

**SUBMIT BID TO:**  
 PROCUREMENT SERVICES  
 UNIVERSITY OF FLORIDA  
 971 ELMORE DRIVE, PO BOX 115250  
 GAINESVILLE, FL 32611-5250  
 Phone: (352) 392-1331 - FAX: (352) 392-8837  
 Web Address: www.purchasing.ufl.edu

**UF UNIVERSITY of FLORIDA**  
**INVITATION TO BID**

**Commodity**  
**Acknowledgment Form**

Page 1 of 14 Pages		<b>BID WILL BE OPENED: March 30, 2018 2:30 p.m.</b> and may not be withdrawn within 45 days after such date and time; <b>Non-Mandatory Pre Bid will be held at Elmore Hall at the above address on March 15, 2018 2:30 p.m.</b> Vendor questions due March 21, 2018 at 4:00 PM.		BID NO. <b>ITB18CS-126</b>	
UNIVERSITY MAILING DATE: 3/7/2018		PROCUREMENT AGENT <b>CS/JH</b>		BID TITLE: <b>Annual Contract for Playground Maintenance for the Department of Housing &amp; Residence Education (DHRE)</b>	
VENDOR NAME					
VENDOR MAILING ADDRESS		REASON FOR NOT SUBMITTING BID			
CITY - STATE - ZIP CODE		<p style="text-align: center;"><b>POSTING OF BID TABULATIONS</b></p> <p>Bid tabulations with intended award(s) will be posted electronically for review by interested parties at <a href="http://www.purchasing.ufl.edu">www.purchasing.ufl.edu</a> and will remain posted for a period of 72 hours excluding Saturdays, Sundays, or state holidays. Failure to file a protest in accordance with Board of Governors (BOG) Regulation 18.002 or failure to post the bond or other security as required in the BOG regulations 18.002 and 18.003(3), shall constitute a waiver of protest proceedings.</p>			
AREA CODE	TELEPHONE NO.				
_____	FAX NO.				
_____	WEB ADDRESS				
_____	EMAIL ADDRESS				

*I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the vendor and that the vendor is in compliance with all the requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a bid on behalf of the Board of Trustees, hereinafter known as the University, the vendor offers and agrees that if the bid is accepted the vendor will convey, sell, assign, or transfer to the University all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the University for price fixing relating to the particular commodities or services purchased or acquired by the University. At the University's discretion, such assignment shall be*

*made and become effective at the time the purchasing agency tenders final payment to the vendor.*

\_\_\_\_\_  
 AUTHORIZED SIGNATURE (MANUAL)

\_\_\_\_\_  
 NAME AND TITLE (TYPED)

**GENERAL CONDITIONS**

**SEALED BIDS:** All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the bid opening and the bid number. Bids not submitted on the attached bid form shall be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. **EXECUTION OF BID:** Bid must contain an original manual signature of authorized representative in the space provided above. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor must be initialed.

2. **NO BID:** If not submitting a bid, respond by returning only this vendor acknowledgment form, marking it "NO BID", and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reason for such failure, nonconformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the supplier's name from the bid mailing list. NOTE: To qualify as a respondent, vendor must submit a "NO BID", and it must be received no later than the stated bid opening date and hour.

3. **BID OPENING:** Shall be public, on the date, location and the time specified on the bid form. It is the vendor's responsibility to assure that the bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. A bid may not be altered after opening of the bids. NOTE: Bid tabulations will be posted electronically at [www.purchasing.ufl.edu](http://www.purchasing.ufl.edu). Bid tabulations will not be provided by telephone.

4. **PRICES, TERMS AND PAYMENT:** Firm prices shall be bid and will include all packing, handling, shipping charges, and delivery to the destination shown herein.

(a) **TAXES:** The University does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property or services. The Florida Tax Exempt Number is 11-06-024056-57C. This exemption does not apply to purchases of tangible personal property or services made by vendors who use the tangible personal property or services in the performance of contracts for the improvement of University-owned real property as defined in Chapter 192, F.S.

(b) **DISCOUNTS:** Vendors are encouraged to reflect trade discounts in the unit prices quoted; however, vendors may offer a discount for prompt payment. Prompt payment discounts will not be considered in the bid award. However, every effort will be made to take the discount within the time offered.

(c) **MISTAKES:** Vendors are expected to examine the specifications, delivery schedule, bid prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at vendor's risk. In case of a mistake in extensions the unit price will govern.

(d) **INVOICING AND PAYMENT:** Payment will be made by the University of Florida after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified. An original invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment. Payment shall be made in accordance with Section 215.422 (1) (2) F.S. **VENDOR OMBUDSMAN:** The University's vendor ombudsman, whose duties include acting as an advocate for vendors may be experiencing problems in obtaining payment from the University, may be contacted at 352-392-1241.

(e) **ANNUAL APPROPRIATIONS:** The University's performance and obligation to pay under any contract awarded is contingent upon an annual appropriation by the Legislature.

(f) **CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be a new, current standard production model available at the time of this bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

(g) **SAFETY STANDARDS:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards hereunder.

5. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, F.S. All vendors must disclose with their bid the name of any officer, director, or agent who is also an employee of the University of Florida. Further, all vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor's firm or any of its branches.

**6. AWARDS:** As the best interest of the University may require, the right is reserved to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received. When it is determined there is no competition to the lowest responsible vendor, evaluation of other bids are not required. Vendors are cautioned to make no assumptions unless their bid has been evaluated as being responsive.

**7. INTERPRETATIONS/DISPUTES:** Any questions concerning conditions or specifications shall be directed in writing to the UF Procurement Services. Inquiries must reference the date of bid opening and bid number. No interpretations shall be considered binding unless provided in writing by the University in response to requests in full compliance with this provision.

**8 NOTICE OF BID PROTEST BONDING REQUIREMENT:** Any person or entity who files an action protesting a decision or an intended decision pertaining to a competitive solicitation shall at the time of filing the formal protest, post with the University a bond payable to the University in an amount equal to: 10% of the estimated value of the protestor's bid or proposal; 10% of the estimated expenditure during the contract term; \$10,000.00; or whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the person or entity filing the protest action. In lieu of a bond, the University may accept a cashier's check, bank official check or money order in the amount of the bond. FAILURE OF THE PROTESTING PERSON OR ENTITY TO FILE THE REQUIRED BOND, CASHIER'S CHECK, BANK OFFICIAL CHECK OR MONEY ORDER AT THE TIME OF THE FILING THE FORMAL PROTEST SHALL RESULT IN DENIAL OF THE PROTEST.

**9. GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered in this bid prior to their delivery, it shall be the responsibility of the successful vendor to notify the purchaser at once, indicating in writing the specific regulation which requires an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

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

**11.LOBBYING:** Vendor is prohibited from using funds provided under any contract or purchase order for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

**12.ADVERTISING:** In submitting a bid, the vendor agrees not to use the results thereof as a part of any commercial advertising. Vendor may not use the names, logos, or trademarks of the University, its employees, or affiliates without the prior written consent of the University.

**13.ASSIGNMENT:** Any contract or purchase order issued pursuant to this Invitation to Bid and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

**14.LIABILITY:** The vendor agrees to indemnify and save the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, and employees harmless from any and all judgments, orders, awards, costs and expenses, including attorney's fees, and also all claims on account of damages to property, including loss of use thereof, or bodily injury (including death) which may be hereafter sustained by the vendor, its employees, its subcontractors, or the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, or employees, or third persons, arising out of or in connection with any contract awarded and which are the result of the vendor's breach of contract or of the negligent acts of the vendor, its officers, agents, and employees. This clause does not apply to contracts between government agencies.

**15.FACILITIES:** The University reserves the right to inspect the vendor's facilities at any time with prior notice.

**16.ADDITIONAL QUANTITIES:** For a period not exceeding ninety (90) days from the date of acceptance of any offer by the University of Florida, the right is reserved to acquire additional quantities up to but not exceeding those shown on bid or the bid level at the prices bid in this invitation. If additional quantities are not acceptable, the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY".

**17.SERVICE AND WARRANTY:** Unless otherwise specified, the vendor shall define any warranty service and replacements that will be provided during and subsequent to this contract. Vendors must explain on an attached sheet to what extent warranty and service facilities are provided.

**18.SAMPLES:** Samples of items, when called for, must be furnished free of expense, on or before bid opening time and date, and if not destroyed, may upon request, be returned at the vendor's expense. Each individual sample must be labeled with vendor's name, manufacturer's brand name and number, bid number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with the bid. If instructions are not received within this time, the commodities shall be disposed of by the University.

**19.INSPECTION, ACCEPTANCE AND TITLE:** Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage

of all items shall be the responsibility of the contract supplier until accepted by the University, unless loss or damage results from negligence by the University. The contract supplier shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the University will:

- (a) Record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading.
- (b) Report damage (Visible or Concealed) to the carrier and contract supplier confirming such reports in writing within 15 days of delivery, requesting that the carrier inspect the damaged merchandise.
- (c) Retain the item and its shipping container, including inner packing material until inspection is performed by the carrier, and disposition given by the contract supplier.
- (d) Provide the contract supplier with a copy of the carrier's Bill of Lading and damage inspection report.

**20.PATENTS, COPYRIGHTS, TRADEMARKS, ROYALTIES** and other Intellectual Property: The vendor, without exception, shall indemnify and save harmless the University and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the University of Florida. If the vendor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

**21.CONFLICT BETWEEN DOCUMENTS:** If any terms and conditions contained within the documents that are a part of this ITB or resulting contract are in conflict with any other terms and conditions contained therein, then the various documents comprising this ITB or resulting contract, as applicable, shall govern in the following order of precedence: change order, purchase order, addenda, special conditions, general conditions, specifications, departmental description of work, and bid.

**22.MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS:** Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Vendor shall submit with the bid, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The vendor shall also explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. The University of Florida reserves the right to determine acceptance of item(s) as an approved equivalent. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form.

**23. NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested and/or inspected for compliance with specifications by any appropriate testing facilities. Should the items fail, the University may require the vendor to reimburse the University for costs incurred by the University in connection with the examination or testing. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, F.S. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery data in bid and/or purchase order may result in vendor being found in default in which event any and all procurement costs may be charged against the defaulting vendor. Any violation of these conditions may also result in the vendor's name being removed from the University of Florida's vendor file.

**24. PUBLIC RECORDS:** Any material submitted in response to this Invitation to Bid will become a public document pursuant to Section 119.07 F.S. This includes material which the responding vendor might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07 F.S.

**25.DELIVERY:** Unless actual date of delivery is specified (or if 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 University of Florida, Monday through Friday, unless otherwise specified.

**26.PUBLIC PRINTING - PREFERENCE GIVEN PRINTING WITHIN THE STATE:** The University of Florida shall give preference to vendors located within the state when awarding contracts to have materials printed, whenever such printing can be done at no greater expense than, and at a level of quality comparable to, that obtainable from a vendor located outside of the state.

(a) **CONTRACTS NOT TO BE SUBLET:** In accordance with Class B Printing Laws and Regulations "Printing shall be awarded only to printing firms. No contract shall be awarded to any broker, agent, or independent contractor offering printing manufactured by other firms or persons."

(b) **DISQUALIFICATION OF VENDOR:** Reasonable grounds for believing that a vendor is involved in more than one bid for the same work will be cause for rejection of all bids in which such vendors are believed to be involved. Any or all bids will be rejected if there is reason to believe that collusion exists between vendors. Bids in which the prices obviously are unbalanced will be subject to rejection.

(c) **TRADE CUSTOMS:** Current trade customs of the printing industry are recognized unless accepted by Special Conditions or Specifications herein.

(d) **COMMUNICATIONS:** It is expected that all materials and proofs will be picked up and delivered by the printer or his representative, unless otherwise specified. Upon request, materials will be forwarded by registered mail.

(e) **RETURN OF MATERIAL:** All copy, photos, artwork, and other materials supplied by the University of Florida must be handled carefully and returned in good condition upon completion of the job. Such return is a condition of the contract and payment will not be made until return is affected.

## NON-TECHNICAL SPECIFICATIONS

1. **YEARLY CONTRACTS** - Purpose: To establish an indefinite quantity, firm fixed price contract to be used for all equipment, supplies, supervision and labor necessary for various University of Florida DHRE (Department of Housing & Residence Education) playground maintenance projects as specified by the Scope of Work.
  1. Term of Contract—The effective period of contract resulting from this bid will August 1, 2018 through July 30, 2021. The University of Florida shall have the option to renew this bid for two (2) one (1)-year periods upon written notice to and acceptance by the contractor. Renewal of this contract shall be contingent upon satisfactory performance evaluations by the University and written notice to and acceptance by Vendor.
  2. Placement of Orders - The following office may issue purchase orders against any contract resulting from this bid:
 

University of Florida  
Procurement Services  
971 Elmore Drive  
PO Box 115250  
Gainesville FL 32611-5250

Orders will be placed using a Purchase order.
  3. Renewal of each term would be subject to satisfactory performance as determined by DHRE.
2. **AWARD** - Award will be made on an "All-or-None Offer Total Offer" – the annual contract will be awarded to the single best bidder based on the total price for all five (5) lots in the Scope of Work or none at all. In the case of a tie, the contract will be awarded based on the following percentages: markup on Sod Replacement 33%, Miscellaneous Concrete removal/installation 33%, markup on Cypress Mulch 34%.
3. **NON-MANDATORY PRE-BID CONFERENCE** - A non-mandatory pre-bid conference will be held on March 15, 2018 2:30 p.m. in the Main Conference Room of Procurement Services, Elmore Hall (Bldg 0465), 971 Elmore Drive, Gainesville, FL 32611. The purpose of this conference is to hear questions arising from this Invitation to Bid. Answers to any questions that might arise will be provided in the form of an Addendum to the Invitation to Bid posted on the University of Florida website <https://procurement.ufl.edu/vendors/schedule-of-bids/> prior to the bid opening. All Addenda must be acknowledged by signature and returned with the bid proposal.
4. **INQUIRIES – Questions concerning the bid should be submitted by March 21, 2018 at 4:00 p.m.** The University will not give verbal answers to inquiries regarding the specifications, or verbal instructions prior to or after the award of the bid. A verbal statement regarding same by any person shall be non-binding. The University is not liable for any increased costs resulting from

the Bidder accepting verbal direction. Any changes, if necessary, shall be made by written addendum to the bid.

Any explanation desired by Vendors must be requested of the University of Florida Procurement Services in writing, and if an explanation is necessary, a reply shall be made in the form of an addendum, a copy of which will be posted on the Procurement Services website. Direct all inquiries to Cheri Spitzer, Procurement Agent II, [cspitzer@ufl.edu](mailto:cspitzer@ufl.edu).

All addenda will be posted to our web site only:  
<https://procurement.ufl.edu/vendors/schedule-of-bids/>

Vendors who want the addenda supplied to them in another form must notify the Procurement Agent listed above of that request. Otherwise, it will be the vendor's responsibility to check the web site for any additional information and addenda concerning this ITB.

The University may not respond to any questions/requests for clarification that require addenda, if received by the University after March 21, 2018 at 4:00 PM.

5. **QUALIFICATIONS OF BIDDERS** - This bid will be awarded only to a responsible bidder qualified by experience and expertise to provide the work specified.

The following evidence of eligibility may be required to be submitted:

1. Evidence that bidder is licensed by the appropriate government agency to perform the work specified, if required.
  2. Experience record showing vendor's training and a minimum of five years full-time experience in work of a similar scope. Vendor may be asked to provide a list of at least three (3) references containing the names, addresses, phone numbers and dates of past *commercial* landscaping jobs.
  3. Vendors may be asked to list and briefly describe projects of similar size and/or complexity which have been completed satisfactorily. List should include names of contracts, dates of contracts, location, and names/email addresses of owners.
6. **BID SUBMITTAL** - All bids should include a completed and signed University of Florida Invitation to Bid Commodity Acknowledgment form, Price Page, and any addenda. Submit one (1) complete original bid and one (1) complete electronic copy of bid on a USB flash drive or CD/DVD in a sealed envelope, with the following information on the outside of the envelope: bid number, date and time of bid opening, and company name.
7. **BID DELIVERY** - If this bid will be mailed through the U. S. Postal Service as regular mail, address the bid to the PO Box as shown on the Invitation to Bid Acknowledgment Form.

If the bid will be delivered by a service other than the U. S. Postal Service regular mail, i.e., Federal Express, Airborne, United Parcel Service, Courier, U. S. Postal Express Mail, etc., address the bid to the street address as shown on the Invitation to Bid Acknowledgment form.

8. **OTHER PURCHASERS** – With the consent and agreement of the successful bidder(s) purchases may be made under this ITB by other state universities, community colleges, district school boards, other educational institutions, and other governmental agencies within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in Rule 6C1-3.020 (5)(f) 3 Fla. Admin. Code.
9. **CANCELLATION** - University Procurement, by written notice, may terminate in whole or in part any contract resulting from this Invitation to Bid, when such action is in the best interest of the University. If the contract is terminated, the University shall be liable only for payment of services or rendered prior to the effective date of the termination.
10. **AVAILABILITY OF FUNDS** - The State of Florida's and the University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature of the State of Florida.
11. **ERRORS** – The University is not liable for any errors or misinterpretations made by the proposer in responding to this Invitation to Bid.
12. **VENDOR'S EXPENSE** – All proposals submitted in response to the ITB must be submitted at the sole expense of the Vendor, whether or not any agreement is signed as a result of this Invitation to Bid. Proposers will pay all costs associated with the preparation of proposals and necessary visits to campus and other required site visits.
13. **USE OF TERMS** - The terms University of Florida, University, and UF, Department of Housing and Residence Education, Housing, and DHRE are used synonymously in this Invitation to Bid unless otherwise indicated. The terms vendor, proposer, bidder and contractor are used synonymously in this ITB unless otherwise indicated
14. **DEBRIS** - Successful bidder shall be responsible for the prompt removal of all debris which is a result of services.
15. **OSHA REGULATIONS** - It is the responsibility of the contractor to insure that ALL OSHA regulations applying to this job are adhered to at all times.
16. **SUSTAINABILITY PREFERENCES** - The University's procurement directives support the use of products that will minimize any negative environmental impacts of our work. It is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products.
17. **INSURANCE** – The Vendor shall purchase from and maintain with a company or companies, lawfully authorized to do business in Florida and acceptable to the University, such insurance as will protect the Vendor from claims arising out of or resulting from the Vendor's operations under the Contract and for which the Vendor may be legally liable, whether such operations be by the Vendor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. All insurance policies shall be issued and countersigned by representatives of such companies duly authorized for the State of Florida and

shall be written on ISO standard forms or their equivalents. The Vendor shall file with the University Certificates of Insurance prior to the commencement of the work and shall file certificates of insurance evidencing the renewal of such policies at least thirty (30) days prior to the date the each applicable insurance policy is scheduled to expire.

**General Liability Insurance** - The Vendor shall provide the ISO Commercial General Liability policy for general liability coverage's for limits of not less than of \$1,000,000 per occurrence. Coverage's shall be maintained without interruption from date of commencement of work until date of final payment. Please note that the University of Florida must be named "additional insured" on general liability policies.

**Automobile Liability** - The Vendor shall secure and maintain during the life of this Agreement, Automobile Liability insurance on all vehicles against bodily injury and property damage in the amount of at least, \$1,000,000 per occurrence. Please note that the University of Florida must be named "additional insured" on automobile liability policies.

**Worker's Compensation** - The Vendor shall secure and maintain for the life of this Agreement, valid Worker's Compensation Insurance as required by Chapter 440, Florida Statues.

- 18. PROTECTION OF PROPERTY** - The successful bidder shall at all times guard against damage or loss to the property of the University or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The University may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents. The contractor shall provide all barricades and take all necessary precautions to protect buildings and personnel.
- 19. SMALL BUSINESS PROGRAM** - University is an equal opportunity institution and, as such, encourages the use of small businesses, including women and minority-owned small businesses in the provision of goods and services. Small businesses should have a fair and equal opportunity to compete for dollars spent by the University. Competition ensures that prices are competitive and a broad vendor base is available. Vendor shall use good faith efforts to ensure opportunities are available to small businesses, including women and minority-owned businesses. For questions about the University's Small Business Program contact Kathey Porter, Director of Small Business and Vendor Diversity, 352-392-0380.
- 20. EQUAL OPPORTUNITY STATEMENT** - The State Universities have established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion. To be considered for inclusion as a supplier under this agreement, the proposer commits to the following:
1. The provisions of Executive Order 11246, September 24, 1966, and the rules, regulations and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value.

2. If the proposer expects to receive \$10,000 in orders during the first 12 months of this agreement, a complete certificate of non-segregated facilities shall be attached to the proposal response.
  3. If the proposer expects to receive \$50,000 in orders during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEO-1) must be filed prior to March 1 of each year.
  4. If the proposer expects to receive \$50,000 in orders during the first 12 months and employs more than 50 people, a written program for affirmative action compliance must be maintained by the proposer, subject to review upon request by the user agencies of this agreement.
21. **PUBLIC ENTITY CRIME** - A person or affiliate who has been placed on the convicted vendor list by the Department of Management Services, State of Florida, may not submit a proposal on a contract to provide any goods or services, including construction, repairs, or leases and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant for the University of Florida for a period of 36 months from the date of being placed on the convicted vendor list, a "person" or "affiliate" includes any natural person or any entity, including predecessor or successor entities or any entity under the control of any natural person who is active in its management and who has been convicted of a public entity crime (Rule 6C1-3.020 FAC).
22. **FEDERAL DEBARMENT** - By signing this bid/proposal, the offeror certifies, to the best of its knowledge or belief, that the offeror and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; or have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission of offenses; or has not within a three year period preceding this offer had a contract terminated for default by any Federal agency. (Federal Acquisition Regulation 52.209-5).
23. **DISCRIMINATION** – An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity, and may not transact business with any public entity.
24. **AMERICANS WITH DISABILITY ACT** - If special accommodations are needed in order to attend a pre-proposal meeting or a proposal opening, contact 352-392-1331 or email at [procurement@ufl.edu](mailto:procurement@ufl.edu), three business days prior to bid opening.
25. **NOTICE TO CONTRACTOR:** - The University shall consider the employment by any contractor of unauthorized aliens a violation of section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this contract.

26. **CONTRACTOR SHALL IMPLEMENT** - a drug-free workplace program in accordance with the requirements of Section 440.102, Florida Statutes.
27. **TOBACCO-FREE CAMPUS POLICY** – As of July 1, 2010 the University of Florida campus has been tobacco-free. The use of cigarettes or other tobacco products in UF buildings, parking lots, or in vehicles in these areas is prohibited. The successful vendor is expected to respect this smoke free policy and fully comply with it.
28. **CAMPUS PARKING REQUIREMENTS** – Proposer/Contractor and employees are to park their business and personal vehicles in authorized areas only. Parking permits are required for all personal and business vehicles and are obtainable from Transportation and Parking Services located at Parking Garage Complex (Bldg 0254), 1273 Gale Lemerand Drive, Gainesville, FL. It is the responsibility of the contractor and employees to know the parking rules and regulation of UF. Further information can be found at <http://parking.ufl.edu/>.

29. **SECURITY**

- A. Work Sites located on the University of Florida campus fall under the jurisdiction of the UFPD. Any incident requiring police service should be immediately reported to the UFPD at (352) 392-1111.
- B. Vendor and employees are to obey all laws and rules of the State of Florida and the University of Florida when on University property.
- C. Students, faculty, and staff of the University of Florida are not to be disturbed or in any way disrupted in their lawful pursuits. Vendor employees are to refrain from any unsavory or unwanted comments towards students, visitors or University employees.
- D. Restrict the access of all persons entering upon the Owner's property in connection with the Work to the access route and to the actual site of the Work. Employees are not permitted to enter University buildings unless such entry is directly related to their job duties.
- E. Restrict activities of employees to authorized areas. Employees shall not be allowed to mingle in student or public areas.
- F. Vendors and employees shall secure all property to reduce theft or damage to equipment or property. Vendor shall work with the UFPD as necessary and participate in crime prevention efforts.
- G. The Vendor shall at all times guard against damage or loss to the property of the University or other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The University may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damaged property through negligence of the successful bidder or his agents. Replace any trees, shrubs, lawns, or plantings damaged by Builder or its subcontractors or vendors during work of this project within two (2) weeks of occurrence. Grassed areas generally have irrigation systems below



grade; if working in grassed areas, vendor must verify location of these systems and all underground utilities in work or staging areas prior to start of project. Repair utilities damaged by work of this project.

H. The Vendor shall provide identification badges for all personnel working on University property and shall require continuous use (wearing) of same at all times. Badge shall display photograph, name of employee, and company for which employee works.

I. The Vendor shall keep a log of all employees that work on campus property. Said log shall be accessible to UFPD upon request.

**30. PERSONNEL SCREENING** - The following requirements are to be met by Vendors and their subcontractors while engaged in projects at the University of Florida:

A. A criminal history check shall be performed on all personnel, including subcontractors and temporary day laborers, at least once every two years. Prior to personnel working on campus property, an initial criminal history background check shall be submitted to and performed by a private company trained to perform employment screening. The results of each criminal history check shall be reported to the Department of Housing and Residence Education, which shall screen the results for the following disqualifying offenses to determine a person's eligibility to work on the University of Florida campus.

1. Drug distribution activity or felony drug possession
2. Sexual offenses, including, but not limited to, indecent exposure and voyeurism
3. Crimes of violence involving physical injury to another person
4. Murder
5. Kidnapping
6. Felony theft

B. The following searches shall be performed to document types of convictions listed above that will render an individual ineligible to perform work on campus unless a waiver is granted:

1. SSN Trace plus address history
2. Sexual Offender database check
3. National Criminal Database search
4. 7-year County Court Check in the employee's County of residence

C. Entities seeking to use an employee with one or more revealed convictions must apply for a written waiver from the UFPD Chief at (352) 392-1111 or [updinfo@admin.ufl.edu](mailto:updinfo@admin.ufl.edu).

D. The UFPD Chief will consider the following factors when determining whether or not a waiver will be granted:

1. The nature and gravity of any criminal offense(s);
2. The individual's age at the time of the offense(s);

3. The number and type of offense (felony, misdemeanor, traffic violations, etc.);
4. The sentence or sanction for the offense and compliance with the sanction(s);
5. The amount of time that has passed since the offense and/or completion of the sentence(s);
6. Whether there is a pattern of offenses;
7. Whether the offense arose in connection with the individual's prior employment or volunteer activities;
8. Information supplied by the individual about the offense(s);
9. Work record and references after the offense(s);
10. Subsequent criminal activity; and
11. Truthfulness of the individual in disclosing the offense(s).

E. Vendors shall certify that all personnel have been subject to a criminal background check and shall continuously track, monitor, and re-certify throughout the contract period.

31. **OPEN COMPETITION** - The University encourages free and open competition among vendors. Whenever possible, specifications and proposal terms and conditions are designed to accomplish the objective, consistent with the necessity to satisfy the University's needs and the accomplishment of a sound economical operation. The vendor's signature on the proposal guarantees that the prices quoted have been established without collusion with other vendors and without effort to preclude the University from obtaining the lowest possible competitive price. The vendor certifies that its officers or employees have not bribed or attempted to bribe or influence in any way on officer, employee or agent of the University.
32. **ITB INTERPRETATION** – Interpretation of the wording of this document will be the responsibility of the University and that interpretation will be final and binding.

## SCOPE OF WORK

The Department of Housing and Residence Education (DHRE) is seeking vendors to provide all materials, supplies, and labor necessary to perform playground maintenance and miscellaneous landscaping as specified below, in the DHRE Villages and immediately outside of Residence Halls, for the term of three (3) years with two (2) one(1)-year extensions. The proposal for these projects shall include all items listed in the Scope of Work and shall be performed twice annually (except as noted) during the months of November, April or May during the contract years. All work shall be completed as outlined for each Village by the end of the month indicated.

### General

- Vendors should have at least five (5) years of commercial landscaping experience.
- Contractor shall be responsible for the removal and proper disposal or recycling of all existing mulch, wood border, and debris from University of Florida campus. Bid pricing shall include all removal and disposal as required for job installation.
- The University of Florida is striving to be a leader in sustainability through innovative sustainable practices and as such we are encouraging our contract vendors to do the same.
- Invoices for each project must clearly show the description and price of materials used, and vendor's mark-up. A copy of the vendor's invoice from the material supplier (sod, for example) will be required to be submitted as back-up.
- Site Visits: Anyone wishing to visit playground sites prior to bid submittal should contact Steve Wargo at (352) 392-2171 to make an appointment.

### Playground Specifications

#### Lot #1 - University Village South (5 Areas)

1. Hand remove all vegetation within the limits of the playground areas
2. Fluff, Add, and Grade Fine Cypress Mulch as needed to fill playground areas to a Minimum Depth Of 12"
3. Total yards of Cypress mulch needed for Lot #1 - approx. 40 cubic yards
4. Re-attach or replace landscape fabric at mulch level (in areas where there is fabric currently).
5. Pressure clean play structures (Once per year during April/May )

#### Lot #2 - Maguire Village (7 Areas)

1. Hand remove all vegetation within the limits of the playground areas.
2. Fluff, Add, and Grade Fine Cypress mulch as needed to fill playground areas to a minimum depth of 12"

3. Total yards of Cypress mulch needed for Lot #2 - approx. 60 cubic yards
4. Fluff, Add, and Grade Rubber Mulch (blue) to fill playground areas to a minimum depth as specified by manufacturer.
5. Re-attach or replace landscape fabric at mulch level (in areas where there is fabric currently).
6. Hand remove vegetation from Volleyball Court area (approx. 60 feet by 30 feet).
7. Provide, Place, and Fine Grade Clean White Recreational Sand in Volleyball Court area twice yearly. Total yards needed for Lot #2 - approx. 10 cubic yards
8. Pressure clean play structures (once during April/May).

#### Lot #3 - Tanglewood Village (6 Areas)

1. Hand remove all vegetation within the limits of the playground areas.
2. Fluff, Add, and Grade Fine Cypress Mulch as needed to fill playground areas to a minimum depth of 12".
3. Total yards of Cypress mulch needed for Lot #3 – approximately 60 cubic yards
4. Re-attach or replace landscape fabric at mulch level (in areas where there is fabric currently).
5. Pressure clean play structures (once during April/May)

#### Lot #4 - Diamond Village (6 Areas)

1. Hand remove all vegetation within the limits of the playground areas.
2. Fluff, Add, and Grade Fine Cypress Mulch as needed to fill playground areas to a minimum depth of 12"
3. Total yards of Cypress mulch needed for Lot #4 - approximately 50 cubic yards
4. Re-attach or replace landscape fabric at mulch level (in areas where there is fabric currently)
5. Pressure clean play structures (once during April/May)

#### Lot #5 - Corry Village (8 Areas)

1. Hand remove all vegetation within the limits of the playground areas.
2. Fluff, Add, and Grade Fine Cypress Mulch as needed to fill playground areas to a minimum depth of 12"
3. Total yards of Cypress mulch needed for Lot #5 – approximately 60 cubic yards
4. Re-attach or replace landscape fabric at mulch level (in areas where there is fabric currently).
5. Pressure clean play structures, including Igloo play house (once during April/May)
6. Hand remove all vegetation
7. Provide, Place, and Fine Grade Clean White Recreational Sand in Volleyball Court area to a minimum depth of 12" (approx. 60 feet by 30 feet).

**PRICE SHEET**

From: \_\_\_\_\_  
(Company Name/Name & Title of Authorized Agent)

To: **UNIVERSITY OF FLORIDA Procurement Services**  
**971 Elmore Drive , Elmore Hall Rm101**  
**Gainesville, FL 32611**

The undersigned, hereinafter called "Bidder", being invested with the authority of his/her employer, and having read the Documents for the Bid, as well as the Specifications for the Bid, entitled:

**ITB18CS-126 – Annual Contract for Playground Maintenance**

and having familiarized themselves with all conditions affecting and governing the specifications, pricing and delivery of the equipment, hereby proposes to furnish the service as per the specifications, in strict compliance with the Specification Page, Bid Documents, Addenda and any other documents relating thereto on file with Purchasing Services and, if awarded the Contract, agrees to abide by the pricing and delivery terms as per the Documents and as stated herein, for the sums enumerated on this page.

Lot #1 – University Village South Lump Sum \$ \_\_\_\_\_

Lot #2 - Maguire Village Lump Sum \$ \_\_\_\_\_

Lot #3 - Tanglewood Village Lump Sum \$ \_\_\_\_\_

Lot #4 - Diamond Village Lump Sum \$ \_\_\_\_\_

Lot #5 - Corry Village Lump Sum \$ \_\_\_\_\_

**TOTAL FIVE (5) LOTS:** \$ \_\_\_\_\_

**Other Pricing**

Item	% Markup	Installation Price
Sod: Argentine Bahia Grass		Per Sq. ft.
Sod: Zoysia Grass		Per Sq. ft.
Plastic Border, 4" Wide, 8" high, by 4' long overlapping		Per linear ft.
Pressure Treated Wood Border, 6" x 6"		Per linear ft.
Pressure Treated Wood Border, 2" x 12"		Per linear ft.
Miscellaneous Concrete Removal/Replacement, 6" thick with wire mesh		Per Sq ft.
Rubber Mulch		Per cubic yd.
Cypress Mulch, Grade Fine, no specific color		Per cubic yd.

I have carefully prepared this Bid from contact documents described above, I have full authority to make such statements and submit this Bid in behalf of the Company named above, and all statements are true and correct.

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 (Signature)

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 (Printed or typed)

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 (Address, City State, Zip)

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 (Telephone)

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 (Date)