

**City of Madeira Beach  
REQUEST FOR PROPOSAL (RFP)  
PARKS MAINTENANCE AND RELATED SERVICES CONTRACT**



**City of Madeira Beach**  
Request for Proposals

Parks Maintenance and Related Services

Proposals due by Friday, **February 16, 2018**  
**11:00 A.m.** at City Hall  
300 Municipal Drive  
Madeira Beach, Florida 33708

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**PURPOSE & INTRODUCTION**

The purpose of this Request for Proposals (RFP) is for The City of Madeira Beach to receive responses from qualified companies capable of assisting the City in maintaining its parks system and city owned properties at a variety of locations throughout the City of Madeira Beach.

**MANDATORY SITE MEETING**

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Tuesday February 6, 2018 @ 10:30 am.

Meet at City Hall with the Public Works Director and Parks Supervisor Director.

300 Municipal Drive  
Madeira Beach, FL 33708

**PROJECT DESCRIPTION**

The City has approximately 27 locations in needs of maintenance. This includes pocket parks throughout the city, medians, city buildings such as Municipal Marina, city owned parking lots, etc. The bulk of the maintenance is mowing, trimming, weed control, litter pickup, minor landscaping, maintenance of landscaping, etc. This request is for a period of three (3) years with the option of two (2), one (1) year renewals. A detail will be provided at the mandatory site meeting.

**CALENDAR OF EVENTS**

- |                      |   |
|----------------------|---|
| A. January 26, 2018  | Request for Proposals (RFP) release Date    |
| B. February 6, 2018  | Mandatory Site Meeting at 10:30 AM          |
| C. February 9, 2018  | Bidders needing pre-qualify due by 10:00 AM |
| D. February 16, 2018 | Bid opening at 11:00 AM                     |
| E. February 21, 2018 | Interviews if necessary                     |
| F. March 13, 2018    | Bid Award by City Commission                |
| G. April 2018        | Tentative contract effective date           |

**QUALIFICATIONS**

The responding firm shall present their bid as outlined in the RESPONSE FORMAT/SUBMITTAL REQUIREMENTS section of this document. Respondents must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City of Madeira Beach. The City reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with the terms and conditions of the Contract. In the event the responses do not meet the Owner's requirements, alternative delivery methods may be pursued. The Owner reserves the right, at its sole discretion, to accept or reject any or all proposals and maintains no obligation to select any proposal.

**DELIVERY METHOD**

The City of Madeira Beach is seeking a company to adequately offer parks related maintenance services for all City owned properties or properties the City is responsible for maintaining.

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**SELECTION CRITERIA**

The following criteria will be used in selecting the contractor (and listed in no specific order):

- Relevant local experience in similar projects and the methodical approach in maintaining parks, ball fields, road medians, landscaping around city buildings, etc.
- Qualifications of proposing company and the equipment/methods used in proposed maintenance

**\*\*\*COST WILL BE THE OVERALL DETERMINING FACTOR IN THE EVALUATION**

**\*\*\*All employees working in the City of Madeira Beach must pass a background check and said background check will be conducted by proposer and at the proposer's expense.**

**SUBMITTAL PROCEDURES:** Companies shall submit three (3) original submittals. Responses must be submitted by the date and time indicated below. Bids not submitted by that time will be refused. BIDS shall not be valid unless sealed in a single envelope or box marked: **"City of Madeira Beach Parks Maintenance Services"** and received by:

City of Madeira Beach  
City Manager's Office  
300 Municipal Drive  
Madeira Beach FL 33708

Bids will be received until 11:00 A.M February 9, 2018. Bids will be opened and publicly read at that time.

**RESPONSE FORMAT / SUBMITTAL REQUIREMENTS:** The response must be organized according to the following format. Information should be concise and specific to address each request. Include a table of contents and tabs to organize the material in the following order.

**Letter of Interest:** To be no more than one (1) page long. The letter of interest may contain any information not shown elsewhere in the submittals.

**Qualifications of the company:** Provide a brief description of the history and capabilities of the company. Explain as detailed as possible on how each location would be maintained and possibly updated.

**Specific Project experience:** List any municipal or other parks related maintenance experience.

**Claims / disputes / litigation:** Identify all unresolved and ongoing claims and disputes against your company in excess of \$500,000. Include any claims against the principals of your firm or any claims your company may have against a third party. Provide a history of litigation, including the outcomes, for the past five years.

**Fee:** the most responsive and responsible firm offering the most competitive pricing will be awarded the contract. The response should include **ONE SINGLE FEE.**

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**Bonding capacity and insurance limits:** Provide the overall bonding capacity for the company. Identify the bonding rates and provide history of any claims against bond for the past five years. Provide the contractor's insurance limits and include a certificate of insurance from the insurance carrier.

**RESERVES THE RIGHT**

The City reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the City.

**DESIGNATED CONTACT**

The awarded firm shall appoint a person to act as a primary contact with the City. This person or back-up shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms of the Contract. Fluency in English is mandatory.

**INSURANCE REQUIREMENTS (to be filed with the city upon award)**

Include proof of Insurance furnished by the company's carrier to guarantee the company is insured. The awarded firm must file with the City certificates of insurance prior to commencement of work evidencing the City as a certificate holder as additionally insured with the following minimum coverage:

**Liability Insurance:** The party submitting a response, if selected, shall furnish, pay for, and maintain during the life of any contract entered into with the City of Madeira Beach, Florida, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, employees or subcontractors with the following liability coverage's limits and with no less than:

**Comprehensive General Liability: \$1,000,000** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

**Workers' Compensation:** Proposer will obtain and maintain during the life of this Contract, Workers' Compensation insurance in accordance with the laws of the State of Florida, for all of Proposer's employees employed at the site of the Project. Coverage should include Employers Liability, Voluntary Compensation and U.S. Longshoremen's and Harbor Worker's Act coverage where applicable.

**Employer's Liability: \$100,000** each employee, each accident, and **\$100,000** each employee/**\$500,000** policy limit for disease, and which meets all state and federal laws. Coverage must be applicable to employees, contractors, and subcontractors, if any.

- Please note the inability to provide one or more of the insurances by all firms should be discussed by the attendees at the mandatory site tour with city personnel

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**SUBCONTRACTORS**

Proposer shall require and verify all subcontractors maintain insurance, including workers' compensation insurance, subject to all of the requirements stated herein prior to beginning work.

**ASSURANCES**

The responding firm shall provide a statement of assurance that the firm is not presently in violation of any statutes or regulatory rules that might have an impact on the firm's operations. All applicable laws and regulations of the State of Florida and ordinances and regulations of the City will apply.

**DEVIATIONS FROM SPECIFICATIONS**

Respondents shall clearly indicate, as applicable, all areas in which the items/services he/she proposes do not fully comply with the requirements of this submittal. The decision as to whether an item fully complies with the stated requirements rests solely with the City.

**NO COLLUSION**

By offering a submission to this request, the responder certifies that no attempt has been made or will be made by the responder to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principal(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

**TERMINATION**

The resulting contract may be canceled by the City when:

- a. sufficient funds are not available to continue its full and faithful performance of this contract.
- b. sub-standard or non-performance of contract.
- c. the City wishes to terminate at any time and for any reason, upon giving thirty (30) days prior written notice to the other party.

The resulting contract may be canceled by either party in the event of substantial failure to perform in accordance with the terms by the other party through no fault of the terminating party.

**SUBMITTAL WITHDRAWAL**

After submittals are opened, corrections or modifications to submittals are not permitted, but a respondent may be permitted to withdraw an erroneous submittal prior to the award by the City Commission, if the following is established:

- a. That the respondent acted in good faith in submitting the submittal;
- b. That in preparing the submittal there was an error of such magnitude that enforcement of the submittal would create severe hardship upon the respondent;

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- c. That the error was not the result of gross negligence or willful inattention on the part of the respondent;
- d. That the error was discovered and communicated to the City within twenty-four (24) hours of submittal opening, along with a request for permission to withdraw the submittal;
- e. The respondent submits documentation and an explanation of how the error was made.

**TAXES, FEES, CODES, LICENSING**

The awarded firm shall be responsible for payment of all required permits, licenses, taxes, or fees associated with the project. The awarded firm shall also be responsible for compliance with all applicable codes, laws, and regulations.

**CERTIFICATION OF INFORMATION PROVIDED**

I certify that the information and responses provided on this submittal are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Dated \_\_\_\_\_, 2018

**Contractor:**

\_\_\_\_\_  
(Contractor Name)

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

By: \_\_\_\_\_  
(Typed Name)

Its: \_\_\_\_\_  
(Title)

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(My Commission Expires)