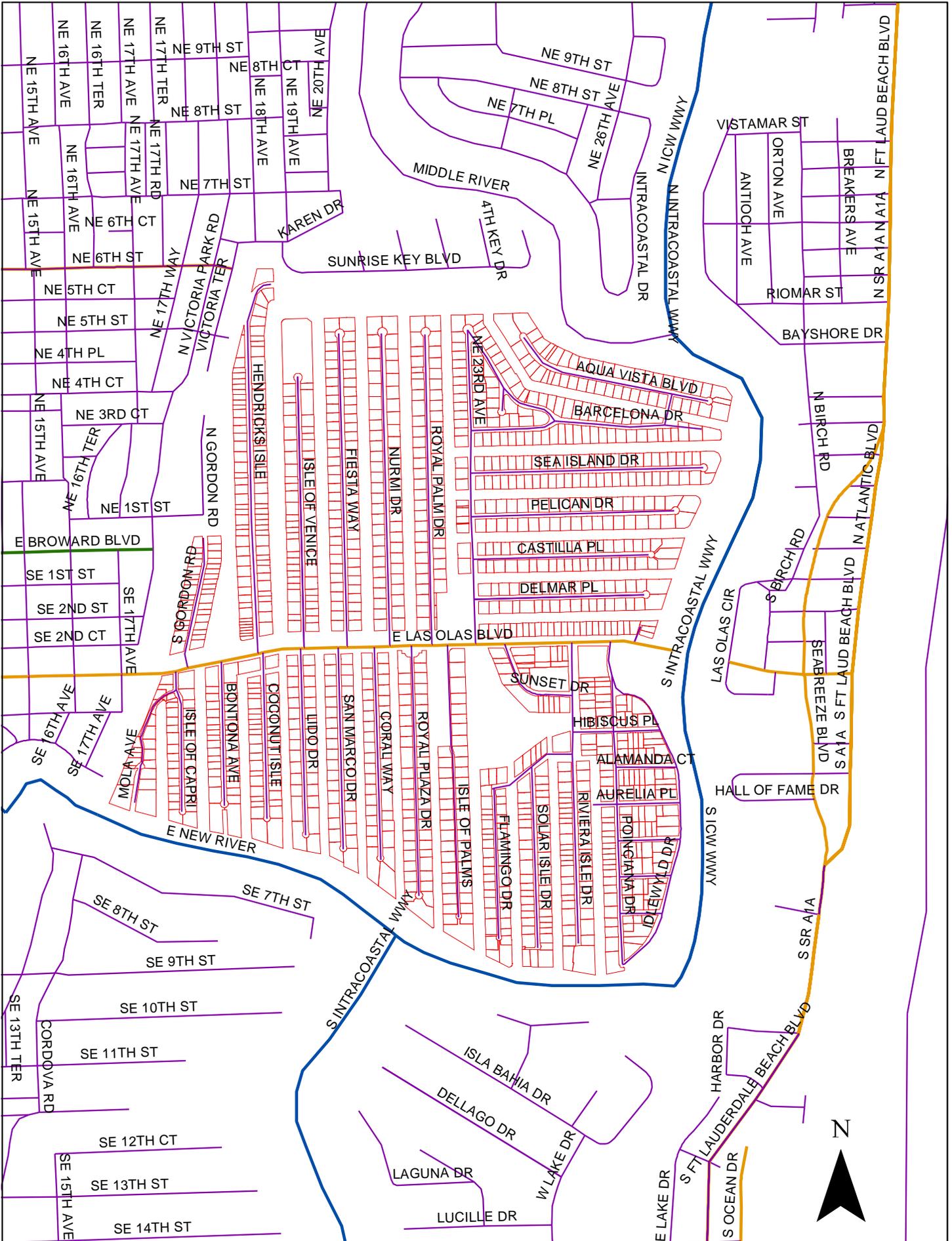
The Contractor shall issue to the City a monthly invoice by the 15th of the month for services rendered the previous month under the contract. Monthly invoice shall be based on a three (3) or four (4) week service schedule depending on the service per calendar month and include any special pickup charges. In addition to the amount agreed upon, the invoice should include the total tons collected and disposed of by date of service. Invoice shall include charges for any Special pickups and deductions for mixed debris disposal, if applicable. The Contractor will identify all waste delivered to the designated disposal site under this contract as having originated in the City of Fort Lauderdale and will submit with the invoice a copy of all weight tickets for that waste to the City.

2.14. Public Convenience and Safety

The Contractor shall at all times observe Laws and City ordinances controlling or limiting those engaged in the work so as not to endanger or inconvenience the public or property owner. These provisions will be strictly enforced.

2.15. Retention of Records

Contractor agrees to retain all bookkeeping and/or accounting records, including supporting documentation pertaining thereto, for a period of five (5) fiscal years provided applicable audits have been released. Applicable audits are defined as being those audits performed by the City's external auditor or the City's internal auditor. Any questions concerning the retention of records should be referred to the City's Department of Administrative Services.



Palm Frond Collection Area

GENERAL QUESTIONNAIRE

BIDDER

NAME: _____

Complete the following:

Contact Name: _____

Phone:

Delivery/begin work in calendar days after receipt of Purchase Order: (Section 1.02 of General Conditions.):

_____ Days

Payment terms (Section 1.03 of General Conditions: (net 30 if left blank)

Total Bid Discount (Section 1.04 of General Conditions):

Prices firm for acceptance for 90 days? (Section 1.05 of General Conditions.):

Yes No Other

State or reference any variances (section 1.06 of General Conditions):

1. Number of years experience the bidder has had in providing similar services:

_____ Years

2. Describe the last project of this nature that you completed:

3. Provide three references for which you have performed similar services.

Company Name:

Name: _____
 Address: _____
 Contact _____ Telephone: _____ Name: _____

Company
 Name: _____
 Address: _____
 Contact _____ Telephone: _____ Name: _____

Company
 Name: _____
 Address: _____
 Contact _____ Telephone: _____ Name: _____

4. Have you ever failed to complete work awarded to you? If so, where and why?

5. Please provide a list of the equipment you have available to perform the services of this contract.

6. Describe Plan of Operation to service this contract (number of employees and number & type of trucks)

The proposer understands that the information contained in these proposal pages is to be relied upon by the City in awarding the proposed contract, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the City.

Please review the questionnaire to make sure all questions have been answered. Attach additional sheets if necessary. Failure to answer each question could result in the disqualification of your bid.

PROPOSAL SIGNATURE PAGE

TO: The CITY of Fort Lauderdale, FL

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by: _____
(signature) (date)

Name (printed): _____ Title: _____

Company: (Legal Registration): _____

(CONTRACTOR, IF FOREIGN CORPORATION, SHALL BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUE §607.1501 (visit <http://www.dos.state.fl.us/doc/>)

Address: _____

CITY: _____ State: _____ Zip: _____

Telephone No.: _____ FAX No.: _____

E-MAIL: _____

Does your firm qualify for MBE or WBE status In accordance with Section 1.08 of General Conditions?
MBE WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in his proposal:

Addendum No. Date Issued

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of RFP, attachments or proposal pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal complies with the full scope of this RFP.

Variances: