

**St. Johns County School District**  
Sebastian Administrative Annex  
Purchasing Department  
3015 Lewis Speedway, Unit 5  
St. Augustine, FL 32084



# INVITATION TO BID (ITB)

## REQUIRED RESPONSE FORM

BID NO.: 2017-20  
RELEASE DATE: April 12, 2017  
**See Bid for Details on Mandatory Meeting**

**INVITATION TO BID TITLE:**  
**Grounds Maintenance and Landscaping**

F.O.B. Destination: **District Wide**

CONTACT: Patrick Snodgrass  
Director of Purchasing  
(904) 547-8941  
patrick.snodgrass@stjohns.k12.fl.us

**BID DUE DATE AND TIME: May 22, 2017 @ 1:30 pm**  
**BID OPENING DATE AND TIME: May 22, 2017 @ 2:00 pm**

SUBMIT BID TO: Sebastian Administrative Annex  
Purchasing Department  
3015 Lewis Speedway, Unit 5  
St. Augustine, FL 32084

BID OPENING LOCATION: Sebastian Administrative Annex  
Purchasing Department  
3015 Lewis Speedway, Unit 5  
St. Augustine, FL 32084

**REQUIRED SUBMITTALS CHECKLIST** - Each submittal checked below is **required** for Bid to be considered.

- Literature     Specifications     Catalogs     Product Samples: See Special Conditions  
 Debarment Form     Manufacturer's Certificate of Warranty  
 Drug-Free Workplace Certification     List of References  
 Certificate of Insurance: See Special Conditions  
 Additional submittals specific to this ITB may also be required – See Special Conditions for details

**BIDDER MUST FILL IN THE INFORMATION LISTED BELOW AND SIGN WHERE INDICATED FOR BID TO BE CONSIDERED.**

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

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

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_ FEIN: \_\_\_\_\_

**Signature of Owner or Authorized Officer/Agent** \_\_\_\_\_ Telephone: \_\_\_\_\_

Typed Name of Above: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

By my signature, I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity or person submitting an offer for the same materials, supplies, equipment, or services (s), and is in all respects fair and without collusion or fraud. I further agree to abide by all conditions of this invitation and certify that I am authorized by the offeror to sign this response. In submitting an offer to the School Board of St. Johns County, I, as the Bidder, offer and agree that if the offer is accepted, the offeror will convey, sell, assign, or transfer to the School Board of St. Johns County all right, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodity(s) or service(s) purchased or acquired by the School Board. At the School Board's discretion, such assignment shall be made and become effective at the time the School Board of St. Johns County tenders final payment to the vendor.

## GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

Bidder: To ensure acceptance of the bid follow these instructions:

1. **DEFINITIONS:** For purpose of these General Conditions “ITB” refers to the Invitation to Bid. “Bid” refers to the completed ITB Required Response Form above, together with all supporting documentations and submittals. “Bidder” refers to the entity or person that submits the Bid. “District” refers to the St. Johns County School District, and “School Board” to the St. Johns County School Board. “Purchasing Department Representative” refers to the Purchasing Department staff member named as its contact on the first page of the ITB. “Conditions” refers to both the General Conditions and the Special Conditions of this ITB.
2. **EXECUTION OF BID:** The ITB Required Response Form must be completed, signed, and returned in a sealed envelope to the Purchasing Department, together with the Bid and all required submittals. All Bids must be completed in ink or typewritten. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure or use an opaque correction fluid. All corrections should be initialed by the person signing the Bid even when using opaque correction fluid. Any illegible entries will not be considered for award. The ITB General Conditions, Special Conditions and specifications **cannot** be changed or altered in any way by the Bid or otherwise by the Bidder. In the event of any conflict between the Conditions and specifications of the ITB and the terms and conditions of the Bid, the Conditions and specifications of the ITB take precedence. Any failure to comply with the ITB Conditions or specifications or attempt to alter them by the Bidder shall be grounds for rejection of the Bid.
3. **SUBMISSION OF BID:** The completed Bid must be submitted in a sealed envelope with the ITB title and bid number on the outside. Bids must be time stamped by the Purchasing Department prior to the ITB due time on date due. No Bid will be considered if not time stamped by the Purchasing Department prior to the stated submission deadline. Bids submitted by telegraphic or facsimile transmission will not be accepted unless authorized by the Special Conditions of this ITB.
4. **SPECIAL CONDITIONS:** The Purchasing Department has the authority to issue Special Conditions as required for a particular ITB. Any Special Conditions that vary from these General Conditions shall take precedence over the General Conditions.
5. **PRICES QUOTED:** Deduct trade discounts and quote a firm net price. Give both unit price and aggregate total. Prices must be stated in units to quantity specified in the ITB. In case of discrepancy in computing the amount of the Bid, the **Unit Price** quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid. Bidder is responsible for freight charges. Bidder owns goods in transit and files any claims, unless otherwise stated in Special Conditions. Each item must be proposed separately and no attempt is to be made to tie any item or items in with any other item or items. If a Bidder offers a discount or offers terms less than Net 30, it is understood that a minimum of thirty (30) days will be required for payment. If a payment discount is offered, the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.
  - a) Taxes: The School Board does not pay Federal excise and State taxes on direct purchase of tangible personal property. The applicable tax exemption number is shown on the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of School Board-owned real property as defined in Chapter 192 of the Florida Statutes.
  - b) Mistakes: Bidders are expected to examine the General and Special Conditions, specifications, delivery schedules, Bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at Bidder’s risk.

- c) **Conditions and Packaging:** It is understood and agreed that any item offered or shipped as a result of this ITB shall be new (current production model at the time of this ITB) unless otherwise stated. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
- d) **Underwriters' Laboratories:** Unless otherwise stipulated in the ITB, all manufactured items and fabricated assemblies shall be U.L. listed where such has been established by U.L. for the item(s) offered and furnished. In lieu of the U.L. listing, Bidder may substitute a listing by an independent testing laboratory recognized by OSHA under the Nationally Recognized Testing Laboratories (NRTL) Recognition Program.
- e) **Preference for St. Johns County Bidders:** For all purchases made by the School Board, prices and quality being equal, preference may be given to St. Johns County Bidders, subject to certification as a drug-free workplace (Florida Statutes 287.087 and 287.084).
- 6. BRAND NAMES:** The District reserves the right to invite Bids for a particular product or specific equipment by manufacturer, make, model or other identifying information. However, a Bidder may propose a substitute product of equal quality and functionality unless the Conditions or specifications state that substitute products or equipment may not be proposed and will not be considered. If a substitute product is proposed, it is the Bidder's responsibility to submit with the Bid brochures, samples and/or detailed specifications on the substitute product. The District shall be the sole judge in the exercise of its discretion for determining whether the substitute product is equal and acceptable.
- 7. QUALITY:** The items proposed must be new and equal to or exceed specifications. The manufacturer's standard warranty shall apply. During the warranty period, the successful Bidder must repair and/or replace the unit without cost to the District with the understanding that all replacements shall carry the same warranty as the original equipment. The successful Bidder shall make any such repairs and/or replacements immediately upon receiving notice from the District.
- 8. SAMPLES:** Samples of items, when required, must be furnished free of expense by the ITB due date unless otherwise stated. If not destroyed, upon request, samples will be returned at the Bidder's expense. Bidders will be responsible for the removal of all samples furnished within thirty (30) days after ITB opening. All samples will be disposed of after thirty (30) days. Each individual sample must be labeled with Bidder's name, ITB number, and item number. Failure of Bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the ITB. Unless otherwise indicated, samples should be delivered to the office of the Purchasing Department of the St. Johns County School Board, Sebastian Administrative Annex, 3015 Lewis Speedway Unit 5, St. Augustine, FL 32084.
- 9. TESTING:** Items proposed may be tested for compliance with ITB Conditions and specifications.
- 10. NON-CONFORMITY:** Items delivered that do not conform to ITB Conditions or specifications may be rejected and returned at Bidder's expense. Goods or services not delivered as per delivery date in ITB and/or purchase order may be purchased on the open market. The Bidder shall be responsible for any additional cost. Any violation of these stipulations may also result in Bidder being disqualified from participating in future competitive solicitations or otherwise doing business with the District.
- 11. DELIVERY:** Unless actual date of delivery is specified (or if specified delivery cannot be met), the Bid must show the number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for recommending an award (see Special Conditions).
- 12. REQUESTS FOR CLARIFICATION:** No correction or clarification of any ambiguity, inconsistency or error in the ITB Conditions and specifications will be made to any Bidder orally. Any request for such interpretation or correction should be by email addressed to the Purchasing Department Representative prior to the deadline specified in the Special Conditions for submitting questions. All such interpretations and supplemental instructions will be in the form of written

addenda to the ITB. Only the interpretation or correction so given by the Purchasing Department Representative, by email or in writing, shall be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the ITB Conditions and specifications.

- 13. DISPUTE:** Any dispute concerning the Conditions or specifications of this ITB or the contract resulting from this ITB shall be decided by Purchasing Department and that decision shall be final.
- 14. AWARDS:** Bids shall be reviewed in accordance with the ITB Conditions and specifications and the best interest of the School District. To that end, the Board reserves the right to reject any and all Bids; to waive any irregularities or informalities; to accept any item or group of items; to request additional information or clarification from any Bid; to acquire additional quantities at prices quoted in the Bid unless additional quantities are not acceptable, in which case the Bid must be conspicuously labelled "BID IS FOR SPECIFIED QUANTITY ONLY", and to purchase the product or service at the price and terms of any contract with a governmental entity procured by competitive solicitation, in accordance with Florida law. The decision to award a contract or take other action in regard to the ITB shall be made in the best interest of the School District.
- 15. OTHER GOVERNMENTAL AGENCIES:** It is the intent of this solicitation to obtain Bids to sell the services or products to the School Board. Other school boards and governmental agencies/entities may purchase goods or services based on the contract awarded as a result of this ITB. The services and products are to be furnished in accordance with the terms of the resulting contract.
- 16. MARKING:** A packing list must be included in each shipment and shall show the School Board purchase order number, ITB number, school name or department name, contents and shipper's name and address; mark packing list and invoice covering final shipment "Order Completed". If no packing list accompanies the shipment, the buyer's count will be accepted. Mark each package clearly with (A) shipper's name and address, (B) contents, (C) the School Board of St. Johns County purchase order number, and (D) ITB number.
- 17. INSPECTION, ACCEPTANCE & TITLE:** Inspection and acceptance will be at destination shown on purchase order unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the successful Bidder until acceptance by the District. If the materials or services supplied to the District are found to be defective or do not conform to specifications, the Board reserves the right to cancel the order upon written notice to the Bidder and return product at Bidder's expense.
- 18. BILLING AND PAYMENT:** Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted to St. Johns County School District, Accounts Payable Department, 40 Orange Street, St. Augustine, FL 32084. Payment will be made as prescribed in the Special Conditions and properly invoiced.
- 19. COPYRIGHT AND PATENT RIGHTS:** The Bidder, without exception, shall indemnify and hold harmless the School Board and its employees from liability of any nature or kind, including legal fees and other costs and expenses, for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the School Board. If the Bidder uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the Bid prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
- 20. OSHA:** The Bidder warrants that the product supplied to the School Board shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will constitute a breach of contract.
- 21. LEGAL REQUIREMENTS:** The Bidder shall comply with Federal, State, County, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein. Lack of knowledge by the Bidder will in no way be a cause for relief from responsibility.

- 22. CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All Bidders must disclose with their Bid the name of any officer, director, or agent who is also an employee of the School Board. Further, all Bidders must disclose the name of any Board employee who owns directly or indirectly, an interest of five percent (5%) or more of the total assets of capital stock in the Bidder's firm.
- 23. ANTI-DISCRIMINATION:** The Bidder certifies that Bidder is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability.
- 24. LICENSES AND PERMITS:** The Bidder shall be responsible for obtaining, at its expense, all licenses and permits required for performance of the work or services resulting from the ITB award.
- 25. BID BONDS, PERFORMANCE BONDS, CERTIFICATES OF INSURANCE:** Bid bonds, when required, shall be submitted with the Bid in the amount specified in Special Conditions. Bid bonds will be returned to unsuccessful Bidders. After acceptance of Bid, the Board will notify the successful Bidder to submit a performance bond and certificate of insurance in the amount specified in Special Conditions. St. Johns County School District shall be named as additional insured on policies required by detailed specifications. Upon receipt of the performance bond, the Bid bond will be returned to the successful Bidder.
- 26. DEFAULT AND REMEDIES:** The following remedies for default shall apply.
- a) **Failure to Timely Deliver.** The parties acknowledge and agree that the damages for the failure of the successful Bidder to timely deliver the products or services contracted for may be difficult to determine. Moreover, both parties wish to avoid lengthy delay and expensive litigation relating to the failure of the successful Bidder to deliver on time. Therefore, in the event the successful Bidder fails to timely deliver the products or services contracted for, the School Board may exercise the remedy of liquidated damages against the successful Bidder in an amount equal to 25% of the unit price Bid, times the quantity. The successful Bidder shall pay that sum to the School Board not as a penalty, but as liquidated damages intended to compensate for unknown and unascertainable damages.
- b) **Other Default.** In the event of default for any reason other than the failure of the successful Bidder to timely deliver the products or services contracted for, the School Board may exercise any and all remedies in contract or tort available to it, including, but not limited to, the recovery of actual and consequential damages.
- 27. TERMINATION:** In the event any of the provisions of this ITB are violated by the Bidder, the Purchasing Department reserves the right to reject its Bid. Furthermore, the School Board reserves the right to terminate any contract resulting from this ITB for financial or administrative convenience, as determined in its sole business judgment, upon giving thirty (30) days prior written notice to the other party.
- 28. FACILITIES:** The Board reserves the right to inspect the Bidder's facilities at any time with prior notice.
- 29. ASBESTOS STATEMENT:** All material supplied to the School Board must be 100% asbestos free. Bidder by virtue of proposing, certifies by signing Bid, that if awarded any portion of this Bid, will supply only material or equipment that is 100% asbestos free.
- 30. INDEMNITY AND HOLD HARMLESS AGREEMENT:** During the term of this Bid and any contract awarded to Bidder as a result of this ITB, the Bidder shall indemnify, hold harmless, and defend the School Board, its agents, and employees from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and recovery costs, court costs and all other sums which the Board, its agents, servants and employees, may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or actions founded, thereon, arising or alleged to have arisen out of the products, goods or services furnished

by the Bidder, its agents, or employees, or any of its equipment, including, without limitation, claims for damages, injury to person or property, including the Board's property, or death.

**31. CRIMINAL BACKGROUND SCREENING:** Pursuant to Florida Statute 1012.467 and School Board Rule 7.142, the District will issue and recognize statewide background badges to non-instructional contractor employees who meet the clearance requirements of Florida Statute 1012.467(2)(g) when it is not anticipated that they will come into direct contact with students. However, pursuant to Florida Statute 1012.467 and School Board Rule 7.142, if the District is unable to rule out that Bidder's employees or subcontractors may come into contact with students, then, in the paramount interest of student safety, the employees will be required to undergo and pass background screening in accordance with School Board Rule 7.142, unless another statutory exemption applies.

**For this ITB:**

- A.  Student contact not anticipated
- B.  Student contact anticipated

If Box A is checked, statewide badge will be recognized or issued, if requested and the contractor meets clearance requirements.

If Box B is checked, background screening pursuant to School Board Rule 7.142(4) will be required.

**The Bidder acknowledges and agrees to comply with the requirements of School Board Rule 7.142. Bidder shall be responsible for the expense of the background screening of its employees.**

**32. VENUE:** Any suit, action, or other legal proceedings arising out of or relating to any contract awarded based upon this ITB shall be brought in a court of competent jurisdiction in St. Johns County, Florida. The parties waive any right to require that a suit, action, or proceeding arising out of this Agreement be brought in any other jurisdiction or venue.

**33. WAIVER OF JURY TRIAL:** The parties knowingly, voluntarily, and intentionally waive their right to trial by jury with respect to any litigation arising out of, under, or in connection with this ITB or any contract awarded upon this ITB. This provision is a material inducement for the School Board to enter into a contract with the successful Bidder.

**34. LOBBYING:** Lobbying is not permitted with any District personnel or School Board members in connection with any ITB or competitive solicitation. All oral or written inquiries must be directed through the Purchasing Department. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a board member or district personnel on the award of this contract. Any Bidder or any individuals that lobby on behalf of Bidder will result in rejection/disqualification of said Bid.

**35. ASSIGNMENTS:** The successful bidder may not sell, assign or transfer any of its rights, duties or obligations under Bid contract without the prior written consent of the School Board.

**36. PROTEST:** Failure to give notice or file a protest within the time prescribed in Section 120.57 (3), Florida Statutes, shall constitute a waiver of any protest.

**37. COMPLIANCE WITH FEDERAL REGULATIONS:** All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(l) and 85.510, Code of Federal Regulations and are included by reference herein.

- a) Debarment: The Bidder certifies by signing the Bid and required response form that the Bidder and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the School Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions, the Bidder shall immediately notify the Purchasing Department and the Superintendent, in writing.

- b) Records: Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three (3) years after the School Board's final **payment is made**.
- c) Termination: For all contracts involving Federal funds, in excess of \$10,000, the School Board reserves the right to terminate the contract for cause as well as convenience by issuing a certified notice to the vendor.

**38. PUBLIC ENTITY CRIME:** Pursuant to Florida Statute 287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a 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 of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of Florida Statute, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

**39. COLLECTION, USE OR RELEASE OF SOCIAL SECURITY NUMBERS:** The St. Johns County School District is authorized to collect, use or release social security numbers (SSN) of vendors, contractors and their employees and for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):

- a) **Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement/, if SSN is available** [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]
- b) **Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9** [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.6109-1, and Fla. Stat. § 119.07(5)(a)2 and 6]

**40. PURCHASING AGREEMENTS AND STATE TERM CONTRACTS:** The Purchasing agreements and state term contracts available under s. 287.056 have been reviewed.

**41. PUBLIC RECORDS AND CONFIDENTIALITY:** Subject to the limited confidentiality afforded pending competitive solicitation by Florida Statute 119.071, the ITB and all Bids are public records subject to disclosure pursuant to the Florida Public Records Law. Requests for tabulations and other records pertinent to the competitive solicitation shall be processed in accordance with the Florida Public Records Law. By submitting a Bid, Bidders will be deemed to have waived any claim of confidentiality based on trade secrets, proprietary rights, or otherwise.

**IF THE 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 904-547-7637; [sjpubrec@stjohns.k12.fl.us](mailto:sjpubrec@stjohns.k12.fl.us) ; OR ST. JOHNS COUNTY SCHOOL BOARD, ATTN: COMMUNITY RELATIONS, 40 ORANGE STREET, ST. AUGUSTINE, FL 32084**

# Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

*This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.*

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

## Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:
  - (a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
  - (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
  - (d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant	PR/Award Number and/or Project Name
Printed Name	Title of Authorized Representative
Signature	Date



## DRUG FREE WORKPLACE CERTIFICATION FORM

In accordance with 287.087, Florida Statutes, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program *shall be given preference* in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

- 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 action 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 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 firm complies fully with the above requirements.

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(Vendor's Signature)



**BIDDER’S STATEMENT OF PRINCIPAL PLACE OF BUSINESS**

(Must be completed & submitted with each competitive solicitation)

Bid number and description: \_\_\_\_\_

Identify the state in which the Vendor has its principal place of business: \_\_\_\_\_

**Instructions: IF your principal place of business above is located within the State of Florida, the Vendor must sign below and submit this form with your bid response, no further action is required.**

**However, if your principal place of business is outside of the State of Florida, the following must be completed by an attorney and returned with your bid response. FAILURE TO COMPLY SHALL BE CONSIDERED TO BE NON-RESPONSIVE TO THE TERMS OF THE SOLICITATION.**

**OPINION OF OUT –OF-STATE BIDDER’S ATTORNEY ON BIDDING PREFERENCES**

(To be completed by the Attorney for an Out-of-State Vendor)

**NOTICE:** Section 287.084(2), Florida Statute, provides that “a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state (or political subdivision thereof) to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.” See also: Section 287.084(1), Florida Statutes.

**LEGAL OPINION ABOUT STATE BIDDING PREFERENCES**

(Please Select One)

\_\_\_\_ The Vendor’s principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

\_\_\_\_ The Vendor’s principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: ( Please describe applicable preference(s) and identify applicable preference(s) and identify applicable state law(s)):

\_\_\_\_\_  
\_\_\_\_\_

**LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES**

(Please Select One)

\_\_\_\_ The Vendor’s principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

\_\_\_\_ The Vendor’s principal place of business is in the political subdivision of \_\_\_\_\_ and the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: (Please describe applicable preference(s) and identify applicable authority granting the preference(s)):

\_\_\_\_\_  
\_\_\_\_\_

Signature of out-of-state Vendor’s attorney: \_\_\_\_\_

Attorney’s printed name: \_\_\_\_\_

Address of out-of-state Vendor’s attorney: \_\_\_\_\_

Phone number/e-mail of out-of-state Vendor’s attorney: \_\_\_\_\_

Attorney’s states of bar admission: \_\_\_\_\_

Vendor’s Signature: \_\_\_\_\_

Vendor’s Printed Name: \_\_\_\_\_

**Bid #2017-20 Grounds Maintenance and Landscaping**

**ST. JOHNS COUNTY SCHOOL DISTRICT**

**INVITATION TO BID**

**SPECIAL CONDITIONS**

1.0 **INTRODUCTION**

- 1.1 The St. Johns County School District (hereinafter referred to as the District) is requesting bid pricing from qualified vendors for grounds maintenance of defined service areas at various locations throughout the District.
- 1.2 Site plans indicating defined service areas will be distributed at the **MANDATORY PRE-BID MEETING**. See Section 6.0 for details.
- 1.3 The District reserves the right to develop a Quotation or Bid for Additional Materials when it is determined to be in the best interest of the District, even if the items of interest are offered from a vendor(s) who is awarded this contract.

2.0 **INSTRUCTIONS FOR BID SUBMITTAL**

- 2.1 All bids must be received no later than, May 22, 2017@ 1:30 PM and must be delivered to:

St. Johns County School District  
Sebastian Administrative Annex  
Purchasing Department  
3015 Lewis Speedway, Unit 5  
St. Augustine, FL 32084

If a bid is transmitted by US mail or other delivery medium, the bidder will be responsible for its timely delivery to the address indicated.

- 2.2 Any bid received after the stated date and time, **WILL NOT** be considered.
- 2.3 One manually signed original bid and one photocopy of the bid must be sealed in one package and clearly labeled "Bid #2017-20 Grounds Maintenance and Landscaping" on the outside of the package. The legal name, address, bidder's contact person and telephone number must also be clearly noted on the outside of the package.
- 2.4 Failure to submit one original bid with a manual signature may result in rejection of the bid.
- 2.5 All bids must be signed by an officer or employee having the authority to legally bind the bidder.

## **Bid #2017-20 Grounds Maintenance and Landscaping**

- 2.6 Any corrections must be initialed. This includes corrections made using correction fluid (white out) or any other method of correction.
- 2.7 Bidders should become familiar with any local conditions that may, in any manner, affect the services required. The bidder(s) are required to carefully examine the bid terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.
- 2.8 Bids not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of the District.
- 2.9 Any bid may be withdrawn prior to the date and time the bids are due. Any bid not withdrawn will constitute an irrevocable offer for a period of 90 days, to provide the District with the services specified in the bid.
- 2.10 Pursuant to Florida Statute, it is the practice of the District to make available for public inspection and copying any information received in response to an Invitation to Bid or Request for Proposal (RFP). No action on the part of the respondent to a Bid or RFP will create an obligation of confidentiality on the part of the District, including but not limited to, making a reference in the response to the trade secret statutes. It is recommended that potential suppliers exclude from their response any information that, in their judgment may be considered a trade secret.
- 2.11 When a school district is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal or reply is by a vendor whose principal place of business is in a state or political subdivision which grants a preference by that state or political subdivision, then the school district shall award an equal preference to the lowest responsible and responsive vendor having a principal place of business within Florida. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state, and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in the State of Florida shall be five (5) percent. F.S. 287.084(1)(a).

A vendor whose principal place of business is outside this state must accompany any written bid, proposal or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. F.S. 287.084(2).

### **3.0 AWARD**

- 3.1 The District reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a re-submittal or other information to evaluate any or all bids.

## **Bid #2017-20 Grounds Maintenance and Landscaping**

- 3.2 The District reserves the right to require bidder(s) to submit evidence of qualifications or any other information the Board may deem necessary, including audited and unaudited financial statements.
- 3.3 The District reserves the right, prior to Board approval, to withdraw the bid or portions thereof, without penalty.
- 3.4 The District reserves the right to: (1) accept the bid of any firm to be in the best interest of the District and (2) to reject any and/or all bids.
- 3.5 The District reserves the right to conduct interviews with any of the bidders and to require a formal presentation by any of the bidders.
- 3.6 It is the intent of the District to award this bid to one or more sources, as determined to be in the best interest of the District.
- 3.7 The bid award will be made based on funds availability and will be at the sole discretion of the St. Johns County School Board.

### **4.0 CONTRACT/RENEWAL**

- 4.1 The term of this contract shall be from July 1, 2017 to June 30, 2018 and may by mutual agreement between the District and the awarded vendor(s) be renewable for up to three (3) additional one (1) year periods.
- 4.2 All terms and conditions of this bid, any addenda, and negotiated terms are incorporated into the contract by reference as set forth herein.

### **5.0 BID INQUIRIES/NOTICES**

- 5.1 In order to maintain a fair and impartial competitive process, prospective bidders shall not communicate with District staff or Board members after bids are released. All questions and inquiries must be submitted via email no later than May 10, 2017 @ 12:00 PM to:

Patrick Snodgrass  
Director of Purchasing  
[patrick.snodgrass@stjohns.k12.fl.us](mailto:patrick.snodgrass@stjohns.k12.fl.us)

**Communication via email as stated above is the only means prospective bidders may contact the District regarding this solicitation. Violation of this section is grounds for automatic disqualification of a prospective bidder's submittal.** All questions will be answered via posting to the DemandStar website [www.demandstar.com](http://www.demandstar.com) no later than May 12, 2017 @ 5:00 PM.

## **Bid #2017-20 Grounds Maintenance and Landscaping**

The District will not respond to questions and inquiries submitted after the deadline stated above.

- 5.2 Copies of addendum will be made available for inspection at the District's Purchasing Department where bid documents will be kept on file.
- 5.3 No Addendum will be issued later than May 12, 2017, except an addendum withdrawing the Invitation to Bid or one which includes postponement of the date for receipt of bids or one containing the questions and answers.
- 5.4 All notices relative to this Bid, including but not limited to initial release, addendums, letters of intent and awards will be posted on the DemandStar web site – [www.demandstar.com](http://www.demandstar.com).

### **6.0 MANDATORY PRE-BID MEETING**

- 6.1 A **MANDATORY** Pre-Bid meeting for vendors bidding for Regularly Scheduled Service has been scheduled for April 20, 2017 @ 1:00 PM. The bid will be reviewed and site plans indicating defined service areas will be distributed at the mandatory pre-bid meeting. Pre-Bid meeting will be held at:

Maintenance Department  
299 School House Road  
St. Augustine, FL 32084

**All Bidders submitting bids for Regularly Scheduled Service are required to attend this meeting. Bidders submitting bids for Regularly Scheduled Service that do not attend the pre-bid meeting shall be disqualified.**

**If responding ONLY to Additional Services and Additional Materials attendance at the Pre-Bid meeting is not required.**

### **7.0 MANDATORY PRE-BID SITE VISITS**

- 7.1 It is required for bidders to familiarize themselves with the site conditions. The mandatory pre-bid site visit will allow bidder's to take their own measurements in order to prepare an appropriate bid. Failure of any bidder to properly familiarize themselves with the site conditions of this bid will not relieve them of their responsibilities described in this bid. See **Attachment A** for Site Visit Verification Form.

It is the intent of the District to award this bid by the Lot. A vendor may bid on any and/or all Lots listed on the bid sheet. Bids submitted for a Lot, without the school/facility Maintenance Manager or designee's signature on the Site Visit Verification Form, shall be considered invalid for that Lot.

## **Bid #2017-20 Grounds Maintenance and Landscaping**

Appointments must be made with each school or facility based maintenance manager prior to a site visit. The Site Visit Verification Form includes contact information. Should a vendor be unable to contact the school or facility based maintenance manager the District's maintenance department should be contacted.

- 7.2 Any questions or inquiries resulting from a site visit must be submitted as instructed in Section 5.0.

### **8.0 SCOPE OF SERVICES**

- 8.1 The purpose of this bid is to establish grounds maintenance and landscaping at various schools and facilities with Regularly Scheduled Service. See **Attachment B** for the mowing schedule of the Regularly Scheduled Service. See **Attachment C** for addresses of the various schools and facilities.

Prices are also being requested for Additional Services and Additional Materials.

- 8.2 All work performed under this bid will be in the best interest of safety at all times, especially when students are present in and around designated mowing areas. No power equipment shall be operated in the vicinity of students during periods such as class change, recess, after school care, fire drills, etc. Proper operation of equipment is the awarded vendor(s) responsibility. Shirts and work pants must be worn at all times.

- 8.3 The awarded vendor(s) shall provide and pay for all necessary labor, equipment, tools, materials, transportation, supervision, and licenses necessary to complete the work as specified. This would include, but not be limited to, all necessary personal safety equipment.

- 8.4 The awarded vendor(s) must comply with all local, state and federal codes and School Board Rules.

- 8.5 The awarded vendor(s) shall be responsible for any damage to District property, personnel property or visitor property due to negligence on the part of the awarded vendor(s) employees or agents. The awarded vendor(s) agrees to repair, at own expense, any damage that was caused by the awarded vendor(s), their employees or their agents.

The awarded vendor(s) will be responsible for the removal of any blemish, tarnish or marking left on District grounds resulting from the awarded vendor(s) equipment. Specifically, but not limited to, concrete.

- 8.6 Awarded vendor(s) shall, and in addition to all other guarantees, be responsible for faulty labor or workmanship and shall promptly correct improper work, without cost to the District, within 48 hours after receipt of notification of such faulty labor or workmanship. If the awarded vendor(s) fails within 48 hours to correct defects, the District shall be entitled to have such work remedied and the awarded vendor shall be fully liable for all costs and expense reasonably incurred by the District.

## **Bid #2017-20 Grounds Maintenance and Landscaping**

8.7 Employees or agents of the awarded vendor(s) must sign in and out (upon arrival and departure) when working at any District facility. Only employees or agents of the awarded vendor(s) who have met the background screening and clearance requirements of the District will be permitted on District grounds.

8.8 It is anticipated that work will be accomplished Monday through Friday, taking into consideration holidays, or other school calendar days when the school may be closed. Any work disruptive to the operation of the school may require work to be performed after school hours or on a non-school day. Work performed on any day other than Monday through Friday must be cleared with the School Based Maintenance Manager prior to the commencement of the work. See **Attachment C** for schedule.

EXCEPTION: 40 Orange Street Administration Building, Yates Annex Building and Fullerwood Center. Regularly scheduled cuts may be required at these three (3) facilities after regular business hours or on weekends at the discretion of the District.

8.9 It should be noted that if an unforeseen situation arises at any facility that will interrupt the mowing, an authorized District representative will contact the vendor. The mowing may or may not be rescheduled, whichever is in the best interest of the District.

8.10 If conditions exist which prevent the contractor from completing a scheduled mowing, then the contractor is required to contact the School Maintenance Manager or Principal within 24 hours to reschedule remaining work, which is to be done before the next scheduled mowing. If a vendor should miss a scheduled mowing and the next mowing results in a heavy accumulation of grass clippings, the vendor will be required to rake, bag, and dispose of the clippings. This includes the inability to cut grass growing in a retention pond if the water is too high.

8.11 The School/Facility Maintenance Manager will ensure that trash is removed before the awarded vendor arrives.

If limbs or branches need to be picked up prior to mowing, it is the awarded vendor's responsibility to do so.

8.12 Bidders may submit bids for:

1. Regularly Scheduled Service for defined areas and Additional Services and Additional Materials. Bidders submitting bids for Regularly Scheduled Service must also submit bids for Additional Services and Additional Materials,

OR

2. Additional Services and Additional Materials.

8.13 **Regularly Scheduled Service**



## **Bid #2017-20 Grounds Maintenance and Landscaping**

The following services are part of each Regularly Scheduled Service:

### Mowing:

- All grass shall be clean cut with a sharp blade to a uniform height of 3". It is understood that no cut will be so low as to damage the turf.
- Areas that cannot be mowed using a large mower due to slope or contour shall be mowed with the appropriate size equipment.
- All retention ponds and ditches which are in the highlighted areas of each school/facility must be trimmed with a mower or weed-eater/bush-blade to the water line to keep a clean cut.

### Hedge Trimming:

- Hedges shall be pruned to match the natural form of the shrubs and pattern of trimming that has been established.

### String Trimming and Edging:

- The edges of all sidewalks, curbs, flowerbeds, shrub bed lines and tree rings exposed to turf and other vegetation shall be edged.
- String trimming shall be provided to areas next to buildings, playground equipment, light poles and fence lines. The trimming shall be approximately 16" in width and shall match the height of adjoining grass.

### Blowing:

- The sidewalks and other paved surfaces shall be swept or blown off of all grass clippings.

## **8.14 Additional Services and Additional Materials**

The following Additional Services and Additional Materials may be requested by the District on an as needed basis:

### Mowing:

- Provide a separate on-site hourly rate for additional mowing that may be required separate from the Regularly Scheduled Service requirements.

### Hedge Trimming:

- Provide a separate on-site hourly rate for additional hedge trimming that may be required separate from the Regularly Scheduled Service requirements.

### String Trimming and Edging:

- Provide a separate on-site hourly rate for string trimming and edging that may be required separate from the Regularly Scheduled Service requirements.

### Light Grading:

- Provide an on-site hourly rate for light grading (including box-blade, etc.) that may be required at any facility within the District. The type of light grading work to be done

## **Bid #2017-20 Grounds Maintenance and Landscaping**

but, not limited to: unpaved parking areas, playing fields, leveling of material around playground equipment, etc. The On-Site rate is to be based on the actual operating time of the equipment.

### Bush Cutting:

- Provide a separate on-site hourly rate for additional bush cutting that may be required separate from the regular grounds maintenance requirements at each school site.

### Landscaping:

- Provide an on-site hourly rate to perform various landscaping/ground maintenance such as, but not limited to: mulching flower beds; weeding flower beds; tree trimming; installing landscape timbers; laying sod; fertilizing trees, shrubs and grass; spreading sand/fill dirt; clearing debris from parking lots.

### Additional Materials:

- Provide a markup over cost for materials as may be requested by the School Maintenance Manager. Items may include, but not limited to: mulch, landscape timbers, sod, fertilizers, sand and fill dirt. The District reserves the right to obtain price quotes for materials from other vendors.

## 9.0 **BID PRICING**

9.1 Bid sheets will be reviewed and awarded by the Lot.

9.2 Regularly Scheduled Service: Bidders may submit bids for any single Lot and/or all Lots listed on the Bid Sheet. Any Lot which does not include bid pricing for each school/facility listed within that Lot shall be considered invalid by the District.

The cost per visit for Regularly Scheduled Service should be based on services detailed in 8.13 for each school or facility.

Any discrepancy on the submitted bid sheet between the Cost per Regularly Scheduled Service, the Annual Cost by each school/facility and the Total Annual Lot Cost, the Cost per Regularly Scheduled Service shall prevail.

9.3 Bid Pricing is required for hourly labor rates for Additional Services on an as needed basis. The billable hourly rate shall start upon arrival at the job site and end upon departure from the site.

9.4 Bid Pricing is required for Additional Materials on a percentage (%) markup over cost.

9.5 The bid sheet must be signed by an individual of the bidding firm that has the authority to bind the firm.

## 10.0 **QUALIFICATIONS**

## **Bid #2017-20 Grounds Maintenance and Landscaping**

All bidders must provide a copy of their occupational license in their bid submittal.

### **11.0 REFERENCES**

All bidders must provide a minimum of three (3) references whom they have performed similar services for within the past five (5) years.

### **12.0 INSURANCE REQUIREMENTS**

It is mandatory that the person/firm submitting the bid have minimum Liability limits of \$1,000,000.00 for both Comprehensive General Liability, including Product Liability Coverage. The person/firm submitting the bid must also have a minimum Liability Limit of \$1,000,000.00 for Motor Vehicle Liability and at least the statutory limit of Worker's Compensation. All coverage must be included on the certificate(s). Bidder's insurance provider must be rated A- or better by AM Best. If the bidder's current certificate of insurance does not meet the amount required, a statement must be included with the bid document from their insurance carrier indicating that if a bid award was made to the firm, that the carrier would write the necessary insurance coverage. The successful bidder must then have the required insurance placed in force with written notification provided to the Director of Purchasing, prior to issuance of a purchase order that authorizes the work performance to begin. Failure to do so may invalidate the award and result in an award to the next lowest responsible bidder. **Successful vendor must list St. Johns County School Board as an additional insured.**

### **13.0 VENDOR INVOICING/PAYMENT**

Invoicing will only be for actual services rendered, and must be authorized by the School Based Maintenance Manager before the Maintenance Department will process for payment. When providing services, the awarded vendor(s) must complete a Mowing Verification Form, and obtain the signature of the School or Facility Based Maintenance Manager to verify work has been completed as specified. The invoice and the Mowing Verification Form must then be submitted to the District Maintenance Department for processing. Failure to submit a Mowing Verification Form will result in a delay of payment.

If mailing invoices to District Maintenance, mail to:

St. Johns County School District Maintenance Department  
299 School House Road  
St. Augustine, FL 32084

The St. Johns County School District requires all vendors responding to this bid to accept payment from the District via an agreed upon electronic method.

### **14.0 PURCHASE ORDERS**

## **Bid #2017-20 Grounds Maintenance and Landscaping**

A Purchase Order issued by the Purchasing Department or from School Internal Accounts is the only legal authorization for vendors to perform services or provide commodities to the District. A commitment, either written or verbal, from District employees without a Purchase Order issued by the Purchasing Department or from School Internal Accounts does not constitute an obligation by the District to a vendor. Vendors that perform services or provide commodities without a Purchase Order issued by the Purchasing Department or from School Internal Accounts do so at their own risk and at risk of non-payment. Additional information regarding doing business with the District can be found on the District web site, [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us) under the Purchasing Department.

### **15.0 PREPARATION AND SUBMISSION OF BID**

15.1 Bidder's are requested to organize their bids in the following sequence.

15.2 **Invitation to Bid:** Required response form (page 1 of Bid) with all required information completed and all signatures as specified

15.3 **Debarment Form**

15.4 **Drug Free Workplace Certification**

15.5 **Principal Place of Business**

15.6 **Insurance Coverage:** Insurance certificates evidencing coverage as specified in section 12.0 or a signed statement indicating that coverage meeting the required coverage will be obtained prior to the commencement of any work under this bid.

15.7 **Site Visit Verification Form**

15.8 **Occupational License**

15.9 **Bid Sheet**

**Bid Sheet**

<b>Lot 1</b>				
	<b>School or Facility</b>	<b>Cost per Regularly Scheduled Service</b>	<b># of Scheduled Services</b>	<b>Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services)</b>
1	Hartley Elementary	\$	14	\$
2	South Woods Elementary	\$	14	\$
3	Gamble Rogers Middle	\$	14	\$
4	Pedro Menendez High	\$	14	\$
5	Vacant Lot Behind City of Hastings Town Hall	\$	8	\$
<b>Lot 1 Total Annual Cost</b>				\$
<b>Lot 2</b>				
	<b>School or Facility</b>	<b>Cost per Regularly Scheduled Service</b>	<b># of Scheduled Services</b>	<b>Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services)</b>
6	Crookshank Elementary	\$	14	\$
7	Transportation Dept. at Crookshank	\$	14	\$
8	Ketterlinus Elementary	\$	14	\$
9	Vacant Lot on Orange Street	\$	14	\$
10	Administration Building at 40 Orange	\$	14	\$
11	Yates Administration Building at 47 Orange	\$	14	\$
12	Fullerwood Administration	\$	14	\$
13	Evelyn Hamblen	\$	14	\$
14	RB Hunt Elementary	\$	14	\$
15	Osceola Elementary	\$	14	\$
16	Otis Mason Elementary	\$	14	\$
17	The Webster School	\$	14	\$
18	RJ Murray Middle	\$	14	\$
19	Sebastian Middle	\$	14	\$
20	Maintenance Department	\$	14	\$
21	St. Augustine High	\$	14	\$
22	St. Johns Technical High	\$	14	\$
<b>Lot 2 Total Annual Cost</b>				\$
<b>Lot 3</b>				
	<b>School or Facility</b>	<b>Cost per Regularly Scheduled Service</b>	<b># of Scheduled Services</b>	<b>Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services)</b>
23	Ocean Palms Elementary	\$	14	\$
24	Palencia Elementary	\$	14	\$
25	PVPV/Rawlings Middle	\$	14	\$
26	Alice B Landrum Middle	\$	14	\$
27	Valley Ridge K-8	\$	14	\$
28	Nease High	\$	14	\$
29	Transportation Dept. at Nease High	\$	14	\$
30	Ponte Vedra High	\$	14	\$
<b>Lot 3 Total Annual Cost</b>				\$

**Bid Sheet**

<b>Lot 4</b>				
	<b>School or Facility</b>	<b>Cost per Regularly Scheduled Service</b>	<b># of Scheduled Services</b>	<b>Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services)</b>
31	Cunningham Creek Elementary	\$	14	\$
32	Durbin Creek Elementary	\$	14	\$
33	Hickory Creek Elementary	\$	14	\$
34	Julington Creek Elementary	\$	14	\$
35	Timberlin Creek Elementary	\$	14	\$
36	Fruit Cove Middle	\$	14	\$
37	Liberty Pines K-8	\$	14	\$
38	Patriot Oaks K-8	\$	14	\$
39	Switzerland Point Middle	\$	14	\$
40	Bartram Trail High	\$	14	\$
41	Creekside High	\$	14	\$
<b>Lot 4 Total Annual Cost</b>				\$
<b>Lot 5</b>				
	<b>School or Facility</b>	<b>Cost per Regularly Scheduled Service</b>	<b># of Scheduled Services</b>	<b>Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services)</b>
42	Mill Creek Elementary	\$	14	\$
43	Wards Creek Elementary	\$	14	\$
44	Pacetti Bay Middle	\$	14	\$
<b>Lot 5 Total Annual Cost</b>				\$
<b>Additional Services</b>				
				<b>Hourly Rate</b>
45	Mowing			\$ per hour
46	Hedge Trimming			\$ per hour
47	String Trimming and Edging			\$ per hour
48	On-Site Light Grading			\$ per hour
49	On-Site Bush-Cutting			\$ per hour
50	Landscaping			\$ per hour
<b>Additional Materials</b>				
				<b>Percentage Markup Over Cost</b>
51	Materials			%

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

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**Attachment A  
Site Visit Verification Form**

<b>Lot 1</b>					
	<b>School/Facility</b>	<b>School Contact</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Maintenance Manager or Designee Signature</b>
1	South Woods Elementary	Benny Witt	904-547-8617	904-669-6965	
2	Hartley Elementary	Bill Vaughn	904-547-8386	904-669-3490	
3	Gamble Rogers Middle	Mike Ponce	904-547-8694	904-669-0296	
4	Pedro Menendez High	Joedy Ashton	904-547-8670	904-759-0915	
5	Vacant Lot Behind City of Hastings Town Hall				Signature Not Required
<b>Lot 2</b>					
	<b>School/Facility</b>	<b>Maintenance Mgr. or Designee</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Maintenance Manager or Designee Signature</b>
6	Crookshank Elementary	Ralph Waldrop	904-547-7836	904-669-3251	
7	Transportation Dept. at Crookshank	Alex Vasquez	904-547-7810	904-338-2077	
8	Ketterlinus Elementary	Brian Taylor	904-547-8547	904-669-5520	
9	Vacant Lot on Orange Street	Todd Hudson	904-547-7629	904-315-2872	
10	Administration Building at 40 Orange	Todd Hudson	904-547-7629	904-315-2872	
11	Yates Administration Building at 47 Orange	Todd Hudson	904-547-7629	904-315-2872	
12	Fullerwood Administration	Todd Hudson	904-547-7629	904-315-2872	
13	Evelyn Hamblen	Brian Taylor	904-547-8547	604-669-5520	
14	RB Hunt Elementary	Raymond Kledzik	904-547-7965	904-669-3515	
15	Osceola Elementary	Joey Strickland	904-547-3785	904-392-5164	
16	Otis Mason Elementary	Al Barkoskie	904-547-8441	904-377-5066	
17	The Webster School	Rob Shank	904-547-3878	904-315-7723	
18	RJ Murray Middle	Paul Pelletier	904-547-8482	904-838-3039	
19	Sebastian Middle	Jeff Baldwin	904-547-3855	904-347-6609	
20	Maintenance Department	Susan Lee	904-547-3707	904-669-6984	
21	St. Augustine High	Mike Hazel	904-547-8524	904-806-6602	
22	St. Johns Technical High	Chuck Veitinger	904-547-3410	904-814-4919	

**Attachment A  
Site Visit Verification Form**

<b>Lot 3</b>					
	<b>School/Facility</b>	<b>Maintenance Mgr. or Designee</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Maintenance Manager or Designee Signature</b>
23	Ocean Palms Elementary	Tyson Shank	904-547-3768	904-669-2443	
24	Palencia Elementary	Rick Mitidieri	904-547-4016	386-688-7359	
25	PVPV/Rawlings Middle	Steve Sampson	904-547-8572	904-377-3112	
26	Alice B Landrum Middle	Brett Butler	904-547-8412	904-327-6361	
27	Valley Ridge K-8	Troy Wilson	904-547-4097	904-591-5105	
28	Nease High	Mike Oxborough	904-547-8303	904-540-6490	
29	Transportation Dept. at Nease High	Tony Poirer	904-547-7810	904-669-8826	
30	Ponte Vedra High	Nick Athanaseas	904-547-7357	904-669-2942	
<b>Lot 4</b>					
	<b>School/Facility</b>	<b>Maintenance Mgr. or Designee</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Maintenance Manager or Designee Signature</b>
31	Cunningham Creek Elementary	Lawrence Coarsey	904-547-7864	904-226-1281	
32	Durbin Creek Elementary	Bob Wamser	904-547-3883	904-392-4241	
33	Hickory Creek Elementary	John Doolittle	904-547-7459	904-631-5474	
34	Julington Creek Elementary	Brian Pratt	904-547-7984	904-370-9564	
35	Timberlin Creek Elementary	Bill Fowler	904-547-7412	904-669-3529	
36	Fruit Cove Middle	Jim Strange	904-547-7884	904-669-4045	
37	Liberty Pines K-8	Robert Sturm	904-547-7906	904-540-4037	
38	Patriot Oaks K-8	Larry Davis	904-547-4057	904-553-9408	
39	Switzerland Point Middle	Brad Ponce	904-547-8630	904-669-8350	
40	Bartram Trail High	Todd Ponce	904-547-8336	904-540-3594	
41	Creekside High	Robert Randazzo	904-547-7308	904-669-6002	
<b>Lot 5</b>					
	<b>School/Facility</b>	<b>Maintenance Mgr. or Designee</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Maintenance Manager or Designee Signature</b>
42	Mill Creek Elementary	Robert Davis	904-547-3724	904-540-0374	
43	Wards Creek Elementary	Tim Lundquist	904-547-8736	904-669-2282	
44	Pacetti Bay Middle	Jack Blocker	904-547-8766	904-669-5070	

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

Authorized Signature: \_\_\_\_\_



Bid #2017-20 Grounds Maintenance and Landscaping

Attachment B

**SCHEDULE**

**The schedule below pertains to the first fiscal/school year 2017-18 of the contract. Subsequent years' schedule will be determined by the Maintenance Department.**

The Schedule of Mowing for each school/facility listed on the Bid Sheet is as follows:

<b><u>MONTH</u></b>	<b><u>WEEK OF</u></b>
July 2017	10 - 14 24 - 28
August 2017	7 - 11 21 - 25
September 2017	4 - 8 18 - 22
October 2017	9 - 13
March 2018	12 - 16
April 2018	9 - 13 23 - 27
May 2018	7 - 11 21 - 25
June 2018	4 - 8 18 - 22

**Vacant Lot behind City of Hastings Town Hall:** The vacant lot behind the Town Hall will be mowed (8) times during the weeks of:

<b><u>MONTH</u></b>	<b><u>WEEK OF</u></b>
July 2017	10 - 14
August 2017	7 - 11
September 2017	4 - 8
October 2017	9 - 13
March 2018	12 - 16
April 2018	9 - 13
May 2018	7 - 11
June 2018	4 - 8

**Attachment C  
School/Facility Addresses**

<u>School/Facility</u>	
<u>Elementary Schools</u>	<u>Address</u>
Crookshank Elementary	1455 N. Whitney Street, St. Augustine, FL 32084
Cunningham Creek Elementary	1205 Roberts Road, St. Johns, FL 32259
Durbin Creek Elementary	4100 Race Track Road, St. Johns, FL 32259
Hartley Elementary	260 Cacique Drive, St. Augustine, FL 32086
Hickory Elementary	235 Hickory Creek Trail, St. Johns, FL 32259
Julington Creek Elementary	2316 Race Track Road, St. Johns, FL 32259
Ketterlinus Elementary	67 Orange Street, St. Augustine, FL 32084
Mill Creek Elementary	3750 International Golf Parkway, St. Augustine, FL 32092
Ocean Palms Elementary	355 Landrum Lane, Ponte Vedra Beach, FL 32082
Osceola Elementary	1605 Osceola Elementary Road, St. Augustine, FL 32084
Otis Mason Elementary	207 Mason Manatee Way, St. Augustine, FL 32086
Palencia Elementary	355 Palencia Village Drive, St. Augustine, FL 32095
PVPV/Rawlings Elementary	630 A1A North, Ponte Vedra Beach, FL 32082
R.B. Hunt Elementary	125 Magnolia Drive, St. Augustine, FL 32080
South Woods Elementary	4750 State Road 206 West, Elkton, FL 32033
Timberlin Creek Elementary	555 Pine Tree Lane, St. Augustine, FL 32092
Wards Creek Elementary	6555 State Road 16, St. Augustine, FL 32092
The Webster School	420 North Orange Street, St. Augustine, FL 32084
<u>Middle and K-8 Schools</u>	<u>Address</u>
Fruit Cove Middle	3180 Race Track Road, St. Johns, FL 32259
Gamble Rogers Middle	6250 US 1 South, St. Augustine, FL 32086
Landrum Middle	230 Landrum Lane, Ponte Vedra Beach, FL 32082
Liberty Pines Academy K-8	10901 Russell Sampson Rd., Saint Johns, FL 32259
Murray Middle	150 North Holmes Boulevard, St. Augustine, FL 32084
Pacetti Bay Middle	245 Meadowlark Lane, St. Augustine, FL 32092
Patriot Oaks Academy K-8	475 Longleaf Pine Parkway, Saint Johns, FL 32259
Sebastian Middle	2955 Lewis Speedway, St. Augustine, FL 32084
Switzerland Point Middle	777 Greenbriar Road, St. Johns, FL 32259
Valley Ridge Academy K-8	105 Greenleaf Drive, Ponte Vedra, FL 32081
<u>High Schools</u>	<u>Address</u>
Bartram High	7399 Longleaf Pine Parkway, St Johns, FL 32259
Creekside High	100 Knights Lane, St. Johns, FL 32259
Nease High	10550 Ray Road, Ponte Vedra, FL 32081
Pedro Menendez High	600 State Road 206 West, St. Augustine, FL 32086
Ponte Vedra High	460 Davis Park Road, Ponte Vedra, Florida 32081
St. Augustine High	3205 Varella Avenue, St. Augustine, FL 32084
St. Johns Technical High School (Buildings E & H)	2980 Collins Avenue, St. Augustine, Florida 32084
<u>Other School District Facilities/Sites</u>	<u>Address</u>
Evelyn Hamblen Education Center	1 Christopher Street, St. Augustine, FL 32084
Fullerwood Center	10 Hildreth Drive, St. Augustine, Florida 32084
Maintenance Department	299 School House Road, St. Augustine, FL 32084
Vacant Lot behind the City of Hastings Town Hall (4 mowings)	6195 South Main Street, Hastings, FL. 32145 Surrounded by W. Vivian Dr., S. Dancy Ave. & W. George Miller Rd.
Transportation Department at Crookshank Elem.	1455 North Whitney Street, St. Augustine, Florida 32084
Transportation Department at Nease High	10550 Ray Road, Ponte Vedra, Florida 32081
Administration Building at 40 Orange	40 Orange Street, St. Augustine, FL 32084
Vacant Lot on Orange Street	North corner of Orange Street and Ponce De Leon Blvd.
Yates Administration Building at 47 Orange	47 Orange Street, St. Augustine, FL 32084



# ST. JOHNS COUNTY SCHOOL DISTRICT

Sebastian Administrative Annex

**Purchasing Department**

3015 Lewis Speedway, Unit 5

St. Augustine, Florida 32084

Telephone (904) 547-8941 FAX (904) 547-8945

*Patrick Snodgrass, CPSM*

*Director of Purchasing*

April 17, 2017

TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #1** to Bid #2017-20 Grounds Maintenance and Landscaping.

Line #20 on the Bid Sheet, the Maintenance Department, consists of 2 addresses that are combined as a single line item on the bid sheet.

Maintenance Department	299 Schoolhouse Road St. Augustine, FL 32084
	40 Sebastian Harbor Drive St. Augustine, FL 32084

Line #25 on the Bid Sheet and the site visit verification form reference PVPV/Rawlings Middle. These documents should reference the site as PVPV/Rawlings Elementary

Thank you for your continued participation in the bid process.

Sincerely,

Patrick Snodgrass

Director of Purchasing



## ST. JOHNS COUNTY SCHOOL DISTRICT

Sebastian Administrative Annex

**Purchasing Department**

3015 Lewis Speedway, Unit 5

St. Augustine, Florida 32084

Telephone (904) 547-8941 FAX (904) 547-8945

*Patrick Snodgrass, CPSM*

*Director of Purchasing*

April 28, 2017

TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #2** to Bid #2017-20 Grounds Maintenance and Landscaping.

The following is a list of questions that were asked along with the responses:

1. **Question:** Just wanted to inquire if you can release the bid tabulation report on the last bid that was rejected and if this project has previously been contracted can you release last award information.

**Answer:** Responses to Bid #2017-14 will not be available until a Notice of Intent has been posted for Bid #2017-20 or March 28, 2018, whichever comes first. The original award to Bid #2013-08 has been attached to this addendum.

2. **Question:** Why was ITB2017-14 not awarded back in March?

**Answer:** The responses for Bid #2017-14 did not meet the needs of the District.

3. **Question:** It is our professional opinion (and the reason we did not bid on the previous ITB) that 14 services, with no service from Nov-Feb sets the vendor up for failure when the schools and parents visiting them assume the vendor is not performing their duties, when in fact they are simply following the ITB schedule.

**Answer:** The District is requesting 14 mows at schools and facilities and 8 mows at the vacant lot behind City of Hastings Town Hall. Additional mows may be requested for each school or facility on an as needed basis.

4. **Question:** Our suggested bare minimum schedule would be 20 services annually, which is still very light, but workable.

**Answer:** See answer #3.

5. **Question:** Would the district accept a proposal from GCA to provide 20 services annually, in an "All or None" pricing structure to include all zones?

**Answer:** No, the District would not accept a proposal to provide 20 services in an “all or none” pricing structure to include all zones. It is the intent of the District to award regularly scheduled services, as defined in the bid by the Lot. Vendors may bid on any and/or all Lots.

6. **Question:** Can you provide a list of addresses for all the properties. I didn't see them in the bid package.

**Answer:** Attachment C in the bid included addresses for all schools/facilities. An additional copy has been added to this addendum.

7. **Question:** At the site of the Mandatory meeting today I noticed that the current contractor mowed inside of the fence only and outside of the fence was not mowed. What are the expectations on the new under the new contract.

**Answer:** Each School or Facility has different requirements. See the attachment titled, “Additional Information on Mowing from Fence to Street” for each School or Facility.

8. **Question:** Last time this was bided out all the properties went to the lowest bidder regardless of the zone. This time it seems it going to be awarded on a per zone only. Is this the case of does the county reserve the right to breakdown further based on lowest cost. Also just wanted to inquire if this is a change due to any specific reason.

**Answer:** It is the District's intention to award regularly scheduled services by the Lot. The District believes awarding by the lowest bid Lot is in its best interest.

Thank you for your continued participation in the bid process.

Sincerely,



Patrick Snodgrass  
Director of Purchasing

St. Johns County School District  
40 Orange Street  
St. Augustine, Florida 32084  
(904) 547-7500  
www.stjohns.k12.fl.us



MEMORANDUM

Joseph G. Joyner, Ed.D.  
Superintendent

**TO:** Members of the School Board  
**FROM:** Joseph G. Joyner, Ed.D., Superintendent of Schools  
**SUBJECT:** Request for Approval of Bid #2013-08 Grounds Maintenance and Landscaping  
**DATE:** May 14, 2013

**Background Information:** Bids were requested for scheduled grounds maintenance and landscaping at multiple schools and facilities throughout the District. The bid also includes additional services and materials on an as needed basis. Shane Walton, Director for Maintenance, has reviewed all bid responses and concurs with the recommendation.

**Strategic Plan Impact:** Supports the District's Mission Statement by providing appropriate facilities to help students master all academic standards.

**Educational Impact:** This bid provides a healthy, safe and comfortable environment where students and staff can learn and work.

**Fiscal Impact:** Funding for services under this bid are included in the operating budget of the Maintenance Department and schools.

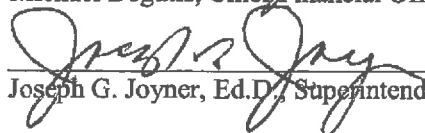
**Recommendation:** Approve the award of Bid #2013-08 Grounds Maintenance and Landscaping to the following vendors for the period July 1, 2013 through June 30, 2014 per the attached recommendation from Shane Walton: Specific sites to Greenway Lawn Service LLC, Haney Lawn Service, Inc., No Mow Problems LLC and Yard Pro Plus, Inc.; additional services and additional materials to Haney Lawn Service, Inc., Yard Pro Plus, Inc., Greenway Lawn Service LLC, Brogdon Properties Lawncare, C & J Hartwig "The Grounds Guys", No Mow Problems LLC, Coleman's Lawn Service LLC and Ray Edwards Tractor Service.

**Action Required:** Approval of the Superintendent's recommendation.

**Reviewed and submitted for approval by:** Frank Clark, C.P.M., Director of Purchasing.

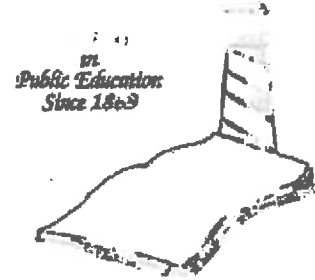
Respectfully submitted,

  
Michael Degutis, Chief Financial Officer


  
Joseph G. Joyner, Ed.D., Superintendent of Schools

St. Johns County School District  
40 Girdings Street  
St. Augustine, Florida 32084  
(904) 547-7500  
www.sjohas.k12.fl.us

Joseph G. Joyner, Ed.D.  
Superintendent



**MEMORANDUM**

**TO:** Frank Clark, Director of Purchasing  
**FROM:**  Shane Walton, Director for Maintenance Services  
**DATE:** April 19, 2013  
**SUBJECT:** Recommendation re: Bid #2013-08, Grounds Maintenance, Landscaping

I have reviewed the bid submittals and believe that it would be in the best interest of the School District to accept the low bids in the amounts listed on the Bid Tabulation Sheet submitted as follows:

Greenway Lawn Service, LLC – Item: 28.  
Haney Lawn Service, Inc. – Items: 29, 30 and 31.  
No Mow Problems, LLC – Items: 1, 2, 4, 7, 9, 12, 14, 15, 17, 18, 21, 24, 33, 34, 35, 36, 37 and 39.  
Yard Pro Plus, Inc. Items 3, 5, 6, 8, 10, 11, 13, 16, 19, 20, 22, 23, 25, 26, 27, 32, 38, 40 and 41.

Further, for Additional Services Other (Items 42 through 48) and Additional Materials (Item 49), I recommend award to all listed vendors in the amounts listed on the Bid Tabulation Sheet.

/s/

*The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.*

School Board

Beverly Slough  
District 1

Tommy Allen  
District 2

Bill Mignon  
District 3

Bill Fehling  
District 4

Patrick Cannon  
District 5

Tabulation Sheet

Item	School or Facility	Haney Lawn Service, Inc.	Yard Pro Plus, Inc.	Greenway Lawn Service LLC	Brogdon Properties Lawncare	C & J Hartwig Enterprises "The Grounds Guys"	No Mow Problems LLC	Coleman's Lawn Service LLC	Ray Edwards Tractor Service
1.	Crookshank Elementary	No Bid	\$250.00	\$442.00	No Bid	\$400.00	\$244.00	No Bid	No Bid
2.	Cunningham Creek Elementary	No Bid	\$400.00	\$492.00	No Bid	\$475.00	\$394.00	No Bid	No Bid
3.	Durbin Creek Elementary	No Bid	\$400.00	\$474.00	No Bid	No Bid	\$409.00	No Bid	No Bid
4.	Hartley Elementary	No Bid	\$400.00	\$524.00	No Bid	No Bid	\$270.00	No Bid	\$450.00
5.	Hickory Creek Elementary	No Bid	\$360.00	\$481.00	No Bid	No Bid	\$385.00	No Bid	No Bid
6.	Julington Creek Elementary	No Bid	\$365.00	\$484.00	No Bid	No Bid	\$385.00	No Bid	No Bid
7.	Ketterlinus Elementary	No Bid	\$175.00	\$294.00	No Bid	No Bid	\$145.00	No Bid	No Bid
8.	Mill Creek Elementary	No Bid	\$300.00	\$488.00	No Bid	\$310.00	\$370.00	\$600.00	\$550.00
9.	Ocean Palms Elementary	No Bid	\$370.00	\$558.00	\$585.00	No Bid	\$355.00	No Bid	No Bid
10.	Osceola Elementary	No Bid	\$300.00	\$684.00	No Bid	No Bid	\$328.00	No Bid	No Bid
11.	Otis Mason Elementary	No Bid	\$300.00	\$989.00	No Bid	No Bid	\$318.00	No Bid	No Bid
12.	Palencia Elementary	No Bid	\$200.00	\$268.00	No Bid	\$345.00	\$158.00	No Bid	No Bid
13.	PVPV/Rawlings Elementary	No Bid	\$600.00	\$984.00	\$635.00	No Bid	No Bid	No Bid	No Bid
14.	R.B. Hunt Elementary	No Bid	\$200.00	\$424.00	No Bid	No Bid	\$198.00	No Bid	No Bid
15.	South Woods Elementary	No Bid	\$350.00	\$540.00	No Bid	No Bid	\$348.00	\$449.00	\$800.00
16.	Timberlin Creek Elementary	No Bid	\$350.00	\$464.00	No Bid	\$395.00	\$378.00	No Bid	No Bid
17.	Wards Creek Elementary	No Bid	\$335.00	\$564.00	No Bid	\$345.00	\$328.00	No Bid	No Bid
18.	The Webster School	No Bid	\$400.00	\$583.00	No Bid	No Bid	\$344.00	No Bid	No Bid
19.	Fruit Cove Middle	No Bid	\$400.00	\$782.00	No Bid	No Bid	\$418.00	No Bid	No Bid
20.	Gamble Rogers Middle	No Bid	\$375.00	\$1,774.00	No Bid	No Bid	No Bid	No Bid	\$995.00
21.	Landrum Middle	No Bid	\$385.00	\$494.00	\$385.00	No Bid	\$264.00	No Bid	No Bid
22.	Liberty Pines Academy	No Bid	\$600.00	\$724.00	No Bid	\$760.00	No Bid	No Bid	No Bid
23.	Murray Middle	No Bid	\$385.00	\$590.00	No Bid	No Bid	No Bid	No Bid	No Bid
24.	Pacetti Bay Middle	No Bid	\$550.00	\$924.00	No Bid	\$435.00	\$418.00	No Bid	No Bid
25.	Sebastian Middle	No Bid	\$525.00	\$1,784.00	No Bid	\$795.00	No Bid	No Bid	No Bid
26.	Switzerland Pt. Middle	No Bid	\$300.00	\$692.00	No Bid	No Bid	No Bid	No Bid	No Bid
27.	Bartram High	\$924.00	\$900.00	\$1,382.00	No Bid	\$970.00	No Bid	No Bid	\$1,199.00
28.	Creekside High	\$924.00	\$950.00	\$893.00	No Bid	No Bid	No Bid	No Bid	No Bid
29.	Nease High	\$924.00	\$950.00	\$1,490.00	No Bid	\$970.00	No Bid	No Bid	No Bid
30.	Pedro Menendez High	\$924.00	\$1,200.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$1,100.00
31.	Ponte Vedra High	\$924.00	\$950.00	\$1,980.00	No Bid	No Bid	No Bid	No Bid	No Bid



Tabulation Sheet

Item	School or Facility	Haney Lawn Service, Inc.	Yard Pro Plus, Inc.	Greenway Lawn Service LLC	Brogdon Properties Lawncare	C & J Hartwig Enterprises "The Grounds Guys"	No Mow Problems LLC	Coleman's Lawn Service LLC	Ray Edwards Tractor Service
32.	St. Augustine High	\$924.00	\$800.00	\$1,382.00	No Bid	\$840.00	No Bid	No Bid	No Bid
33.	St. Johns Technical High	No Bid	\$200.00	\$374.00	No Bid	\$195.00	\$184.00	No Bid	No Bid
34.	E. Hamblen Education Center	No Bid	\$200.00	\$395.00	No Bid	\$195.00	\$158.00	No Bid	No Bid
35.	Fullerwood Center	No Bid	\$170.00	\$360.00	No Bid	No Bid	\$168.00	No Bid	No Bid
36.	Maintenance Department	No Bid	\$150.00	\$228.00	No Bid	\$125.00	\$126.00	No Bid	\$300.00
37.	Vacant Lot behind City of Hastings Town Hall	No Bid	\$350.00	\$384.00	No Bid	No Bid	\$285.00	\$500.00	\$300.00
38.	Transp. Dept. @ Crookshank	No Bid	\$50.00	\$280.00	No Bid	\$125.00	\$98.00	No Bid	No Bid
39.	Transp Dept @ Nease	No Bid	\$50.00	\$73.00	No Bid	\$65.00	\$46.00	No Bid	No Bid
40.	Vacant Lot on Orange Street	No Bid	\$50.00	\$74.00	No Bid	No Bid	\$60.00	No Bid	No Bid
41.	Yates Annex Building	No Bid	\$75.00	\$244.00	No Bid	No Bid	No Bid	No Bid	No Bid
	<b>Additional Services Other Work As Needed</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>
42.	Mowing based on operating time	\$100.00	\$65.00	\$100.00	\$65.00	\$45.00	\$40.00	\$40.00	\$45.00
43.	Hedge Trimming as may be required	\$100.00	\$65.00	\$75.00	\$55.00	\$45.00	\$50.00	\$40.00	\$45.00
44.	Edging as may be required	\$100.00	\$65.00	\$45.00	\$65.00	\$45.00	\$45.00	\$40.00	\$45.00
45.	On-Site Weed-eater as may be required	\$100.00	\$65.00	\$45.00	\$65.00	\$45.00	\$45.00	\$40.00	\$45.00
46.	Grading based on operating time	No Bid	\$55.00	\$150.00	\$100.00	\$80.00	No Bid	No Bid	\$45.00
47.	On-Site Bush-blade as may be required	\$100.00	\$65.00	\$150.00	\$100.00	\$80.00	No Bid	No Bid	\$45.00
48.	Landscape/Grounds Maintenance as may be required	\$100.00	\$55.00	\$85.00	\$65.00	\$45.00	\$45.00	No Bid	\$45.00
	<b>Additional Materials</b>	<b>Percentage (%)Mark Up Over Cost</b>	<b>Percentage (%)Mark Up Over Cost</b>	<b>Percentage (%)Mark Up Over Cost</b>	<b>Percentage (%)Mark Up Over Cost</b>	<b>Percentage (%)Mark Up Over Cost</b>	<b>Percentage (%)Mark Up Over Cost</b>	<b>Percentage (%)Mark Up Over Cost</b>	<b>Percentage (%)Mark Up Over Cost</b>
49.	Materials as may be requested	0%	10%	50%	15%	No Bid	15%	50%	50%

Eight (8) valid responses received. Line item 36 from C & J Enterprises "The Grounds Guys" not confirmed with a site visit verification and is invalid.

Recommend award for lines 1-41 as follows:

Greenway Lawn Service LLC- Item 28

Haney Lawn Service, Inc. - Items 29, 30 and 31

No Mow Problems LLC - Items 1, 2, 4, 7, 9, 12, 14, 15, 17, 18, 21, 24, 33, 34, 35, 36, 37 and 39

Yard Pro Plus, Inc. - Items 3, 5, 6, 8, 10, 11, 13, 16, 19, 20, 22, 23, 25, 26, 27, 32, 38, 40, and 41

Recommend award for Additional Services (lines 42-48) and Additional Materials (line 49) to all responding vendors for the items and amounts listed in the tabulation sheet.

**Attachment C  
School/Facility Addresses**

<u>School/Facility</u>	<u>Address</u>
<b>Elementary Schools</b>	
Crookshank Elementary	1455 N. Whitney Street, St. Augustine, FL 32084
Cunningham Creek Elementary	1205 Roberts Road, St. Johns, FL 32259
Durbin Creek Elementary	4100 Race Track Road, St. Johns, FL 32259
Hartley Elementary	260 Cacique Drive, St. Augustine, FL 32086
Hickory Elementary	235 Hickory Creek Trail, St. Johns, FL 32259
Julington Creek Elementary	2316 Race Track Road, St. Johns, FL 32259
Ketterlinus Elementary	67 Orange Street, St. Augustine, FL 32084
Mill Creek Elementary	3750 International Golf Parkway, St. Augustine, FL 32092
Ocean Palms Elementary	355 Landrum Lane, Ponte Vedra Beach, FL 32082
Osceola Elementary	1605 Osceola Elementary Road, St. Augustine, FL 32084
Otis Mason Elementary	207 Mason Manatee Way, St. Augustine, FL 32086
Palencia Elementary	355 Palencia Village Drive, St. Augustine, FL 32095
PVPV/Rawlings Elementary	630 A1A North, Ponte Vedra Beach, FL 32082
R.B. Hunt Elementary	125 Magnolia Drive, St. Augustine, FL 32080
South Woods Elementary	4750 State Road 206 West, Elkton, FL 32033
Timberlin Creek Elementary	555 Pine Tree Lane, St. Augustine, FL 32092
Wards Creek Elementary	6555 State Road 16, St. Augustine, FL 32092
The Webster School	420 North Orange Street, St. Augustine, FL 32084
<b>Middle and K-8 Schools</b>	
Fruit Cove Middle	3180 Race Track Road, St. Johns, FL 32259
Gamble Rogers Middle	6250 US 1 South, St. Augustine, FL 32086
Landrum Middle	230 Landrum Lane, Ponte Vedra Beach, FL 32082
Liberty Pines Academy K-8	10901 Russell Sampson Rd., Saint Johns, FL 32259
Murray Middle	150 North Holmes Boulevard, St. Augustine, FL 32084
Pacetti Bay Middle	245 Meadowlark Lane, St. Augustine, FL 32092
Patriot Oaks Academy K-8	475 Longleaf Pine Parkway, Saint Johns, FL 32259
Sebastian Middle	2955 Lewis Speedway, St. Augustine, FL 32084
Switzerland Point Middle	777 Greenbriar Road, St. Johns, FL 32259
Valley Ridge Academy K-8	105 Greenleaf Drive, Ponte Vedra, FL 32081
<b>High Schools</b>	
Bartram High	7399 Longleaf Pine Parkway, St Johns, FL 32259
Creekside High	100 Knights Lane, St. Johns, FL 32259
Nease High	10550 Ray Road, Ponte Vedra, FL 32081
Pedro Menendez High	600 State Road 206 West, St. Augustine, FL 32086
Ponte Vedra High	460 Davis Park Road, Ponte Vedra, Florida 32081
St. Augustine High	3205 Varella Avenue, St. Augustine, FL 32084
St. Johns Technical High School (Buildings E & H)	2980 Collins Avenue, St. Augustine, Florida 32084
<b>Other School District Facilities/Sites</b>	
Evelyn Hamblen Education Center	1 Christopher Street, St. Augustine, FL 32084
Fullerwood Center	10 Hildreth Drive, St. Augustine, Florida 32084
Maintenance Department	299 School House Road, St. Augustine, FL 32084
Vacant Lot behind the City of Hastings Town Hall (4 mowings)	6195 South Main Street, Hastings, FL. 32145 Surrounded by W. Vivian Dr., S. Dancy Ave. & W. George Miller Rd.
Transportation Department at Crookshank Elem.	1455 North Whitney Street, St. Augustine, Florida 32084
Transportation Department at Nease High	10550 Ray Road, Ponte Vedra, Florida 32081
Administration Building at 40 Orange	40 Orange Street, St. Augustine, FL 32084
Vacant Lot on Orange Street	North corner of Orange Street and Ponce De Leon Blvd.
Yates Administration Building at 47 Orange	47 Orange Street, St. Augustine, FL 32084

**Additional Information on Mowing from Fence to Street**

	<b>SCHOOL/FACILITY</b>	<b>FENCE TO STREET</b>
1	Hartley	Inside fence only.
2	South Woods	Outside fence to SR 206. Outside fence to Cowpen Branch Rd.
3	Gamble Rogers	Outside fence to road leading from US 1 to School.
4	Pedro Menendez	Outside fence to ditch on SR 206. Outside fence to cross country track.
5	Vacant Lot Hastings	Inside fence only.
6	Crookshank	Outside fence to N. Whitney St.
7	Transportation Crookshank	Inside fence only.
8	Ketterlinus	Outside fence to Orange St. Outside fence to Mulvey St. Outside fence parking to Orange St.
9	Vacant Lot Orange St	No fence.
10	Administrative Bldg.	Outside fence to Cordova St. Outside fence to Orange St.
11	Yates	Outside fence to Orange St.
12	Fullerwood	Outside fence to Russell Blvd. Outside fence to Hildreth Dr. Outside fence to Playground Bannan Ave.
13	Evelyn Hamblen	Outside fence to Sidney St.
14	RB Hunt	Outside fence to Red Cox Dr.
15	Osceola	Outside fence to and over Osceola School Rd.
16	Otis Mason	Outside fence to and over Mason Manatee Way.
17	Webster	Outside fence to N. Orange St.
18	Murray	Outside fence to Collier St. Outside fence to King St. Ext. Outside fence to N Holmes Blvd.
19	Sebastian	Outside fence to Covina St.
20	Maintenance Department	Inside fence only.
21	St. Augustine High	Outside fence to Varella Ave. Outside fence to Del Monte Dr.
22	St. Johns Technical	Inside fence only.
23	Ocean Palms	Outside fence to Landrum Ln.
24	Palencia	Outside fence to Palencia Village Dr.
25	PVPV Rawlings	Inside fence only.
26	Landrum	Outside fence to Landrum Ln.
27	Valley Ridge	Outside fence to Greenleaf Dr at entrance only.
28	Nease	Inside fence only.
29	Transportation Nease	Inside fence only.
30	Ponte Vedra High	Outside fence to Davis Park Rd.
31	Cunningham Creek	Outside fence to Roberts Rd.
32	Durbin Creek	Outside fence to sidewalk.
33	Hickory Creek	Outside fence to Foxhunt Tr and across Foxhunt Tr.
34	Julington Creek	Outside fence to Racetrack Rd.
35	Timberlin Creek	Outside fence to Pine Tree Ln.
36	Fruit Cove	Outside fence to sidewalk.
37	Liberty Pines	Outside fence to Russell Sampson Rd.
38	Patriot Oaks	Outside fence to Longleaf Pine at entrance only.
39	Switzerland Point	Inside fence only.
40	Bartram Trail	Outside fence to Longleaf Pine at entrance only.
41	Creekside	Outside fence to Longleaf Pine. Outside fence to Knights Lane.
42	Mill Creek	Inside fence only.
43	Wards Creek	Outside fence to SR 16.
44	Pacetti Bay	Inside fence only.



# ST. JOHNS COUNTY SCHOOL DISTRICT

Sebastian Administrative Annex

**Purchasing Department**

3015 Lewis Speedway, Unit 5

St. Augustine, Florida 32084

Telephone (904) 547-8941 FAX (904) 547-8945

*Patrick Snodgrass, CPSM*

*Director of Purchasing*

May 11, 2017

TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #3** to Bid #2017-20 Grounds Maintenance and Landscaping.

The tabulation sheet provided in Addendum #2 included all schools and locations in the original bid. Since that time Patriot Oaks Academy and Valley Ridge Academy were opened. Quotes were obtained from multiple vendors and awarded to Yard Pro Plus, Inc., for Patriot Oaks Academy and No Mow Problems LLC for Valley Ridge Academy.

School	Haney Lawn Service, Inc.	Yard Pro Plus, Inc.	No Mow Problems LLC
Valley Ridge Academy	\$995.00 per mowing	\$700.00 per mowing	\$675.00 per mowing
Patriot Oaks Academy	\$895.00 per mowing	\$500.00 per mowing	\$700.00 per mowing

Since the original award in 2013 an expansion project took place at Crookshank Elementary resulting in an increased fee. See the revised fee below.

Original Fee	Revised Fee
\$244.00	\$459.00

The following is a list of questions that were asked along with the responses:

1. **Question:** Why did the bid format change this year to lots, instead of individual schools? This seems to force the price to be driven down, which can affect the quality of the services. With the wide range of school sizes in each lot, it seems that this decision made it more difficult on lawn maintenance companies to provide the services required to maintain the integrity of the school.

**Answer:** Awarded by the Lot was deemed to be in the best interest of the District.

2. **Question:** If the district believes it is in their best interest to award lots to the lowest bidder, what happens if a vendor is disqualified from one of the schools in the lot. Does that school go to the next lowest bidder?

**Answer:** If an awarded vendor is unable to meet the requirements for the Lot, it would be the intent of the District to terminate the award for that Lot.

The District may choose to award the Lot to the next lowest priced vendor, or issue a new competitive solicitation for schools in the lot, or utilize other methods of obtaining pricing.

3. **Question:** If the individual school goes to the next lowest bidder, is the lot is then broken up until the next renewal cycle?

**Answer:** See answer #2.

4. **Question:** Where in the bid sequence do you wish the reference list to go? I see all other required docs outlined in sequence, but not this.... any specific location?

**Answer:** The reference page may be inserted anywhere in the bid submittal package. The District has no preference.

Thank you for your continued participation in the bid process.

Sincerely,



Patrick Snodgrass  
Director of Purchasing