

City of  
**Gainesville**Procurement Division  
(352) 334-5021(main)

Issue Date: March 1, 2022

**INVITATION TO BID: #RTSX-220045-DS****Grounds Maintenance for Regional Transit System Facilities**PRE-BID MEETING: ☒ Non-Mandatory ☐ Mandatory ☐ N/A ☒ Includes Site Visit

DATE: March 17, 2022

TIME: 8:30 a.m.

LOCATION: Regional Transit System, Admin Building Lobby, 34 SE 13<sup>th</sup> Road, Gainesville, FL

QUESTION SUBMITTAL DUE DATE: March 23, 2022

*All meetings and submittal deadlines are Eastern Time (ET).*

DUE DATE FOR UPLOADING BID RESPONSE: April 4, 2022 by 3:00 p.m.

**SUMMARY OF SCOPE OF WORK:**

Grounds maintenance for Regional Transit System facilities.

For questions relating to this bid, contact: Daphne Sesco, Procurement Specialist 3, [sescoda@cityofgainesville.org](mailto:sescoda@cityofgainesville.org)Bidder is not in arrears to City upon any debt, fee, tax or contract: ☒ Bidder is NOT in arrears ☐ Bidder IS in arrears  
Bidder is not a defaulter, as surety or otherwise, upon any obligation to City: ☒ Bidder is NOT in default ☐ Bidder IS in default

Bidders who receive this bid from sources other than City of Gainesville Procurement Division or DemandStar MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

**ADDENDA ACKNOWLEDGMENT:** Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # 42Legal Name of Bidder: Letrevis RobinsonDBA: Tan N Lawn Masters LLC.Authorized Representative Name/Title: Letrevis Robinson / PresidentE-mail Address: tanandlawnmasters@yahoo.com FEIN: 45-5002596Street Address: 270 Luke Smith Rd. Crawfordville, FL 32327Mailing Address (if different): P.O. Box 1471 Crawfordville, FL 32326Telephone: (850) 544-3590

Fax: ( )

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and,

☒ Bid is in full compliance with the Specifications.☐ Bid is in full compliance with specifications except as specifically stated and attached hereto.SIGNATURE OF AUTHORIZED REPRESENTATIVE: SIGNER'S PRINTED NAME: Letrevis RobinsonDATE: 3/29/22

# BID COVER

Procurement Division  
(352) 334-5021(main)

City of  
**Gainesville**

Issue Date: March 1, 2022

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Legal Name of Bidder: Letrevis Robinson

DBA: T&N Lawn Masters LLC

Authorized Representative Name/Title: Letrevis Robinson / President

E-mail Address: tanandlawnmaster@yahoo.com FEIN: 45-5002596

Street Address: 270 Luke Smith Rd. Crawfordville, FL 32327

Mailing Address (if different): P.O. Box 1471 Crawfordville, FL 32326

Telephone: (850) 544-3590

Fax: ( )

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☒ Bid is in full compliance with the Specifications.

☐ Bid is in full compliance with specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: [Signature]

SIGNER'S PRINTED NAME: Letrevis Robinson

DATE: 3/29/22

## PART 4 - BID PRICES

### 4.1 BID PRICES

Pricing to remain firm for entire contract term.

Description - Location	Location		Monthly Cost
Main RTS Maintenance Facility	34 SE 13 <sup>th</sup> Rd, Gainesville, FL	Term: Contract Execution through 9/30/23	\$ 4500-4500
Rosa Parks Transfer Station	700 SE 3 <sup>rd</sup> Ave, Gainesville, FL		\$ 2500-2500
Butler Plaza	4231 SW 30 <sup>th</sup> Ave, Gainesville, FL		\$ 3000-3000
RTS Park and Ride Station	5700 NW 23 <sup>rd</sup> St, Gainesville, FL		\$ 4000-4000
Old RTS Maintenance Facility	100 SE 10 <sup>th</sup> Ave, Gainesville, FL		\$ 4000-4000
Old RTS Parking	99 SE 10 <sup>th</sup> Ave, Gainesville, FL		\$ 3500-3500

Total: 21,500

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

One-Time Grounds Maintenance Catch up  
Cost \$ 24,500

## DRUG-FREE WORKPLACE FORM

The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that

T & N Lawn Masters LLC.

(Name of Bidder)

does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose 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. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this bidder complies fully with the above requirements.



Bidder's Signature

3/29/22

Date

*In the event of a tie bid, bidders with a Drug Free Workplace Program will be given preference. To be considered for the preference, this document must be completed and uploaded to the system.*

# BIDDER VERIFICATION FORM

## LOCAL PREFERENCE (Check one)

Local Preference requested: ☐ YES ☒ NO

A copy of the following documents must be included in your submission if you are requesting Local Preference:

- Business Tax Receipt
- Zoning Compliance Permit

## QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS (Check one)

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business? ☐ YES ☒ NO

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service-Disabled Veteran Business? ☐ YES ☒ NO

## REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA

Is Bidder registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida?  
☒ YES ☐ NO (refer to Part 1, 1.5, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# L20000180746)  
If the answer is "NO", please state reason why: \_\_\_\_\_

## DIVERSITY AND INCLUSION (Applies to solicitations above \$50,000)

Does your company have a policy on diversity and inclusion? ☐ YES ☒ NO

If yes, please attach a copy of the policy to your submittal.

*Note: Possessing a diversity and inclusion policy will have no effect on the City's consideration of your submittal, but is simply being requested for informational gathering purposes.*

T & N Lawn Masters LLC

Bidder's Name

Letrevis Robinson / President

Printed Name/Title of Authorized Representative

[Signature]  
Signature of Authorized Representative

3/29/22  
Date

*This page must be completed and uploaded to Dem...*

## TECHNICAL EXPERTISE AND EXPERIENCE FORM

Bidder: T & N Lawn Masters LLC.

Bidder must demonstrate, at a minimum, the following experience levels for staff that will be working on site or supervising the work at RTS' facilities: A minimum of 5 years in commercial landscape maintenance for personnel in a supervisory role, including field supervisory staff. Field and labor force must have at least 1-year experience in commercial landscape maintenance.

Please describe your company's experience in landscape maintenance services.

PLEASE

ATTACHED

Experience

# CUSTOMER HISTORY FORM

Name of Bidder: TEN Lawn Masters LLC

Provide a list of prior customers for similar services that your bidder has provided within the last \_\_\_\_ years. Copy form as necessary.

Customer Name:	U.S. Forest Service	
Address:	16703 Bloxham Cutoff	
City, State, Zip:	Tallahassee, FL 32303	
Point of Contact:	Jason Woodall	Phone Number: 850-728-0022-850-576-5205
E-mail:	Samuel.woodall@fs.fed.us	

Customer Name:	U.S. Forest Service (Mississippi)	
Address:	113 Fairfield Dr #220	
City, State, Zip:	Hattiesburg, MS 39402	
Point of Contact:	Chandra Roberts	Phone Number: 825-572-1535 or 601-317-1603
E-mail:	chandra.roberts@usda.gov	

*Landscaping Current Contract*

Customer Name:	Florida Dept of Management Services	
Address:	4050 Esplanade Way	
City, State, Zip:	Tallahassee, FL 32399	
Point of Contact:	Richard	Phone Number: (850) 728-5215
E-mail:		

Customer Name:	C.T.W.	
Address:	3295 Crawfordville Hwy. Suite 4B	
City, State, Zip:	Crawfordville, FL 32327	
Point of Contact:	Susan Murphy	Phone Number: 850-558-5525
E-mail:	sue@ctwfl.com	

Customer Name:		
Address:		
City, State, Zip:		
Point of Contact:		Phone Number:
E-mail:		

This page must be completed and uploaded to DemandStar.com with your Submittal.

# EQUIPMENT LIST FORM

Bidder: Te N Lawn Masters LLC.

Bidder must list all equipment that is to be used in maintaining the grounds of RTS' Facilities. The Contractor shall maintain and own appropriate equipment. Equipment used shall have the capacity required to manage the grounds of RTS' facilities to the highest quality. Examples of the equipment, at a minimum, are Zero Turn Radius (ZTR) type mowers, string trimmers, edgers, blowers, hedge trimmers, and other small equipment used for landscape maintenance work.

All mowing equipment to be used on this project must be commercial grade and less than 10 years old. All hand held equipment such as string trimmers, blowers, edgers and other machines must be less than 5 years old. Transportation vehicles must be less than 15 years old and trailering equipment must be less than 15 years old.

	Make/Model	Year (age)	Use of Equipment
1)	(2) Z920 M	2017	Landscape Maintenance
2)	Z920 E	2021	
3)	Z945 M	2014	
4)	(5) FS 94 R Trimmers	2021	
5)	(5) FS 91 R Trimmers	2021	
6)	(2) Dodge Ram 1500	2010	
7)	Chery Suburban	2016	
8)	Ford F250 Super duty	2011	
9)	(3) F96C Edgers	2021	
10)	(3) Stihl BR 550 Blowers	2021	
11)	2 3000 Hurricane <sup>Blow</sup> Stand on blower	2021	Landscape Maintenance
12)	(2) Commercial Grade Pole Pruners	2021	
13)	(3) Stihl commercial Grade <sup>Shrub</sup> trimmers	2021	
	7x16 utility Trailer	2022	
	6x12 Enclosed Trailer	2013	
	8x20 Enclosed Trailer	2009	
	(1) BR 550	2016	
	(2) BR 650	2018	

This page must be completed and uploaded to DemandStar.com with your Submittal.



## ADDENDUM NO. 1

**Date:** March 1, 2022  
**Bid Due Date:** April 4, 2022, 3:00 P.M. (Local Time)  
**Bid Name:** Grounds Maintenance for Regional Transit System Facilities  
**Bid Number:** RTSX-220045-DS

**NOTE:** This Addendum has been issued to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Clarification regarding the pre-bid/site visit on March 17th, 8:30 a.m.:

The pre-bid/site visit is only for RTS' main bus fleet facility grounds, located at 34 SE 13<sup>th</sup> Road, Gainesville, FL at it is fenced in. All other locations are not fenced, so interested bidders may visit those sites at their convenience.

**ACKNOWLEDGMENT:** Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, and shall attach a copy of this Addendum to its proposal.

### CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

**PROPOSER:** T & N Lawn Masters LLC  
**BY:** [Signature]  
**DATE:** 3/30/22

3. Question & Answer:

Question1: A lot of catch-up maintenance is needed, i.e., piles of leaves in the old RTS parking lot, clearing vines on fence, pruning of trees, mulching in parking lot, around pond, area outside fence line, etc. Is the bid to include a one-time catch up price or will this be handled outside of this bid?

Answer1: ***The bid must include a one-time cost to bring the RTS grounds locations up to a level where it will be maintained therefrom, i.e, mulch at 3 inches of depth, hedges trimmed, trees pruned, excess weeds and vines removed, and debris removed. Include the total amount for One-Time Grounds Maintenance Catch Up Cost on the Bid Prices page below the matrix box.***

Question2: How far out from fence line would maintenance be required (does the distance differ around fence perimeter)?

Answer2: ***Maintenance area from outside fence is up to 10' on [east, south, west] and up to 20' on [north].***

Question3: Are we to maintain area around pond?

Answer3: ***Yes, the area around the pond is to be maintained.***

Question4: Are hedges to be maintained at a specific height?

Answer4: ***The hedges should be maintained at their current area's established height.***

4. Maintenance of the retention areas (next to old RTS parking lot and outside the east fence of the new parking lot) require mowing, trimming and debris removal.

5. Find attached:

- Prohibition of Lobbying in Procurement Matters
- Pre-Bid/Site Visit Meeting Sign-In Sheets (2 pages)
- Aerial Views of RTS Facilities (handed out to site visit attendees)
- Graphics detailing the grounds maintenance areas, including the parking lot mulch (6 pages)

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, and shall attach a copy of this Addendum to its proposal.

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER:

T & N Lawn Masters LLC

BY:

[Signature]

DATE:

3/30/22

# BIDDER VERIFICATION FORM

**LOCAL PREFERENCE** (Check one)  
Local Preference requested: ☐ YES ☒ NO

A copy of the following documents must be included in your submission if you are requesting Local Preference:

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**QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS** (Check one)  
Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business? ☐ YES ☒ NO

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## **REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA**

Is Bidder registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida?

☒ YES ☐ NO (refer to Part 1, 1.5, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# L20000180742)  
If the answer is "NO", please state reason why: \_\_\_\_\_

## **DIVERSITY AND INCLUSION** (Applies to solicitations above \$50,000)

Does your company have a policy on diversity and inclusion? ☐ YES ☒ NO

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T & N Lawn Masters LLC

Bidder's Name

Letrevis Robinson / President

Printed Name/Title of Authorized Representative

[Signature]  
Signature of Authorized Representative

3/29/22  
Date

*This page must be completed and uploaded to DemandStar.com with your Submittal.*

## Business Organization/Structure

T & N Lawn Masters was founded by Letrevis Robinson, who started the business by maintaining neighborhood homes in the Tallahassee & surrounding area. The business began in 2011 as a part time job. After one year, the business grew to a full-time job. The business was originally created to do commercial, residential mowing, landscape installation, pine needles and other miscellaneous jobs but quickly turned into a larger company. In 2011 we incorporated under the name of T & N Lawn Masters as a fictitious company. The business has expanded every year since and is presently involved in commercial landscape maintenance as well as residential landscaping.

In 2020 we incorporated under the name of T & N Lawn Masters LLC. T & N Lawn Masters LLC. is currently involved in all segments of the landscape industry including landscape installation, lawn maintenance, irrigation installation and maintenance as well as sodding, seeding, detaching, aeration, pine needles, tree removal/installation, debris removal, and flower installation. We pride ourselves in being a full-service lawn/landscape company.

We at T & N Lawn Masters LLC. pride ourselves on our quality and experienced professional work, as stated in our mission statement:

"Our Mission is to enhance the beauty and value of every client's property while exceeding their expectations every step of the way" T & N Lawn Masters LLC. is guided by four core values which create the framework for all our business decisions.

### Our 4 Core Values:

1. Quality - As a team, we are committed to doing everything correctly utilizing the best possible method, the first time. We use the best materials, hire the best people and continually strive to improve. We are dedicated to providing continuing education for all team members.

2. Leadership - We strive to be a leader in the industry and work within our community to be good environmental stewards. As

a leader, we act with integrity and professionalism in everything that we do.

3. Teamwork - We maintain that communication within the organization creates a team atmosphere. By working together with clients, vendors, team members and the community, we are able to achieve the stated goals.

4. Service - Providing quality service is the backbone of our organization. We want to be there anytime we are needed. Committing the time and energy to your property will build a long lasting relationship.

T & N Lawn Masters LLC. uses these core values as the premise for our daily lives as well as our business model and we hope that you will join us in promoting these values as well.

Years In Business:

10 years In business

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OK

CLOSE

This document is now complete.

DP200 Agreement Approval Form

General Information

Document Type	Agreement	Division	REDM
Agreement Title	Lawn Care Services	Annual Agreement Amount	\$198,800.00
Agreement Number	DMS-1920-003B	Total Agreement Amount (initial term and renewal)	\$994,000.00 (initial term)
Contractor Name:	T&N Lawn Masters	Amount of this amendment	N/A
Procurement Method:	ITB	Payment Method (fixed rate, cost reimbursement, etc):	Fixed Rate

Description of Purchase

Description: To provide lawn care services in Leon County.

Authority for this agreement: 287.057(1)(a)

Budget Authority for this agreement: FY20/21 – HB5001 - Special Categories – Contracted Service – Line # 2778

Term Years	Start Date	Current End Date	New End Date	Renewal Years Remaining
5	1/1/2021	12/31/2025		5

Verification of required provisions

The following information is contained in the attached documents, or required action has been taken.

Provision	Authority	Confirm Yes or No
OPB approval has been sought and given through the DMS CFO	Office of the Governor Memo #12-019 reinstating Executive Order 11-01	N/A
Contracts shall not include cost of living increases or pricing increases that exceed the current budget authority in either the initial or renewal term.	s. 216.311, F.S.	Yes
If services are performed statewide, the performance standards and	s. 287.058 (e) and	N/A



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  <b>Progressive Advantage Business Program</b> <b>PO Box 5316</b> <b>Binghamton, NY 13902</b>	<b>CONTACT NAME:</b> <b>Progressive Advantage Business Program</b>	
	<b>PHONE</b> (A/C, No, Ext): <b>844-306-4926</b>	<b>FAX</b> (A/C, No):
	<b>E-MAIL ADDRESS:</b> <b>commercialservice@homesite.com</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> <b>Midvale Indemnity Company</b>	
	<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
<b>INSURED</b>  <b>T&amp;N LAWN MASTER, LLC</b> <b>270 LUKE SMITH RD</b> <b>CRAWFORDVILLE FL 32327</b>	<b>NAIC #</b> <b>27138</b>	

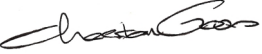
**COVERAGES**
**CERTIFICATE NUMBER: 2941088010365304**
**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b>	Y	N	GLP1105017	04/01/2022	04/01/2023	EACH OCCURRENCE	<b>\$1,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	<b>\$100,000</b>
							MED EXP (Any one person)	<b>\$5,000</b>
							PERSONAL & ADV INJURY	<b>\$1,000,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	<b>\$2,000,000</b>
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	<b>\$2,000,000</b>
							OTHER:	
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						EACH OCCURRENCE	
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> Y/N	N/A					PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?						E.L. EACH ACCIDENT	
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	
	<b>PROFESSIONAL LIABILITY</b>						<b>OCCURRENCE AGGREGATE</b>	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Lawn Care Services**
**CERTIFICATE HOLDER**
**CANCELLATION**

<b>THE SCHOOL BOARD OF LEON COUNTY, FLORIDA</b>  <b>3420 W Tharpe St, Tallahassee FL 32303</b> <b>STE 100</b> <b>TALLAHASSEE FL 32303</b>	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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**Mission:**

**To realize this vision the mission statement of our Grounds Department is to strive to establish and maintain the landscape of the Schools, Commercial buildings, Universities in a manner that provides:**

**Safe and Clean Campus**

**Environmental Responsibility**

**Reliability and Dedication**

**Visual Aesthetics**

**Integrity**

**Collaboration and Caring**

**Excellence through High Standards**



***Florida Department of Transportation***

RICK SCOTT  
GOVERNOR

1074 Hwy 90  
Chipley, FL 32428-3162

JIM BOXOLD  
SECRETARY

April 15, 2016

T & N Lawn Masters  
9498 Bartlett Ln.  
Tallahassee, FL 32305  
(850) 544-2909 / TANDNLAWNMASTER@YAHOO.COM  
Vendor Number: VF455002596001

**Contract Number:** E3P63  
**Financial Project Number:** 42212217257  
**Awarded Amount:** \$145,710.88  
**Description:** Routine mowing along primary roads  
**County(ies):** Jackson  
**Letting Date:** February 11, 2016

Dear Sir/Madam:

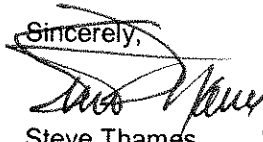
The above referenced Contract is awarded to your firm as of the date of this letter.

Please execute the Contract and return the executed Contract to this office within **ten (10) business days of the award (due April 29, 2016)**.

The estimated completion date of this Contract is **12/31/2016**.

No Work is to be done on this Contract until the Department has issued the Notice to Proceed.

If you have any questions, please contact Jared Kirkland by phone at (850) 330-1573 or by email at [jared.kirkland@dot.state.fl.us](mailto:jared.kirkland@dot.state.fl.us).

Sincerely,  
  
Steve Thames  
District Contracts Administrator

ST/jk

Attachments

cc: Mark Thomas, District Maintenance Engineer  
Florida Transportation Builders Association

**CONTRACT**  
**District**

This Contract, is entered into between the State of Florida Department of Transportation, hereinafter called the Department, and  
T & N Lawn Masters

of 9498 Bartlett Ln Tallahassee, FL 32305 (850) 544-2909, herein called the Contractor.

The Contractor agrees with the Department, for the consideration herein mentioned, and at its own proper cost and expense, to do all the work and furnish all the materials, equipment, supplies and labor necessary to carry out this Contract in the manner and to the full extent as set forth in the Proposal, Standard Specifications as Amended by the Specifications Package and any Supplemental Specifications Packages, and the Plans, under security as set forth in the attached bond, all of which are hereby adopted and made part of this Contract and incorporated by reference herein, and to the satisfaction of the duly authorized representatives of the Department of Transportation, who shall have at all times full opportunity to inspect the materials to be furnished and the work to be performed under this Contract.

The Contractor shall also maintain such insurance as will protect the Department from any or all claims for property damage, personal injury and bodily injury including death, which may arise from operations under this Contract. Certificates of such insurance shall be filed with the Department and shall be subject to its approval for adequacy of protection.

It is agreed that the work to be done under this Contract is to construct or otherwise improve the road(s), bridge(s), and building(s) described as:

Routine mowing of grassed/vegetated roadside areas, within the Departments right-of-way, along primary roads

in Jackson County(ies), a distance of approximately N/A  
and known as Federal Aid Project No(s): N/A  
Financial Project No(s): 42212217257 Contract No. E3P63

Complete the following as appropriate

Entity Name: T & N Lawn Masters		(Seal)
Authorized Signature: _____	Name & Title (Print): _____	
*Signature: _____	Name & Title (Print): _____	

\*In the event of a Partnership both signature and printed name of 2 partners must be affixed.

Organized and existing under the laws of the State of \_\_\_\_\_ and authorized to do business in the State of Florida, pursuant to the laws of the State of Florida.

\_\_\_\_\_  
District 3 Professional Services Administrator

\_\_\_\_\_  
Attorney FDOT

\_\_\_\_\_  
Date

\_\_\_\_\_  
District 3 General Counsel

In consideration of the foregoing premises, the Department agrees to pay the Contractor, for all items of work performed and material furnished at the unit prices and under conditions set forth in the attached proposal.

IN WITNESS WHEREOF, the Department has hereunto caused these presents to be subscribed and the Contractor has affixed its name and seal, the date aforesaid. The terms of this contract shall be binding upon full execution and date referenced below.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Transportation Operations

**CONTRACT BOND****KNOW ALL MEN BY THESE PRESENTS:** That we, T & N Lawn Masters(Entity Name) having its principal place of business at 9498 Bartlett Ln. Tallahassee, FL 32305  
(850)544-2909 (Bidding Office Street Address, City, State, Zip and Phone #)(hereinafter called Principal or Contractor) and  
hereinafter called Surety), duly authorized to do business in the State of Florida, pursuant to the laws of the State of Florida,  
having its principal place of business at \_\_\_\_\_

(City, State, Zip) are held and firmly bound unto the State of Florida, in the full and just sum of \_\_\_\_\_

One Hundred Forty-Five Thousand Seven Hundred Ten and 88/100 Dollars\*\*\*\*

DOLLARS (\$ 145,710.88 ), lawful money of the United States of America, to be paid to the Florida Department  
of Transportation, to which payment well and truly be made we bind ourselves, our heirs, executors, administrators,  
successors and assigns, jointly and severally and firmly by these presents; WHEREAS, the above-bound Principal has  
subscribed to a contract with the State of Florida Department of Transportation (hereinafter called the Department), for  
constructing or otherwise improving a road(s), bridge(s), and building(s)

Routine mowing along primary roadways within the Department's right-of-way

\_\_\_\_\_ in Jackson \_\_\_\_\_ County(ies),  
particularly known as Federal Aid Project No(s): N/AFinancial Project No(s) 42212217257Contract No. E3P63

(hereinafter called the Contract), upon certain terms and conditions in the Contract more particularly mentioned; and WHEREAS, it was one of the conditions of the Contract that these presents shall be executed; NOW, THEREFORE, the conditions of this obligation are such that if the above- bound Principal in all respects shall comply with Section 337.18(1), Florida Statutes, and shall promptly, faithfully, efficiently, and fully perform the Contract according to plans and specifications as therein referred to and made a part thereof, and any alterations as may be made in said plans and specifications as provided for therein, and within the time period specified, and further, shall remedy any errors in partial or final estimates and any defects which may exist, appear, occur or result in or from said work within a period of two (2) years from the date of final acceptance of the work under the Contract and further if the Contractor shall promptly make payment to all persons furnishing labor, material, equipment, and supplies, and all persons defined in Section 713.01, Florida Statutes, whose claims derive directly or indirectly from the prosecution of the work provided for in the Contract (See Section 337.18(1) (a)-(f), F.S., for specific "claim" notice and time limitation requirements), and shall promptly pay all State Workers' Compensation and Unemployment Compensation taxes incurred in the performance of the Contract, and shall be liable to the State in a civil action instituted by the Department or any officer of the State authorized in such cases for double any amount in money or property the State may lose or be overcharged or otherwise defrauded of, by reason of any wrongful or criminal act, if any, of the Contractor, its agents, and employees, and should the Contractor not be declared to be in default under the Contract then the bond shall be deemed void. In the event of default by the Contractor, the Surety shall pay the Department in addition to the above obligations, all liquidated damages and disincentives assessed against the Contractor because of the default which were not withheld from Contract proceeds and if the Department at its sole option demands that the Surety take over the project and provided further that should the Department elect to have the Surety to take over the project, then in such event, the Surety may not select the Contractor or any affiliate of the Contractor to complete the project for and on behalf of the Surety without the Department's express written consent and, finally, if the subject Contract required contractor qualification, under Section 337.14, Florida Statutes, or otherwise, the Surety must use a qualified contractor, who is approved by the Department, to perform the work. It is further covenanted and agreed that any alterations or additions made under this Contract or in the work to be performed therein or the granting of any extension of time for the performance of the Contract or any other forbearance by or on the part of either the Department or the Principal shall not in any way release the Principal and the Surety or either of them, their respective heirs, executors, administrators, successors, or assigns, from any liability hereunder. Notice to the Surety of such alterations, extension, or forbearance is hereby specifically waived. Under this bond, the surety, pursuant to Section 337.11(9)(a), F.S. shall be fully liable under such surety bond to the full extent of any modified contract amount up to and including 25 percent over the original contract amount and without regard to the fact that the surety was not aware of or did not approve such modifications. However, if modifications of the original contract amount cumulatively result in modifications of the contract amount in excess of 25 percent of the

original contract amount, the surety's approval shall be required to bind the surety under the bond on that portion in excess of 25 percent of the original contract amount. This obligation shall remain in full force and effect until the full performance of all covenants, terms, and conditions herein stipulated. Failure by the Surety to perform its obligations under the terms of this bond may result in the Surety being disqualified from issuing bonds for future Department contracts.

**WITNESS** the signature of the principal (Contractor) and the signature of the Surety by \_\_\_\_\_ its  
hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Complete the following as appropriate

Entity Name: <u>T &amp; N Lawn Masters</u>		(Seal)
Authorized Signature: _____	Name & Title (Print): _____	
*Signature: _____	Name & Title (Print): _____	

\*In the event of a Partnership both signature and printed name of 2 partners must be affixed.

Organized and existing under the laws of the State of _____ and authorized to do business in the State of Florida, pursuant to the laws of the State of Florida.	
Countersigned: _____ Florida Licensed Insurance Agent	Surety Company Name (Print) _____ (Seal)
Print information below (Florida Licensed Insurance Agent; whether in Attorney-in-Fact or Countersignature role): Name: _____ Business Address: _____ Telephone: _____	By: _____ Florida Licensed Insurance Agent or Attorney-in-Fact (Surety) <input type="checkbox"/> Above Signatory is also a Florida Licensed Insurance Agent (check if applicable and complete business name, address and telephone number block; if not, have such an agent countersign and complete block) NOTE: Power of Attorney showing authority of Surety's Agent or Attorney-in-Fact is to be attached.

Contractor shall record this bond in the official records of the Clerk of Court of the county where the improvement is located prior to commencing the work in accordance with Section 337.18(1)(b), Florida Statutes.

Send "Notices to Owner" to: Florida Department of Transportation, District 3, Construction Engineer or Maintenance Engineer, P.O. Box 607, Chipley, FL 32428-9990, Phone # (850) 638-0250

**CONTRACT AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
 (Attorney-In-Fact)  
 who, being duly sworn, deposes and says that he/she is a duly authorized insurance agent, properly licensed under the laws  
 of the State of \_\_\_\_\_, to represent \_\_\_\_\_  
 (If applicable, otherwise N/A) (Surety Co.)  
 of \_\_\_\_\_ a company authorized to make surety bonds under the laws of the  
 State of Florida. (City and State)

\_\_\_\_\_ further certifies that as Attorney-in-Fact  
 (Attorney-In Fact for Surety Co.)  
 for the said \_\_\_\_\_ has signed the attached bond in the sum of  
 \$ 145,710.88 on behalf of T & N Lawn Masters  
 (Surety Co.)  
 covering Financial Project No.(s) 42212217257 (Contractor);

Routine mowing of grassed/vegetated roadside areas, within the Departments right of way, along primary roads ;  
 Contract No.(s) E3P63 ; in Jackson County(ies), Florida.

Said \_\_\_\_\_ further certifies that the premium on the  
 said bond is \_\_\_\_\_, which will be paid in full direct to him/her as  
 Attorney-in-Fact, and included in his/her regular accounts to the said \_\_\_\_\_  
 and that he/she will receive a regular commission of \_\_\_\_\_ (Surety) per cent as  
 Attorney-in-Fact for the execution of said bond and that the commission will not be divided with anyone except as follows:

\_\_\_\_\_ per cent to \_\_\_\_\_  
 (If applicable, otherwise N/A) (N/A, if not applicable)  
 who is a duly authorized Florida Licensed Insurance Agent properly licensed under the laws of the State of Florida.

**ACKNOWLEDGMENT FOR ATTORNEY-IN-FACT**\_\_\_\_\_  
Agent or Attorney-in-Fact

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

\_\_\_\_\_  
(name of affiant)

He/She is personally known to me or has produced

\_\_\_\_\_ as identification.

\_\_\_\_\_  
(type of identification)

(Notary Signature)

(Notary's printed name)

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

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

**COUNTERSIGNED (If applicable):**\_\_\_\_\_  
Florida Licensed Insurance Agent

**BID SOLICITATION NOTICE – District 3  
FLORIDA DEPARTMENT OF TRANSPORTATION  
CONSTRUCTION AND MAINTENANCE PROGRAMS**

Chipley, FL  
January 12, 2016  
Advertisement No. 9

All bids must be completed using Expedite Bid software available on the Contracts Administration website at <http://www.dot.state.fl.us/cc-admin/Expedite/hexpedite.shtm>.

Bids for construction projects listed in this Bid Solicitation Notice with a budget of \$5 million or more must be submitted using Bid Express only. No other means of submission of bids will be accepted. Please visit the Contracts Administration Website at: <http://www.dot.state.fl.us/cc-admin> for more information on Bid Express. Submitting bids through Bid Express requires a Digital ID. To obtain a Digital ID, please contact Bid Express at <http://www.bidx.com>. Allow up to 6 days to complete the Digital ID registration.

Unless otherwise instructed, bids for construction projects with a budget of less than \$5 million and all maintenance projects listed in this Bid Solicitation Notice can be submitted using Bid Express or can be submitted at any of the following Florida Department of Transportation location(s) until 2:00 PM Local Time on **Thursday, February 11, 2016**.

Location	Address	Room Number
District 3	1074 US Highway 90  Chipley, FL 32428	Administration Building, Procurement Services Conference Room

The sealed bids received in the above referenced location(s) will be publicly opened and the Bid totals for each bid submitted will be read aloud at 2:00 PM **February 11, 2016** in the Administration Building, Procurement Services Conference Room, Chipley, Florida.. Agenda: a) Opening Remarks; b) 15 minutes of public input; c) Reading of bids; d) Closing. Anyone needing special accommodations under the Americans with Disabilities Act of 1990 should send an e-mail to: [contracts.admin@dot.state.fl.us](mailto:contracts.admin@dot.state.fl.us) or call telephone number (850)638-0250. Special accommodation requests under the Americans with Disabilities Act should be made at least seven days prior to the public meeting. Bidders may obtain preliminary bid results at: <https://fdotwp1.dot.state.fl.us/wTBidLetting/LettingMain>, select district then click on appropriate date.

**DEADLINE FOR PROPOSALS AND PROPOSAL HOLDERS LIST**

The deadline for obtaining bid packages shall be 24 hours prior to scheduled letting date and time. A list of plan holders may be obtained by visiting the District Contracts Administration website at: <http://www.dot.state.fl.us/contractsadministrationdistrict3/>, click "Letting and Project Information" and select letting date from the Lettings Menu. For compliance with Florida Statute 337.168(2), additional bidders and plan and specifications holders are not published beginning three working days prior to the letting.

**-----NOTE-----**

**Proposals will not be issued after 2:00 PM Local Time on Wednesday, February 10, 2016 .**

**Document Ordering Information**

Orders for documents are placed using the Contract Proposal Processing Online Ordering System at <https://fdotwp1.dot.state.fl.us/contractproposalprocessingonlineordering/>. There is no charge for ordering/downloading documents. Online Ordering is available Monday through Friday from 6 AM. to 9 PM. and Saturday from 6 AM. to 7 PM.

**To Place An Order**

- A current State of Florida Vendor Number is required prior to first-time registration; please visit [http://dms.myflorida.com/egovernment\\_tools/myflorida\\_marketplace](http://dms.myflorida.com/egovernment_tools/myflorida_marketplace) for more information. Please allow 24 to 48 hours for receipt of a new vendor number.
- Prior to placing orders, an individual shall register and establish an Internet Subscriber Account with the Department of Transportation at <https://fdotwp1.dot.state.fl.us/contractproposalprocessingonlineordering/>. Please allow 48 to 72 hours (excluding weekends and holidays) for the registration and approval.

## **PREQUALIFICATION**

Contractors must have a current certificate of qualification in accordance with Florida Statute 337.14(1) and Rule Chapter 14-22, Florida Administrative Code, on the date of the letting to bid on construction projects over \$250,000.00 as established by the Department's budget. Maintenance contracts do not require a contractor to have a certificate of qualification, unless stipulated in the project description and specifications. If deemed necessary by the Department, certain maintenance contracts will contain specific requirements for maintenance contractor eligibility.

## **PREQUALIFIED CONTRACTORS CURRENT CAPACITY**

In order for the Department to have the information required to determine a prequalified bidder's Current Capacity, it is necessary that the prequalified contractor certify the total dollar amount of all work the contractor has underway. This certification shall be accomplished electronically by submitting the Certification of Work Underway (Online Web Application) [http://www.dot.state.fl.us/cc-admin/PreQual\\_Info/prequalified.shtm](http://www.dot.state.fl.us/cc-admin/PreQual_Info/prequalified.shtm) to the Department every 30 calendar days.

## **CONFLICT OF INTEREST**

A contractor who performs a constructability review on a design contract or who participates in a value engineering study workshop or cost risk analysis workshop, is prohibited from bidding on the construction of that contract.

## **SCRUTINIZED COMPANIES**

A company that is on the Scrutinized Companies with activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List may not bid on, submit a proposal for, or enter into a contract with an agency or local government entity for goods or services of \$1 million or more.

## **BID REJECTION**

Bidders are hereby notified that all bids on any of the following projects are likely to be rejected if the lowest responsive bid received exceeds the engineer's estimate by more than ten percent (10%). In the event any of the bids are rejected for this reason, the project may be deferred for re-advertising. In addition, award of all federally funded projects will be subject to Federal Highway Administration concurrence.

## **PROTEST RIGHTS**

Pursuant to Section 337.11, Florida Statutes, any person adversely affected by a **bid solicitation** shall file both a notice of protest and bond within 72 hours of the receipt of the bid documents, and shall file a formal written protest within ten days after filing the notice of protest. Any person who files a notice of protest as to a bid solicitation pursuant to this rule shall post with the Department, at the time of filing the notice of protest, a bond payable to the Department in the following amounts: For an action protesting a bid solicitation that requires qualification of bidders, the bond shall be \$5,000. For an action protesting a bid solicitation for which bidders are not required to be prequalified by the Department to be eligible to bid, the bond shall be \$2,500. The required notice of protest, bond and formal protest must each be timely filed with the Clerk of Agency Proceedings, Florida Department of Transportation, Mail Station 58, Room 550, 605 Suwannee Street, Tallahassee, Florida 32399-0458. Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for the filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Pursuant to Section 337.11, Florida Statutes, any person adversely affected by a **bid rejection or contract award** shall file both a notice of protest and bond within 72 hours after the posting of the Summary of Bids. If notice of intended decision is given by certified mail or express delivery, the adversely affected person must file both the notice of protest and bond within 72 hours after receipt of the notice of intent. A formal written protest must be filed within ten days after filing the notice of protest. Any person who files a notice of protest as to a bid rejection or contract award pursuant to this rule shall post with the Department, at the time of filing the notice of protest, a bond payable to the Department in the following amounts: For an action protesting a bid rejection or contract award that requires qualification of bidders, the Bond shall be equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. For an action protesting a bid rejection or contract award for which bidders are not required to be prequalified by the Department to be eligible to bid, the bond shall be \$2,500. The required notice of protest, bond, and formal protest must each be timely filed with the Clerk of Agency Proceedings, Florida Department of Transportation, Mail Station 58, Room 550, 605 Suwannee Street,

Tallahassee, Florida 32399-0458, FAX (850) 414-5264. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

A protest is not timely filed unless the notice of protest, bond, and the formal protest are each received by the Clerk of Agency Proceedings within the required time limits. A protest which is filed prematurely will be deemed abandoned unless timely renewed.

Unless otherwise prohibited by Florida Statute or Federal Regulation, in the event multiple responsive bidders submit identical proposals, the Department will determine the order in which Proposals are to be considered for Contract award in accordance with Rule 60A-1.001, Florida Administrative Code.

### **INSURANCE**

The successful bidder shall submit current general liability insurance and workman's compensation insurance certificates for the duration of the contract in the dollar amounts and manner specified in the most current edition of the Department's Standard Specifications for Road and Bridge Construction. Insurance companies must be authorized to do business in the State of Florida. Proof of such insurance shall be filed with the District Contracts and Procurement Office before the contract can be executed. **BE SURE THAT THE CONTRACT NUMBER IS ON EACH INSURANCE CERTIFICATE.**

### **ADDENDA**

No negotiations, decisions, or actions will be initiated or executed by a potential bidder as a result of any oral discussion with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department. Notices of changes (addenda) will be posted on the Districts Contracts Administration website at: <http://www.dot.state.fl.us/contractsadministrationdistrict3/>, click "Letting and Project Information" and select letting date from the Lettings Menu. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting their bid. **All addenda will be acknowledged by signature and subsequent submission of addenda with the bid when so stated in the addenda.**

### **BID QUESTIONS**

Direct questions regarding the advertised projects by posting them to the Department website at the following URL address: <https://www3b.dot.state.fl.us/BidQuestionsAndAnswers/Proposal.aspx/SearchProposal>.

### **BID BOND**

For bids over \$150,000.00, the standard proposal guaranty of 5% of the bid will be required. A Proposal Guaranty of not less than five percent (5%) of the total actual bid in the form of either a certified check, cashier's check, trust company treasurer's check, bank draft of any national or state bank, or a Surety Bid Bond made payable to the Florida Department of Transportation must accompany each bid in excess of **\$150,000.00**. A check or draft in an amount less than five percent (5%) of the actual bid will invalidate the bid. The guaranty amount shall include all bid items except construction days for A+B bidding and lane closure for Lane Rental Bidding. Bid Bonds shall substantially conform to DOT Form 375-020-09 furnished with the Proposal. Surety2000 or SurePath electronic Bid Bond submittal may be used in conjunction with Bid Express internet bid submittal. For more information please visit <http://www.surety2000.com> for Surety2000 or <http://www.insurevision.com> for SurePath. Paper Bid Bonds will also be accepted for bids submitted through Bid Express provided they are received prior to the deadline for receiving bids, by the location(s) identified in this Bid Solicitation Notice for receiving bids for the advertised project(s). If an electronic bid bond is not being submitted, the bidder must submit an original bid bond. (A fax or a copy sent as an attachment will not be accepted.)

### **EXECUTION OF CONTRACT**

Pursuant to Subsections 3-6 and 3-7 of the Standard Specifications, the successful bidder shall execute the necessary contract documents and return the agreement along with a satisfactory Performance and Payment Bond within ten (10) Calendar days of award, excluding Saturdays, Sundays, and state holidays, unless noted otherwise in the project specifications. A 100% Payment and Performance Bond will be required for all projects unless noted otherwise in the project specifications. All work is to be done in accordance with the Plans, special Provisions of the State of Florida Department of Transportation.

Prior to execution of the contract with the Department, **a corporation must show proof that it is authorized to do business in the State of Florida.** Florida corporations should provide a copy of the certificate of Incorporation and foreign corporations should provide a copy of Certificate of Authority from the Florida Department of State.

**Important Note:** Actual commitment and final execution of the contract is contingent upon an approved legislative budget and funds availability.

### **PROPOSAL REVISIONS**

Unless otherwise instructed, the Department will accept legible facsimile (fax) proposal revisions pursuant to the project specifications at Fax No. (850)330-1494 if received in full by 2:00 PM Local Time on the day of the letting. A faxed proposal revision will not be considered if received at a different fax number. The bid/proposal must be received in the District Contracts and Procurement Office prior to receiving changes through the fax.

For projects that are submitted through Bid Express, contractor's revisions to bids must be submitted through Bid Express by the time the bids are due.

### **DBE PARTICIPATION**

Disadvantaged Business Enterprise (DBE) Availability Goal Information is contained in the Bid Solicitation Package. Please complete, sign, and return the applicable "Anticipated DBE Participation Statement" form and the "DBE/MBE Bid Opportunity List" form which shall be submitted with bid as stipulated in the subject bid packages.

### **DEBARMENT/SUSPENSION**

All bids submitted to the Department shall include a statement that by signing and submitting this proposal, the bidder certifies that no principal (which includes officers, directors or executives) is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

### **MANDATORY PRE-BID CONFERENCE**

For projects with mandatory Pre-Bid Meeting, proposals (BIDDING DOCUMENTS) will be issued only to the attendees of the meeting. Prospective bidders ordering bidding documents prior to the Pre-Bid Meeting will be given access to download the bidding documents within 24 hours after the Pre-Bid Meeting. Those prospective bidders ordering the documents after the Pre-Bid Meeting will need to contact the office advertising the project to confirm attendance and receive access to download the bidding documents. Please contact the office at least two working days prior to the deadline for obtaining bidding documents to allow time for processing.

### **LATE ARRIVALS TO MANDATORY PRE-BID MEETINGS**

All bidders must be present and signed in prior to the start of the mandatory prebid meeting. Anyone not signed in at the commencement of the meeting will be considered late and will not be allowed to bid on the project.

### **FIRST TIME BIDDERS**

Bidders bidding for the first time with the Department can request an orientation meeting to obtain information about the bidding/contracting process. Contact the office listed for ordering plans. Please call (850)638-0250 for further details.

### **POSTING NOTICE**

The bid tabulation and intent to award will be posted on **March 03, 2016** or **March 10, 2016** at <http://www.dot.state.fl.us/contractsadministrationdistrict3/>, click the "Letting and Project Information" and select letting date from the Listings Menu. The posting provides notice of the Department's intent to award a contract or reject all bids. The Department's Notice of Intent regarding a project will be posted on only one of the alternate posting dates. Bidders are solely responsible for timely monitoring or otherwise verifying on which of the specified alternate posting dates the posting of award or rejection of all bids actually occurs.

If the posting dates are revised, all bidders for the subject project will be notified.

### **AFFIRMATIVE ACTION (EQUAL EMPLOYMENT OPPORTUNITY)**

The Florida Department of Transportation (hereinafter referred to as the "Department"), in accordance with **Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4 and related authorities, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-**

assisted programs of the U.S. Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively insure that in any contract entered into pursuant to this advertisement, minority and disadvantaged business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, national origin, or sex in consideration for an award. Further, it is the policy of the Department to not discriminate against bidders on the grounds of race, color, national origin, religion, sex, age, or disability/handicap in consideration for an award. A bidder must have an approved DBE Affirmative Action (DBE/AA) Plan prior to contract award. Please use the following link [http://www.dot.state.fl.us/cc-admin/cpp\\_online\\_ordering/bidder\\_assist.shtm](http://www.dot.state.fl.us/cc-admin/cpp_online_ordering/bidder_assist.shtm) and the Special Provisions for instructions for submission of a DBE/AA Plan. The DBE/AA Plan should be submitted for approval prior to the bidding.

#### **MINIMUM WAGE**

The minimum wage for all hours worked in Florida is available at <http://www.floridajobs.org>.

#### **EMAIL SUBSCRIPTION LIST**

To get on the e-mail subscription list, go to <http://www2.dot.state.fl.us/ContractsAdministration/bsnmail.asp> and fill out the necessary information to "Subscribe". To obtain information concerning other districts, go to <http://www.dot.state.fl.us/cc-admin/distco.shtm>.

#### **NOTICE TO ALL BIDDERS**

To report bid rigging activities call: 1-800-424-9071

The U.S. Department of Transportation (DOT) operates the above toll-free "hotline" Monday through Friday, 8:00 A.M. to 5:00 P.M. Local Time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities. The "hotline" is part of the DOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the DOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

By submitting a bid, the contractor/consultant/vendor agrees to comply with section 20.055(5) Florida Statute, and to incorporate in all subcontracts the obligation to comply with section 20.055(5) Florida Statute.

**Florida Department of Transportation  
Notice to Contractors Index**

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Published: January 12, 2016

Letting ID: 03160211

Please use the following proposal ID and the letting ID when ordering plans/proposal or specifications for the February 11, 2016 letting.

Page Number	Proposal Id	Proposal Notes	Fin Proj Numbers	County
7	E3N48		43514815201(*)	ESCAMBIA
9	E3N87		43518215201(*)	LEON
10	E3O70		43254115201(*)	OKALOOSA
12	E3P53		40716695224(*)	WALTON
14	E3P54		40716695225(*)	CALHOUN
15	E3P55		40716695226(*)	ESCAMBIA
17	E3P57		42212217259(*)	DIST/ST-WIDE, JACKSON
18	E3P58		42212217258(*)	DIST/ST-WIDE, JACKSON, WASHINGTON
19	E3P59		42214317288(*)	DIST/ST-WIDE, WALTON
20	E3P63		42212217257(*)	DIST/ST-WIDE, JACKSON

**Proposal Note Codes:**

*Note: (\*) indicates lead project*

**Florida Department of Transportation  
Bid Solicitation Notice and Approximate Quantities**

Letting:	03160211	Call Order: 010	Proposal: E3P63	District: 03
Counties:	DIST/ST-WIDE, JACKSON			
Road Name:	MARIANNA MAINTENANCE - ROUTINE MAINTENANCE			
Limits:	53040000			
Project(s):	42212217257(*)	Federal Aid No: N/A		
Total Roadway Length:	0.000 Miles	Contract Days:	Thru 12/31/16	
Total Bridge Length:	0.000 Miles	Letting Date:	02/11/16	
Total Proposal Length:	0.000 Miles	Contract Execution Days:	10	
		Special Start Date:	N/A	
		Aquis/Flexible Start Time:	15 Days	
Proposal Budget Estimate:	\$200,000.00			

Please read the full advertisement

Description:

The Improvements of this Contract consist of routine mowing of grassed or vegetated roadside areas, within the Departments right of way, along primary roads in Jackson County. Estimated quantities and locations for each type mowing is shown in the Appendices. Hand labor may be required to perform the specified work in certain areas.

**Call Order: 010 Proposal: E3P63**

ALT	Item	Description	Unit	Quantity
<b>Section 0001 LARGE MACHINE MOWING (AC)</b>				
	E104- 4- 1	MOWING (REGULAR/LARGE MACHINE)	AC	9,831.920
	E104- 4- 2	MOWING (SLOPE)	AC	67.200

**WORKFORCE AND EMPLOYMENT**  
**OPPORTUNITIES OFFICES**

To obtain the addresses, phone numbers, fax numbers and e-mail addresses of your local workforce employment partner, please visit the following website:

[www.floridajobs.org](http://www.floridajobs.org)

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**BITUMINOUS MATERIAL**  
**GASOLINE AND DIESEL FUELS AND**  
**NATURAL GAS PRICE INDEX**

To obtain information on Bituminous Material Gasoline and Diesel Fuels and Natural Gas Price Index, please visit the following website (click on More... under Most Requested and choose Asphalt Price Index):

[www.dot.state.fl.us/cc-admin](http://www.dot.state.fl.us/cc-admin)

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION  
DATE: 01-11-16

PROPOSAL OF

VENDOR NUMBER : F45-5002596001  
PHONE : 850-544-2909 FAX:  
EMAIL : tandnlawnmaster@yahoo.com  
STATE OF INCORP : Florida (FL)

T & N Lawnmasters  
9498 bartlett ln.  
Tallahassee FL 32305

STANDARD BID(A) : \$145,710.88  
TIME BID(B) : \$0.00

TOTAL BID AMOUNT: \$145,710.88

DATE OF LETTING : 02/11/16  
LETTING ID : 03160211  
CALL ORDER : 010

PROPOSAL NUMBER : E3P63  
CONTRACT DAYS : Completion Date

FIN PROJ NUMBERS	LEAD FPN	FEDERAL AID NUMBER
42212217257	42212217257	N/A

PROPOSAL DESCRIPTION

LETTING LOCATION: 1074 Hwy 90 Chipley, FL 32428,  
POSTING DATES: 03/03/2016 and 03/10/2016  
CONTRACT DAYS: 0

CONTRACT EXECUTION DAYS: 10

SPECIAL START DATE: N/A

ACQUIS./FLEXIBLE START TIME: 15 Days

The Improvements of this Contract consist of routine mowing of grassed or vegetated roadside areas, within the Departments right of way, along primary roads in Jackson County. Estimated quantities and locations for each type mowing is shown in the Appendices. Hand labor may be required to perform the specified work in certain areas.

COUNTY : JACKSON  
DIST/ST-WIDE



## **Contract Schedule of Items**

**Contract ID :** E3P63  
**Date of Letting :** February 11, 2016  
**Call Order :** 010  
**District :** District 3  
**Counties :** DIST/ST-WIDE, JACKSON  
**Awarded Vendor :** F455002596  
T & N LAWN MASTERS

**Awarded Amount :**

<b>Project (s) :</b>	<b>Fed Aid Num (s) :</b>
42212217257 (*)	

**Description :**  
**Contract Days :**  
**Contract Execution Days :** 10  
**Special Start Time :** N/A  
**Acquis./Flexible Start Time :** 15 Days

It is understood and agreed that the date on which calendar days will begin to be charged to the project shall be:

- (a) either 1) 15 Days (calendar days) from the date of issuance of  
or 2) the date on which the Contractor actually begins work which  
ever date is earlier, or
- (b) Special Start Date as specified in the proposal description, or
- (c) Anytime after the date specified in the proposal description

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**Contract ID: E3P63****MARIANNA MAINTENANCE - ROUTINE MAINTENANCE**

<b>Time ID</b>	<b>Completion Date or Number of Units</b>	<b>Min/Max</b>	<b>Unit Type</b>	<b>Time Type</b>	<b>Liquidated Damages Rate</b>	<b>Contract Time Flag</b>
00	12/31/2016	/	Days	DT	1.00 Days	√

**(\*) - Indicates Cost Plus Time Site.**



## Contract Schedule

Page 1 of 1

Contract ID: E3P63

Lead Project: 42212217257

Fed Aid Num: N/A

Apparent Low F455002596

T &amp; N LAWN MASTERS

SECTION 0001 LARGE MACHINE MOWING (AC)

\$145,710.88

Alt Set ID:

Alt Mbr ID:

Proposal Line Number	Item ID Description	Approximate Quantity and Units	Unit Price	Bid Amount
0005	E104 4 1 MOWING (REGULAR/LARGE MACHINE)	9,831.920 AC	\$14.00000	\$137,646.88
0010	E104 4 2 MOWING (SLOPE)	67.200 AC	\$120.00000	\$8,064.00
Total Bid:				\$145,710.88

web Transport  
Approximate Quantities

Page 1 of 1

Proposal ID: E3P63

Letting: 03160211

Call Order: 010

Letting Date: 02/11/2016

## Section 0001 LARGE MACHINE MOWING (AC)

Alt	Item ID	RefItemDescr	Unit	Quantity
	E104 4 1	MOWING (REGULAR/LARGE MACHINE)	AC	9,831.920
	E104 4 2	MOWING (SLOPE)	AC	67.200

UNIT () - Indicates bid as lump sum

## QUALITY CONTROL PLAN

Our quality control plan provide systems that set the standards for operations and outcomes, designed to ensure that every team member has the ability to meet those standards and deliver reliable outcomes. This is for the benefit of both the vendor and the client, as it helps to define client expectations, while giving workers the knowledge and tools to meet those expectations. quality control processes that include regular assessments of your property to spot potential problem areas. A high-quality vendor should be able to offer solutions for things like overgrowth, water waste, soil erosion, disease or infestation, safety hazards, and more. A good quality control system will also include several levels of inspection. The checks performed by on-site workers on their weekly visits can ensure that you're getting the landscape maintenance services you're paying for. Regular inspections by managers can help to ensure that crews on the ground are staying on top of the most important maintenance issues. After all, landscapers are dealing with a living product that changes over time.