



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0505 • FAX 754-321-0936

## PROCUREMENT & WAREHOUSING SERVICES

MARY CATHERINE COKER, DIRECTOR

[www.BrowardSchools.com](http://www.BrowardSchools.com)

The School Board of  
Broward County, Florida

Nora Rupert, Chair  
Heather P. Brinkworth, Vice Chair

Robin Bartleman  
Abby M. Freedman  
Patricia Good  
Donna P. Korn  
Laurie Rich Levinson  
Ann Murray  
Dr. Rosalind Osgood

Robert W. Runcie  
Superintendent of Schools

3/1/2018

Dear Prospective Bidders,

**SUBJECT: Instructions to Proposers  
Request for Proposals (RFP): 18-209T - Tree Removal & Pruning Services**

The School Board of Broward County, Florida (SBBC) is interested in receiving proposals in response to the attached RFP for **18-209T - Tree Removal & Pruning Services**. Any questions regarding this RFP should be addressed to me, in writing, at the address stated above, via facsimile at 754-321-0533 or via e-mail to [ashelton@browardschools.com](mailto:ashelton@browardschools.com). No other School Board staff member should be contacted in relation to this RFP. Any information that amends any portion of this RFP, which is received by any method other than an Addendum issued to the RFP, is not binding on SBBC.

In order to assure that your bid is in full compliance with all requirements of the RFP, carefully read all portions of the RFP document, paying particular attention to the following areas:

### **SMALL/MINORITY/WOMEN BUSINESS ENTERPRISE (S/M/WBE) CERTIFICATION/PARTICIPATION (See EXHIBIT A1 AND A2)**

SBBC has implemented a Small/Minority/Women Business Enterprise (S/M/WBE) Program as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 3330 Supplier Diversity Outreach Program. The purpose of the program is to remedy the ongoing effects of identified marketplace discrimination that the School Board has found continue to adversely affect the participation of Small/Minority and/or Women Business Enterprises ("S/M/WBE") in School Board contracts. S/M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity Outreach Program Office prior to submission of bid proposal. For information on S/M/WBE Certification or Policy 3330, contact SBBC's Supplier Diversity Outreach Program at 754-321-0550 or visit <http://www.browardschools.com/sdop>.

- **NON-MANDATORY BIDDERS' CONFERENCE**

A Proposers' Conference will be held on 3/8/2018, beginning at **10 AM** Eastern Time (ET), in the Technology and Support Services Center, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Sunrise, Florida 33351-6704. Representatives from all interested companies are encouraged to attend.

- **REQUIRED RESPONSE FORM**

Section 1.0, Required Response Form must be completed in full and executed by an authorized representative.

- **PROPOSAL SUBMITTAL FORMAT**

Proposers are requested to organize their Proposals in accordance with Section 4.0. SBBC reserves the right to reject and not consider any Proposal not organized and not containing all the information outlined in Section 4.0.

- **DUE DATE**

Proposals are due in the Procurement & Warehousing Services Department on the date and time stated in Section 3.0. In order to have your Proposal considered, it must be received on or before the date and time due. Proposals received after 2:00 p.m. ET on date due will not be considered.

- **STATEMENT OF "NO RESPONSE"**

If you are **not** submitting a proposal in response to this RFP, please complete **Attachment K**, Statement of "No Response" and return via facsimile to 754-321-0533 or scan and send via e-mail to [ashelton@browardschools.com](mailto:ashelton@browardschools.com). Your response to the Statement of "No Response" is very important to Procurement and Warehousing Services when creating future RFPs.

Thank you for your interest in SBBC. Again, if you have any questions, please contact me at the telephone number or email address stated above.

Al Shelton  
Purchasing Agent



Educating Today's Students to  
Succeed in Tomorrow's World

# REQUEST FOR PROPOSALS (RFP)

## RFP 18-209T

### RFP Tree Removal & Pruning Services



RFP Release Date:	Thursday, March 1, 2018
Non-Mandatory Proposers' Conference: *	Thursday, March 8, 2018
Written Questions Due:	On or Before 5:00 p.m. ET Friday, March 16, 2018 in Procurement & Warehousing Services Department
Proposals Due: *	On or Before 2:00 p.m. ET Tuesday, April 3, 2018 in Procurement & Warehousing Services Department

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**Procurement & Warehousing Services Department**  
**7720 W. Oakland Park Boulevard, Suite 323**  
**Sunrise, Florida 33351-6704**

*\*These are public meetings. The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director of EEO/ADA Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.*

*Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call EEO/ADA Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158*

## TABLE OF CONTENTS

SECTION 1.0,	
REQUEST FOR PROPOSAL.....	4
SECTION 2.0, INTRODUCTION AND GENERAL INFORMATION .....	5
SECTION 2.0, INTRODUCTION AND GENERAL INFORMATION .....	6
SECTION 3.0, CALENDAR .....	7
SECTION 4.0, INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL .....	8
SECTION 4, INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL .....	9
SECTION 5, EVALUATION OF PROPOSALS .....	11
SECTION 5, EVALUATION OF PROPOSALS .....	13
SECTION 6, SPECIAL CONDITIONS .....	14
SECTION 6, SPECIAL CONDITIONS .....	15
SECTION 6, SPECIAL CONDITIONS .....	16
SECTION 6, SPECIAL CONDITIONS .....	17
SECTION 6, SPECIAL CONDITIONS .....	18
SECTION 7.0, GENERAL CONDITIONS .....	19
SECTION 8.0, FORMS AND ATTACHMENTS .....	25
ATTACHMENT A .....	26
ATTACHMENT B .....	34
ATTACHMENT C .....	37
DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICT EMPLOYMENT OR CONTRACTUAL RELATIONSHIP .....	37
ATTACHMENT D .....	38
W – 9 FORM.....	38
ATTACHMENT E.....	39
DRUG FREE WORK PLACE .....	39
ATTACHMENT F.....	40
SAMPLE AGREEMENT .....	40
ATTACHMENT G .....	41
CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY, .....	41
AND VOLUNTARY EXCLUSION LOWER TIER TRANSACTIONS.....	41
ATTACHMENT G .....	42
INSTRUCTIONS FOR CERTIFICATION .....	42
ATTACHMENT H .....	43
ACH PAYMENT AGREEMENT FORM .....	43
ATTACHMENT I.....	44
WORKERS' COMPENSATION AFFIDAVIT .....	44
ATTACHMENT J.....	45
PROPOSAL PRICING SHEET (S) .....	45
ATTACHMENT K .....	46
STATEMENT OF "NO RESPONSE" .....	46

	<p>The School Board of Broward County, Florida <b>PROCUREMENT AND WAREHOUSING SERVICES</b> 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 754-321-0505</p>	<p><b>REQUEST FOR PROPOSAL</b> <b>(RFP)</b></p>
---	---	---

<p><b>DUE DATE:</b> This Proposals must be submitted to the <b>Procurement &amp; Warehousing Service Department, The School Board of Broward County, Florida, 7720 W. Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704 on or before 2:00 p.m. Eastern Time (ET):</b> <b>4/3/2018</b></p> <p>and plainly marked with the RFP number and title. <b>Proposal(s) received, after the date and time stated above, shall not be considered for award.</b> Faxed bids are not allowed and will not be considered for award.</p>	<p><b>RFP NO.:</b>  <b>18-209T</b></p>	<p><b>RELEASE DATE:</b>  <b>3/1/2018</b></p>	<p><b>PURCHASING AGENT:</b> Al Shelton 754-321-0520</p>
	<p><b>RFP TITLE:</b>  <b>TREE REMOVAL &amp; PRUNING SERVICES</b></p>		

**Note: Cost of Services should be submitted in a sealed envelope along with, but separate from, the remainder of the proposal.**

**One (1) complete, original hard-copy Proposal** (clearly marked as such), and **one (1) complete, original electronic version** (both clearly marked as "original") will constitute the original governing documents. The electronic version in PDF on a Flash Drive (which must be identical to the original Proposal, **including any supplemental information/marketing materials**), of the RFP Proposal, including this **REQUIRED RESPONSE FORM** (Page 4 of RFP number and title, must be fully executed and returned on or before 2:00 p.m. ET on date due to the Procurement & Warehousing Services Department in accordance with the submittal requirements. In the case of any discrepancy between the **original** hard-copy Proposal and the copies, the **original** hard-copy Proposal will be the governing document. Proposal must contain all information required to be included in the Proposal as described herein. Completed Proposals must be submitted in a sealed envelope (package, box, etc.) with the RFP number and title clearly typed or written on the front.

## SECTION 1.0 – Required Response Form

**NOTE: Entries must be completed in ink or typewritten. This original Required Response Form must be fully executed and submitted with this Proposal (see Section 4.1.4).**

<p>Proposer's (Company) Name and state "Doing Business As", where applicable:</p>	<p><b>"REMIT TO" ADDRESS FOR PAYMENT:</b> If payment(s) is/are to be mailed to address other than as stated on left, please complete section below. <input type="checkbox"/> Check this box if address is the same as stated on the left.</p>
<p>Address:</p>	<p>P.O. Address:</p>
<p>City:</p>	<p>City:</p>
<p>State:</p>	<p>State:</p>
<p>Zip Code:</p>	<p>Zip Code:</p>
<p>Telephone Number:</p>	
<p>Toll Free Number:</p>	<p>Contact Person:</p>
<p>Fax Number:</p>	<p>Contact Person's E-Mail Address:</p>
<p>Internet URL:</p>	<p>Contact Telephone Number:</p>
<p><b>E-Mail Address for PO:</b></p>	

Proposers Taxpayer Identification Number:

### Proposal Certification

I hereby certify that: I am submitting the following information as my firm's (Proposer) Proposal and am authorized by Proposer to do so. Proposer has not divulged, discussed, or compared the Proposal with other Proposers and has not colluded with any other Proposer or party to any other Proposal; Proposer, its principals, or their lobbyists has not offered campaign contributions to School Board Members or offered contributions to School Board Members for campaigns of other candidates for political office during the period in which the Proposer is attempting to sell goods or services to the School Board. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. Proposer acknowledges that all information contained herein is part of the public record as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this Proposal are true and accurate. Proposer agrees to complete an unconditional acceptance of the contents of all pages in this RFP, and all appendices and the contents of any Addenda released hereto; Proposer agrees to be bound to any and all specifications, terms and conditions contained in the RFP, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of Proposal submitted.

Signature of Proposer's Authorized Representative

Date

Name of Proposer's Authorized Representative

Title of Proposer's Authorized Representative

**Please sign all originals in blue ink.**

## SECTION 2.0, INTRODUCTION AND GENERAL INFORMATION

2.1 The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive Proposals for Tree Removal & Pruning Services as described herein.

2.2 **Non-Mandatory Proposers' Conference:** A Proposers' Conference will be held on 3/8/2018 in the Procurement & Warehousing Services Department, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 beginning at 10 AM . Representatives from all interested companies are encouraged to attend.

The purpose of the Proposers' Conference is to allow prospective Proposers to bring forth questions they may have, to allow prospective Proposers to be aware of questions other Proposers may have, and to stimulate discussions that will generate questions in an effort to assist prospective Proposers in preparing the best and most comprehensive Proposal for submission to SBBC. Questions submitted will be answered to all Proposers via Addenda. All questions shall be submitted in accordance with Section 2.3 Questions and Interpretations. Any information given, by any party, at the Proposers' Conference is not binding on SBBC. Only the information provided in the RFP or via Addenda shall be considered by Proposers.

In addition, a representative from the SBBC Supplier Diversity & Outreach Program may be present to address questions regarding S/M/WBE participation.

2.3 **Questions and Interpretations:** Any questions concerning any portion of this RFP must be submitted, in writing, to Al Shelton, Procurement & Warehousing Services Department, 754-321-0520 at the address listed in Section 6.1 or via facsimile 754-321-0533 or via e-mail ashelton@browardschools.com. Any questions which require a response which amends the RFP document in any manner will be answered via Addendum by the Procurement & Warehousing Services Department and provided to all Proposers. No information given in any other matter will be binding on SBBC.

Any questions concerning any condition or requirement of this RFP must be received in the Procurement & Warehousing Services Department, in writing, **on or before 5:00 p.m. ET 3/16/2018**. Questions received after this date and time will not be answered. Submit all questions to the attention of the individual stated above. If necessary, an Addendum will be issued. Any verbal or written information, which is obtained other than by information in this RFP document or by Addenda, shall not be binding on SBBC.

2.4 **Contract Term:** The purpose of this RFP is to establish a contract beginning **7/1/2018, or date of award, whichever is later, and continuing through 6/30/2021** . The term of the contract may, by mutual agreement between SBBC and the Awardee, be extended for two additional one-year periods and, if needed, 180 days beyond the expiration date of the renewal period. Procurement & Warehousing Services Department, will, if considering renewing, request a letter of intent to renew from each Awardee, prior to the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon by the School Board. All costs shall be firm for the term of the contract as stated in Section 2.5 of this RFP. The Proposer agrees to this condition by signing its Proposal.

2.5 **Price Adjustments:** Prices offered shall remain firm through the first three years of the contract. A request for price adjustment, with proper documentation justifying the adjustment, may be submitted, in writing, 30 days prior to the third anniversary date of the contract. Price adjustment requests shall be evaluated on an annual basis thereafter. Unit price adjustments must have written approval from SBBC prior to invoicing. Any unit price adjustment invoiced without written approval from SBBC shall not be paid and the invoice returned to the Awardee for correction. Requests for price adjustments shall not exceed 3% per adjustment.

## SECTION 2.0, INTRODUCTION AND GENERAL INFORMATION

- 2.6 **Submittal of Proposal:** Submit Proposals in accordance with Section 4.0. Proposals should be organized and shall include necessary information as to be in full compliance with this Section. In order to facilitate the Proposal evaluation process, special attention should be paid to organizing Proposals in a manner consistent with Section 4.0. SBBC reserves the right to reject and not consider any Proposal that is not submitted in accordance with Section 4.0 or that does not include any necessary information.
- 2.7 **Evaluation and Award:** All proposals received must meet the Minimum Eligibility Requirements as stated in Section 4.2 of the RFP in order to be further considered for evaluation. Failure to meet the Minimum Eligibility Requirements shall result in disqualification of entire proposal and shall not be considered for further evaluation. Those proposals which meet the minimum requirements shall be further evaluated and scored by an Evaluation Committee. **General Condition 7.1, Liability, is NOT subject to negotiation and any Proposal that fails to accept these conditions will be rejected as “non-responsive”.**

All responsive Proposals will be evaluated by the Evaluation Committee (hereinafter referred to as “Committee”) based upon the information submitted by Proposers in response to Section 4.0 – Information to be Included in the Submitted Proposal and in accordance with the evaluation criteria established in Section 5.1 for Category A.) Experience and Qualifications and Category B.) Scope of Services. Category C.) Cost of services will be determined by mathematical calculation and Category D.) Minority/Women Business Participation will be evaluated and scored by the SBBC’s Supplier Diversity & Outreach Program staff. Based upon the evaluation of Proposals, the Committee will recommend Proposer(s) to SBBC for award. The number of firms to be recommended is solely at the discretion of the Committee.

## SECTION 3.0, CALENDAR

3/1/2018	Release of RFP 18-209T
3/8/2018	*Non-Mandatory Proposers' Conference (See Section 2.2)
3/16/2018	Written questions due on or before 5:00 p.m. ET in Procurement & Warehousing Services Department
4/3/2018*	*Proposals due on or before 2:00 p.m. ET in Procurement & Warehousing Services Department. Proposal opening will be at 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704
4/17/2018*	*Evaluation Committee reviews proposals and makes recommendation for award. Meeting to be held at Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 at 10 AM ET
4/18/2018	Posting of Recommendation

*\*These are public meetings. SBBC prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.*

*Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.*

## SECTION 4.0, INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL

- 4.1 In order to maintain comparability and facilitate the review process, it is requested that Proposals be organized in the manner specified below. Include all information requested herein in your Proposal.
- 4.1.1 **Title Page:** Include RFP number, title, the name of the Proposer, address, telephone number and the date.
- 4.1.2 **Table of Contents:** Include a clear identification of the material by section and by page number.
- 4.1.3 **Letter of Transmittal:** Include the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.
- 4.1.4 **Required Response Form:** (Page 4 of RFP) with all required information completed and all signatures as specified (blue ink preferred on original). Any modifications or alterations to this form shall not be accepted and Proposal will be rejected. The enclosed original Required Response Form will be the only acceptable form.
- 4.1.5 **Notice Provision:** When any of the parties desire to give notice to the other, such notice must be in writing, sent by US Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of the paragraph. **This information must be submitted with the Proposal or within three (3) days of request.** For the present, the parties designate the following as the respective places for giving notice:

To SBBC:

Superintendent of Schools  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301

The SBBC's Procurement & Warehousing Services Department shall determine whether each Proposer meets the Minimum Eligibility requirements of Section 4.2 and shall only deliver Proposals meeting the Minimum Eligibility requirements to the Evaluation Committee for further evaluation.



## SECTION 4, INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL

- 4.2 **Minimum Eligibility:** In order to be considered for award and to be further evaluated, Proposer must meet or exceed the following criteria as of the opening date of the Proposal. **Failure to provide the information requested below will result in disqualification of Proposal.** The Proposer is responsible for providing the following information in its response. The Proposer must also include a statement of acknowledgement for each item below.
- 4.2.1 Proposer must meet or exceed the requirements of Section 7.1, Indemnification. Will your company meet or exceed the requirements as written in Section 7.1 for this contract? ☐ Yes ☐ No **Do not check both boxes.**
- 4.2.2 Proposer must have the following licenses at the time of Bid Opening. Proposer must provide copies with proposal or within 3 days upon request.
- a. Broward County Tree Trimmers License - Class A license
  - b. Broward County Business Tax Receipt (formerly called Occupational License)
- 4.3 State under what other or former name(s) the Proposer is currently operating under or has operated under.
- 4.4 **Evaluation Criteria - (Proposer Qualifications, Scope of Services, Costs of Services, and S/M/WBE Participation):** This section represents the information that will be utilized in the evaluation of Proposals received and assignment of points in accordance with the evaluation criteria established in Section 5.0 for Proposals submitted. Proposers are cautioned to read this section carefully and respond with full complete information that will assist the Evaluation Committee in evaluating Proposal submitted. Proposers are requested to respond in the format and organizational structure stated and to refrain from including promotional or advertisement materials in their Proposal. The maximum allowable points (See Section 5.0) that will be awarded for each section are stated. Failure to respond or incomplete responses to any evaluation criteria below will result in zero or reduced allocation of points for the criteria and may result in disqualification of entire Proposal.
- 4.4.1 **Proposer's Qualifications – (Maximum 40 allowable points)**
- 4.4.1.1 **Executive Summary** – Submit a brief abstract, of approximately three pages, stating the Proposer's understanding of the nature and scope of the services to be provided and capability to comply with all terms and conditions of RFP. (Up to 10 Points)
  - 4.4.1.2 Complete and return, with your proposal, **Attachment C** – Disclosure of Potential Conflict of Interest and Conflict Employment or Contractual Relationship of the RFP.
  - 4.4.1.3 Complete and return, with your proposal, **Attachment E** – Drug Free Workplace of the RFP.
  - 4.4.1.4 Provide three (3) references of completed projects, tree removal and pruning services projects, within the last 5 years. References must include a one paragraph brief summary of scope of work completed pictures of the work performed. References are preferred from the Tri-County Area. (Up to 10 Points)

**SECTION 4, INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL**

- 4.4.1.5 Provide a statement of any litigation or regulatory action that has been filed or is pending against your firm(s) in the last three years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect. For joint venture or team Proposers, submit the requested information for each member of the joint venture or team.
- 4.4.1.6 Provide a list of trucks & large equipment available, owned by Proposer, for this work (trucks, bucket trucks, chippers, lifts, etc.). (Up to 10 Points)
- 4.4.1.6 Provide a list of Proposer's employees with their titles & how many of them have the Broward County Tree Trimmers License - Class B license. (Up to 10 Points)

4.4.2 **Scope of Services Provided:** The Scope of Services listed is minimum requirements. By providing a proposal, proposer agrees to comply with minimum Scope of Services. Please refer to Attachment A

4.4.3 **Cost of Services – (Maximum 50 allowable points)**

Proposer must state price as indicated in the Bid Summary Sheet. The format listed must be followed. No additional costs will be considered for award. Proposer's cost per line item shall be all inclusive to include all out-of-pocket expenses in accordance with the terms, conditions and specifications of this RFP.

Distribution of Cost of Services points will be calculated as a percentage of cost increase as compared to the lowest cost proposal received. For example, if Proposer A submits a total cost of \$100 and Proposer B submits a total cost of \$105 and Proposer C submits a total cost of \$115, Proposer A would receive 100% of the total points (20 Points) allowed for the Cost of Services criteria since it is the lowest cost. Proposer B would receive (75% or 15 Points) and Proposer C would receive (50% or 10 Points).

## **SECTION 4, INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL**

- 4.4.4 **S/M/WBE Participation: (Maximum 10 allowable points):** The SBBC Supplier Diversity Outreach Program administers a Supplier Diversity Outreach Program (SDOP). SBE is defined as an enterprise whose annual revenues and number of employees shall be no greater than fifty percent (50%) of the small business size standards for its industry(ies) as established by the U.S. Small Business Administration and meets significant business presence requirements as defined in Policy 3330. SBE firms that are participating on this project must be listed on the *S/M/WBE Subcontractor Participation Schedule* located in **Attachment A** of this bid package. **SBE participation is strongly encouraged.** If the Proposer is SBE - Certified by SBBC, the Proposer should also be listed on the *S/M/WBE Participation Schedule*.

SBE vendors utilized for this contract must be certified by the SBBC Supplier Diversity Outreach Program at the time the bid is due. For information on SBE Certification or to view the current list of SBBC-Certified firms, contact the SBBC Supplier Diversity Outreach Program Office at 754-321-0550 or visit [www.browardschools.com/sdop](http://www.browardschools.com/sdop). The SBBC Supplier Diversity Outreach Program works to increase the participation of small, minority and women-owned business enterprises in construction and purchasing contracts. It is the intent of the School Board of Broward County to have a diverse group of vendors to participate in the procurement process.

Please go to the following link to view the current list of SBBC S/M/WBE-Certified firms:  
<http://www.broward.k12.fl.us/supply/sdop/vendorlist.html>

<b><u>SBE Information:</u></b> Proposals will be evaluated based on the evaluation criterion 4.4.4.1, 4.4.4.2, and Points will be awarded based on the evaluation criteria 4.4.4.1.		<b>Maximum Points</b>
4.4.4.1	The proposer shall identify each SBBC-Certified SBE firm, if any, that will be utilized by completing the Small/Minority/Women Business Enterprise (S/M/WBE) Participation Form and Statement of Intent to Perform as a S/M/WBE Subcontractor (see Attachment B). The Statement of Intent form submitted with the proposal reflects the intent of the parties, both prime and sub-consultant, to establish a business relationship. Additionally, it will detail the type of work and percentage of work that the sub-consultant will perform.  Indicate the extent and nature of the S/M/WBE's work with specificity, as it relates to the services as described in this RFP, including the percentage of the total costs which will be received by the S/M/WBE firm(s) in connection with this Proposal. Provide proof, in writing, that each proposed firm to be utilized as an S/M/WBE is certified by SBBC. Any participation by firms not certified with SBBC at the time the bid is due will not count towards S/M/WBE goal attainment. <b><u>If you will not have S/M/WBE Participation, add Proposer's name and state N/A on the form and return it with your Proposal.</u></b>	<b>10</b>
		<b>0</b>
4.4.4.2	Proposer shall submit information of its involvement in the minority community. Such evidence may include, but not be limited to, minority sponsored events, scholarship contributions targeting minority students, financial contributions and/or other corporate resources for community projects benefitting minorities.	<b>0</b>
	<b>TOTAL POINTS .....</b>	<b>10</b>
	*The Awardee will be required to submit a Small/Minority/Women Business Enterprise ( S/M/WBE) Monthly Subcontractor Utilization Report (Utilization Report) (see <b>Attachment V</b> ) to the Supplier Diversity Outreach Program Office which will track payments to SBEs. In addition to the Utilization Report, Awardee(s) shall provide proof of payment made to each SBE Subcontractor which shall take the form of cancelled checks or check register photocopies, or any other valid form of documentation that serves to substantiate all payment amounts included in the Utilization Report. The timing of the Utilization Report shall coincide with invoice submission, whether the S/M/WBE(s) received payment or not, until all committed remuneration has been received by the S/M/WBE(s). <b><u>State your willingness to comply with this requirement.</u></b>	Yes____  No____
	Awardee must provide the Supplier Diversity Outreach Program Office a 30-day written notice for substitution of an S/M/WBE Proposer. <b><u>State your willingness to comply with this requirement.</u></b>	Yes____  No____

## **SECTION 5, EVALUATION OF PROPOSALS**

5.1 The Evaluation Committee (hereinafter referred to as "Committee"), shall evaluate all Proposals received, which meet or exceed Section 4.2, Minimum Eligibility Requirements and Section 7.1 Liability, according to the following criteria:

<b>CATEGORY</b>	<b>MAXIMUM POINTS</b>
A. Experience and Qualifications	40
B. Cost of Services	50
C. Supplier Diversity & Outreach Program (S/M/WBE)	10
<b>TOTAL</b>	<b>100</b>

The SBBC shall award a maximum of ten (10) points for SBE Participation as listed in the *10-Point Table for SBE Participation* below. At the time the proposal is submitted, the proposer shall identify all SBE firms, if any, which will be utilized by using the Small Business Enterprise (SBE) Subcontractor Participation Schedule (**Attachment \_\_\_\_**) and Statement of Intent to Perform (**Attachment \_\_\_\_**) as a S/M/WBE Subcontractor. The Statement of Intent form submitted with the proposal reflects the intent of the parties, both prime and sub-consultant, to establish a business relationship as well as the type of work and percentage of work the sub-consultant will perform.

<b>10-Point Table for S/M/WBE Participation</b>	
1%	10 Points

**Note: Evaluation points for "Category D" shall be provided by the Supplier Diversity & Outreach Program Office.**

**Failure to respond, provide detailed information or to provide requested Proposal elements may result in the reduction of points in the evaluation process. The Committee may recommend the rejection of any proposal containing material deviations from the RFP. The Committee may recommend waiving any irregularities and technicalities. If only one (1) responsive proposal is received, the Committee will proceed without scoring the one (1) responsive proposal and may negotiate the best terms and conditions with that sole proposer or may recommend the rejection of all proposals as permitted by Section 6A-1.012(12)(c), F.A.C."**

5.2 The Committee reserves the right to ask questions of a clarifying nature once Proposals have been opened, require presentations from all Proposers, interview any or all Proposers that respond to the RFP, or make their recommendations based solely on the information contained in the Proposals submitted. Presentations, if required, will be part of the evaluation process. A response to the Committee of a clarifying nature is one that makes a clear or understandable a statement in your company's proposal. The response to a question of a clarifying nature must not amend or supplement your company's proposal as originally submitted

## SECTION 5, EVALUATION OF PROPOSALS

- 5.3 Based upon Section 5.1, the Committee, at its sole discretion, may commence negotiations with selected Proposer(s). The Committee reserves the right to negotiate any term, condition, specification, or price (other than Section 4.2 – Minimum Eligibility Requirements and Section 7.1 - Liability) with a selected Proposer(s). In the event that mutually agreeable negotiations cannot be reached with a Proposer, the Committee may negotiate with the next ranked Proposer(s), and so forth. An impasse may be declared by the Committee at any time. The Committee will make a recommendation to the Superintendent. The Superintendent may choose to post the recommendation as its intended action of the District in accordance with Section 120.57(3) Florida Statutes or the Superintendent may choose to return the recommendation to the Committee for further deliberations consistent with the RFP.
- 5.4 **Award:** SBBC intends to approve only the Proposer(s) that have complied with the terms, conditions and requirements of the overall RFP and receive 70 points or higher from the Committee, per group, and approval will be based on the scores ascribed to Proposals as outlined in Evaluation Process and will be made for the goods and services required by SBBC as stated in the RFP. Evaluation of Proposals will be based on an average of Evaluation Committee Member's points for Experience and Qualifications and Scope of Services. Points for Cost of Services shall be provided by the Procurement and Warehousing Services Department and for S/M/WBE points will be provided by the Supplier and Diversity Outreach Program. Negotiations, if required by the Committee, will begin with the top ranked Proposer, if the negotiations with the top ranked proposer is unsuccessful, then the second ranked proposer will begin and so on until a satisfactory contract is negotiated. After the conclusion of negotiations, the recommended award would be made for the goods and services sought in the RFP in accordance with the terms of negotiations. An Agreement (in the form of the Sample Agreement attached hereto as **Attachment "F"**) shall be prepared for execution by the Awardee and SBBC, and shall be governed by the laws of the State of Florida, and must have venue established in the 17<sup>th</sup> Court of Broward County, Florida or the United States Court of the Southern District of Florida. This Agreement approved by SBBC's General Counsel will be submitted to SBBC for final approval. **Approval shall not be a guarantee of business, a guarantee of specified volume of service or minimum dollar revenue to be received on this contract**

## SECTION 6, SPECIAL CONDITIONS

- 6.1 The complete original hard-copy Proposal properly completed and signed must be submitted in a sealed envelope and received **on or before 2:00 p.m. ET, 4/3/2018** at the following address in order to be considered:

PROCUREMENT & WAREHOUSING SERVICES DEPARTMENT  
The School Board of Broward County, Florida  
7720 West Oakland Park Boulevard, Suite 323  
Sunrise, Florida 33351-6704

**Attention: 18-209T - Tree Removal & Pruning Services**

**Note: Cost of Services should be submitted in a sealed envelope along with, but separate from, the remainder of proposal.**

**One (1) complete, original hard-copy Proposal** (clearly marked as such), and **one (1) complete, original electronic version (both clearly marked as "original")** will constitute the original governing documents. The **electronic version in PDF on a Flash Drive** (which must be identical to the original Proposal, **including any supplemental information/marketing materials**), of the RFP Proposal, including this **REQUIRED RESPONSE FORM** (Page 4 of RFP) number and title, must be fully executed and returned on or before 2:00 p.m. ET on date due to the Procurement & Warehousing Services Department in accordance with the submittal requirements. In the case of any discrepancy between the **original** hard-copy Proposal and the copies, the **original** hard-copy Proposal will be the governing document. Proposal must contain all information required to be included in the Proposal as described herein. Completed Proposals must be submitted in a sealed envelope (package, box, etc.) with the RFP number and title clearly typed or written on the front.

- 6.2 **JOINT VENTURES:** In the event multiple Proposers submit a joint Proposal in response to the RFP, a single Proposer shall be identified as the Prime Proposer. If offering a joint Proposal, Prime Proposer must include the name and address of all parties of the joint Proposal. Prime Proposer shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one Proposer shall be acceptable. Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other Proposers participating or present at SBBC meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Proposer shall also prepare and present a consolidated invoice(s) for services performed. SBBC shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. Prime Proposer shall remain responsible for performing services associated with response to this RFP.

### 6.3 INSURANCE REQUIREMENTS – MINIMUM INSURANCE REQUIREMENTS

- 6.3.1 **GENERAL LIABILITY:** Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- 6.3.2 **PROFESSIONAL LIABILITY/ERRORS & OMISSIONS:** Limit not less than \$1,000,000 per occurrence covering services provided under this Agreement.
- 6.3.3 **WORKER'S COMPENSATION:** Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).

## SECTION 6, SPECIAL CONDITIONS

- 6.3.4 **AUTO LIABILITY:** Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit. If Awardee does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Awardee must be furnished to SBBC indicating the following:

\_\_\_\_\_ (Awardee Name) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition.

- 6.3.5 **ACCEPTABILITY OF INSURANCE CARRIERS:** The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody's Investor Service.

- 6.3.6 **VERIFICATION OF COVERAGE:** Proof of Insurance must be furnished within 15 days of execution of this Agreement. To streamline this process, SBBC has partnered with EXIGIS RiskWorks to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC before any work commences to permit Awardee time to remedy any deficiencies. EXIGIS RiskWorks will send an email notification within three (3) business days after receipt of the award letter.

- New vendors will receive an email notification requesting account verification and insurance agent information.
- Existing vendors will receive an email notification of current status.

- 6.3.7 **REQUIRED CONDITIONS:** Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:

6.3.7.1 The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

6.3.7.2 All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Broward County, Florida.

6.3.7.3 Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P. O. Box 4668-ECM, New York, New York 10163-4668

- 6.3.8 **CANCELLATION OF INSURANCE:** Vendors are prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two business days if required insurance is cancelled.

The School Board of Broward County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this agreement

## SECTION 6, SPECIAL CONDITIONS

### 6.4 Awardee Accounting Records and Right to Audit Provisions:

- 6.4.1 Awardee's and Sub-Contractor's records shall include, but not be limited to, accounting records, payroll time sheets, audited and unaudited financial statements to substantiate payment rates and income, written policies and procedures, Sub-Contractor's files and any other supporting evidence necessary to substantiate payments and income related to this Agreement (all the foregoing herein after referred to as "records") shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the Awardee(s) or any of his/her payees pursuant to the execution of the Agreement. Such records subject to examination shall also include, but not be limited to, those records necessary to evaluate and verify payments and any other matters or items associated with this Agreement.
- 6.4.2 For the purpose of such audits, inspections, examinations and evaluations, SBBC's agent or authorized representative shall have access to said records from the effective date of this Agreement, for the duration of the work, and until five (5) years after the date of final payment by Awardee(s) pursuant to this Agreement. All payments which cannot be documented as paid as required by the Agreement and found not to be in compliance with the provisions of this Agreement, shall be reimbursed to SBBC.
- 6.4.3 SBBC's agent or its authorized representative shall have access to the Awardee's facilities, shall have access to all necessary records and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article. SBBC's agent or its authorized representative shall give audited firm reasonable advance notice of intended audits.
- 6.4.4 Awardee(s) shall certify that payments are accurate and correct on each and every payment. If an audit reveals discrepancies, such as an over payment, the Awardee will be required to reimburse SBBC for the discrepancy with a minimum of eighteen percent (18%) per annum.
- 6.4.5 If an audit inspection or examination in accordance with this article, discloses over payments (of any nature) to the Awardee(s) by SBBC in excess of ten percent (10%) of the total payments, the actual cost of SBBC's audit shall be paid by the Awardee as well as the over payments by SBBC.

6.5 **W-9 FORM:** All Proposers are requested to complete the attached W-9, **Attachment D**, and submit with their Proposal.

6.6 **FLORIDA BIDDER'S PREFERENCE:** General Condition 7.2.4 does not apply to this RFP as no personal property is being purchased.

6.7 **NATURAL DISASTER:** Proposer, by virtue of submitting a proposal, agrees that, if receiving an award SBBC shall be given top priority for use of the Proposer's resources, and Proposer shall make available to SBBC all of its resources such as vehicles, equipment, tools and both workforce and management personnel, in the event of a natural disaster such as, but not limited to, a hurricane, tornado, windstorm, flood or fire during the term of award.



## SECTION 6, SPECIAL CONDITIONS

### 6.8 ACCEPTANCE AND REJECTION OF PROPOSALS:

- 6.8.1 **Acceptance:** All Proposals properly completed and submitted will be evaluated in accordance with Section 2.1, Introduction and General information and Section 5.1, Evaluation of Proposals. SBBC reserves the right to reject any or all Proposals that contain material deviations from the RFP or that fail to meet all mandatory requirements. SBBC may reject any or all Proposals when it serves the best interest of SBBC.
- 6.8.2 SBBC also reserves the right to waive irregularities or technicalities in any Proposal received if such action is in the best interest of SBBC. However, such a waiver shall in no way modify the RFP requirements or excuse the Proposer from full compliance with the RFP specifications and other contract requirements if the Proposer is awarded the contract.
- 6.8.3 **Rejection:** A Proposal may be rejected if it does not conform to the rules or the requirements contained in this RFP. Examples for rejection include, but are not limited to, the following:
- 6.8.3.1 The Proposal is time-stamped at the Procurement & Warehousing Services Department after the deadline specified in the RFP.
  - 6.8.3.2 Failure to execute and return the enclosed original **REQUIRED RESPONSE FORM** as defined in Subsection 4.1.4 (see Section 1.0- Required Response Form – Page 4 of the RFP).
  - 6.8.3.3 Failure to respond to all subsections within the RFP.
  - 6.8.3.4 Proof of collusion among Proposers, in which case all suspected Proposals involved in the alleged collusive action shall be rejected, and any participants to such collusion shall be barred from future procurement opportunities until reinstated.
  - 6.8.3.5 The Proposal shows non-compliance with applicable laws or contains any unauthorized additions or deletions, is a conditional Proposal, is an incomplete Proposal, or contains irregularities of any kind, which make the Proposal incomplete, indefinite or ambiguous as to its meaning.
  - 6.8.3.6 The Proposer adds provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award or adds provisions contrary to those in the RFP.
  - 6.8.3.7 In the best interest of SBBC, the Board reserves the right to reject any or all proposals received when there is sound documented business reasons that serve the best interest of SBBC.

- 6.9 **DELIVERY & PENALTY:** All assigned work must be completed within twenty working days after notification to Awardee. Prior written approval, by the Physical Plant Operations-Grounds Supervisor will be necessary to extend this time frame for larger jobs. All changes must be in writing and approved by the Physical Plant Operations. Grounds Supervisor two days prior to the change in the project. The school's principal or designee shall also be notified by the Awardee two days before work begins. A penalty of \$500.00 per day will be assessed if a job is not completed within the given time frame.

## SECTION 6, SPECIAL CONDITIONS

### 6.10 **AWARDEE ACCOUNTING RECORDS AND RIGHT TO AUDIT PROVISIONS:**

- 6.10.1 Hazard Control: Store volatile wastes in covered metal containers, and remove from premises daily. Provide adequate ventilation during use of volatile or noxious substances.
- 6.10.2 Pollution Control: conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
  - 6.10.2.1 Do not burn or bury rubbish and waste materials on project site.
  - 6.10.2.1 Do not dispose of volatile wastes such as mineral spirits, oil or paint thinner in storm or sanitary sewer.
  - 6.10.2.1 Do not dispose of wastes into streams or waterways.

6.11 **PROTECTION OF UTILITIES (OVERHEAD AND UNDERGROUND):** Awardee is responsible for contacting Sunshine State One Call of Florida at 811 or [www.sunshine811.com](http://www.sunshine811.com), for member public utility locations and must repair any and all member public damaged utility or service lines damaged by their excavation immediately upon notice of such damage. The work area may have existing utilities, such as irrigation, phone, electrical, sewers, water, etc. Awardee shall verify the location of all such utilities by hand excavation or other appropriate means and shall contact Sunshine State One Call of Florida at 811 or [www.sunshine811.com](http://www.sunshine811.com) prior to beginning excavation work. Once the work is completed, repair, replace, and restore immediately all services to any utility or necessary services, which have been disrupted due to contractor activities. As necessary, engage any outside services required to execute repairs on a round-the-clock basis until interrupted services are restored. Awardee shall provide and operate any supplemental temporary services to maintain uninterrupted utility service the facility. All costs involved in the repairs and restoration of disrupted utility services shall be borne by Awardee. The Awardee shall be responsible for any/all claims made as a result of utility service disruption.

6.12 **AUTHORIZATION TO PERFORM:** All work must be coordinated through the Supervisor, District Grounds, Physical Plant Operations or designee.

6.13 **ADDING OR DELETING SITES:** SBBC may, during the term of the contract, add or delete service, wholly or in part, at any site. In the event that a site listed herein is deleted, the quoted cost for the container(s) being deleted shall be removed from the monthly invoice amount. In the event that a site not listed herein is added to the contract, the Awardee shall invoice the same amount as prices quoted herein for similar container.

## SECTION 7.0, GENERAL CONDITIONS

- 7.1 LIABILITY:** This General Condition of the RFP is NOT subject to negotiation and any Proposal that fails to accept these conditions will be rejected as "non-responsive".
- 7.1.1 By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.
- 7.1.2 By AWARDEE: AWARDEE agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by the VENDOR, its agents, servants or employees; the equipment of the AWARDEE, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of AWARDEE or the negligence of AWARDEE's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by the AWARDEE, SBBC or otherwise.
- 7.2 SEALED PROPOSAL REQUIREMENTS:** The "Required Response Form" must be completed, signed and returned with your submitted proposal. To be considered, all proposals must be delivered in a sealed envelope, clearly marked with the words "Proposal Documents", Request for Proposal (RFP) number and the title of the RFP and received in the Procurement & Warehousing Services Department no later than the specified date and time for the Request for Proposal opening.
- 7.2.1 PROPOSER'S RESPONSIBILITY:** It is the responsibility of the Proposer to be certain that all numbered pages of the RFP and all attachments thereto are received and all Addendum released are received prior to submitting proposal without regard to how a copy of this RFP was obtained.
- It is the responsibility of the Proposer to make sure the original proposal matches the proposal copies as requested in the RFP. SBBC is not responsible for missing information in the proposal copies. Failure to check your proposal for missing information shall be at the risk of the Proposer and shall not be the responsibility of SBBC.
- 7.2.2 PROPOSAL SUBMITTED:** Completed proposal must be submitted in a sealed envelope with the RFP number and name clearly typed or written on the front of the envelope. Proposals must be time stamped in Procurement & Warehousing Services Department **on or before 2:00 p.m. ET on date due** for proposal to be considered. Proposals will be opened at 2:00 p.m. ET on date due. Failure to timely submit such proposal shall disqualify the Proposer and such proposal will be either returned to the Proposer or stored and unopened. **NO FAXED PROPOSALS SHALL BE ACCEPTED. The School Board of Broward County (SBBC) reserves the right to reject any proposal that fails to comply with these submittal requirements.**
- 7.2.3 EXECUTION OF PROPOSAL:** Proposal must contain an original manual signature (in blue ink) of an authorized representative, who can bind the company to the requirements of the RFP, in the space provided on the Required Response Form. All proposals must be typewritten. It is requested that the submitted proposal follow the exact format as outlined in the RFP.
- 7.2.4 BIDDING PREFERENCE LAWS:** The State of Florida provides a Proposer's preference for Florida vendors for the purchase of personal property. **SERVICES ARE NOT COVERED UNDER THIS REQUIREMENT.** The local preference is five (5) percent. Proposers outside the State of Florida must have an Attorney, licensed to practice law in the out-of-state jurisdiction, as required by Florida Statute 287.084(2), execute the "Opinion of Out-of-State Bidder's Attorney on Bidding Preferences" form and must submit this form with the submitted proposal. Such opinion should permit SBBC's reliance on such attorney's opinion for purposes of complying with Florida Statute 287.084. Florida Proposers must also complete its portion of the form. Failure to submit and execute this form, with the proposal, shall result in proposal being considered "non-responsive" and proposal rejected. **See Minimum Eligibility Requirements of the RFP.**
- 7.3 SUBMITTAL OF PROPOSALS:** All Proposers are reminded that it is the sole responsibility of the PROPOSER to assure that their proposal is time stamped in **PROCUREMENT AND WAREHOUSING SERVICES on or before 2:00 p.m. ET on date due**. Late proposals shall not be accepted. The address for proposal submittal, including hand delivery and overnight courier delivery, is indicated as: **7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704**. The Proposer is fully and completely responsible for the payment of all delivery costs associated with the delivery of their proposal or related material. Procurement and Warehousing Services will not accept delivery of any proposal or related material requiring the School Board to pay for any portion of the delivery cost or the complete delivery cost. Prior to proposal submittal, it is the responsibility of the Proposer to be certain that all Addenda released have been received, that all Addendum requirements have been completed, and that all submittals required by the Addendum have been timely filed. (See General Condition 7.2.2)
- 7.4 ORIGINAL DOCUMENT FORMAT:** Only the terms and conditions of this solicitation, as they were released by SBBC, or amended via Addendum, are valid. Any modification to any term or condition by a vendor is not binding unless it is expressly agreed to, in writing, by SBBC.
- 7.5 PRICES QUOTED:** All prices for goods quoted shall be F.O.B. Destination and freight prepaid (Proposer pays and bears freight charges). Proposer owns goods in transit and files any claims unless otherwise stated in the Special Conditions of the RFP. In case of a discrepancy in computing the amount of the proposal, the **Unit Price** quoted shall govern. For services, the unit price shall be all-inclusive of services performed.
- a) **TAXES:** The School Board of Broward County, Florida does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption number is shown on the Purchase Order. This exemption does not apply to purchases of tangible property made by contractors who use the tangible personal property in the performance of contracts for the improvement of School Board owned real property as defined in Chapter 192 of the Florida Statutes.
- b) **MISTAKES:** Proposers are expected to examine the specifications, delivery schedules, proposal prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the Proposer's risk.
- c) **CONDITIONS AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this proposal shall be new (current production model at the time of this proposal) unless otherwise specified in this RFP. All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.
- d) **UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall be UL listed where such has been established by UL for the item(s) offered and furnished. In lieu of the UL listing, Proposer may substitute a listing by an independent testing laboratory recognized by OSHA under the Nationally Recognized Testing Laboratories (NRTL) Recognition Program.
- e) **PROPOSER'S CONDITIONS:** Proposal conditions and specifications shall not be changed, altered or conditioned in any way. The Evaluation Committee reserves the right to reject any conditional proposal.
- 7.6 SAMPLES:** Samples of items, when required, must be furnished free of expense within five (5) working days unless otherwise stated in the RFP or by the Purchasing Agent's letter to the Proposer requesting the sample(s). If the Proposer must have the sample(s) returned, then the sample(s) will be returned at the Proposer's expense. Proposer(s) will be responsible for the removal of all sample(s) furnished with in thirty (30) days after the award of the RFP. All sample(s) will be disposed of after thirty (30) days after award of the RFP.
- Each individual sample must be labeled with the Proposer's name, RFP Number and item number. Failure of the Proposer to either deliver required sample(s) or to clearly identify samples as indicated may be reason for rejection of the proposal item. Unless otherwise indicated in the RFP, sample(s) should be delivered to the Procurement & Warehousing Services Department, The School Board of Broward County, Florida, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida, 33351-6704.

- 7.7 **DELIVERY: ALL DELIVERIES SHALL BE F.O.B. DESTINATION POINT. Shipping points offered other than F.O.B. Destination shall be rejected.** Unless actual date of delivery is specified (or specified delivery cannot be met), show number of days required to make delivery after receipt of Purchase Order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, excluding state holidays and days during which the school district administration is closed.
- 7.8 **INTERPRETATIONS:** Any questions concerning conditions and specifications must be submitted in writing and received by the Procurement and Warehousing Services Department as requested in the Conditions of the RFP, Information. If necessary, an Addendum will be issued.
- 7.9 **EVALUATION COMMITTEES AND PROPOSALS:** SBBC and its Proposal Evaluation Committees evaluate and negotiate all Proposals in accordance with State Statutes 119.071 and 286.0113.
- 7.10 **AWARDS:** In the best interest of SBBC, the Procurement & Warehousing Services Department reserves the right to withdraw this RFP at any time prior to the time and date specified for the RFP opening. The Evaluation Committee reserves the right to reject any or all proposals received when there are sound documented business reason(s) that serve the best interest of SBBC. The Evaluation Committee reserves the right to accept any item or groups of items unless qualified by Proposer. All awards made as a result of this RFP shall conform to applicable Florida Statutes and be governed by the laws of the State of Florida, and must have venue established in the 17<sup>th</sup> Judicial Circuit Court of Broward County, Florida or the United States Court of the Southern District of Florida.
- 7.11 **PROPOSAL OPENING:** Proposal opening shall be public, on the date and at the time specified in the RFP. Any proposal(s) received after that time shall not be considered.
- 7.12 **ADVERTISING:** In submitting a proposal, Proposer agrees not to use the results there from as a part of any commercial advertising without prior approval of the School Board.
- 7.13 **INSPECTION, ACCEPTANCE & TITLE:** Inspection and acceptance will be at destination unless otherwise provided in the RFP. Title to/ or risk of loss or damage to all items shall be the responsibility of the Awardee until acceptance by SBBC unless loss or damage resulting from negligence by SBBC. If the materials or services supplied to SBBC are found to be defective or not conform to specifications, SBBC reserves the right to cancel the order upon written notice to the Awardee(s) and return product at Awardee's expense.
- 7.14 **PAYMENT:** Payment will be made by SBBC after the items awarded have been received, inspected, found to comply with award specifications and free of damage or defect and properly invoiced. Services will be paid after the service has been performed and meets the requirements of the RFP. All payments will be made by ACH (Automated Clearing House) for automatic deposits (credits).
- 7.15 **CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP:** Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBBC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBBC. It also places restrictions on SBBC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBBC. Each Proposer is to disclose any employees it has who are also SBBC employees by submitting **Attachment B, Disclosure of Potential Conflict of Interest and Conflicting Employment or Contractual Relationship**, with its proposal. Any employees identified by the Proposer when completing Attachment 1 should obtain legal advice as to their obligations and restrictions under Section 112.313 (3) and (7), Florida Statutes.
- 7.16 **INSURANCE:** Proposer, by virtue of submitting a proposal, shall be in full compliance with paragraph 7.24 **LIABILITY INSURANCE, LICENSES AND PERMITS** of the General Conditions. Insurance Requirements are shown in Section 6.3 of this RFP. Proposer shall take special notice that SBBC shall be named as an additional insured under the General Liability policy including Products Liability. (Refer to the Special Conditions of the RFP for the threshold requirements) The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service. All policies must remain in effect during the performance of the contract.

- 7.17 **LICENSES, CERTIFICATIONS AND REGISTRATIONS:** As of the RFP Opening Date, Proposer must have all Licenses, Certifications and Registrations required when performing the services as described herein, in order for proposal to be considered a responsive and responsible proposal. Licenses, Certifications and Registrations required for this RFP shall be as required by Chapter 489, Florida Statutes, as currently enacted or as amended from time to time; by the State Requirements for Educational Facilities (SREF), latest version; and by Broward County, Florida. Proposer must submit a copy of all its current Licenses, Certifications and Registrations required as described herein, either with its proposal or within five working days of notification.

*An Awardee who has any License, Certification or Registration either suspended, revoked or expired after the date of the Bid Opening, shall provide notice to the Director of Procurement & Warehousing Services Department within five (5) working days of such suspension, revocation or expiration. However, such suspension, revocation or expiration after the date of the RFP opening shall not relieve the Awardee of its responsibilities under a contract awarded under this RFP.*

- 7.18 **PRIORITY OF DOCUMENTS:** In the event of a conflict between the documents, the order of priority of the documents shall be as follows:

- Any Agreement resulting from the award of this RFP; then
- Addenda released for this RFP, with the latest Addendum taking precedence; then
- The RFP; then
- Awardee's proposal.

7.18.1 **DISPUTES:** In the event any dispute or difference of opinion concerning the interpretation of the Agreement and any documents incorporated therein, the decision of SBBC shall be final and binding upon all parties.

- 7.19 **PATENTS & ROYALTIES:** Awardee(s), without exception, shall indemnify and save harmless The School Board of Broward County, Florida and its employees from liability of any nature or kind, including cost and expenses for any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by The School Board of Broward County, Florida. If the Awardee(s) uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

- 7.20 **OSHA:** Awardee warrants that the product(s) supplied to The School Board of Broward County, Florida shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract.

- 7.21 **SPECIAL CONDITIONS:** The Superintendent or Designee has the authority to issue Special Conditions and Specifications as required for individual proposals. Any and all Special Conditions that may vary from these General Conditions shall have precedence.

- 7.22 **NONDISCRIMINATION:** The respondent hereby certifies and agrees that the following information is correct: In preparing its response on this project, the respondent has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in the District's Policy No. 3330 – Supplier Diversity Outreach Program, Section D.1; to wit: discrimination in the solicitation, selection, or commercial treatment of any subcontractor, vendor, supplier, or commercial customer on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or on the basis of disability or other unlawful forms of discrimination. Without limiting the foregoing, "discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination." Without limiting any other provision of the solicitation for responses on this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the School District to reject the response submitted by the respondent on this project, and terminate any contract awarded based on the response. As part of its response, the respondent shall provide to the School District a list of all instances within the immediate past four (4) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Florida that the respondent discriminated against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken. As a condition of submitting a response to the School Board, the respondent agrees to comply with the District's Commercial Nondiscrimination Policy as described under its School Board Policy No. 3330 – Supplier Diversity Outreach Program, Section D.1.

- 7.23 **QUALITY:** All materials used for the manufacture or construction of any supplies, materials or equipment covered by this RFP shall be new unless otherwise specified. The items bid must be new, the latest model, of the best quality and highest grade workmanship. Product(s) offered that have not been previously used in any way and are being actively marketed by the manufacturer will be accepted. Minor parts within the product(s) may have remanufactured components. Therefore, **reconditioned**,

- 7.26 **CANCELLATION:** In the event any of the provisions of this RFP are violated by the Awardee, the Superintendent shall give written notice to the Awardee stating the deficiencies and unless deficiencies are corrected within five days (or as required), recommendation will be made to the School Board for immediate cancellation of the Awardee's contract.
- 7.27 **BILLING INSTRUCTIONS:** Invoices, unless otherwise indicated, must show Purchase Order numbers and shall be submitted in duplicate to The School Board of Broward County, Florida, Accounting and Financial Reporting Department, Attn: Accounts Payable, 600 S.E. 3<sup>rd</sup> Avenue, 7<sup>th</sup> Floor, Fort Lauderdale, Florida 33301. Payment will be made a minimum of 30 days after delivery, authorized inspection and acceptance. When vendors are directed to send invoices to a school, the school will make direct payments to the vendor.
- 7.28 **DELIVERING TO CENTRAL WAREHOUSE:** Receiving hours are Monday through Friday (excluding state holidays and days during which the school district administration is closed) **7:00 a.m. to 2:00 p.m. ET.**
- 7.29 **SUBSTITUTIONS:** The School Board of Broward County, Florida **WILL NOT** accept substitute shipments of any kind. Awardees are expected to furnish the brand/manufacturer quoted in their proposal once awarded by the School Board. Any substitute shipments shall be returned at the Awardee's expense.
- 7.30 **FACILITIES:** SBBC reserves the right to inspect the Awardee's facilities at any time with prior notice. SBBC may use the information obtained from this in determining whether a Proposer is a responsible bidder.
- 7.31 **ASBESTOS AND FORMALDEHYDE STATEMENT:** All building materials, pressed boards, and furniture supplied to SBBC shall be **100% asbestos free. It is desirous that all building materials, pressed boards and furniture supplied to the School Board also be 100% formaldehyde free.** Proposer, by virtue of bidding, certifies by signing proposal that, if awarded this RFP, only building materials, pressed boards, and/or furniture that is **100% asbestos free** will be supplied.
- 7.32 **ASSIGNMENT:** Neither any award of this RFP nor any interest in any award of this RFP may be assigned, transferred or encumbered by any party without the prior written consent from the Director, Procurement and Warehousing Services. There shall be no partial assignments of this RFP including, without limitation, the partial assignment of any right to receive payments from SBBC.
- 7.33 **EXTENSION:** In addition to any extension options contained herein, SBBC is granted the right to extend any award resulting from this RFP for the period of time necessary for SBBC to release, award and implement a replacement RFP for the goods, products and/or services provided through this RFP. Such extension shall be upon the same prices, terms and conditions as existing at the time of SBBC's exercise of this extension right. The period of any extension under this provision **shall not be for a period in excess of six months** from (a) the termination date of a contract entered into as a result of this bid or (b) the termination date under any applicable period of extension under a contract entered into as a result of this bid.
- 7.34 **OMISSION FROM THE SPECIFICATIONS:** The apparent silence of this specification and any Addendum regarding any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best available units or service shall be provided and the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this Agreement.
- 7.35 **SUBMITTAL OF INVOICES:** All Proposers are hereby notified that any invoice submitted as a result of the award of this RFP must be in the same format as any Purchase Order released as a result of the award of this RFP. **Each line of the invoice must reference a corresponding single line shown on the Purchase Order.** A single invoice line must not correspond to or commingle the cost shown on multiple Purchase Order lines. An invoice submitted that does not follow the same format and line numbering as shown on the Purchase Order will be deemed to be not correct, and will be returned to the vendor by the Accounts Payable Department for correction. Address for submitting invoices is included on Purchase Order.
- 7.36 **PURCHASE AGREEMENT:** This RFP, written Agreement, and the corresponding Purchase Orders will constitute the complete agreement. SBBC will not accept proposed terms and conditions that are different than those contained in this RFP, including pre-printed text contained on catalogs, price lists, other descriptive information submitted or any other materials. By virtue of submitting a proposal, Awardee(s) agrees to not submit to any SBBC employee, for signature, any document that contains terms and conditions that are different than those contained herein and that in the event any document containing any term or condition that differs from those contained herein is executed, said document shall not be binding on SBBC.

refurbished, rebuilt, discontinued, used, shop worn, demonstrator, prototype or other type of product(s) of this kind are not acceptable and will be rejected.

- 7.24 **LIABILITY INSURANCE, LICENSES AND PERMITS:** Where Awardees are required to enter or go onto School Board property to deliver materials or perform work or services as a result of a RFP award, the Awardee agrees to The Hold Harmless Agreement stated herein and will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The Awardee shall be liable for any damages or loss to the School Board occasioned by negligence of the Awardee (or agent) or any person the Awardee has designated in the completion of the contract as a result of their bid.
- 7.25 **BID BONDS, PERFORMANCE BONDS AND CERTIFICATES OF INSURANCE:** Bid bonds, when required, shall be submitted with the proposal in the amount specified in Special Conditions. Bid bonds will be returned to non-Awardees. After acceptance of the proposal, the School Board will notify the Awardee to submit a performance bond and certificate of insurance in the amount specified in Special Conditions. Upon receipt of the performance bond, the bid bond will be returned to the Awardee.
- 7.37 **SBBC INFORMATION SECURITY GUIDELINES:** It is the responsibility of the Awardee to read and adhere to the SBBC Information Security Guidelines when using any device connected to the SBBC's network. Following the conclusion of the contract term, all of SBBC's confidential information must be removed from Awardee's equipment and all access privileges must be revoked. Final payment will be withheld until the Awardee has confirmed, in writing, that all SBBC's confidential information has been purged from any and all electronic technology devices that were used during this contract and were connected to the SBBC's network.
- 7.38 **SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP) PARTICIPATION:** SBBC has implemented a Supplier Diversity Outreach Program (SDOP) as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 3330, Supplier Diversity Outreach Program. The purpose of the program is to utilize available small, minority and women businesses within the Board's market area to compete for the award of SBBC construction and purchasing contracts. S/M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity Outreach Program Office prior to submission of bid proposal. For information on S/M/WBE Certification, contact SBBC's Supplier Diversity Outreach Program at 754-321-0550 or <http://www.broward.k12.fl.us/supply/sdop/index.html>.
- 7.39 **SBBC PHOTO IDENTIFICATION BADGE: Background Screening:** Awardee agrees to comply with all the requirements of Sections 1012.32 and 1012.465, Florida Statutes, and that Awardee and all its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. **Personnel shall include employees, representatives, agents or sub-contractors performing duties under the contract to SBBC, and who meet any or all of the three requirements identified above.** This background screening will be conducted by SBBC in advance of Awardee or its personnel providing any services. Awardee will bear the cost of acquiring the background screening required under Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Awardee and its personnel. The Parties agree that the failure of Awardee to perform any of the duties described in this section shall constitute a material breach of this ITB entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. Awardee agrees to indemnify and hold harmless SBBC, its officers and employees of any liability in the form of physical or mental injury, death or property damage resulting in Awardee's failure to comply with the requirements of this section or Sections 1012.32 and 1012.465, Florida Statutes. **SBBC issued identification badges must be worn at all times when on SBBC property and must be worn where they are visible and easily readable.**
- As of 7/01/15, Fieldprint, Inc. has been contracted to provide all background and fingerprinting services. All questions pertaining to fingerprinting, photo identification and background check services must be directed to the Project Coordinator at 754-321-1830 or 754-321-2374. **Each individual, for whom a SBBC photo identification badge is requested, must be registered into the Fieldprint, Inc. applicant enrollment website.** A background check will be conducted for each badge applicant. SBBC reserves the right to require additional information, should it be necessary, and to deny the issuance of a badge to an applicant. Any applicant, that has been denied a badge, is prohibited from entering SBBC property as an employee, sub-contractor or agent of a contract Awardee. **Applicant enrollment and scheduling website is [www.fieldprintflorida.com](http://www.fieldprintflorida.com).** The total fee(s) for the SBBC photo identification badge, fingerprinting and a FBI background check can be found at the following website: [http://www.broward.k12.fl.us/police/pdf/secclle/FIELDPRINT\\_CODES.pdf](http://www.broward.k12.fl.us/police/pdf/secclle/FIELDPRINT_CODES.pdf). Payment options can be made by electronic check (e-check), Visa, MasterCard or use of an established escrow account code. **These fees are non-refundable and are subject to change without notice. Badges are issued for a one-year period and must be renewed annually. The renewal date will be one year from date of issuance. Failure to renew**



- 7.40 **PROTESTING OF BID CONDITIONS/SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this RFP, or any Addenda subsequently released thereto, shall file a notice of intent to protest, in writing, **within 72 hours after electronic release of the competitive solicitation or Addendum** and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays or days during which the school district administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which the school district administration is closed, the formal written protest must be received on or before 5:00 p.m. ET of the next calendar day that is not a Saturday, Sunday, state holiday or day during which the school district administration is closed. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based."**

Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320, within the time allowed for filing a bond, shall constitute a waiver of proceedings. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protest, formal written protests, and the bonds required by SBBC Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing will not be acceptable for the filing of bonds.

- 7.41 **POSTING OF BID RECOMMENDATIONS/TABULATIONS:** RFP Recommendations and Tabulations will be posted in Procurement and Warehousing Services and on [www.demandstar.com](http://www.demandstar.com), 4/18/18 and will remain posted for 72 hours. Any change to the date and time established herein for posting of RFP Recommendations/Tabulations shall be posted in Procurement and Warehousing Services and/or at [www.demandstar.com](http://www.demandstar.com) (under the document section for this RFP). In the event the date and time of the posting of RFP Recommendations/Tabulations is changed, it is the responsibility of each Proposer to ascertain the revised date of the posting of RFP Recommendations/Tabulations. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the RFP tabulation and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays and days during which the school district administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which the school district administration is closed, the formal written protest must be received on or before 5:00 p.m. ET of the next calendar day that is not a Saturday or Sunday, state holiday or days during which the school district administration is closed. No submissions made after the Bid opening amending or supplementing the Bid shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based"**. Any person who files an action protesting an intended decision shall post with SBBC, at the time of filing the formal written protest, a bond, payable to SBBC, in an amount equal to one percent (1%) of SBBC's estimate of the total volume of the contract. SBBC shall provide the estimated contract amount to the Proposer within 72 hours, excluding Saturdays, Sundays and other days during which SBBC administration is closed, of receipt of notice of intent to protest. The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, SBBC may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, SBBC prevails, SBBC shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. If the protestant prevails, then the protestant shall recover from the School Board all costs and charges which shall be included in the Final Order or judgment, excluding attorney's fees. **All documentation necessary for the protest proceedings will be provided electronically by SBBC.**

Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320 within the time allowed for filing a bond, shall constitute a waiver of proceedings. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. (CONTINUED)....

the badge, at that time, will result in the vendor being required to re-apply and pay the going rate for badging and fingerprinting.

**Vendors shall return expired and/or terminated employee badges to the following location: The School Board of Broward County, Florida, Attn: Fieldprint, Inc., 600 S.E. 3rd Avenue, Fort Lauderdale, Florida 33301.**

**Notices of protests, formal written protests, and the bonds required by Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing will not be acceptable for the filing of bonds.**

- 7.42 **AUDIT AND INSPECTION OF AWARDEE'S DOCUMENTS AND RECORDS:** The District or its representative reserves the right to inspect and/or audit all the Awardee's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Awardee to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District or State's representative and may include but are not limited to all correspondence, ordering, payment, inspection, and receiving records, contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Awardee(s). (See Special Conditions of the RFP)
- 7.43 **CREDIT CARDS:** Individual schools and departments may place some orders and utilize, as the form of payment, a District-issued credit card to the extent authorized by the School Board. These orders will be made via phone or fax for direct delivery and billing to the requesting work location. Please note that credit card purchases will benefit all vendors by providing immediate payment (i.e. within 48-72 hours), thereby eliminating the need to submit an invoice to the District's Accounts Payable Department or reconcile receivable balances. For credit card purchases, all vendors must have the capability to accept fax orders, which must be confirmed by calling back the requesting work location to verify prices and obtain a credit card number. Only actual items shipped/delivered can be charged to the credit card account (i.e., no back-orders). All purchase deliveries must include a packing slip or receipt/invoice listing the items and prices of goods delivered. For security reasons, the credit card charge receipt showing the work location's credit card number cannot be attached to the packing slip or receipt/invoice submitted as part of the purchase delivery. District work locations may request that a vendor maintains secure records of the credit card account assigned an alias or password, to avoid divulging the actual credit card number upon every purchase.
- 7.44 **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items or services offered may be tested for compliance with RFP conditions and specifications at any time. Items delivered, not conforming to RFP conditions or specifications, may be rejected and returned at vendor's expense. Services not conforming to RFP specifications shall be corrected and performed again to meet the specifications of the RFP at the expense of the Awardee. Goods or services not delivered as per delivery date in RFP and/or Purchase Order may be rejected upon delivery and/or may be purchased on the open market. Any increase in cost may be charged against the Awardee. Any violation of these stipulations may also result in:
- a) Cancellation and default of contract;
  - b) For a period of two years, any proposal submitted by vendor will not be considered and will not be recommended for award.
  - c) All departments being advised not to do business with vendor.
- 7.45 **CONE OF SILENCE:** Any proposer, or lobbyist for a proposer, is prohibited from having any communications (except as provided in this rule) concerning any solicitation for a competitive procurement with any School Board member, the Superintendent, any Evaluation Committee Member, or any other School District employee after Procurement and Warehousing Services releases a solicitation to the General Public. All communications regarding this solicitation shall be directed to the designated Purchasing Agent unless so notified by Procurement and Warehousing Services. This "Cone of Silence" period shall go into effect and shall remain in effect from the time of release of the solicitation until the contract is awarded by the School Board. Further, any vendor, its principals, or their lobbyists shall not offer campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the vendor is attempting to sell goods or services to the School Board. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. **Any vendor or lobbyist who**

- 7.48 **USE OF OTHER CONTRACTS:** SBBC reserves the right to utilize any other SBBC contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other school boards, other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012, as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this bid if it is in its best interest to do so.
- 7.49 **PURCHASE BY OTHER PUBLIC AGENCIES:** With the consent and agreement of the awarded contractor(s), purchases may be made under this RFP by other agencies. Such purchases shall be governed by the same terms and conditions as stated herein.
- 7.50 **PUBLIC ENTITY CRIMES:** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO [currently \$25,000] for a period of 36 months from the date of being placed on the convicted vendor list.
- 7.53 **SEVERABILITY:** In case of any one or more of the provisions contained in this RFP shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this RFP shall be considered as if such invalid, unlawful, unenforceable or void provision had never been included herein.
- 7.54 **DISTRIBUTION:** DemandStar by Onvia, [www.demandstar.com](http://www.demandstar.com), is the official method approved by Procurement and Warehousing Services for the distribution of all competitive solicitations including ITBs and RFPs. It is the responsibility of all interested parties to assure they have received all necessary documents, including Addenda and have included all necessary information within their response. SBBC is not responsible for Proposer's failure to obtain complete bidding documents from DemandStar. SBBC reserves the right to reject any bid as non-responsive for failure to include all necessary documents or required Addenda. For information regarding the above referenced solicitation, contact the designated Purchasing Agent as stated herein.
- 7.55 **PRICE REDUCTIONS:** If, from the date of proposal opening, the Awardee either bids the same products and/or services at a lower price than offered to SBBC or reduces the price of the proposed product or service, the lowest of these reduced prices will be extended to SBBC.
- 7.56 **LOBBYIST ACTIVITIES:** In accordance with SBBC Policy 1100B, as currently enacted or as amended from time to time, persons acting as lobbyists must state, at the beginning of their presentation, letter, telephone call, e-mail or facsimile transmission to School Board Members, Superintendent or Members of Senior Management, the group, association, organization or business interest she/he is representing.
- A lobbyist is defined as a person who for immediate or subsequent compensation, (e.g., monetary profit/personal gain) represents a public or private group, association, organization or business interest and engages in efforts to influence School Board Members on matters within their official jurisdiction.
  - A lobbyist is not considered a person representing school-affiliated groups (e.g., PTA, DAC, Band Booster Associations, etc.) nor a public official acting in her/his official capacity.
  - Lobbyists shall annually (July 1) disclose in each instance and for each client prior to any lobbying activities, their identity and activities by completing the lobbyist statement form which can be obtained from Official School Board Records, School Board Member's Offices or the Superintendent's Office and will be recorded on The School Board of Broward County's website, [www.browardschools.com](http://www.browardschools.com).
  - The lobbyist must disclose any direct business association with any current elected or appointed official or employee of SBBC or any immediate family member of such elected or appointed official or employee of SBBC.
  - Senior-level employees (Pay Grade 30 and above) and/or School Board Members are prohibited from lobbying activities for one year after resignation or retirement or expiration of their term of office.

violates this provision shall cause their Proposal (or that of their principal) to be considered non-responsive and therefore be ineligible for award.

- 7.46 **TERMINATION:** This contract award may be terminated with or without cause by SBBC during the term hereof thirty (30) days after the Superintendent gives written notice to the other parties that a recommendation will be made to the School Board for the contract award's termination.
- 7.47 **PACKING SLIPS:** It will be the responsibility of the Awardee to attach all packing slips to the OUTSIDE of each shipment. Packing slip must reference SBBC Purchase Order number/control number. Failure to provide packing slip attached to the outside of shipment will result in refusal of shipment at vendor's expense.
- 7.57 **TIE BID PROCEDURES:** When identical prices are received from two or more vendors and all other factors are equal, priority for award shall be given to vendors in the following sequence:
- A business that certifies that it has implemented a drug-free workplace program shall be given preference in accordance with the provisions of Chapter 287.087, Florida Statutes, as currently enacted or as amended from time to time;
  - The Broward County Certified Minority/Women Business Enterprise vendor;
  - The Palm Beach County or Miami-Dade County Certified Minority/Women Business Enterprise vendor;
  - The Florida Certified Minority/Women Business Enterprise vendor;
  - The Broward County vendor, other than a Minority/Women Business Enterprise vendor;
  - The Palm Beach County or Miami-Dade County vendor, other than a Minority/Women Business Enterprise vendor;
  - The Florida vendor, whose main office is in the State of Florida, other than a Minority/Women Business Enterprise vendor.
  - If application of the above criteria does not indicate a priority for award, the award will be decided by a coin toss. The coin toss shall be held publicly in Procurement and Warehousing Services; the tie low bid vendors invited to be present as witnesses.

Included as a part of the RFP documents is a Form entitled **SWORN STATEMENT PURSUANT TO CHAPTER 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS**. This form will be used by the Proposer to certify that it has implemented a drug-free workplace program. The Required Response Form (Page 1 of this RFP) must be properly signed in order for the proposal to be considered. A Proposer cannot sign this form in lieu of properly signing the Required Response Form.

- 7.58 **AUDITING SERVICES POLICY 3100:** If the RFP is for auditing services and in accordance with Policy 3100 – Annual Financial Audit, the independent audit firm selected by the School Board shall serve at the discretion of the School Board for five (5) consecutive years; the firm selected shall not succeed itself as the School Board's independent auditor except for the first selection when the current auditor will be exempted.
- 7.59 **CONFIDENTIAL RECORDS:** The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at [www.browardschools.com](http://www.browardschools.com). The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

*Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.*

7.61 **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY OR VOLUNTARY EXCLUSION – Lower Tier Covered Transactions:** Executive Order 12549, as currently enacted or as amended from time to time, provides that, to the extent permitted by law, Executive departments and agencies shall participate in a government-wide system for non-procurement debarment and suspension. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Except as provided in § 85.200, Debarment or Suspension, § 85.201, Treatment of Title IV HEA participation, and § 85.215, Exception Provision, debarment or suspension of a participant in a program by one agency shall have government-wide effect. A lower tier covered transaction is, in part, any transaction between a participant [SBBC] and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction; and any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$100,000) under a primary covered transaction; or any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person shall have a critical influence on or substantive control over that covered transaction. A participant may rely upon the certification of a prospective participant in a lower tier covered transaction that it and its principals are not debarred, suspended, proposed for debarment under 48 CFR part 9, subpart 9.4, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. Each participant shall require participants in lower tier covered transactions to include the certification for it and its principals in any bid submitted in connection with such lower tier covered transactions.

#### **CERTIFICATION:**

- a) The prospective lower tier participant certifies, by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

7.60 **SBBC INFORMATION SECURITY GUIDELINES:** It is the responsibility of the Awardee to read and adhere to the SBBC Information Security Guidelines when using any device connected to the SBBC's network. Following the conclusion of the contract term, all of SBBC's confidential information must be removed from Awardee's equipment and all access privileges must be revoked. Final payment will be withheld until the Awardee has confirmed, in writing, that all SBBC's confidential information has been purged from any and all electronic technology devices that were used during this contract and were connected to the SBBC's network.

7.62 **PUBLIC INSPECTION OF PROPOSALS:** Pursuant to Section 119.071 (1)(b), Florida Statutes, responses received as a result of this RFP shall be exempt from public inspection and copying until thirty (30) days after the opening of the proposals or until posting of the recommendation for intended award, whichever is earlier. If SBBC rejects all proposals and concurrently provides notice of its intent to reissue the competitive solicitation, the rejected proposals shall remain exempt from public inspection and copying until such time as SBBC posts notice of an intended decision concerning the reissued competitive solicitation or until SBBC withdraws the reissued competitive solicitation.

If a Proposer contends that any portion of its response to the RFP is confidential and exempt from public inspection and copying, it is the Proposer's responsibility to clearly label each such portion of its proposal as confidential and specify the applicable statutory exemption from public inspection and copying on such portion(s) of its proposal. Confidential or exempt portions of any proposal must also be submitted in a separate sealed envelope and marked as such. A failure by the Proposer to prepare and label the confidential or exempt portions of its proposal in the manner specified in this section of the RFP shall constitute a waiver by Proposer of any applicable exemptions from disclosure or any confidential status including ones that may be applicable to trade secrets under Florida law.

SBBC will promptly provide a Proposer's contact person with written notice if a public records request has been made for any portions of Proposer's response to the RFP. SBBC will provide for the inspection or copying any non-exempt portions of any proposal in its possession in accordance with applicable law. If a Proposer wishes to preclude the inspection or copying of any non-exempt portions of its response to the RFP or if a dispute exists as to whether such portions are entitled to an exemption, the Proposer must obtain a protective order from a court of competent jurisdiction prohibiting the inspection or copying of the requested materials. The failure to timely initiate such legal proceedings shall constitute a waiver by the Proposer of any applicable exemption or confidential status of the requested materials. By submitting a response to this RFP, the Proposer agrees to waive any cause of action or claim for damages it may have against SBBC for its release of records in response to a public record other than those that are prepared and labeled as confidential or exempt as described in this section. The Proposer agrees to hold SBBC harmless from any award to a plaintiff for damages, costs or attorney's fees based upon SBBC's non-disclosure of portions of Proposer's response that have been prepared and labeled as confidential or exempt from public inspection and further agrees to reimburse SBBC for any attorney's fees and costs it may incur in the defense of such nondisclosure.



## **SECTION 8.0, FORMS AND ATTACHMENTS**

Please fill out all attachments and starts on the next page.  
Some attachments must be notarized.

## ATTACHMENT A

### BID SPECIFICATIONS - GENERAL

1) **REFERENCES:**

- a) American National Standards Institute (ANSI) A300-2001 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- b) American National Standards Institute (ANSI) Z133.11-2000 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- c) Broward County Tree Trimmer's Licensing Ordinance and Chapter 27 Code of Ordinances.
- d) <http://www.broward.org/Building/TreeTrimmers/Pages/Get-a-License.aspx>
- e) <http://www.broward.org/Building/TreeTrimmers/Pages/Know-the-Law.aspx>
- f) [https://library.municode.com/fl/broward\\_county/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH27POCO](https://library.municode.com/fl/broward_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH27POCO)
- g) Florida Department of Agriculture and Consumer Services (FDOAC) Grades and Standards. See <http://doacs.state.fl.us/>

2) **INSPECTION:** Prior to any work beginning, the site will be inspected by the Awardee and an SBBC representative to determine the scope and cost of the services requested.

3) **MARKING OF SHADE AND PALM TREE REMOVALS:** At the time of inspection, SHADE AND PALM trees determined to be removed will be marked by SBBC. The type of marking to be used will be agreed upon by the Awardee and SBBC.

4) **QUALITY ASSURANCE**

- a. The arborist employed or engaged by the Awardee shall oversee the following work:
  - i. The arborist will ensure that all work is completed in accordance with the ANSI A300-2001, ANSI Z133.1-2000, or as revised, and Broward County Tree Trimmer's Licensing Ordinance. The arborist will verify that proper techniques were employed prior to submitting an invoice for the service requested.
  - ii. At all times, while work is performed, at least one person on the site must possess a Broward County Tree Trimmer's License.
  - iii. Improper pruning, careless tree removal, inappropriate procedures, or any other corrective work by the Awardee must be corrected where identified within 10 business days from the date of job completion and prior to invoice approval.

5) **EMERGENCY NOTIFICATION:** Where an emergency is deemed to exist by SBBC, the Awardee will be required to respond on a verbal notice to proceed. This response must result in the arrival of a work crew at the affected site within 24 hours or one working day in the event that notification occurs preceding a weekend or holiday. Failure to respond in a timely manner to these emergency requests shall constitute grounds for termination of this award.

6) **CHANGE OF SCOPE:** If a condition is observed, after the initial inspection, requiring attention beyond the original scope of work, the condition shall be reported to an SBBC representative immediately. No additional work shall be performed until authorized by SBBC.

7) **JOB CONDITIONS:**

- a) **Temporary Protection** - The Awardee shall provide temporary fencing, barricades or guards to protect remaining trees and other plants from damage. All safety hazards, which might present a threat to students, faculty or staff, must be removed or a clearly established working perimeter must be provided by mesh-type physical barriers and monitored for trespassers during the course of work.
- b) **Debris Removal** - The Awardee shall remove all debris from the site by the end of each day. All debris shall be raked, collected and hauled away.

- c) **Equipment** - The Awardee must obtain permission from the Principal or Administrator of the school or site in order to leave equipment on SBBC property. Equipment may be left at a site overnight only if it is left in a safe and unobtrusive manner.
- 8) **WARRANTY** - All work performed by the vendor shall be warranted for a period of one year. Normal tree growth and overall health of the serviced specimens shall continue through the warranted period. Improper pruning, careless tree removal, and any other inappropriate procedures by the Awardee must be corrected where identified within one year from the date of job completion.

### **BID SPECIFICATIONS – 1 (Tree Sizes / Removals)**

#### **1) REFERENCES:**

- a) American National Standards Institute (ANSI) A300-2001 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- b) American National Standards Institute (ANSI) Z133.11-2000 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- c) Broward County Tree Trimmer's Licensing Ordinance and Chapter 27 Code of Ordinances.
- d) <http://www.broward.org/Building/TreeTrimmers/Pages/Get-a-License.aspx>
- e) <http://www.broward.org/Building/TreeTrimmers/Pages/Know-the-Law.aspx>
- f) [https://library.municode.com/fl/broward\\_county/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH27POCO](https://library.municode.com/fl/broward_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH27POCO)
- g) SBBC Design and Materials Standard - Section 02950 - Trees, Plants, and Ground Covers  
[www.broward.k12.fl.us/facilities\\_construction/DSS/DS\\_Docs/DesignStandards.htm](http://www.broward.k12.fl.us/facilities_construction/DSS/DS_Docs/DesignStandards.htm)

#### **2) TREE SIZE (INDIVIDUAL):** Trees that ideally develop a single leader structure.

- a) **SHADE AND PALM Trees** - Tree size is categorized by increments of inches at 4-1/2 feet above grade Diameter Breast Height (DBH). In cases of a single tree developing multiple leaders at Diameter Breast Height, the size will be determined at the smallest point between the root swell and the point at which the leader divides.

#### **3) SHADE TREE SIZE (CLUSTERS):** Trees that typically grow in clusters originating from one point in the ground shall be considered one tree.

- a) Shade Trees - Tree size is categorized by increments of inches at Diameter Breast Height. The size of the tree shall be determined by the diameter of the largest leader at Diameter Breast Height.
- b) Tree Removal - All parts of the tree shall be safely felled and removed by Awardee.
- c) Stumps and Roots - Stumps and all surface roots shall be removed to a depth of 4 inches. Area of stump and surface root removal shall be filled to grade with topsoil by Awardee.
- d) Debris - All debris shall be collected and hauled away from the site by Awardee.

### **BID SPECIFICATIONS – 2 (Tree Stump Sizes / Removals)**

#### **1) REFERENCES:**

- a) American National Standards Institute (ANSI) A300-2001 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- b) American National Standards Institute (ANSI) Z133.11-2000 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- c) Broward County Tree Trimmer's Licensing Ordinance and Chapter 27 Code of Ordinances.
- d) <http://www.broward.org/Building/TreeTrimmers/Pages/Get-a-License.aspx>
- e) <http://www.broward.org/Building/TreeTrimmers/Pages/Know-the-Law.aspx>
- f) [https://library.municode.com/fl/broward\\_county/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH27POCO](https://library.municode.com/fl/broward_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH27POCO)
- g) SBBC Design and Materials Standard - Section 02950 - Trees, Plants, and Ground Covers  
[www.broward.k12.fl.us/facilities\\_construction/DSS/DS\\_Docs/DesignStandards.htm](http://www.broward.k12.fl.us/facilities_construction/DSS/DS_Docs/DesignStandards.htm)

- 2) **STUMP SIZE:** Stump size is categorized by increments of inches to be measured at a point 6 inches above grade. For cases in which the existing stump is lower than 6 inches above grade, the size will be determined at the plane of the saw cut.
- 3) **STUMP/GRINDING REMOVAL:** The complete stump and all associated surface roots shall be ground or removed by Awardee to a minimum depth of 4 inches below grade. Upon completion of stump and surface root removal the affected area shall be filled to grade with topsoil by Awardee.
- 4) **SURFACE ROOT REMOVAL:** Square footage of affected area will be used to determine the amount of surface root removal. This measurement will be used when roots only are to be removed. Upon completion of surface root removal the affected area shall be filled to grade with topsoil.
- 5) **DEBRIS:** All debris shall be collected and hauled away from the site by Awardee.

### **BID SPECIFICATIONS – 3 (Tree Pruning / Requirements)**

- 1) **REFERENCES:**
  - a) American National Standards Institute (ANSI) A300-2001 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
  - b) American National Standards Institute (ANSI) Z133.11-2000 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
  - c) Broward County Tree Trimmer's Licensing Ordinance and Chapter 27 Code of Ordinances.
  - d) <http://www.broward.org/Building/TreeTrimmers/Pages/Get-a-License.aspx>
  - e) <http://www.broward.org/Building/TreeTrimmers/Pages/Know-the-Law.aspx>
  - f) [https://library.municode.com/fl/broward\\_county/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH27POCO](https://library.municode.com/fl/broward_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH27POCO)
  - g) SBBC Design and Materials Standard - Section 02950 - Trees, Plants, and Ground Covers  
[www.broward.k12.fl.us/facilities\\_construction/DSS/DS\\_Docs/DesignStandards.htm](http://www.broward.k12.fl.us/facilities_construction/DSS/DS_Docs/DesignStandards.htm)
- 2) **TREE SIZE:** Tree size is categorized by increments of inches at Diameter Breast Height (DBH). In cases of a single tree developing multiple leaders at Diameter Breast Height, the size will be determined at the smallest point between the root swell and the point at which the leader divides.
- 3) **SPECIAL REQUIREMENTS FOR TREE TRIMMING AT SCHOOLS:** Trees shall be trimmed to provide clearance to the following areas (as much as possible without violating any ANSI Standards or Broward County Tree Trimmer's Licensing Ordinance) Main Driveways – 16' clearance
  - h) Parking lots – 12' clearance
  - i) Buildings, Roofs, and covered walkways – 6' clearance
  - j) Flagpoles – 10' clearance
  - k) Light poles – 6' clearance
  - l) Security Cameras – clearance to provide visibility (when possible)
- 4) **METHODS OF PRUNING:** - Pruning methods shall be in accordance with the ANSI A300-2001, or as currently amended and the Broward County Tree Trimmer's Ordinance.
- 5) **PURPOSE :** The reasons for pruning may include, but are not limited to:
  - a) Reducing risk
  - b) Maintaining or improving tree health and structure
  - c) Improving aesthetics
  - d) Satisfying a specific need
- 6) **DEBRIS:** All debris shall be collected and hauled away from the site by Awardee.

### **BID SPECIFICATIONS – 4 (Fence Line Clearing)**

1) **REFERENCES:**

- a) American National Standards Institute (ANSI) A300-2001 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- b) American National Standards Institute (ANSI) Z133.11-2000 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- c) Broward County Tree Trimmer's Licensing Ordinance and Chapter 27 Code of Ordinances.
- d) <http://www.broward.org/Building/TreeTrimmers/Pages/Get-a-License.aspx>
- e) <http://www.broward.org/Building/TreeTrimmers/Pages/Know-the-Law.aspx>
- f) [https://library.municode.com/fl/broward\\_county/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH27POCO](https://library.municode.com/fl/broward_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH27POCO)
- g) SBBC Design and Materials Standard - Section 02950 - Trees, Plants, and Ground Covers  
[www.broward.k12.fl.us/facilities\\_construction/DSS/DS\\_Docs/DesignStandards.htm](http://www.broward.k12.fl.us/facilities_construction/DSS/DS_Docs/DesignStandards.htm)

- 2) **CLASS I FENCE LINE CLEARING:** Class I fence line clearing shall consist of Awardee clearing vegetation growing within a 5 foot wide area adjacent to one side of the fence on SBBC property. Class I fence line clearing also consists of cutting back vegetation encroaching onto SBBC property from an adjacent property. Vines, shrubs, stumps, surface roots and branches growing over, under and through the fence shall be cleared by Awardee. All Brazilian Pepper shall be removed by Awardee regardless of size. All invasive trees and canopy trees up to a caliper size of 3 inches Diameter Breast Height shall be removed by Awardee. Palm trees that are 6 feet or less of wood shall be removed by Awardee.
- 3) **CLASS II FENCE LINE CLEARING:** Class II fence line clearing shall consist of Awardee clearing vegetation growing within a 5 foot wide area on both sides of a fence. Vines, shrubs, stumps, surface roots and branches growing over, under and through the fence shall be cleared by Awardee. All Brazilian Pepper shall be removed by Awardee regardless of size. All invasive trees and canopy trees up to a caliper size of 3 inches Diameter Breast Height shall be removed by Awardee. Palm trees that are 6 feet or less of wood shall be removed by Awardee.
- 4) **DEBRIS:** All debris shall be collected and hauled away from the site by Awardee.
- 5) **TREES:** All shade trees with a Diameter Breast Height greater than 6 inches and palm trees that are greater in height than 6 feet at the point of lowermost frond attachment are not included in this Item. Such trees shall not be serviced unless otherwise directed by the SBBC.

### **BID SPECIFICATIONS – 5 (Replacement Trees / Requirements)**

1) **REFERENCES:**

- a) American National Standards Institute (ANSI) A300-2001 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- b) American National Standards Institute (ANSI) Z133.11-2000 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- c) Broward County Tree Trimmer's Licensing Ordinance and Chapter 27 Code of Ordinances.
- d) <http://www.broward.org/Building/TreeTrimmers/Pages/Get-a-License.aspx>
- e) <http://www.broward.org/Building/TreeTrimmers/Pages/Know-the-Law.aspx>
- f) [https://library.municode.com/fl/broward\\_county/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH27POCO](https://library.municode.com/fl/broward_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH27POCO)
- g) FDOA Grades and Standards
- h) SBBC Design and Materials Standard -Section 02950 - Trees, Plants, and Ground Covers  
[www.broward.k12.fl.us/facilities\\_construction/DSS/DS\\_Docs/DesignStandards.htm](http://www.broward.k12.fl.us/facilities_construction/DSS/DS_Docs/DesignStandards.htm)
- i) As per Broward County Ordinance Sec. 27-342 - Tree Preservation, Specifically B #1, 2, & 3, K #2 a, & b, and Appendix (See 2 page appendix attached)

2) **DELIVERY:**

- a) Free delivery to all SBBC sites.
- b) Materials must be delivered per the Notice to Proceed to designated SBBC site(s).
- c) Unless otherwise designated or unavailable, container plant material will be preferred vs. B&B, (Balled and Burlap), material(s).
- d) Bid listings: Category 1 Trees, Category 2 Trees, Category 3 Trees, and Category 4 Palms.

3) **SPECIES:** Replacement trees shall be the same species as the removed tree unless otherwise directed by SBBC.

4) **GRADE:** Replacement trees shall be Florida #1 or better.

5) **SUPPORT:** All new trees shall be properly supported using industry-approved methods.

- a) Wood Stakes: Straight, sound, rough sawn lumber not less than 2" x 4". Steel pins or rebar are not acceptable.
- b) "Wellington" Black Monofilament Webbing Tree Strap 1.75" Tape: as supplied by Terra International, Inc., Miami, Florida Landscape Supplies, Miami Florida or approved equal shall be used. Wire or cable is not acceptable.
- c) Deadmen: Sound, rough-sawn lumber 2 X 4 inches, 12 inches long or other material approved by SBBC.
- d) Removal: After one year, staking must be removed by original Awardee.

**BID SPECIFICATIONS – 6 (Relocating Trees)**

1) **REFERENCES:**

- a) American National Standards Institute (ANSI) A300-2001 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- b) American National Standards Institute (ANSI) Z133.11-2000 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- c) Broward County Tree Trimmer's Licensing Ordinance and Chapter 27 Code of Ordinances.
- d) <http://www.broward.org/Building/TreeTrimmers/Pages/Get-a-License.aspx>
- e) <http://www.broward.org/Building/TreeTrimmers/Pages/Know-the-Law.aspx>
- f) [https://library.municode.com/fl/broward\\_county/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH27POCO](https://library.municode.com/fl/broward_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH27POCO)
- g) SBBC Design and Materials Standard - Section 02950 - Trees, Plants, and Ground Covers  
[www.broward.k12.fl.us/facilities\\_construction/DSS/DS\\_Docs/DesignStandards.htm](http://www.broward.k12.fl.us/facilities_construction/DSS/DS_Docs/DesignStandards.htm)

2) **ROOT PRUNING:** Trees to be relocated shall be properly root pruned to ensure the greatest possibility of survival be removed by Awardee. Palm trees that are 6 feet or less of wood shall be removed by Awardee.

3) **SUPPORT:** All relocated trees shall be properly supported.

**BID SPECIFICATIONS – 7 (Standing / Staking Trees)**

1) **REFERENCES:**

- a) American National Standards Institute (ANSI) A300-2001 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- b) American National Standards Institute (ANSI) Z133.11-2000 as currently amended. See [www.isa-arbor.com](http://www.isa-arbor.com)
- c) Broward County Tree Trimmer's Licensing Ordinance and Chapter 27 Code of Ordinances.
- d) <http://www.broward.org/Building/TreeTrimmers/Pages/Get-a-License.aspx>
- e) <http://www.broward.org/Building/TreeTrimmers/Pages/Know-the-Law.aspx>
- f) [https://library.municode.com/fl/broward\\_county/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH27POCO](https://library.municode.com/fl/broward_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH27POCO)
- g) SBBC Design and Materials Standard - Section 02950 - Trees, Plants, and Ground Covers  
[www.broward.k12.fl.us/facilities\\_construction/DSS/DS\\_Docs/DesignStandards.htm](http://www.broward.k12.fl.us/facilities_construction/DSS/DS_Docs/DesignStandards.htm)

- 2) **RE-STANDING, LEANING OR FELLED TREES** – Utilizing accepted industry standards, Awardee is to straighten or re-stand trees and ensure the tree is adequately secured.
  - a. Wood Stakes: Straight, sound, rough sawn lumber not less than 2" x 4". Steel pins or rebar shall not be acceptable.
  - b. Black Webbing Tape: As supplied by Terra International, Inc., Miami, Florida, Florida Landscape Supplies, Miami, Florida or approved equal. Wire or cable shall not be acceptable.
  - c. Deadmen: Straight, sound, rough sawn lumber not less than 2" x 4".
  - d. Removal: Once the tree has been re-established, the removal of material used to secure a tree will be the responsibility of SBBC.
- 3) **ROOT PRUNING:** Trees to be stood up shall be properly root pruned by Awardee, if necessary, to ensure the greatest possibility of survival.

#### **BID SPECIFICATIONS – 8 (Additional Services / Materials)**

- 1) **ADDITIONAL SERVICES AND MATERIAL:** Additional services and labor related to landscape maintenance may be necessary as directed by Physical Plant Operations at an hourly rate. Related materials MAY be purchased under this contract at the discretion of Physical Plant Operations on a strictly cost-plus basis. The related materials, beyond the requirements set forth in the Bid Specifications under this contract must be verified by the submission of an itemized list of materials proposed for purchase from the identified source. This will include each unit price and the Awardee's cost- plus mark-up. Any remaining materials, after project completion, become the property of SBBC. The Physical Plant Operations Department is under NO OBLIGATION to purchase any labor, services or related materials under this contract if these materials are available using other SBBC contracts. A work crew is defined as three people, a truck, wood chipper, and their associated equipment. All prices for materials, provided in written estimates, shall be verified by SBBC. Materials prices may be rejected if found to be inconsistent with current market prices.

#### **BID SPECIFICATIONS – 9 (Hazard Tree Pruning)**

- 1) **SERVICES:** The Awardee shall provide for hazard tree pruning, tree, tree stump and debris removal from SBBC properties. The debris shall be taken to approved sites only.
- 2) **WORKING HOURS:** Working hours shall be 7:00 a.m. to 6:00 p.m., Monday through Sunday.
- 3) **EQUIPMENT:** The Awardee(s) is responsible for providing all equipment necessary to complete the work assigned. Trucks or equipment which are designated for use under this contract shall not be used for any other purpose during the working hours of this contract.
- 4) **HAZARD PRUNING:** Awardee is to remove all broken limbs still attached to the tree 2" and greater per ANSI A300- 2001, or as amended. Limbs that are completely severed from the tree may be, at the discretion of SBBC, cut at the point of the break.

- 5) **RE-STANDING, LEANING OR FELLED TREES** Utilizing accepted industry standards, Awardee is to straighten or re-stand trees and ensure the tree is adequately secured.
- Wood Stakes: Straight, sound, rough sawn lumber not less than 2" x 4". Steel pins or rebar shall not be acceptable.
  - "Wellington" Black Monofilament Webbing Tree Strap 1.75" Tape or approved equal shall be used. Wire or cable is not acceptable.
  - Deadmen: Straight, sound, rough sawn lumber not less than 2" x 4".
  - Removal: Once the tree has been re-established, the removal of material used to secure a tree will be the responsibility of SBBC.
- 6) **TREE REMOVAL:** Awardee is to remove all trees that are uprooted, completely down or excessively destroyed. Tree removal does not include the removal of the stump.
- Removal of all trees that are uprooted and leaning and therefore cause a safety hazard. Trees that are partially uprooted and leaning may be, at the discretion of SBBC, excluded from removal for the purpose of safely securing and re-establishing the tree. Trees that are leaning but still firmly rooted in the ground may not be removed without permission from SBBC.
  - Trees removed shall be cut by Awardee at a point two feet above ground level. Trees that cannot be measured to ground level shall be cut by Awardee at a point estimated to be two feet above ground level.
  - Excessively destroyed trees are defined as those with more than 50% of the tree crown destroyed or damaged, a split trunk or broken branches that expose the heartwood.
- 7) **STUMP REMOVAL:** Awardee is to completely remove all stumps and associated above-ground roots.
- Height: Stumps will have a maximum height of two feet above grade. The cost of removing all material up to two feet above grade shall be included in the prices for stump grinding and extraction.
  - Stump Grinding: Mechanical grinding of stumps must remove all stump material to a minimum depth of four inches below grade. All above ground roots associated with stump must be removed by mechanical grinding or cutting by Awardee. The depth of mulch remaining after grinding a stump shall be no more than four inches above grade. Any mulch that would result in a mound greater than four inches above grade must be removed by the Awardee. The cost of removal of the mulch shall be inclusive of the stump grinding.
  - Stump Extraction: Stump extraction, whether by mechanical means or by hand shall completely remove the stump and all associated above-ground roots. The depression resulting from the stump extraction shall be filled with sand or topsoil by Awardee. The resulting depression may be, in appropriate circumstances, graded level by mechanical means or by hand. The cost of filling or grading the resulting depression from stump extraction shall be included in the stump extraction.
- 8) **DEBRIS REMOVAL** - Complete removal of all tree debris associated with hazard pruning, tree removal and limbs blown from trees. Debris shall be hauled by Awardee to approved disposal sites only. Debris that is eligible for FEMA reimbursement must be taken to sites approved and permitted by FEMA.
- Truck Certification** - Prior to any debris hauling, each truck or trailer to be utilized for hauling debris must be certified by SBBC. Each truck will be inspected and measured. The maximum capacity will be determined and recorded. Certified trucks designated for debris removal shall be equipped with two signs; one attached to each side by Awardee. The signs shall indicate, in large, legible type, the owner of the contract, vehicle number and maximum capacity. Trucks or trailers that are altered during the execution of the contract will be re-measured and re-certified.
  - Reduced Loads** - Chippers shall be utilized to the fullest extent possible by Awardee. All material, up to the maximum capacity of the chipper, shall be reduced to chips. This item shall include the cost of reducing and hauling the material to an approved site.
  - Bulk Loading** - All material too large to be reduced shall be hauled in bulk to an approved site by Awardee.
  - Hand Loading** - Hand loading of trucks and trailers is not acceptable. The Awardee must utilize mechanical equipment to load and reasonably compact debris into trucks and trailers.



- e) **Calculation for Payment-** Reduced loads shall be paid the cubic yard price for bulk loads at a 4 to 1 ratio. Example: cubic yard price for Item 10 is \$18.00. Box truck is filled with 30 cubic yards of chipped debris. Cost per cubic yard of chipped debris:  $4 \times \$18.00 = \$72.00$ . Total load cost is  $30 \times \$72.00 = \$2,160.00$ .
  - f) **Tipping Fees** - SBBC shall be responsible to pay only those tipping fees billed directly to SBBC. Awardees utilizing private, permitted dump sites shall include any tipping fee in the cost of debris hauling.
  - g) **Load Tickets** - Load tickets will be issued by an SBBC representative prior to departure from the loading site. The SBBC representative will keep one (1) copy of the ticket and give four (4) copies to the vehicle operator. Upon arrival at the dumpsite, the vehicle operator will give the four (4) copies to the SBBC representative at the dumpsite. The SBBC representative will validate, retain one copy and give three (3) copies to the driver for the Awardee's records.
  - h) **Measurement** - Measurement of tree debris will be calculated by the cubic yard. Trucks with less than full capacities will be adjusted down by visual inspection by a dump site monitor employed by or contracted by SBBC.
- 9) **INSPECTION:** An SBBC representative shall inspect each site once the Awardee has indicated completion of that site. Any discrepancies shall be corrected within 24 hours.

## ATTACHMENT B

The following forms are due (if applicable) at the time of Bid submittal:

1. **S/M/WBE Monthly Subcontractor Utilization Report**

**Form is provided to SDOP after award of contract.**

**Document Link: (Copy and Paste to Browser)**

[http://www.broward.k12.fl.us/supply/sdop/docs/Forms-Policies/SMWBEMonthlySubcontractorUtilizationReport%20082017\\_Final.pdf](http://www.broward.k12.fl.us/supply/sdop/docs/Forms-Policies/SMWBEMonthlySubcontractorUtilizationReport%20082017_Final.pdf)

Document Preview:

Procurement & Warehousing Services Supplier Diversity Outreach Program Broward County Public Schools		Document Number 00485 Attachment _____						
<b>S/M/WBE MONTHLY SUBCONTRACTOR UTILIZATION REPORT</b>								
<b>SECTION I - GENERAL INFORMATION</b>								
Project Name:		Contract Number and Work Order Number (if applicable):						
Report #:	Reporting Period:	S/M/WBE Contract Goal:	Contract Completion Date:					
Prime Contractor Name:		Project Manager (PM) Name:						
Prime Contractor Street Address:								
Prime Contractor Phone #:	Prime Contractor Email Address:	PM Phone #:	PM Email Address:					
<b>SECTION II - UTILIZATION INFORMATION</b>								
Prime Contractor must list ALL Certified and non-certified subcontractors that will be utilized for the entire contract period. For assistance in completing this form, please call the Supplier Diversity Outreach Program at (754) 321-0505.								
ROLE	FEDERAL IDENTIFICATION NUMBER	BUSINESS NAME	S/M/WBE CERTIFIED BY SBBC (Y/N)	DESCRIPTION OF WORK	TOTAL PROJECT AMOUNT	AMOUNT PAID DURING REPORTING PERIOD	INVOICE #	TOTAL PAID TO DATE
PRIME CONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$

2. **Small/Minority/Women Business Enterprise Subcontractor Participation Form Schedule**

**Return with your submitted Proposal.**

**Document Link: (Copy and Paste to Browser)**

[http://www.broward.k12.fl.us/supply/sdop/docs/Forms-Policies/ParticipationSchedule\\_082017\\_Final.pdf](http://www.broward.k12.fl.us/supply/sdop/docs/Forms-Policies/ParticipationSchedule_082017_Final.pdf)

Document Preview:

Procurement & Warehousing Services Supplier Diversity Outreach Program Broward County Public Schools		Document Number 00475 Attachment _____				
<b>SMALL/MINORITY/WOMEN BUSINESS ENTERPRISE SUBCONTRACTOR PARTICIPATION SCHEDULE</b>						
DATE <input type="text"/>						
<b>SOLICITATION INFORMATION</b>						
Contract #:		Project Start Date:				
Project Name:						
Project Location:						
Bidder/Proposer:						
Address:						
Contact Person:	Email Address:	Phone #:				
<b>ORGANIZATION STATUS</b>						
Business Association	Business Name	Business Address	Business Phone #	Type of Work to be Performed	% of Work	\$ Amount
Prime Bidder/Proposer					%	\$
Non S/M/WBE Subcontractor					%	\$
S/M/WBE Subcontractor					%	\$

### 3. Statement of Intent to Perform as a S/M/WBE Subcontractor

**Return with your submitted Proposal.**

**Document Link: (Copy and Paste to Browser)**

[http://www.broward.k12.fl.us/supply/sdop/docs/Forms-Policies/00470%20StatementofIntent\\_082017\\_Final.pdf](http://www.broward.k12.fl.us/supply/sdop/docs/Forms-Policies/00470%20StatementofIntent_082017_Final.pdf)

**Document Preview:**



**Procurement & Warehousing Services**  
Supplier Diversity Outreach Program  
Broward County Public Schools

Document Number 00470  
Attachment \_\_\_\_\_

#### STATEMENT OF INTENT TO PERFORM AS AN S/M/WBE SUBCONTRACTOR

SOLICITATION #: \_\_\_\_\_

CONTRACT #: \_\_\_\_\_

A signed *Statement of Intent to Perform as a Small/Minority/Women Business Enterprise (S/M/WBE) Subcontractor* form must be completed by the owner or authorized principal of each S/M/WBE firm listed in the *S/M/WBE Subcontractor Participation Schedule*.

STATEMENT OF INTENT			
The undersigned is certified as an S/M/WBE vendor by The School Board of Broward County, Florida's (SBBC) Supplier Diversity Outreach Program: <input type="checkbox"/> Yes <input type="checkbox"/> No			
_____ (Name of S/M/WBE Subcontractor) agrees to perform work on the above contract as a (check one):			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
The S/M/WBE subcontractor will enter into a formal agreement with _____ (Name of Bidder/Proposer) conditioned upon the Bidder/Proposer executing a contract with SBBC.			
DESCRIPTION OF WORK & VALUE			
Please provide the details and value of the work to be performed:			
Item No.	Type of Work	Agreed Upon Price	% of Work

### 4. S/M/WBE Participation Good Faith Effort Form

**Return with your submitted Proposal.**

**Document Link: (Copy and Paste to Browser)**

[http://www.broward.k12.fl.us/supply/sdop/docs/Forms-Policies/GoodFaithEffortForm\\_101119\\_v5.pdf](http://www.broward.k12.fl.us/supply/sdop/docs/Forms-Policies/GoodFaithEffortForm_101119_v5.pdf)

**Document Preview:**



**Procurement & Warehousing Services**  
Supplier Diversity Outreach Program  
Broward County Public Schools

#### S/M/WBE PARTICIPATION GOOD FAITH EFFORT FORM

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

CONTACT INFORMATION			
Solicitation Title:			
Solicitation #:			
Prime Contractor:			
Contact Person:			
Phone #:		Email:	

GOOD FAITH EFFORT DOCUMENTATION
The purpose of this form is to demonstrate good faith efforts in meeting the required subcontracting goal. Respondents must obtain a total of <b>seventy (70) or more points in order to pass</b> , indicating that good faith efforts were

- **SBBC Diversity Policy 1.5 & Supplier Diversity Outreach Policy 3330 can be seen at website URL:**  
<http://www.broward.k12.fl.us/sbbcpolicies>
- **SDOP website with list of Certified S/M/WBE Vendors:** <http://www.broward.k12.fl.us/supply/sdop/index.html>

FOR INFORMATION ON S/M/WBE CERTIFIED VENDORS, PLEASE CONTACT THE SUPPLIER DIVERSITY OUTREACH PROGRAM OFFICE  
(754) 321-0550, OR ONLINE AT <http://www.broward.k12.fl.us/supply/sdop/vendorlist.html>

## ATTACHMENT C

### DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICT EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

In accordance with General Condition 7.15, each Proposer must disclose, in its RFP, the names of any employees who are employed by Proposer who are also an employee of SBBC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes – Public Officers and Employees: General Provisions.

Name of Proposer's Employee	SBBC Title or Position of Proposer's Employee	SBBC Department/ School of Proposer's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

☐ I hereby affirm that there are no known persons employed by Proposer who are also an employee of SBBC.

☐ I hereby affirm that all known persons who are employed by Proposer, who are also an employee of SBBC, have been identified above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Official

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

\_\_\_\_\_  
City, State, Zip Code

## ATTACHMENT D

### W – 9 FORM

Please retrieve the latest version of the W-9 form from the IRS website listed below:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

This form can be filled out online and printed for signature. Only page one (1) needs to be returned

## ATTACHMENT E

### DRUG FREE WORK PLACE

#### THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**SWORN STATEMENT PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS.**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

This sworn statement is submitted to The School Board of Broward County, Florida,

by \_\_\_\_\_

(Print individual's name and title)

for \_\_\_\_\_

(Print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

I certify that I have established a drug-free workplace program and have complied with the following:

1. Published 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. Informed employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Given 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), notified 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. Will impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Am making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_\_\_

\_\_\_\_\_ or

Produced Identification \_\_\_\_\_

Notary Public State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

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

\_\_\_\_\_  
(Printed, typed, or stamped commissioned name of notary public)

## **ATTACHMENT F**

### **SAMPLE AGREEMENT**

### **SBBC SAMPLE AGREEMENT**

**You may also copy the link below and insert it into your browser window**

**Sample Agreement Link:**

**[http://www.broward.k12.fl.us/supply/docs/external-forms/PWS\\_SampleAgreement\\_201712.pdf](http://www.broward.k12.fl.us/supply/docs/external-forms/PWS_SampleAgreement_201712.pdf)**



## ATTACHMENT G

### CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION LOWER TIER TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by going to this link: <http://www.gpo.gov/fdsys/granule/CFR-2011-title45-vol3/CFR-2011-title45-vol3-sec1183-35>

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Organization Name

18-209T - Tree Removal & Pruning Services

---

Name(s) and Title(s) of Authorized Representative(s)

---

Signature(s)

Date

## ATTACHMENT G

### INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (Telephone Number).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



## ATTACHMENT H ACH PAYMENT AGREEMENT FORM

### The School Board of Broward County, Florida ACH Payment Agreement Form (ACH CREDITS)

VENDOR NAME:

#### Authorization Agreement

I (we) hereby authorize **The School Board of Broward County** to initiate automatic deposits (credits) to my account at the financial institution named below. Additionally, I authorize **The School Board of Broward County** to make the necessary debit entries/adjustments in the event that a credit entry is made in error.

Further, I agree not to hold **The School Board of Broward County** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement shall remain in effect until **The School Board of Broward County** receives written notification of cancellation from me or my financial institution and that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

#### Account Information

Name of Bank or  
Financial Institute:

Branch/ State

Routing No:

Account No:

Checking

☐

Savings

☐

VENDOR AREA:

Remittance Confirmation:  
(please select one)

Fax

☐

Email

☐

Federal Identification No.  
Vendor

TAX ID#

☐

SS#

☐

#### Update Purchase Order Fax & Email Address

Centralized Fax Number

Dept.

Centralized Email

Dept.

Centralized Phone No.

Dept.

#### Signature

Authorized Signature

(Primary) and Business title:

Date:

Authorized Signature

(Joint) and Business title:

Date:

Please attach a VOIDED check to verify bank details and routing number.

This form must be returned to: SBBC – Purchasing – Data Strategy Group  
7720 W. Oakland Park Blvd, Sunrise FL 33351 call: 754-321-0516 or fax # 754-321-0533

For Use by DATA STRATEGY GROUP

Vendor Account#  Date Entered  Initials:

**ATTACHMENT I**

**WORKERS' COMPENSATION AFFIDAVIT**

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**WORKERS' COMPENSATION AFFIDAVIT**

---

**CERTIFICATION OF NUMBER OF EMPLOYEES**

\_\_\_\_\_ (Vendor Name) hereby certifies and affirms that the entity named herein has less than four (4) employees nor uses any subcontractor(s) with four (4) or more employees and will not have four (4) or more employees during the term of this agreement.

I further certify that, if during the period covered by this affidavit the entity named herein becomes an employer with four (4) or more employees or uses subcontractor(s) with four (4) or more employees, a Certificate of Insurance shall be provided to The School Board of Broward County, Florida, within five (5) business days.

With respect to the construction industry, all employment in which one or more employees are employed shall provide evidence of Workers' Compensation coverage.

Signed: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public Signed: \_\_\_\_\_

Notary Public Print: \_\_\_\_\_

Notary Stamp Below:

## **ATTACHMENT J**

### **PROPOSAL PRICING SHEET (S)**

**THIS FORM IS TO BE FILLED OUT ELECTRONICALLY, NO HANDWRITTEN PRICING SUMMARY SHEETS WILL BE ACCEPTED.**

**SEE ATTACHED EXCEL (XLS.) PRICING SUMMARY SHEET.**

ATTACHMENT K

STATEMENT OF “NO RESPONSE”

If your company will not be submitting a response to this Request for Proposal, please complete this Statement of “No Response” Sheet and return, prior to the RFP Due Date established within, to:

The School Board of Broward County, Florida  
Procurement & Warehousing Services Department  
7720 West Oakland Park Boulevard, Suite 323  
Sunrise, Florida 33351

This information will help SBBC in the preparation of future RFPs.

RFP Number: 18-209T \_\_\_\_\_

Title: Tree Removal & Pruning Services

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ E-mail: \_\_\_\_\_

√	<b>Reasons for “No Response”:</b>
	Unable to comply with product or service specifications.
	Unable to comply with scope of work.
	Unable to quote on all items in the group.
	Insufficient time to respond to the Request for Proposal.
	Unable to hold prices firm through the term of the contract period.
	Our schedule would not permit us to perform.
	Unable to meet delivery requirements.
	Unable to meet bond requirements.
	Unable to meet insurance requirements.
	Other (Specify below)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix 1

## Tree Types

Category 1 Trees	
Common Name	Latin Name
African mahogany Khaya spp	*Red bay Persea borbonia
Flame bottle tree Brachychiton acerifolius	*Red maple Acer rubrum
*Bald cypress Taxodium distichum Black olive Bucida buceras	*Red mulberry Morus rubra
Floss silk tree Chorisia speciosa	Red silk cotton tree Bombax ceiba Royal poinciana Delonix regia
Golden rain tree Koelreuteria formosana Golden shower tree Cassia fistula	*Shortleaf fig Ficus citrifolia
*Gumbo limbo Bursera simaruba Indian tamarind Tamarindus indica Jacaranda Jacaranda mimosifolia Kapok tree Ceiba pentandra	*Slash pine Pinus elliottii var. densa
*Laurel oak Quercus laurifolia	*Soapberry Sapindus saponaria
*Live oak Quercus virginiana	*Southern magnolia Magnolia grandiflora Spanish cherry Mimosa elengi
*Mahogany Swietenia mahogani	*Strangler fig Ficus aurea
*Mastic Mastichodendron foetidissimum	*Sugarberry Celtis laevigata
*Paradise tree Simarouba glauca	*Sweet bay Magnolia virginiana
*Pitch apple Clusia rosea	Weeping podocarpus Podocarpus gracilior
*Pond cypress Taxodium ascendens	*Wild tamarind Lysiloma latisilqua
	*Willow bustic Dipholis salicifolia
	Yellow poinciana Peltophorum pterocarpum

<b>Category 2 Trees</b>	
<b>Common Name</b>	<b>Latin Name</b>
African tulip tree <i>Spathodea campanulata</i> Black sapote <i>Diospyros dignya</i>	Madagascar olive <i>Noronia emarginata</i> <i>Mimusops</i> <i>Manilkara roxburghiana</i> Mueller's almond <i>Terminalia muelleri</i>
Brazil beautyleaf <i>Calophyllum brasiliense</i> Buttercup tree <i>Cochlospermum vitifolium</i>	*Persimmon <i>Diospyros virginiana</i>
*Buttonwood (silver) <i>Conocarpus erectus</i> (var. <i>sericeus</i> )	*Pigeon plum <i>Coccoloba diversifolia</i>
*Cherry laurel <i>Prunus caroliniana</i>	· Pink trumpet tree <i>Tabebuia heterophylla</i>
*Crabwood <i>Gymnanthes lucida</i> Curly pod <i>Caesalpinia Mexicana</i> Dahoon holly <i>Ilex cassine</i>	*Pond apple <i>Annona glabra</i> Pongam <i>Pongamia pinnata</i>
*Fiddlewood <i>Citharexylum fruticosum</i> Frangipani <i>Plumeria</i> spp	Queen's crape-myrtle <i>Lagerstroemia speciosa</i> 'Wild tamarind <i>Lysiloma sabicu</i>
*Guiana plum <i>Drypetes lateriflora</i>	*Sand pine <i>Pinus clausa</i>
*Jamaica dogwood <i>Piscidia piscipula</i>	*Satinleaf <i>Chrysophyllum oliviforme</i> Sausage tree <i>Kigelia pinnata</i>
*Krug's holly <i>Ilex krugiana</i> Florida lilac <i>Lonchocarpus</i>	*Seagrape <i>Coccoloba ubifera</i>
*Lancewood <i>Nectandra coriacea</i> Longan <i>Euphoria longan</i> Loquat <i>Eriobotrya japonica</i> Lychee <i>Litchi chinensis</i>	*Southern red cedar <i>Juniperus silicicola</i>
	*Sweetgum <i>Liquidambar styraciflua</i>
	*Sycamore <i>Platanus occidentalis</i> Tree of gold <i>Tabebuia caraiba</i> Vera <i>Bulnesia arborea</i>



<b>Category 3 Palms</b>	
<b>Common Name</b>	<b>Latin Name</b>
Allspice Pimenta dioica	Macadamia nut Macadamia spp
Beach acacia Acacia cyanophylla	*Redberry stopper Eugenia confusa Royal palm Roystonea spp
*Black ironwood Krugiodendron ferreum	*Simpson stopper Myrcianthes fragrans Snailseed Cocculus laurifolius
*Blolly Guapira discolor Bottlebrush tree Callistemon spp	*Spanish stopper Eugenia foetida
Brush cherry Syzygium paniculatum	*Sweet acacia Acacia farnesiana
*Cocoplum Chrysobalanus icaco Coral bean Erythrina spp	*Torchwood Amyris elemifera
Crape-myrtle Lagerstroemia indica	*Wax myrtle Myrica cerifera White geiger Cordia boissieri
*Geiger tree Cordia sebestena Glossy privet Ligustrum lucidum	*Wild lime Zanthoxylum fagara
*Jamaica caper Capparis cynophallophora	

<b>Category 4 Palms</b>
<b>Common Name</b>
Alexandra palm Archontophoenix alexandrae Bottle palm Hyophorbe lagenicaulis
*Cabbage palm Sabal palmetto
Canary Island date palm Phoenix canariensis Chinese fan palm Livistona chinensis Coconut palm Cocos nucifera
Date palm Phoenix dactylifera
*Florida cherry palm Pseudophoenix sargentii
*Florida silver palm Coccolthrinax argentata
*Florida thatch palm Thrinax radiata
*Paurotis palm Acoelorrhaphe wrightii Pindo palm Butia capitata
Royal palm Roystonea spp
Queen palm Syagrus romanzoffiana Senegal date palm Phoenix reclinata Washington palm Washingtonia robusta Windmill palm Trachycarpus fortu