

BID SUBMITTAL

This Page and all following pages comprise your original Bid Submittal package. Please also attach any additional information or documentation requested in this BID.

INSTRUCTIONS

Sealed Bids must be received on or before the due date and time (local time) at the office of the Village Clerk, Village of Tequesta, 345 Tequesta Drive, Tequesta Florida 33469. Normal Village business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, except holidays. All Bids will be publicly opened at Village Hall. Each Bid submitted to the Village Clerk shall have the following information clearly marked on the face of the envelope: Bidder's name, return address, BID number, due date for Bids, and the title of the Bid. Included in the envelope shall be a signed original of the Solicitation Summary, 2 Copies and one (1) electronic version of your Bid on CD or a thumb drive in a usable PDF format. If the Solicitation Summary is not included in the envelope as a hard copy, the Village may deem your Bid non-responsive. Bids must contain all information required to be included in the submittal, as described in this Solicitation.

RFP No. : 2018-03PW

Title: Mowing and Landscaping Services

Due Date and Time: Friday, August 10, 2018 @ 3:00pm

Duval Landscape Maintenance, LLC

NAME OF BIDDER

SECTION 4
PRICING INFORMATION

4.1 PRICES AND RATES

The Bidder shall indicate in the spaces provided in Exhibit A, Pricing Schedule, the firm and fixed prices and rates offered to the Village for providing the goods and services described in this Solicitation. The prices must be clear and unambiguous. No ranges shall be entered into the Excel document.

Bidders shall submit the Pricing Information in an unmodified Excel format with the Bid Submittal.
Failure to follow these instructions may result in your bid being rejected.

4.2 REQUIRED SUBMITTALS

The Bidder shall include copies of its certifications and any other relevant licenses or documentation with its Bid Submittal.

SECTION 5

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

List below the dates of issue for each addendum received in connection with this Solicitation:

Addendum #1, Dated Addendum 18.061 Row Signed
Addendum #2, Dated _____
Addendum #3, Dated _____
Addendum #4, Dated _____
Addendum #5, Dated _____
Addendum #6, Dated _____
Addendum #7, Dated _____
Addendum #8, Dated _____
Addendum #9, Dated _____
Addendum #10, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

Duval Landscape Maintenance, LLC
FIRM NAME

Mark A. Bodkiri
SIGNATURE

Mark A. Bodkiri VP Sales + Marketing
NAME AND TITLE

8/13/19
DATE

SECTION 6
BID SUBMITTAL SIGNATURE PAGE

By signing this Bid the Bidder certifies that it satisfies all legal requirements as an entity to do business with the Village, including all Conflict of Interest and Code of Ethics provisions.

Firm Name: Duval Landscape Maintenance, LLC

Street Address: 12875 Bryan Road Loxahatchee Park, FL 33476

Mailing Address (if different than Street Address):

Telephone Number(s): 561-350-6213

Fax Number(s): 904-212-0547

Email Address: Mark@duvallandscape.com

Federal Employer Identification Number: 27-0877531

Prompt Payment Terms: % days net 30 days

Signature: [Signature]
(SIGNATURE OF AUTHORIZED AGENT)

Print Name: Mark Bodkin

Title: VP Sales + Marketing

By signing this document, the Bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract/Agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER, FOR NOT LESS THAN 90 DAYS, AND THE BIDDER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS INVITATION TO BID. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE, BY AN AUTHORIZED REPRESENTATIVE, SHALL RENDER THE BID NON-RESPONSIVE. THE VILLAGE MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

SECTION 7
AFFIDAVITS, NOTICES

7.1 AFFIDAVITS

The forms listed below must be completed by an official having legal authorization to contractually bind the company or firm. Each signature represents a binding commitment upon the Bidder to provide the goods and/or services offered to the Village if the Bidder is determined to be the lowest responsive and responsible Bidder.

- a. Conflict of Interest Disclosure Form
- b. Notification of Public Entity Crimes Law
- c. Notification of Public Records Law
- d. Drug-Free Work Place
- e. Non-Collusion Affidavit

CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All Bidders must disclose within their Bids: the name of any officer, director, or agent who is also an employee of the Village of Tequesta.

Furthermore, all Bidders must disclose the name of any Village employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Bidder's firm or any of its branches.

The purpose of this disclosure form is to give the Village the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any Village duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

☒ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Bid.

☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Bid.

Acknowledged by:

Doval Landscape Maintenance, LLC
Firm Name

Mark Bodkin
Signature

Mark A. Bodkin VP Sales & Marketing
Name and Title (Print or Type)

8/18/18
Date

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Dual Landscape Maintenance, LLC
Firm Name

Mark A. Bodman
Signature

Mark A. Bodman
Name and Title (Print or Type)

8/13/19
Date

Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records
Pursuant to Chapter 119, Florida Statutes

Pursuant to Chapter 119, Florida Statutes, Contractor shall comply with the public records law by keeping and maintaining public records required by the Village of Tequesta in order to perform the service. Upon request from the Village of Tequesta custodian of public records, Contractor shall provide the Village of Tequesta with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract. Upon completion of the contract, Contractor shall transfer, at no cost, to the Village of Tequesta all public records in possession of the Contractor or keep and maintain public records required by the Village of Tequesta in order to perform the service. If the Contractor transfers all public records to the Village of Tequesta upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Village of Tequesta, upon request from the Village of Tequesta custodian of public records, in a format that is compatible with the information technology systems of the Village of Tequesta.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OFFICE OF THE VILLAGE CLERK LOCATED AT 345 TEQUESTA DRIVE TEQUESTA FLORIDA 33469, PHONE NUMBER (561) 768-0443, EMAIL ADDRESS: LMCWILLIAMS@TEQUESTA.ORG

Acknowledged:

Duval Landscape Maintenance, LLC
Firm Name

Mark A. Bodhans
Signature

Mark A. Bodhans VP Sales & Marketing
Name and Title

8/13/19
Date

DRUG-FREE WORKPLACE

Duval Landscape Maintenance, LLC is a drug-free workplace and has
(Company Name)

a substance abuse policy in accordance with and pursuant to Section 440.102, Florida Statutes.

Acknowledged by:

Duval Landscape Maintenance, LLC
Firm Name

Mark A. Bodkin
Signature

Mark A. Bodkin VP Sales & Marketing
Name and Title

8/13/18
Date

NON-COLLUSION AFFIDAVIT

STATE OF FL
COUNTY OF Manatee

Before me, the undersigned authority, personally appeared Mark A. Bodkins, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that:

a. He/She is VP Sales & Marketing of Duval Landscape Maintenance, LLC, the Bidder that has submitted a Bid to perform work for the following:

ITB No.: RFP # 2018-03PM Title: Mowing and Landscaping Services

b. He/She is fully informed respecting the preparation and contents of the attached Request for Bids, and of all pertinent circumstances respecting such Solicitation. Such Bid is genuine and is not a collusive or sham Bid.

c. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Solicitation and contract for which the attached Bid has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached Bid or any other Bidder, or to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Village or any person interested in the proposed contract.

d. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Mark A. Bodkins Signature

Subscribed and sworn to (or affirmed) before me this 13th day of August 2018 by

Mark A Bodkins who is personally known to me or who has produced
FL Driv Lic. as identification.

SEAL



Notary Signature

Notary Name: SHANNON KING

Notary Public (State): Florida

My Commission No: GG 178088

Expires on: 1/23/2022

Village of Tequesta,
Mowing and Landscaping Services

This Contract shall be executed in two (2) original sets by the Village and Contractor. The Contract Documents are complementary, and wherever possible the provisions of the documents shall be construed in such manner as to avoid conflicts between provisions of the various documents.

IN WITNESS WHEREOF, the parties execute this Contract through their duly authorized representatives.

ATTEST:

Village of Tequesta

By: _____

Village Clerk

By: _____

Mayor

Date: _____, 20__

Village ATTORNEY'S OFFICE

Approved as to form and legality

By: _____

ATTEST:

Contractor:

By: _____

Corporate Secretary

By: _____

Print Name: _____

Print Name: _____

**SECTION 9
EXHIBITS**

9.1 EXHIBITS

A. Exhibit "A" -Mowing Sites, Locations and Pricing Schedule

b. Maps 1-24 – Correspond with Mowing sites in Exhibit "A"

NOTE: Exhibit" A" must be submitted in an unmodified Excel format with your Bid Submittal.

SECTION 10
SOLICITATION SUMMARY
The Village of Tequesta
345 Tequesta Drive
Tequesta Florida 33469

SOLICITATION SUMMARY

IMPORTANT NOTICE The information you provide on this page will be read aloud at the PUBLIC OPENING for this Solicitation. It is VERY IMPORTANT that the summary information you provide below is exactly the same information contained in your Bid. If subsequent to the opening of Bids, the Village determines that the information contained in the electronic version of your Bid is different from the information on this Solicitation Summary, the Village reserves the right to deem your Bid NON-RESPONSIVE, and remove your Bid from further evaluation and consideration for contract award.

BID INFORMATION

Bid Number: RPF# 2018-03PW

Title: Mowing and Landscaping Services

Due Date and Time: August 10, 2018, @ 3:00PM

Name of Bidder: Duval Landscape Maintenance, LLC

Address: 12875 Bryan Rd. Loschatchee Groves, FL 33470

Contact Person: Mark A. Bodkin

Total Bid Amount: \$ 77,797.00

Authorized Signature: Mark A. Bodkin

Date: 8/13/18

By signing and submitting this Solicitation Summary, the Bidder affirms that the information provided above is an exact and correct summary of the information contained in the electronic version of the Bidder's Bid to the Village of Tequesta

THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ORIGINAL HARDCOPY IN THE ENVELOPE CONTAINING YOUR BID.

VILLAGE OF TEQUESTA


Exhibit A - Pricing Schedule

RP 2015-03PM, Mowing and Landscaping Services

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
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121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
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151	152	153	154	155	156	157	158	159	160	161	162	163	164	165
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196	197	198	199	200	201	202	203	204	205	206	207	208	209	210
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271	272	273	274	275	276	277	278	279	280	281	282	283	284	285
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646	647	648	649	650	651	652	653	654	655	656	657	658	659	660
661	662	663	664	665	666	667	668	669	670	671	672	673	674	675
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736	737	738	739	740	741	742	743	744	745	746	747	748	749	750
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856	857	858	859	860	861	862	863	864	865	866	867	868	869	870
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1381	1382	1383	1384	1385	1386	1387	1388	1389	1390	1391	1392	1393	1394	1395
1396	1397	1398	1399	1400	1401	1402	1403	1404	1405	1406	1407	1408		

[illegible]

STATE OF FLORIDA		
Department of Agriculture and Consumer Services		
BUREAU OF LICENSING AND ENFORCEMENT		
Date	File No.	Expires
May 31, 2018	JF6172	June 1, 2019
THE CERTIFIED PEST CONTROL OPERATOR NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: June 1, 2019		
MARK ALAN BODKIN 1004 145TH STREET CIRCLE NE BRADENTON, FL 34212		Lawn and Ornamental
 ADAM H. PUTNAM, COMMISSIONER		

STATE OF FLORIDA		
Department of Agriculture and Consumer Services		
BUREAU OF LICENSING AND ENFORCEMENT		
Date	File No.	Expires
May 31, 2018	JF6172	June 1, 2019
THE CERTIFIED PEST CONTROL OPERATOR NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: June 1, 2019		
MARK ALAN BODKIN 1004 145TH STREET CIRCLE NE BRADENTON, FL 34212		Lawn and Ornamental
 ADAM H. PUTNAM, COMMISSIONER		



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/25/2018

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 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).

PRODUCER Lassiter-Ware Insurance of Jacksonville 8659 Baypine Road Suite 100 Jacksonville FL 32256		CONTACT NAME: Debbie Weigel PHONE (A/C No. Ext): (800) 845-8437 FAX (A/C No.): (888) 883-8680 E-MAIL ADDRESS: DebbieW@lassiterware.com	
INSURED Duval Landscape Maintenance LLC 7011 Business Park Blvd. N. Jacksonville FL 32256		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Southern Owners Insurance Co.	NAIC # 10190
		INSURER B: Old Dominion Insurance Co.	40231
		INSURER C: Builders Mutual Ins Co	10844
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 17-18 GL 18-19 WC

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		72225857	11/15/2017	11/15/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000				
	<input checked="" type="checkbox"/> Pesticide/Herbicide Application	MED EXP (Any one person) \$ 10,000				
	GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	PERSONAL & ADV INJURY \$ 1,000,000				
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY		B1P6595E	11/15/2017	11/15/2018	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO	PRODUCTS - COMP/OP AGG \$ 2,000,000				
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	Employee Benefits \$ 1,000,000				
	<input type="checkbox"/> HIRED AUTOS	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	51-503800-00	11/15/2017	11/15/2018	BODILY INJURY (Per person) \$
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	BODILY INJURY (Per accident) \$				
		PROPERTY DAMAGE (Per accident) \$				
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WCP1050086	2/1/2018	2/1/2019	EACH OCCURRENCE \$ 5,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	AGGREGATE \$ 5,000,000				
	If yes, describe under DESCRIPTION OF OPERATIONS below					

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

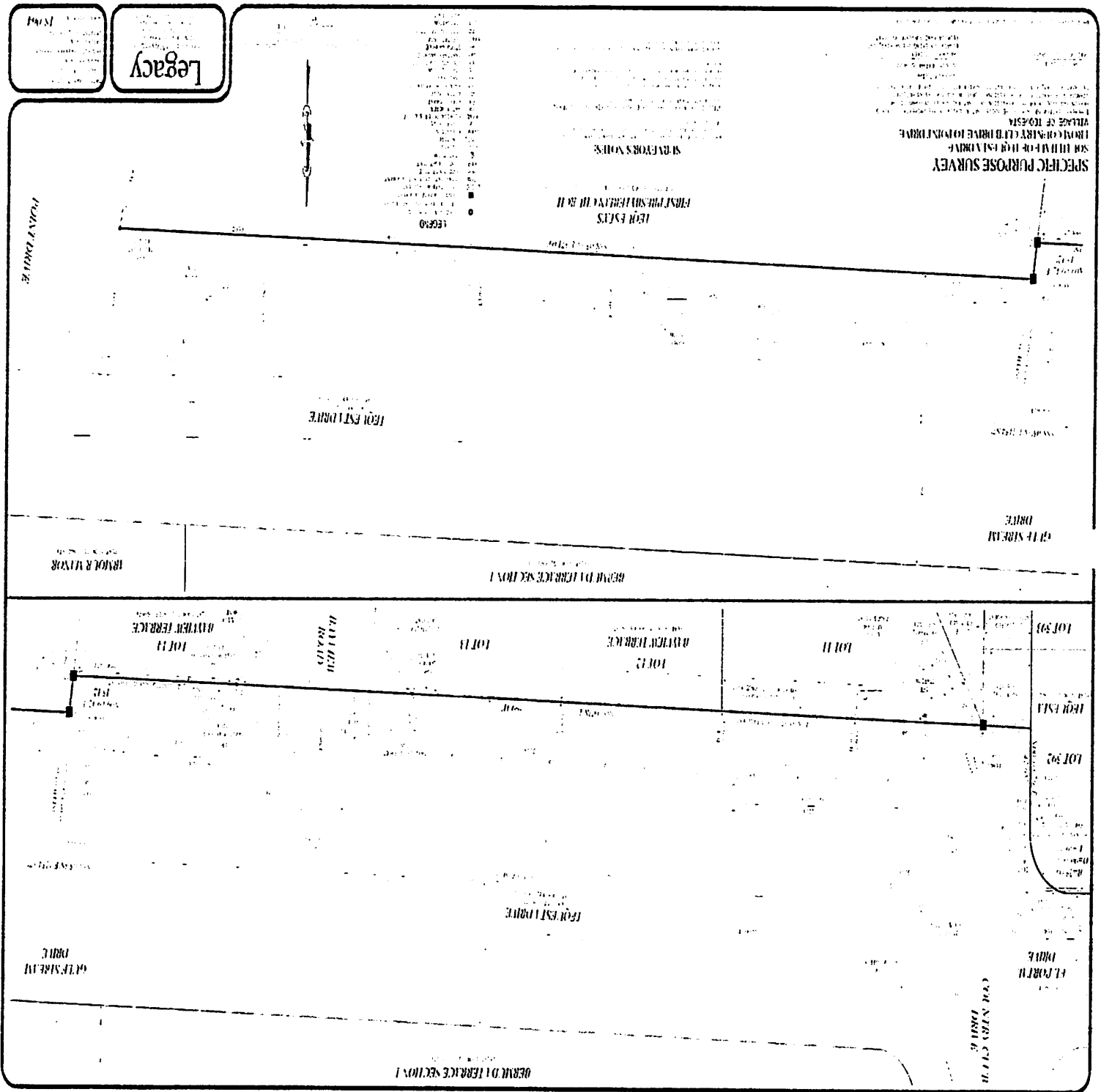
CERTIFICATE HOLDER**CANCELLATION**

FOR INFORMATION ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rob Bramlett/DEBBIW



Addendum #1
18-061
Kaw signed