



INVITATION TO BID

Lawn and Landscape Maintenance Services Town of Palm Beach Shores

The Town of Palm Beach Shores desires to engage the services of an individual or business entity to provide lawn and landscape maintenance services on town-owned property. The successful bidder will enter a three (3) year contract for services commencing November 28, 2022, with an additional three (3) year renewal option. This contract will provide firm pricing for all lawn and landscape maintenance services as described in the bid specifications.

Bid specifications and Submittal Instructions may be picked up at the Palm Beach Shores Town Hall. Anyone desiring to provide the aforementioned services must submit a proposal including the required Bid Form, in accordance with the Submittal Instructions, to the Palm Beach Shores Town Hall, 247 Edwards Lane, Palm Beach Shores, Florida 33404. The deadline for formal submittal will be **November 17, 2022 at 1:00 pm**. The bids will subsequently be opened, reviewed and ranked at a public Bid Review meeting scheduled for **November 17, 2022 at 2:00 pm** at Town Hall.

The Town reserves the right to accept or reject any and/or all bids and to select service providers which in the Town's sole discretion would best be able to meet the needs of the Town, as set forth in the Submittal Instructions. Appropriate licenses and insurance documents must be submitted with proposals.

Any questions relative to any items or portions of this Invitation to Bid should be directed to Alan Welch, Public Works, at (561) 844-3457.

INVITATION TO BID SUBMITTAL INSTRUCTIONS

1. GENERAL INFORMATION

The purpose of this Invitation to Bid is to obtain firm pricing for Lawn and Landscape Maintenance Services to be performed on Town property in the Town of Palm Beach Shores.

BID TITLE: TOWN OF PALM BEACH SHORES LAWN MAINTENANCE

CONTRACT START DATE: 12/17/2022

CONTACT: Alan Welch, Public Works, (561)844-3457

All sealed bids must be received in the office of the Town Clerk on or before **November 17, 2022 at 1:00 pm** Bids will be publicly opened, read aloud and reviewed on **November 17, 2022 at 2:00 pm**.

SUBMIT SEALED BID TO: Town of Palm Beach Shores
 247 Edwards Lane
 Palm Beach Shores, FL 33404

Bids must include three (3) copies

The Invitation to Bid and Submittal Instructions, together with the Bid Specifications, along with any addenda thereto, form a part of this proposal and by reference are made a part hereof.

These documents constitute the complete set of specification requirements and bid forms. One original and three (3) copies of the Bid Form must be completely filled in, signed, sealed and returned to the Town Clerk's office on or before the specified time and date.

It is the sole responsibility of the bidder to ensure that his or her bid reaches the Clerk's Office on or before the closing date and time. The Town of Palm Beach Shores shall in no way be responsible for delays caused by any occurrence. Offers by telephone, telegram or facsimile SHALL NOT be accepted.

The bid time must be and shall be scrupulously observed. Under no circumstances shall bids delivered after the time specified be considered. Such bids will be returned to the bidder unopened. All bids must be typewritten or written in ink and must be signed in ink by an officer or employee having authority to bind the company or firm.

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, beginning ten days after the bid opening.

2. SITE VISIT

Individual site visits for bid preparation can be arranged by calling Alan Welch, Public Works, at (561)844-3457.

3. AWARD OF BIDS

All bids timely submitted will be referred to Town of Palm Beach Shores Bid Committee for bid tabulation and review which will take place at a public Bid Review Meeting to be held on **November 17, 2022, at 2:00 PM** with recommendation to the Town Commission who shall award the bid. The meeting tentatively set for the bid award is **November 28, 2022**, at a Commission meeting.

4. QUALIFICATION OF BIDDERS

This bid shall be awarded only to a responsible bidder, qualified to provide the work specified. The Town may select the bidder that it believes, in its sole discretion, to be in the best interest of the Town. In addition to cost, the Town may consider other factors including the location of the bidder's offices, and any past contractual relationships with the Town. The bidder SHALL SUBMIT THE FOLLOWING INFORMATION WITH THE PROPOSAL:

- A. CONTRACTORS QUALIFICATION FORM which contains a list and brief description of similar work satisfactorily completed with location, dates of contracts, names and addresses of owners and phone numbers. Provide a minimum of five (5) references.
- B. Fully executed Bid Form.
- C. Copies of certificates of competency, licenses, insurance documents, etc.

FAILURE TO SUBMIT THE ABOVE REQUESTED INFORMATION SHALL BE CAUSE FOR REJECTION OF BID AT THE SOLE DISCRETION OF THE TOWN. THE TOWN RESERVES THE RIGHT TO REJECT ALL BIDS IN ITS SOLE DISCRETION.

BID SPECIFICATIONS FOR LAWN MAINTENANCE SERVICES FOR THE TOWN OF PALM BEACH SHORES

The Town of Palm Beach Shores (PBS) is seeking bids from qualified Lawn Maintenance companies to provide a variety of services. The work to be done under this contract includes, but is not limited to; providing all labor, supervision, equipment, incidentals, and related items necessary for lawn maintenance services as set forth in the specifications contained herein.

A. LICENSE:

1. All Bidders must be qualified under the laws, rules and regulations of the State of Florida and PBS to perform the work required by these documents.
2. All Bidders must be registered with the State of Florida, Bureau of Entomology and Pest Control under the provisions of Chapter 482, *Florida Statutes*.

B. INSURANCE:

Without limiting Bidders' indemnification, it is agreed that the successful Bidder will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Bidder's policy contains higher limits, PBS will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to PBS naming PBS as additional insured. PBS must be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible must be the sole responsibility of the Bidder providing such insurance. These certificates must provide a ten (10) calendar day notice to PBS in the event of cancellation, non-renewal or a material change in the policy.

1. Statutory Workers Compensation insurance as required by the State of Florida.
2. Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
3. Comprehensive Automobile Liability insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$200,000.00 per person, \$300,000.00 per occurrence and \$200,000.00 property damage.

C. CONTRACT:

The proposal of the successful Bidder as contained on the Bid Form, together with these Bid Specifications, the Contractor's Qualification Form, the Bidder's certificates of competency, licenses, insurance documents, etc., and the written PBS Lawn Maintenance Agreement, will constitute the contract. The term of the contract will be three (3) years, beginning December 17, 2022, with an additional three (3) year renewal option based on performance and availability of funding and as determined by PBS to be in the best interest of PBS. The contract may be cancelled by either party at any time by giving a written thirty (30) day notice.

D. PAYMENT:

Payment will be made on a unit monthly basis upon acceptance by PBS.

E. EXPERIENCE/REFERENCES:

1. The Bidder is required to provide a minimum of five (5) references. At least one reference to be similar in project size and scope which will be verified. This is preferred. The list of references must be attached to the bid form. All reference material provided becomes the property of PBS and becomes public record.
2. The successful Bidder is preferred to have been in the lawn maintenance service business for a minimum of five (5) years. Bidders shall provide documentation of applicable license, certification, and/or commercial experience. PBS reserves the right to request documentation at any time during the contract period.

F. ADDITIONAL INFORMATION:

PBS reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

G. ASSIGNMENT OF WORK:

Contract work cannot be subcontracted out. The contract will be with the successful Bidder and PBS only.

H. COMPLETION OF WORK:

PBS and the successful Bidder shall mutually agree upon a schedule for completion of work which shall be included in the contract. PBS has the right to assign work to an alternative Bidder if both parties cannot mutually agree.

I. DEBRIS REMOVAL:

The successful Bidder shall be responsible for removal of all debris from the site and cleaning work areas. The successful Bidder shall keep the premises free of debris and unusable materials resulting from their work and as work progresses, or upon request of PBS, and shall remove such debris and materials from property. Private properties as well as town owned streets and walkways shall be cleaned to be left as pre worked conditions.

J. EQUIPMENT STORAGE:

The successful Bidder will transport equipment off site after work is completed. PBS does not and will not supply storage areas for equipment.

K. PRICING:

PBS requires a firm fixed annual price.

L. GENERAL REQUIREMENTS:

1. The successful Bidder to furnish all necessary equipment, materials, qualified/English speaking supervisor, and crews to perform lawn maintenance services as specified by PBS, job site to be cleaned at end of each workday. The successful Bidder is only to complete work that is assigned by PBS.
2. Licenses of any nature, necessary for any and all work, shall be secured and paid by the successful Bidder.
3. All work shall be done to the complete satisfaction of PBS and in accordance with all municipal, county, state, and federal laws, ordinances and regulations applicable to said work.
4. The successful Bidder will at all times in the performance of this contract exercise due care and caution for the safety and welfare of the workmen employed on the job, the general public, PBS employees and property. Most areas covered by this contract are public park areas that have high pedestrian traffic. For the safety of the pedestrians all machinery and equipment must be idled during their presence.

M. AREAS COVERED UNDER CONTRACT:

All PBS public property is covered under this contract. Areas include from Bamboo Road to Inlet Park (parkway), Inlet Park, Beach Lot, Overflow Grass Parking Lot and Community Center. (See attached map.)

N. MOWING:

1. All turf areas as set forth in Section M shall be mowed from April 1st through October 31st every seven (7) days. All turf areas shall be mowed from November 1st through March 31st every fourteen (14) days or more often if necessary. At Inlet Park,

Overflow Grass Parking Lot and Beach Lot every effort must be made to avoid cutting native vegetation as directed by town.

2. Mowing Height will be maintained within the range of two and one half inches (2 1/2") to three and one half inches (3 1/2") in height.
3. Every effort should be made to avoid mowing on Mondays and Fridays.

O. WEED WHIPPING:

Flat trim (weed-eat) all turf around trees, shrubs, beds and standard objects (poles, signs, etc.) to same mowing height and on the same schedule as set forth above in Section N.

P. EDGING:

1. Edge all walkways and roadways described above in Section M. to coincide with mowing operations and schedule as set forth in Section N.
2. Edge all established bed areas every two (2) weeks during the entire contract term.
3. Collect and dispose of debris from edging and mowing operations on the same day as these tasks are performed.

Q. WEEDING AND WEED CONTROL:

1. Establish bed areas around ornamental plants and soft wood trees. Spray beds with herbicide as needed to control grass and weed growth. (Beds will be circular with a minimum radius of six inches (6") around trees.)
2. Spray weeds and grasses in sidewalk expansion joints and cracks, parking area pavement, and around utility installations as needed with herbicide.
3. Treat weed infested turf with Atrazine or similar type herbicide four (4) times a year during contract term.
4. Weeding and weed control may require "hand" application as necessary.

R. PRUNING AND HEDGE TRIMMING:

1. Prune all hedges and shrubbery three (3) times a year during contract term.
2. Trim all Ixora species at six (6) week intervals; trim all Vitex species four times per year during contract term.
3. Trim all tree limbs that overhang walk areas as necessary so as not to impede pedestrian traffic, or as directed by PBS.
4. Trimming of Inlet Park vegetation (3) times per year at a height of 3 feet. Removal of Australian Pines new growth.
5. Trimming of the beach sea grapes to 8 feet, (3) times per year, and all surrounding vegetation and bushes at a height of 3 feet at specified locations.

S. FERTILIZATION:

1. Supply all stipulated fertilizers.
2. Fertilize all turf areas on the Parkway two (2) times a year, and ornamentals three (3) times a year using a premium blend, complete fertilizer with all minor elements.
3. Fertilize hibiscus species four (4) times a year with a 6-2-6 or 7-2-7 blend.

4. THE APPLICATION OF FERTILIZER SHALL BE IN COMPLIANCE WITH TOWN OF PALM BEACH SHORES CODE CHAPTER 78 VEGETATION, ARTICLE III LANDSCAPING, DIVISION 3 FLORIDA-FRIENDLY FERTILIZER USE, AS WELL AS APPLICABLE STATE LAW

T. INSECT CONTROL:

1. Apply pesticide to all turf and ornamentals two (2) times per year using pet-friendly and PBS approved pesticides.
2. Advise the PBS of any infestations.
3. Apply insect control products as directed by PBS.
4. Post conspicuous warning signs in the treated areas for public awareness.

U. IRRIGATION: Repair and replace:

1. Repair or replace any sprinkler heads and other irrigation system components which are damaged by mowing operations at no cost to PBS.
2. Advise PBS of any malfunctions in irrigation systems which are not the result of contractor's operations.
3. Follow irrigation schedules and times as determined and directed by PBS.

V. LEAF REMOVAL AND/OR MULCH:

1. Remove and/or mulch leaves from Parkway grounds during the entire year.
2. Blow leaves from Town Hall parking areas weekly.
3. In the event of an act of God, such as hurricane, freeze, severe storm or blight, submit a proposal and cost estimate for clean-up of leaves and other debris, and for the hauling of debris to a dump site.

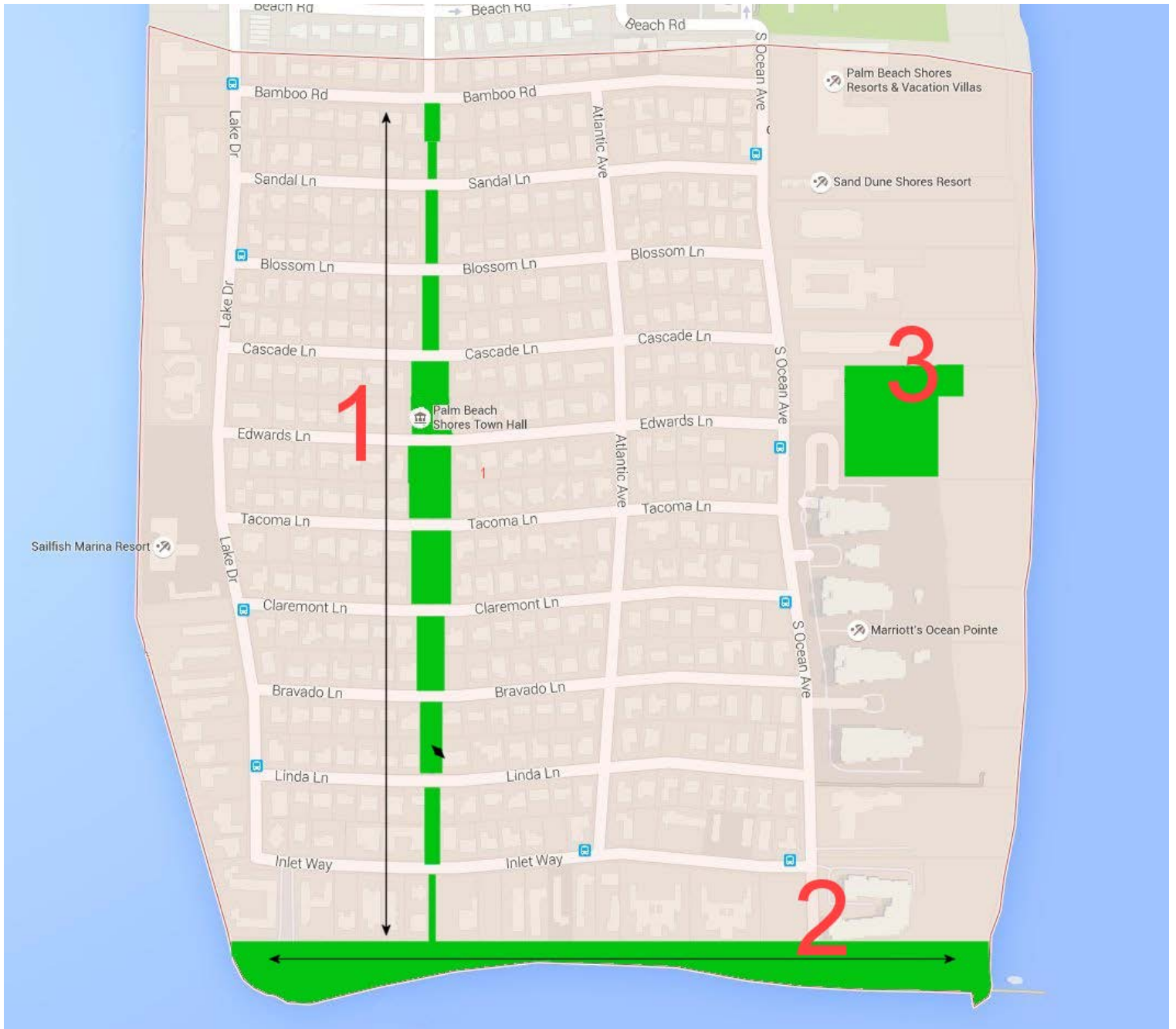
W. OTHER DUTIES:

1. PBS will require a monthly report of ALL contractor activity of services provided, including, but not limited to mowing, weed whipping, fertilizer, herbicide and pest control application to be submitted by the tenth (10th) day of each month.
2. PBS has in place a tree trimming contract that trims PBS owned trees twice a year. The successful bidder will assist PBS personnel in formulating list of trees to be trimmed and scheduling as well as monitoring contractors performance.
3. PBS has in place an "Environmental Committee" comprised of concerned property owners that meet once a month to review PBS aesthetics and PBS parks appearance. Contractor interaction with this group will be directly through the Public Works Director.
4. PBS may require plantings and improvements that are not covered in this contract; this may include but is not limited to flower/shrub plantings, tree replacement, and supplying lawn maintenance service to private properties that are under PBS Code Enforcement Violation Order.
5. PBS may require additional proposals for these additional services when needed, which must be in writing and approved in advance by PBS.

X. CHANGE ORDERS:

Any change orders to the firm fixed price per unit must be in writing and approved by PBS prior to commencement of work.

Areas Covered Under Contract



1: Parkway (Bamboo Road to Inlet Park)

2: Inlet Park

3: Beach Lot, Overflow Grass Parking Lot and Community Center