



CITY OF DAYTONA BEACH SHORES

BID SPECIFICATIONS

PROJECT

**MUNICIPAL PARK CONSTRUCTION
LANDSCAPING & IRRIGATION COMPONENT
2540 S. ATLANTIC AVENUE & 2608 S. ATLANTIC AVENUE**

**CITY OF DAYTONA BEACH SHORES
2990 S. ATLANTIC AVENUE
DAYTONA BEACH SHORES, FL 32118**

**BID OPENING DATE: 2:30 P.M. - THURSDAY, MAY 15, 2008
LOCATION: CITY HALL, 2990 S. ATLANTIC AVENUE
DAYTONA BEACH SHORES, FL 32118**

I. INFORMATION AND INSTRUCTIONS

A. General

The City of Daytona Beach Shores is accepting bids for the landscaping and irrigation component of the construction of two parks at 2540 S. Atlantic Avenue and 2608 S. Atlantic Avenue.

B. Bids will be accepted from parties who:

1. Are free of any obligations and interests which might conflict with the interests of the City of Daytona Beach Shores.
2. Have the capacity to provide such services with an experienced professional staff.

C. The City will not be liable for any costs incurred in preparation of bids.

D. The City reserves the right to conduct personal interviews, or require oral presentations, of any or all bidders, prior to selection. The City will not be liable for any cost incurred by the bidder in connection with such interviews (i.e., travel, phone calls, etc.).

E. By submitting a bid, the bidder certifies that he has fully read and understands the request for bids and has a working knowledge of the scope, nature, quantity, and quality of work to be performed.

F. The bidders shall furnish such additional information as the City of Daytona Beach Shores may reasonably require. The City reserves the right to make investigations of the qualifications of the bidder, as it deems appropriate.

G. The City reserves the right to conduct pre-contract negotiations with any or all bidders.

H. The City will provide a contract for all work to be performed. Pay requests will be submitted by AIA documents per approved schedule of values.

I. The City reserves the right to reject any or all bids, the right in its sole discretion to accept the bid which it considers most favorable to the City's interest, and the right to waive minor irregularities in the procedures. The City further reserves the right to seek new bids when such a procedure is in its best interest.

II. SERVICES TO BE PERFORMED AND INFORMATION REQUIRED FOR EVALUATION OF BIDS

A. General

Landscaping and irrigation component of two parks located at 2540 S. Atlantic Avenue and 2608 S. Atlantic Avenue. Specifications are outlined in the construction documents, available from the City Clerk.

B. Scope of Work-General Requirements

1. The contractor shall be responsible for supervision required to satisfactorily perform the requirements of the contract.
2. The contractor shall be responsible for keeping the areas of work as clean and confined as possible at all times.
3. The contractor must furnish all equipment necessary to satisfactorily complete the requirements of the contract.
4. The contractor must attend a mandatory pre-bid meeting on Thursday, May 8th, 2008 at 3048 S. Atlantic Avenue at 9AM.

C. Insurance

The Contractor shall purchase and maintain, at its own expense, the following types and amounts of insurance, in form and companies satisfactory to the City.

1. Worker's Compensation Insurance

The insurance required by this provision shall comply fully with the Florida Worker's Compensation Law and include Employer's liability insurance with limits of not less than \$100,000 per occurrence. No class of employee, including the contractor himself, if an individual, shall be excluded from the Worker's Compensation coverage. Any associated or subsidiary company involved in the work must be named in the Worker's Compensation coverage.

2. Liability Insurance

General liability insurance, including coverage for operations. The limits of liability shall be no less than \$250,000 for injury or death to any one person, and no less than \$500,000 for injury or death to two or more persons as a result of any one occurrence. This should also include \$50,000 for property damage as a result of any one occurrence.

3. Proof of Insurance - The contractor shall furnish proof of insurance acceptable to the City prior to or at the time of execution of the agreement. Additionally, the contractor shall not commence work until he has obtained all the insurance required.

III. SPECIFICATIONS

Completion of landscaping and irrigation component of two parks located at 2540 S. Atlantic Avenue and 2608 S. Atlantic Avenue, specifications outlined in detail in construction documents.

IV. INFORMATION REQUESTED OF THE BIDDER

In order to provide a uniform review process and to obtain the maximum degree of equity and comparability, it is requested that bids be delivered in triplicate and organized in the manner specified below.

1. **Title Page: Show the name of bidder's business, address, telephone and fax number, name of contact person, the date and the subject.**
2. **Letter of Transmittal: A letter of transmittal, not to exceed two pages in length, should contain the following:**
 - **State the bidder's understanding of the scope of the service to be performed.**
 - **Make a positive commitment to perform the services as described in the bid.**
 - **Show the total project cost.**
3. **Include an itemized budget in the spreadsheet provided. Please note the City reserves the right to delete or modify the quantity of items from the spreadsheet as necessary.**
4. **References: The bidder will be required to include three (3) client references with their bid. These references should include the name of the client, name of contact person, telephone number, address and type of work performed.**

V. EVALUATION OF BIDS

The contract will be awarded to the most responsible and responsive bidder providing the highest quality services at the most reasonable cost, which will be considered in the best interest of the City.

VI. ADDITIONAL INFORMATION (GATHERING PROCESS)

- A. To ensure fair consideration for all bidders, the City prohibits communication to, or with, any department or employee, other than the City Clerk, during the submission process.
- B. Any questions relative to interpretation of specifications or the bid process shall be directed to:

**Cheri Schwab
City of Daytona Beach Shores
2990 S. Atlantic Avenue
Daytona Beach Shores, FL 32118
Phone: 386-763-5364**

VII. RECEIPT OF BID

Sealed bids, along with 3 copies, will be received by the Office of the City Clerk at the date specified. Bids will not be accepted after this time. Bids shall be addressed and sent as follows:

1. For Mail Delivery:

**City of Daytona Beach Shores
(SEALED BID-MUNICIPAL PARK CONSTRUCTION/
LANDSCAPING & IRRIGATION COMPONENT)
City Clerk
2990 S. Atlantic Avenue
Daytona Beach Shores, FL 32118**

2. For Hand Delivery:

**City Hall
City Clerk
(SEALED BID-MUNICIPAL PARK CONSTRUCTION/
LANDSCAPING & IRRIGATION COMPONENT)
City of Daytona Beach Shores
2990 S. Atlantic Avenue
Daytona Beach Shores, FL 32118**

3. Submitted envelopes should be clearly marked with the bid project name.

IX. BIDS BINDING FOR 120 DAYS

All bids submitted shall be binding for one hundred and twenty (120) calendar days following the above due date for receipt of bids.

X. LATE BIDS

Bids received by the City after the time specified for bid opening will not be considered.

XI. BIDDER'S WARRANTY

The undersigned person by his/her signature affixed, hereby warrants that:

1. He/She is an officer of the organization.
2. He/She has been specifically authorized to offer a bid in full compliance with all requirements and conditions, as set forth in this request for bid.
3. If this bid is accepted, a blanket purchase order will be issued as proposed subject to any modification which may be mutually agreed upon by the City and the bidder.
4. Upon the City's issuance of a purchase order, this set of specifications will serve as the agreement.

PROPOSED BY: _____

NAME, TITLE (typed or printed): _____

NAME OF COMPANY: _____

MAILING ADDRESS: _____

CITY, STATE AND ZIP: _____

AREA CODE/ TELEPHONE NUMBER: _____

SIGNATURE: _____

DATE: _____

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed (name of individual signing) his/her signature in the space provided above on this _____ day of _____, .

NOTARY PUBLIC

My commission expires: _____

ANTI-COLLUSION STATEMENT

By signing this form, the bidder agrees that this bid is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a bid for the same purpose and that the bid is in all respects fair and without collusion or fraud.

Sign in ink in the space provided below. Unsigned bids will be considered incomplete, and will be disqualified and rejected.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THE BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FOREGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN EACH OF THE GOVERNMENTAL PARTIES.

NAME OF FIRM: _____

SIGNED BY: _____
(MUST BE SIGNED BY A COMPANY OFFICER OR AUTHORIZED AGENT)

TITLE: _____

ADDRESS: _____

CITY, AND STATE: _____

TELEPHONE: _____

No bids will be withdrawn for a period of sixty (60) days subsequent to the opening of bids, without the consent of the City of Daytona Beach Shores.

NO BID (Reason):

DRUG-FREE WORKPLACE CERTIFICATION

IDENTICAL TIE BIDS: - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal in respect to price, quality, and service are received by the City or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. 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 violation.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty, or *nolo contendere*, to any violation of Chapter 893 or of any controlled substance law of the United States, or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Signature