

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



# INVITATION TO BID (ITB)

## REQUIRED RESPONSE FORM

BID NO.: 2021-15  
RELEASE DATE: March 23, 2021

**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: April 23, 2021 @ 1:30 pm**  
**BID OPENING DATE AND TIME: April 23, 2021 @ 2:00 pm**

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

**BID OPENING LOCATION:** Sebastian Administrative Annex  
Purchasing Department  
3015 Lewis Speedway, Building 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" or "Contractor" or "Respondent" or "Vendor" 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 Building 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:** Successful bidder(s) may permit any school board, community college, state university, municipality, or other governmental entity, to include public charter schools, to purchase goods or services based on the contract awarded as a result of this ITB. Such purchases shall be governed by the same terms and conditions as stated herein.
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.
- 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. **DISCRIMINATORY VENDOR LIST:** Pursuant to Florida Statute 287.134, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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.

- 42. PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES:** Pursuant to Florida Statute 287.135, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local government entity for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List created pursuant to s. 215.4725 or is engaged in a boycott of Israel; or for \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing a contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to 215.473 or is engaged in business operations in Cuba or Syria.

The company/vendor certifies by submission and signature of this bid that: it is not on the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; the Scrutinized Companies that Boycott Israel list, engaged in a boycott of Israel or that it is not engaged in business operations in Cuba or Syria. Any contract for goods or services of any amount may be terminated at the option of the awarding body if the company is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel. A contract for goods and services of \$1 million or more may be terminated at the option of the awarding body if the company is found to have submitted false certification, has been placed on any of the other lists in this section or has been engaged in business operations in Cuba or Syria.

- 43. 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.

Florida Statute 119.0701 requires the Contractor to comply with Florida's public records laws with respect to services performed on behalf of the School District. Specifically, the Statute requires that the Contractor:

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

**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 Firm | 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.

\_\_\_\_\_  
(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: \_\_\_\_\_

## **EDGAR CERTIFICATIONS**

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Guidelines ("EDGAR"). The following certifications and provisions are required and apply when the St. Johns County School Board ("School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

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### **REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II to C.F.R. PART 200**

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**(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

**(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.**

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of \$10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29**

## EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

**(H) Energy Policy and Conservation Act (42 U.S.C. 6201).** Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

**(I) Debarment and Suspension (Executive Orders 12549 and 12689)—**A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

**(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—**Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

**EDGAR CERTIFICATIONS (continued)**

**Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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**RECORDS RETENTION**

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Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

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**RECOVERED MATERIALS**

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Recovered Materials (2 CFR §200.322): Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Firm's Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Print Name of Authorized Representative: \_\_\_\_\_



## St. Johns County School District E-Verify Requirements

- A. Pursuant to Section 448.095, Florida Statutes, Contractor shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and must, upon request, provide evidence of compliance with this provision.
- B. Subcontractors
1. Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
  2. Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as stated in Section 448.095, Florida Statutes.
  3. Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.
- C. Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services.
- D. It is the responsibility of the vendor/contractor to insure compliance with E-verify requirements (as applicable). To enroll in E-Verify, employers should visit the E-Verify website (<http://www.uscis.gov/e-verify>) and follow the instructions. The employer must retain the I-9 Forms for inspection. By affixing your signature below you hereby affirm that you will comply with E-Verify requirements.

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

Signature of Authorized Representative: \_\_\_\_\_

Print Name of Authorized Representative: \_\_\_\_\_

**Bid #2021-15 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 SJCS D) is requesting bid pricing from qualified Contractors 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 SJCS D reserves the right to develop a Quotation or Bid for Additional Materials when it is determined to be in the best interest of SJCS D, even if the items of interest are offered from a Contractor who is awarded this contract.
- 1.4 **All Contractors requiring access to schools and facilities will be required to participate in a COVID-19 Health Screening Process. This will remain in effect until further notice.**

**2.0 INSTRUCTIONS FOR BID SUBMITTAL**

- 2.1 All bids must be received no later than, April 23, 2021 @ 1:30 PM and must be delivered to:

St. Johns County School District  
Sebastian Administrative Annex  
Purchasing Department  
3015 Lewis Speedway, Building 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 #2021-15 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.

The manually signed original shall be clearly marked as "ORIGINAL". Once accepted, all original proposals and any copies of proposals become the sole property of SJCS D and may be retained by SJCS D or disposed of in any manner SJCS D deems appropriate.

## **Bid #2021-15 Grounds Maintenance and Landscaping**

- 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.
- 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 SJCS D.
- 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 SJCS D with the services specified in the bid.
- 2.10 Pursuant to Florida Statute, it is the practice of SJCS D 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 SJCS D, 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).

## **Bid #2021-15 Grounds Maintenance and Landscaping**

### **3.0 AWARD**

- 3.1 SJCS D 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.
- 3.2 SJCS D 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 SJCS D reserves the right, prior to Board approval, to withdraw the bid or portions thereof, without penalty.
- 3.4 SJCS D reserves the right to: (1) accept the bid of any firm to be in the best interest of the school district and (2) to reject any and/or all bids.
- 3.5 SJCS D 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 SJCS D to award this bid to one or more sources, as determined to be in the best interest of SJCS D.
- 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, 2021 to June 30, 2022 and may by mutual agreement between SJCS D and the awarded contractor 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 Any questions and inquiries concerning the Bid must be submitted via email to Patrick Snodgrass of the SJCS D Purchasing Department no later than April 13, 2021 @ 12:00 PM to:

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

Questions and inquiries received after the said date will not be considered. Questions and inquiries must reference the Bid number.

- 5.2 Those interpretations or responses to all questions and inquiries which may affect the eventual outcome of this solicitation will be posted to the DemandStar website



## Bid #2021-15 Grounds Maintenance and Landscaping

[www.demandstar.com](http://www.demandstar.com) for all prospective Bidders to view no later than 5:00 PM, April 14, 2021.

Only the interpretation or response given by the SJCS D Purchasing Department representative, 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 Invitation to Bid. All such interpretations and supplemental instructions will be in the form of written Addenda to the Invitation to Bid.

- 5.3 Copies of addendum will also be made available for inspection at SJCS D's Purchasing Department where bid documents will be kept on file.
- 5.4 No Addendum will be issued later than April 14, 2021, 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.
- 5.5 School board members, and school board personnel (except the Purchasing Department representative referenced above) are ***not to be contacted*** prior to the School Board's decision to approve or reject the final recommendation presented to it by the Superintendent. At the discretion of SJCS D, failure to comply with this requirement will be grounds for disqualification.

Specifically, this **NO-CONTACT PERIOD** shall commence on the initial date of the advertisement for Request for Proposals and continue through and include the date the St. Johns County School Board makes its determination to approve or reject the final recommendations.

Failure to meet any of these requirements may disqualify a Respondent from consideration.

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

- 6.1 A Mandatory Pre-Bid meeting for Contractors bidding for Regularly Scheduled Service has been scheduled for March 30, 2021 @ 9:00 AM. The bid will be reviewed and site plans indicating defined service areas will be distributed at the mandatory pre-bid meeting. The Mandatory 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.**

## **Bid #2021-15 Grounds Maintenance and Landscaping**

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

- 7.1 A map defining service areas for each school/facility will be provided at the mandatory pre-bid meeting. It is the bidder's responsibility to familiarize themselves with site conditions. Non-mandatory site visit will allow the bidder an opportunity to take their own measurements and become familiar with the conditions. The bidder is required to carefully examine the terms and to become familiar with any and all conditions and requirements that may in any manner effect the work to be performed under this 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. No additional allowance will be made due to lack of knowledge of these conditions.

Site visits are appointment only. Appointments must be made with each school or facility-based maintenance manager prior to a site visit. Contact information and addresses for each site are included in **Attachment A**. Should a bidder be unable to contact the school or facility-based maintenance manager, SJCS D'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 dates of the Regularly Scheduled Service.

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

- 8.2 All work performed under this bid will always be in the best interest of safety, 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 Contractors responsibility. Shirts and work pants must be worn at all times.
- 8.3 Contractor 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 Contractor must comply with all local, state, and federal codes and School Board Rules.
- 8.5 Contractor shall be responsible for any damage to SJCS D property, personnel property, or visitor property due to negligence on the part of the Contractor's employees or agents. Contractor agrees to repair, at own expense, any damage that was caused by the Contractor, their employees, or their agents.

## **Bid #2021-15 Grounds Maintenance and Landscaping**

Contractor will be responsible for the removal of any blemish, tarnish or marking left on SJCS D grounds resulting from the awarded Contractors equipment. Specifically, but not limited to, concrete.

- 8.6 Contractor shall, and in addition to all other guarantees, be responsible for faulty labor or workmanship and shall promptly correct improper work, without cost to SJCS D, within forty-eight (48) hours after receipt of notification of such faulty labor or workmanship. If Contractor fails within forty-eight (48) hours to correct defects, SJCS D shall be entitled to have such work remedied and the Contractor shall be fully liable for all costs and expense reasonably incurred by SJCS D.
- 8.7 Employees or agents of the Contractor must sign in and out (upon arrival and departure) when working at any SJCS D facility. Only employees or agents of the Contractor who have met the background screening and clearance requirements of SJCS D will be permitted on SJCS D grounds.
- 8.8 Any work deemed disruptive by SJCS D to the operation of the school may require work to be performed after school hours or on a non-school day. Upon award, and prior to commencement of any work, acceptable work days/times shall be determined by each school/facility maintenance manager to Contractor.
- 8.9 It should be noted that if an unforeseen situation arises at any school or facility that will interrupt the mowing, an authorized SJCS D representative will contact the Contractor. The mowing may or may not be rescheduled, whichever is in the best interest of SJCS D.
- 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 twenty-four (24) hours to reschedule remaining work, which is to be done before the next scheduled mowing. If Contractor should miss a scheduled mowing and the next mowing results in a heavy accumulation of grass clippings, the Contractor 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 Contractor arrives.

If limbs or branches need to be picked up prior to mowing, it is the Contractor'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.

## **Bid #2021-15 Grounds Maintenance and Landscaping**

### **8.13 Regularly Scheduled Service**

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 of all grass clippings.

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

The following Additional Services and Additional Materials may be requested by SJCS D 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:

## **Bid #2021-15 Grounds Maintenance and Landscaping**

- Provide an on-site hourly rate for light grading (including box-blade, etc.) that may be required at any facility within SJCS D. The type of light grading work to be done 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. SJCS D reserves the right to obtain price quotes for materials from other Contractors.

## 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 SJCS D.

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 #2021-15 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 contractor 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 or Facility 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 SJCSO Maintenance Department for processing. Failure to submit a Mowing Verification Form will result in a delay of payment.

If mailing invoices to SJCSO 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 SJCSO via an agreed upon electronic method.

### **14.0 PURCHASE ORDERS**

A Purchase Order issued by the Purchasing Department or from School Internal Accounts is the only legal authorization for contractors to perform services or provide commodities

## **Bid #2021-15 Grounds Maintenance and Landscaping**

to SJCS D. A commitment, either written or verbal, from SJCS D employees without a Purchase Order issued by the Purchasing Department or from School Internal Accounts does not constitute an obligation by SJCS D to a contractor. Contractors 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 SJCS D can be found on the SJCS D 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 **EDGAR Certifications**

15.7 **E-Verify Requirements**

15.8 **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.

15.9 **Qualifications**

15.10 **References**

15.11 **Bid Sheet**

| <b>Lot A</b>                             |                                       |   |                                |  |
|--|---------------------------------------|---|--------------------------------|--|
|  | <b>School or Facility</b>             | <b>Cost per Regularly Scheduled Service</b> | <b># of Scheduled Services</b> | <b>Annual Cost<br/>(Cost per Reg. Sched. Service x # of Sched. Services)</b> |
| A1                                       | W Douglas Hartley Elementary          | \$  | 14                             | \$   |
| A2                                       | Gamble Rogers Middle                  | \$  | 14                             | \$   |
| A3                                       | Pedro Menendez High                   | \$  | 14                             | \$   |
| A4                                       | South Woods Elementary                | \$  | 14                             | \$   |
| <b>Lot A Total Annual Cost</b>           |                                       |   |                                | \$   |
| <b>Lot B</b>                             |                                       |   |                                |  |
|  | <b>School or Facility</b>             | <b>Cost per Regularly Scheduled Service</b> | <b># of Scheduled Services</b> | <b>Annual Cost<br/>(Cost per Reg. Sched. Service x # of Sched. Services)</b> |
| B1                                       | Alice B Landrum Middle                | \$  | 14                             | \$   |
| B2                                       | Allen D Nease High                    | \$  | 14                             | \$   |
| B3                                       | Ocean Palms Elementary                | \$  | 14                             | \$   |
| B4                                       | Palencia Elementary                   | \$  | 14                             | \$   |
| B5                                       | Palm Valley Academy                   | \$  | 14                             | \$   |
| B6                                       | Ponte Vedra High                      | \$  | 14                             | \$   |
| B7                                       | PVPV/Rawlings Elementary              | \$  | 14                             | \$   |
| B8                                       | Valley Ridge Academy                  | \$  | 14                             | \$   |
| <b>Lot B Total Annual Cost</b>           |                                       |   |                                | \$   |
| <b>Lot C</b>                             |                                       |   |                                |  |
|  | <b>School or Facility</b>             | <b>Cost per Regularly Scheduled Service</b> | <b># of Scheduled Services</b> | <b>Annual Cost<br/>(Cost per Reg. Sched. Service x # of Sched. Services)</b> |
| C1                                       | Creekside High                        | \$  | 14                             | \$   |
| C2                                       | Durbin Creek Elementary               | \$  | 14                             | \$   |
| C3                                       | Freedom Crossing Academy              | \$  | 14                             | \$   |
| C4                                       | Fruit Cove Middle                     | \$  | 14                             | \$   |
| C5                                       | Julington Creek Elementary            | \$  | 14                             | \$   |
| C6                                       | Patriot Oaks Academy                  | \$  | 14                             | \$   |
| <b>Lot C Total Annual Cost</b>           |                                       |   |                                | \$   |
| <b>Lot D</b>                             |                                       |   |                                |  |
|  | <b>School or Facility</b>             | <b>Cost per Regularly Scheduled Service</b> | <b># of Scheduled Services</b> | <b>Annual Cost<br/>(Cost per Reg. Sched. Service x # of Sched. Services)</b> |
| D1                                       | Bartram Trail High                    | \$  | 14                             | \$   |
| D2                                       | Cunningham Creek Elementary           | \$  | 14                             | \$   |
| D3                                       | Hickory Creek Elementary              | \$  | 14                             | \$   |
| D4                                       | Liberty Pines Academy                 | \$  | 14                             | \$   |
| D5                                       | Switzerland Point Middle              | \$  | 14                             | \$   |
| D6                                       | Timberlin Creek Elementary            | \$  | 14                             | \$   |
| <b>Lot D Total Annual Cost</b>           |                                       |   |                                | \$   |
| <b>Lot E</b>                             |                                       |   |                                |  |
|  | <b>School or Facility</b>             | <b>Cost per Regularly Scheduled Service</b> | <b># of Scheduled Services</b> | <b>Annual Cost<br/>(Cost per Reg. Sched. Service x # of Sched. Services)</b> |
| E1                                       | Mill Creek Elementary                 | \$  | 14                             | \$   |
| E2                                       | Pacetti Bay Middle                    | \$  | 14                             | \$   |
| E3                                       | Picolata Crossing Elementary          | \$  | 14                             | \$   |
| E4                                       | Wards Creek Elementary                | \$  | 14                             | \$   |
| <b>Lot E Total Annual Cost</b>           |                                       |   |                                | \$   |
| <b>Additional Services and Materials</b> |                                       |   |                                |  |
|  | Mowing                                |   |                                | \$ per hour  |
|  | Hedge Trimming                        |   |                                | \$ per hour  |
|  | String Trimming and Edging            |   |                                | \$ per hour  |
|  | On-Site Light Grading                 |   |                                | \$ per hour  |
|  | On-Site Bush-Cutting                  |   |                                | \$ per hour  |
|  | Landscaping                           |   |                                | \$ per hour  |
|  | Materials Percentage Markup Over Cost |   |                                | %  |

**Contractor Acknowledgement and Approval**

I certify that this bid is made without prior understanding agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or service, and in all respects fair without collusion or fraud. The following information, including an authorized representative signature, is required to be submitted with your bid in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted as has the authorization of the said company to enter into a contractual agreement with St. Johns County School District for the purposes as proposed and described herein.

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

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

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

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



| <u>SCHOOL/FACILITY</u>       | <u>ADDRESS</u>  | <u>CONTACT</u>       | <u>OFFICE</u> | <u>CELL</u>  |
|------------------------------|---|----------------------|---------------|--------------|
| <u>Lot A</u>                 |   |                      |               |              |
| W DOUGLAS HARTLEY ELEMENTARY | 260 Cacique Drive, St. Augustine, FL 32086            | Tyson Shank          | 547-8386      | 669-2443     |
| GAMBLE ROGERS MIDDLE         | 6250 US Hwy 1 South, St. Augustine, FL 32086          | Mike Ponce           | 547-8694      | 669-0296     |
| PEDRO MENENDEZ HIGH          | 600 State Road 206 West, St. Augustine, FL 32086      | Joedy Ashton         | 547-8670      | 759-0915     |
| SOUTH WOODS ELEMENTARY       | 4750 State Road 206 West, Elkton, FL 32033            | Brian Taylor         | 547-8617      | 669-5520     |
| <u>Lot B</u>                 |   |                      |               |              |
| ALICE B LANDRUM MIDDLE       | 230 Landrum Lane, Ponte Vedra Beach, FL 32082         | Brett Butler         | 547-8412      | 327-6361     |
| ALLEN D NEASE HIGH           | 10550 Ray Road, Ponte Vedra, FL 32081                 | Mike Oxborough       | 547-8303      | 540-6490     |
| OCEAN PALMS ELEMENTARY       | 355 Landrum Lane, Ponte Vedra Beach, FL 32082         | Michael Marimpietri  | 547-3768      | 757-288-1631 |
| PALENCIA ELEMENTARY          | 355 Palencia Village Drive, St. Augustine, FL 32095   | James "Teddy" Thomas | 547-4016      | 669-8602     |
| PALM VALLEY ACADEMY          | 700 Bobcat Lane, Ponte Vedra, FL 32081                | Jerry Santiago       | 547-4204      | 917-568-5794 |
| PONTE VEDRA HIGH             | 460 Davis Park Road, Ponte Vedra, FL 32081            | Nick Athanaseas      | 547-7357      | 669-2942     |
| PVPV/RAWLINGS ELEMENTARY     | 610 A1A North, Ponte Vedra Beach, FL 32082            | Steve Sampson        | 547-8572      | 377-3112     |
| VALLEY RIDGE ACADEMY         | 105 Greenleaf Drive, Ponte Vedra, FL 32081            | Troy Wilson          | 547-4097      | 591-5105     |
| <u>Lot C</u>                 |   |                      |               |              |
| CREEKSIDE HIGH               | 100 Knights Lane, St. Johns, FL 32259                 | Todd Hudson          | 547-7308      | 315-2872     |
| DURBIN CREEK ELEMENTARY      | 4100 Race Track Road, St. Johns 32259                 | David Barrett        | 547-3883      | 808-5327     |
| FREEDOM CROSSING ACADEMY     | 1365 Shetland Drive, St. Johns, FL 32259              | Rick Mitidieri       | 547-4234      | 386-688-7359 |
| FRUIT COVE MIDDLE            | 3180 Race Track Road, St. Johns, FL 32259             | Russell Copeland     | 547-7884      | 687-5831     |
| JULINGTON CREEK ELEMENTARY   | 2316 Race Track Road, St. Johns, FL 32259             | Brian Pratt          | 547-7984      | 370-9564     |
| PATRIOT OAKS ACADEMY         | 475 Longleaf Pine Pkwy, St. Johns, FL 32259           | Larry Davis          | 547-4057      | 553-9408     |
| <u>Lot D</u>                 |   |                      |               |              |
| BARTRAM TRAIL HIGH           | 7399 Longleaf Pine Pkwy, St. Johns, FL 32259          | Todd Ponce           | 547-8336      | 540-3594     |
| CUNNINGHAM CREEK ELEMENTARY  | 1205 Roberts Road, St. Johns 32259                    | Stephen Whitfield    | 547-7864      | 806-7172     |
| HICKORY CREEK ELEMENTARY     | 235 Hickory Creek Trail, St. Johns, FL 32259          | John Doolittle       | 547-7459      | 631-5474     |
| LIBERTY PINES ACADEMY        | 10901 Russell Sampson Road, St. Johns, FL 32259       | John Valastro        | 547-7906      | 845-978-7616 |
| SWITZERLAND POINT MIDDLE     | 777 Greenbriar Road, St. Johns, FL 32259              | Bradley Ponce        | 547-8630      | 669-8350     |
| TIMBERLIN CREEK ELEMENTARY   | 555 Pine Tree Lane, St. Augustine, FL 32092           | John Keen            | 547-7426      | 540-2780     |
| <u>Lot E</u>                 |   |                      |               |              |
| MILL CREEK ACADEMY           | 3750 International Golf Pkwy, St. Augustine, FL 32092 | Al Barkoskie         | 547-3724      | 377-5066     |
| PACETTI BAY MIDDLE           | 245 Meadowlark Lane, St. Augustine, FL 32092          | Jason Sapp           | 547-8766      | 669-6329     |
| PICOLATA CROSSING ELEMENTARY | 2675 Pacetti Road, St. Augustine, FL 32092            | Larry Coarsey        | 547-4170      | 226-1281     |
| WARDS CREEK ELEMENTARY       | 6555 State Road 16, St. Augustine, FL 32092           | Tim Lundquist        | 547-8736      | 669-2282     |

Bid #2021-15 Grounds Maintenance and Landscaping

Attachment B

**SCHEDULE**

**The schedule below pertains to the first fiscal/school year 2021-22 of the contract. Subsequent years' schedule will be determined by the SJCSD 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 2021           | 12 - 16<br>26 - 30    |
| August 2021         | 9 - 13<br>23 - 27     |
| September 2021      | 6 - 10<br>20 - 24     |
| October 2021        | 11 - 15               |
| March 2022          | 14 - 18               |
| April 2022          | 11 - 15<br>25 - 29    |
| May 2022            | 9 - 13<br>23 - 27     |
| June 2022           | 6 - 10<br>20 - 24     |



## ST. JOHNS COUNTY SCHOOL DISTRICT

Sebastian Administrative Annex

Purchasing Department

3015 Lewis Speedway, Building 5

St. Augustine, Florida 32084

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

*Patrick Snodgrass, CPSM  
Director of Purchasing*

April 7, 2021

TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #1** to Bid #2021-15 Grounds Maintenance and Landscaping.

**Timberlin Creek Elementary Mowing Map has been revised and is attached.**

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

1. **Question:** Is it possible to obtain the maps before next week's pre-bid meeting, as they were not included with the RFP.

**Answer:** No.

2. **Question:** Is there an option to attend the Pre-Bid Meeting virtually due to Covid-19 with the use of zoom, teams, etc?

**Answer:** No.

3. **Question:** Is the bid going to be awarded as an all or none, or will it be awarded by zone to lowest, most responsive, responsible bidder?

**Answer:** It is the intent of SCJSD to award the bid by the Lot. 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 SJCSD.

4. **Question:** Is a bid bond or performance bond required?

**Answer:** No.

5. **Question:** Can we please get a copy of the previous contract/bid and it's prices per school?

**Answer:** Bid #2017-20 Grounds Maintenance and Landscaping bid tabulation sheet is attached.

6. **Question:** Who was the contractor/contractors for the previous contract?

**Answer:** Bid #2017-20 Grounds Maintenance and Landscaping bid tabulation sheet is attached.

7. **Question:** What is the estimated budget?

**Answer:** There is no estimated budget at this time.

8. **Question:** Are background checks required by the school board for our employees? If so, how and where would we go for the background checks and are they at cost to us?

**Answer:** Yes. Background checks are required for employees or agents of the Contractor. The link for vendor clearance and screening process is shown here.  
<https://www.stjohns.k12.fl.us/screening/process/>

9. **Question:** Are Athletic Field Mowing / Maintenance excluded or included as part of the service area?

**Answer:** Only areas highlighted on the mowing map are part of the regularly scheduled service.

Using Pedro Menendez High as an example (see below), the softball, baseball and football fields are not highlighted and not part of the regularly scheduled service.



10. **Question:** Upon arrival at the schools, does our team leader or entire team that is on site need to check in at the front office?

**Answer:** Employees or agents of the Contractor must sign in and sign out at the front office.

11. **Question:** Are there any access issue at any of the schools, where we need padlock keys or access codes to access area that need to be serviced?

**Answer:** This will be dependent on the school and day/time service is provided.

12. **Question:** What are the allowed hours of Operation?

**Answer:** Any work deemed disruptive by SJCSJ to the operation of the school may require work to be performed after school hours or on a non-school day. Upon award, and prior to commencement of any work, acceptable work days/times shall be determined by each school/facility maintenance manager to Contractor.

13. **Question:** I wanted to clarify based on the maps provided. The athletic fields are not included, correct?

**Answer:** See answer #9.

Thank you for your continued participation in the bid process.

Sincerely,



Patrick Snodgrass  
Director of Purchasing

# Timberlin Creek Elementary

## REVISED - Addendum #1



Tabulation Sheet

| School or Facility                           | # of Scheduled Services | Laurel Crest Landscape Management, LLC |  | Yard Pro Plus, Inc.   |  | No Mow Problems, LLC  |  | Griffin Lawn and Landscapes, LLC |  | Yellowstone Landscape |  | Humphries & Sons Lawn Care |  | Haney Lawn Service, Inc. |  |
|--|-------------------------|--|--|-----------------------|--|-----------------------|--|----------------------------------|--|-----------------------|--|----------------------------|--|--------------------------|--|
|  |                         | Cost per Regularly Scheduled Service   | Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services) | Cost Reg. Sched. Srv. | Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services) | Cost Reg. Sched. Srv. | Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services) | Cost Reg. Sched. Srv.            | Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services) | Cost Reg. Sched. Srv. | Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services) | Cost Reg. Sched. Srv.      | Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services) | Cost Reg. Sched. Srv.    | Annual Cost (Cost per Reg. Sched. Service x # of Scheduled Services) |
| Hartley Elementary                           | 14                      | \$236.25                               | \$3,307.50   | \$275.00              | \$3,850.00   | \$255.00              | \$3,570.00   | \$432.40                         | \$6,053.60   | \$321.00              | \$4,494.00   | \$300.00                   | \$4,200.00   | \$348.00                 | \$4,872.00   |
| South Woods Elementary                       | 14                      | \$304.50                               | \$4,263.00   | \$398.00              | \$5,572.00   | \$325.00              | \$4,550.00   | \$432.40                         | \$6,053.60   | \$535.00              | \$7,490.00   | \$374.00                   | \$5,236.00   | \$424.00                 | \$5,936.00   |
| Gamble Rogers Middle                         | 14                      | \$328.00                               | \$4,592.00   | \$400.00              | \$5,600.00   | \$340.00              | \$4,760.00   | \$432.40                         | \$6,053.60   | \$892.00              | \$12,488.00  | \$424.00                   | \$5,936.00   | \$474.00                 | \$6,636.00   |
| Pedro Menendez High                          | 14                      | \$808.50                               | \$11,319.00  | \$1,100.00            | \$15,400.00  | \$880.00              | \$12,320.00  | \$432.40                         | \$6,053.60   | \$1,500.00            | \$21,000.00  | \$1,074.00                 | \$15,036.00  | \$1,224.00               | \$17,136.00  |
| Vacant Lot Behind City of Hastings Town Hall | 8                       | \$249.00                               | \$1,992.00   | \$300.00              | \$2,400.00   | \$285.00              | \$2,280.00   | \$432.40                         | \$3,459.20   | \$250.00              | \$2,000.00   | \$324.00                   | \$2,592.00   | \$424.00                 | \$3,392.00   |
|  |                         | <b>Lot 1 Total</b>                     | <b>\$25,473.50</b>   | <b>Lot 1 Total</b>    | <b>\$32,822.00</b>   | <b>Lot 1 Total</b>    | <b>\$27,480.00</b>   | <b>Lot 1 Total</b>               | <b>\$27,673.60</b>   | <b>Lot 1 Total</b>    | <b>\$47,472.00</b>   | <b>Lot 1 Total</b>         | <b>\$33,000.00</b>   | <b>Lot 1 Total</b>       | <b>\$37,972.00</b>   |
| Crookshank Elementary                        | 14                      | \$213.50                               | \$2,989.00   |                       |  | \$374.00              | \$5,236.00   |                                  |  | \$190.00              | \$2,660.00   | \$424.00                   | \$5,936.00   | No Bid                   | No Bid   |
| Transportation Dept. at Crookshank           | 14                      | \$43.75                                | \$612.50   |                       |  | \$50.00               | \$700.00   |                                  |  | \$57.00               | \$798.00   | \$74.00                    | \$1,036.00   | -                        | -  |
| Ketterlinus Elementary                       | 14                      | \$129.50                               | \$1,813.00   |                       |  | \$145.00              | \$2,030.00   |                                  |  | \$152.00              | \$2,128.00   | \$174.00                   | \$2,436.00   | -                        | -  |
| Vacant Lot on Orange Street                  | 14                      | \$43.75                                | \$612.50   |                       |  | \$60.00               | \$840.00   |                                  |  | \$76.00               | \$1,064.00   | \$45.00                    | \$630.00   | -                        | -  |
| Administration Building                      | 14                      | \$52.50                                | \$735.00   |                       |  | \$50.00               | \$700.00   |                                  |  | \$76.00               | \$1,064.00   | \$124.00                   | \$1,736.00   | -                        | -  |
| Yates Administration Building                | 14                      | \$65.00                                | \$910.00   |                       |  | \$60.00               | \$840.00   |                                  |  | \$76.00               | \$1,064.00   | \$124.00                   | \$1,736.00   | -                        | -  |
| Fullerwood Administration                    | 14                      | \$147.00                               | \$2,058.00   |                       |  | \$160.00              | \$2,240.00   |                                  |  | \$114.00              | \$1,596.00   | \$248.00                   | \$3,472.00   | -                        | -  |
| Evelyn Hamblen                               | 14                      | \$138.25                               | \$1,935.50   |                       |  | \$150.00              | \$2,100.00   |                                  |  | \$266.00              | \$3,724.00   | \$174.00                   | \$2,436.00   | -                        | -  |
| RB Hunt Elementary                           | 14                      | \$173.25                               | \$2,425.50   |                       |  | \$184.00              | \$2,576.00   |                                  |  | \$266.00              | \$3,724.00   | \$185.00                   | \$2,590.00   | -                        | -  |
| Osecola Elementary                           | 14                      | \$262.50                               | \$3,675.00   |                       |  | \$300.00              | \$4,200.00   |                                  |  | \$266.00              | \$3,724.00   | \$374.00                   | \$5,236.00   | -                        | -  |
| Otis Mason Elementary                        | 14                      | \$262.50                               | \$3,675.00   |                       |  | \$300.00              | \$4,200.00   |                                  |  | \$456.00              | \$6,384.00   | \$348.00                   | \$4,872.00   | -                        | -  |
| The Webster School                           | 14                      | \$304.00                               | \$4,214.00   |                       |  | \$325.00              | \$4,550.00   |                                  |  | \$266.00              | \$3,724.00   | \$424.00                   | \$5,936.00   | -                        | -  |
| RJ Murray Middle                             | 14                      | \$336.00                               | \$4,704.00   |                       |  | \$365.00              | \$5,110.00   |                                  |  | \$304.00              | \$4,256.00   | \$474.00                   | \$6,636.00   | -                        | -  |
| Sebastian Middle                             | 14                      | \$459.00                               | \$6,426.00   |                       |  | \$500.00              | \$7,000.00   |                                  |  | \$684.00              | \$9,576.00   | \$624.00                   | \$8,736.00   | -                        | -  |
| Maintenance Department                       | 14                      | \$109.00                               | \$1,526.00   |                       |  | \$120.00              | \$1,680.00   |                                  |  | \$76.00               | \$1,064.00   | \$124.00                   | \$1,736.00   | -                        | -  |
| St. Augustine High                           | 14                      | \$700.00                               | \$9,800.00   |                       |  | \$800.00              | \$11,200.00  |                                  |  | \$722.00              | \$10,108.00  | \$824.00                   | \$11,536.00  | -                        | -  |
| St. Johns Technical High                     | 14                      | \$161.00                               | \$2,254.00   |                       |  | \$160.00              | \$2,240.00   |                                  |  | \$152.00              | \$2,128.00   | \$174.00                   | \$2,436.00   | -                        | -  |
|  |                         | <b>Lot 2 Total</b>                     | <b>\$50,365.00</b>   | <b>Lot 2 Total</b>    | <b>\$57,442.00</b>   | <b>Lot 2 Total</b>    | <b>\$57,442.00</b>   | <b>Lot 2 Total</b>               | <b>\$58,786.00</b>   | <b>Lot 2 Total</b>    | <b>\$58,786.00</b>   | <b>Lot 2 Total</b>         | <b>\$69,132.00</b>   | <b>Lot 2 Total</b>       | <b>No Bid</b>  |
| Ocean Palms Elementary                       | 14                      | \$310.00                               | \$4,340.00   |                       |  | \$350.00              | \$4,900.00   | \$484.38                         | \$6,781.32   | \$295.20              | \$4,132.80   | \$348.00                   | \$4,872.00   | \$524.00                 | \$7,336.00   |
| Palencia Elementary                          | 14                      | \$138.25                               | \$1,935.50   |                       |  | \$155.00              | \$2,170.00   | \$484.38                         | \$6,781.32   | \$221.40              | \$3,099.60   | \$174.00                   | \$2,436.00   | \$324.00                 | \$4,536.00   |
| PVPV/Rawlings Middle                         | 14                      | \$525.00                               | \$7,350.00   |                       |  | \$565.00              | \$7,910.00   | \$484.38                         | \$6,781.32   | \$553.50              | \$7,749.00   | \$574.00                   | \$8,036.00   | \$724.00                 | \$10,136.00  |
| Alice B Landrum Middle                       | 14                      | \$318.50                               | \$4,459.00   |                       |  | \$350.00              | \$4,900.00   | \$484.38                         | \$6,781.32   | \$295.20              | \$4,132.80   | \$424.00                   | \$5,936.00   | \$624.00                 | \$8,736.00   |
| Valley Ridge K-8                             | 14                      | \$590.00                               | \$8,260.00   |                       |  | \$575.00              | \$8,050.00   | \$484.38                         | \$6,781.32   | \$516.60              | \$7,232.40   | \$624.00                   | \$8,736.00   | \$748.00                 | \$10,472.00  |
| Nease High                                   | 14                      | \$808.50                               | \$11,319.00  |                       |  | \$800.00              | \$11,200.00  | \$484.38                         | \$6,781.32   | \$738.00              | \$10,332.00  | \$799.00                   | \$11,186.00  | \$1,024.00               | \$14,336.00  |
| Transportation Dept. at Nease High           | 14                      | \$40.25                                | \$563.50   |                       |  | \$45.00               | \$630.00   | \$484.38                         | \$6,781.32   | \$36.90               | \$516.60   | \$50.00                    | \$700.00   | \$125.00                 | \$1,750.00   |
| Ponte Vedra High                             | 14                      | \$808.50                               | \$11,319.00  |                       |  | \$900.00              | \$12,600.00  | \$484.38                         | \$6,781.32   | \$1,107.00            | \$15,498.00  | \$924.00                   | \$12,936.00  | \$1,248.00               | \$17,472.00  |
|  |                         | <b>Lot 3 Total</b>                     | <b>\$49,546.00</b>   | <b>Lot 3 Total</b>    | <b>\$52,360.00</b>   | <b>Lot 3 Total</b>    | <b>\$54,250.56</b>   | <b>Lot 3 Total</b>               | <b>\$52,693.20</b>   | <b>Lot 3 Total</b>    | <b>\$54,838.00</b>   | <b>Lot 3 Total</b>         | <b>\$54,838.00</b>   | <b>Lot 3 Total</b>       | <b>\$74,774.00</b>   |
| Cunningham Creek Elementary                  | 14                      | \$344.75                               | \$4,826.50   |                       |  | \$380.00              | \$5,320.00   | \$490.20                         | \$6,862.80   | \$553.50              | \$7,749.00   | \$524.00                   | \$7,336.00   | No Bid                   | No Bid   |
| Durbin Creek Elementary                      | 14                      | \$357.00                               | \$4,998.00   |                       |  | \$384.00              | \$5,376.00   | \$490.20                         | \$6,862.80   | \$405.90              | \$5,682.60   | \$624.00                   | \$8,736.00   | -                        | -  |
| Hickory Creek Elementary                     | 14                      | \$295.00                               | \$4,130.00   |                       |  | \$350.00              | \$4,900.00   | \$490.20                         | \$6,862.80   | \$295.20              | \$4,132.80   | \$524.00                   | \$7,336.00   | -                        | -  |
| Julington Creek Elementary                   | 14                      | \$310.00                               | \$4,340.00   |                       |  | \$365.00              | \$5,110.00   | \$490.20                         | \$6,862.80   | \$479.70              | \$6,715.80   | \$548.00                   | \$7,672.00   | -                        | -  |
| Timberlin Creek Elementary                   | 14                      | \$306.25                               | \$4,287.50   |                       |  | \$340.00              | \$4,760.00   | \$490.20                         | \$6,862.80   | \$295.20              | \$4,132.80   | \$524.00                   | \$7,336.00   | -                        | -  |
| Fruit Cove Middle                            | 14                      | \$350.00                               | \$4,900.00   |                       |  | \$400.00              | \$5,600.00   | \$490.20                         | \$6,862.80   | \$405.90              | \$5,682.60   | \$648.00                   | \$9,072.00   | -                        | -  |
| Liberty Pines K-8                            | 14                      | \$525.00                               | \$7,350.00   |                       |  | \$625.00              | \$8,750.00   | \$490.20                         | \$6,862.80   | \$701.10              | \$9,815.40   | \$824.00                   | \$11,536.00  | -                        | -  |
| Patriot Oaks K-8                             | 14                      | \$437.50                               | \$6,125.00   |                       |  | \$500.00              | \$7,000.00   | \$490.20                         | \$6,862.80   | \$553.50              | \$7,749.00   | \$724.00                   | \$10,136.00  | -                        | -  |
| Switzerland Point Middle                     | 14                      | \$262.50                               | \$3,675.00   |                       |  | \$300.00              | \$4,200.00   | \$490.20                         | \$6,862.80   | \$553.50              | \$7,749.00   | \$524.00                   | \$7,336.00   | -                        | -  |
| Bartram Trail High                           | 14                      | \$787.50                               | \$11,025.00  |                       |  | \$880.00              | \$12,320.00  | \$490.20                         | \$6,862.80   | \$811.80              | \$11,365.20  | \$1,274.00                 | \$17,836.00  | -                        | -  |
| Creekside High                               | 14                      | \$785.75                               | \$11,000.50  |                       |  | \$880.00              | \$12,320.00  | \$490.20                         | \$6,862.80   | \$848.70              | \$11,881.80  | \$1,274.00                 | \$17,836.00  | -                        | -  |
|  |                         | <b>Lot 4 Total</b>                     | <b>\$66,687.50</b>   | <b>Lot 4 Total</b>    | <b>\$75,656.00</b>   | <b>Lot 4 Total</b>    | <b>\$75,490.80</b>   | <b>Lot 4 Total</b>               | <b>\$82,656.00</b>   | <b>Lot 4 Total</b>    | <b>\$82,656.00</b>   | <b>Lot 4 Total</b>         | <b>\$112,168.00</b>  | <b>Lot 4 Total</b>       | <b>No Bid</b>  |
| Mill Creek Elementary                        | 14                      | \$271.25                               | \$3,797.50   | \$350.00              | \$4,900.00   | \$290.00              | \$4,060.00   | \$330.00                         | \$4,620.00   | \$442.80              | \$6,199.20   | \$524.00                   | \$7,336.00   | \$648.00                 | \$9,072.00   |
| Wards Creek Elementary                       | 14                      | \$287.00                               | \$4,018.00   | \$350.00              | \$4,900.00   | \$325.00              | \$4,550.00   | \$330.00                         | \$4,620.00   | \$516.60              | \$7,232.40   | \$674.00                   | \$9,436.00   | \$824.00                 | \$11,536.00  |
| Pacetti Bay Middle                           | 14                      | \$365.75                               | \$5,120.50   | \$400.00              | \$5,600.00   | \$375.00              | \$5,250.00   | \$330.00                         | \$4,620.00   | \$590.40              | \$8,265.60   | \$574.00                   | \$8,036.00   | \$648.00                 | \$9,072.00   |
|  |                         | <b>Lot 5 Total</b>                     | <b>\$12,936.00</b>   | <b>Lot 5 Total</b>    | <b>\$15,400.00</b>   | <b>Lot 5 Total</b>    | <b>\$13,860.00</b>   | <b>Lot 5 Total</b>               | <b>\$13,860.00</b>   | <b>Lot 5 Total</b>    | <b>\$21,697.20</b>   | <b>Lot 5 Total</b>         | <b>\$24,808.00</b>   | <b>Lot 5 Total</b>       | <b>\$29,680.00</b>   |
| Additional Services                          |                         |  |  |                       |  |                       |  |                                  |  |                       |  |                            |  |                          |  |
|  |                         | <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>       |  |
| Mowing                                       |                         | \$34.00                                |  | \$65.00               |  | \$50.00               |  | \$55.00                          |  | \$36.50               |  | \$75.00                    |  | \$100.00                 |  |
| Hedge Trimming                               |                         | \$30.00                                |  | \$65.00               |  | \$50.00               |  | \$45.00                          |  | \$36.50               |  | \$75.00                    |  | \$100.00                 |  |
| String Trimming and Edging                   |                         | \$30.00                                |  | \$65.00               |  | \$50.00               |  | \$40.00                          |  | \$36.50               |  | \$75.00                    |  | \$100.00                 |  |
| On-Site Light Grading                        |                         | \$30.00                                |  | \$85.00               |  | \$50.00               |  | \$50.00                          |  | \$79.00               |  | \$125.00                   |  | \$100.00                 |  |
| On-Site Bush-Cutting                         |                         | \$30.00                                |  | \$85.00               |  | \$50.00               |  | \$80.00                          |  | \$95.00               |  | \$125.00                   |  | \$100.00                 |  |
| Landscaping                                  |                         | \$30.00                                |  | \$85.00               |  | \$50.00               |  | \$35.00                          |  | \$36.50               |  | \$75.00                    |  | \$100.00                 |  |
| Percentage Markup Over Cost                  |                         |  |  |                       |  |                       |  |                                  |  |                       |  |                            |  |                          |  |
| Percentage Markup Over Cost for Materials    |                         | 9%                                     |  | 10%                   |  | 15%                   |  | 10%                              |  | 20%                   |  | 10%                        |  | 25%                      |  |

Seven (7) valid responses received. Recommend award to Laurel Crest Landscape Management, LLC for Lots 1, 2, 3, 4 and 5. Recommend award to Laurel Crest Landscape Management, LLC, Yard Pro Plus, Inc., No Mow Problems, LLC, Griffin Lawn and Landscapes, LLC, and Yellowstone Landscape for additional services and materials.



## ST. JOHNS COUNTY SCHOOL DISTRICT

Sebastian Administrative Annex

**Purchasing Department**

3015 Lewis Speedway, Building 5

St. Augustine, Florida 32084

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

*Patrick Snodgrass, CPSM  
Director of Purchasing*

April 14, 2021

TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #2** to Bid #2021-15 Grounds Maintenance and Landscaping.

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

1. **Question:** I just looked at the addendum and there are some similarities with the individual schools but the groups are totally different. For example the "A" group has the same schools, however vacant lot behind City Hall in Hastings is not in this bid. Group B is totally different, not one of those properties is on this bid.

**Answer:** Bid #2017-20 Grounds Maintenance and Landscaping tabulation sheet that was included in Addendum #1 for Bid #2021-15 Grounds Maintenance and Landscaping are two different bids and not intended to be the same. Some sites in Bid #2017-20 are not a part of Bid #2021-15.

Thank you for your continued participation in the bid process.

Sincerely,

Patrick Snodgrass  
Director of Purchasing