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**INVITATION TO BID  
#26-24  
Tree Care Services**

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March 29, 2024

NOTICE IS HEREBY GIVEN that sealed bids will be received by the City of Clearwater (City) until **10:00 A.M., Local Time, May 2, 2024**, to provide **Tree Care Services**.

**Brief Description:** The City of Clearwater is seeking to establish a term contract from a qualified Vendor for routine tree care services to include but no limited to, tree/palm removal, stump removal, pruning, and invasive plant removal from City's parks, public grounds, public rights-of-ways and open spaces.

Bids must be in accordance with the provisions, specifications and instructions set forth herein and will be received by the Procurement Division until the above noted time, when they will be publicly acknowledged and accepted.

Bid packets, any attachments and addenda are available for download at:  
<https://www.myclearwater.com/business/rfp>

Please read the entire solicitation package and submit the bid in accordance with the instructions. This document (less this invitation and the instructions) and any required response documents, attachments, and submissions will constitute the bid.

**General, Process or Technical Questions concerning this solicitation should be directed, IN WRITING, to the following Procurement Analyst:**

**Kelly Rogers**  
Procurement Analyst  
[Kelly.Rogers@myclearwater.com](mailto:Kelly.Rogers@myclearwater.com)

**This Invitation to Bid is issued by:**

**Lori Vogel, CPPB**  
Procurement Manager  
[lori.vogel@myclearwater.com](mailto:lori.vogel@myclearwater.com)

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## INSTRUCTIONS

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i.1 **VENDOR QUESTIONS:** All questions regarding the contents of this solicitation, and solicitation process (including requests for ADA accommodations), shall be directed solely to the contact listed on page 1. Questions should be submitted in writing via letter, fax or email. Questions received less than ten (10) calendar days prior to the due date and time may be answered at the discretion of the City.

i.2 **ADDENDA/CLARIFICATIONS:** Any changes to the specifications will be in the form of an addendum. Addenda are posted on the City website no less than seven (7) days prior to the Due Date. **Vendors are cautioned to check the Purchasing Website for addenda and clarifications prior to submitting their bid.** The City cannot be held responsible if a vendor fails to receive any addenda issued. The City shall not be responsible for any oral changes to these specifications made by any employees or officer of the City. Failure to acknowledge receipt of an addendum may result in disqualification of a bid.

i.3 **VENDOR CONFERENCE / SITE VISIT:**  Yes  No  
**Mandatory Attendance:**  Yes  No

If so designated above, attendance is mandatory as a condition of submitting a bid. The conference/site visit provides interested parties an opportunity to discuss the City's needs, inspect the site and ask questions. During any site visit you must fully acquaint yourself with the conditions as they exist and the character of the operations to be conducted under the resulting contract.

i.4 **DUE DATE & TIME FOR SUBMISSION AND OPENING:**

**Date:** May 2, 2024  
**Time:** 10:00 A.M. (Local Time)

The City will open all bids properly and timely submitted and will record the names and other information specified by law and rule. All bids become the property of the City and will not be returned except in the case of a late submission. Respondent names, as read at the bid opening, will be posted on the City website. Once a notice of intent to award is posted or 30 days from day of opening elapses, whichever occurs earlier, bids are available for inspection by contacting the Procurement Division.

i.5 **BID FIRM TIME:** **90** days from Opening  
Bid shall remain firm and unaltered after opening for the number of days shown above. The City may accept the bid, subject to successful contract negotiations, at any time during this time.

i.6 **BID SECURITY:**  Yes  No  
If so designated above, a bid security in the amount specified must be submitted with the bid. The security may be submitted in any one of the following forms: an executed surety bond issued by a firm licensed and registered to transact such business with the State of Florida; cash; certified check, or cashier's check payable to the City of Clearwater (personal or company checks are not acceptable); certificate of deposit or any other form of deposit issued by a financial institution and acceptable to the City. Such bid security shall be forfeited to the City of Clearwater should the bidder selected fail to execute a contract when requested.

**PERFORMANCE SECURITY:**  Yes  No

If required herein, the Contractor, simultaneously with the execution of the Contract, will be required to furnish a performance security. The security may be submitted in one-year increments and in any one of the following forms: an executed surety bond issued by a firm licensed and registered to transact such business with the State of Florida; cash; certified check, cashier's check or money order payable to the City of Clearwater (personal and company checks are not acceptable); certificate of deposit or any other form of deposit issued by a financial institution and acceptable to

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the City. If the Contractor fails or refuses to fully comply with the terms and conditions of the contract, the City shall have the right to use all or such part of said security as may be necessary to reimburse the City for loss sustained by reason of such breach. The balance of said security, if any, will be returned to Contractor upon the expiration or termination of the contract.

**i.7 BID SUBMITTAL TO:**

It is recommended that bids be submitted electronically through our bids website at <https://www.myclearwater.com/business/rfp>

Bidders may mail or hand-deliver bids to the address below. E-mail or fax submissions will not be accepted. Use label at the end of this solicitation package.

City of Clearwater  
Attn: Procurement Division  
100 S Myrtle Ave, 3<sup>rd</sup> Fl, Clearwater FL 33756-5520  
or  
PO Box 4748, Clearwater FL 33758-4748

No responsibility will attach to the City of Clearwater, its employees or agents for premature opening of a bid that is not properly addressed and identified.

**i.8 LATE BIDS.** The bidder assumes responsibility for having the bid delivered on time at the place specified. All bids received after the date and time specified shall not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in handling of the mail by employees of the City of Clearwater, or any private courier, regardless whether sent by mail or by means of personal delivery. You must allow adequate time to accommodate all registration and security screenings at the delivery site. A valid photo I.D. may be required. It shall not be sufficient to show that you mailed or commenced delivery before the due date and time. All times are Clearwater, Florida local times. The bidder agrees to accept the time stamp in the City Procurement Office as the official time.

**i.9 LOBBYING; LOBBYING NO-CONTACT PERIOD; QUESTIONS REGARDING SOLICITATION.** From the time a competitive solicitation is posted until such time as the contract is awarded by the city or the solicitation is cancelled, all bidders, offerors, respondents, including their employees, representatives, and other individuals acting on their behalf, shall be prohibited from lobbying city officers, city employees, and evaluation committee members.

Violation of this section may result in rejection/disqualification from award of the contract arising out of the competitive solicitation.

All questions regarding the competitive solicitation must be directed to the procurement manager or designee, who will respond in writing and post such response to ensure that all respondents receive the same information during the No-Contact Period.

The penalty for violating the No-Contact Period may include suspension or debarment.

**i.10 COMMENCEMENT OF WORK.** If bidder begins any billable work prior to the City's final approval and execution of the contract, bidder does so at its own risk.

**i.11 RESPONSIBILITY TO READ AND UNDERSTAND.** Failure to read, examine and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If a vendor suspects an error, omission or discrepancy in this solicitation, the vendor must immediately and in any case not later than seven (7) business days in advance of the due date notify the contact on page one (1). The City is not responsible for and will not pay any costs associated with the preparation and submission of the bid. Bidders are cautioned to verify their bids before submission,

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as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.

- i.12 **FORM AND CONTENT OF BIDS.** Unless otherwise instructed or allowed, bids shall be submitted on the forms provided. An original and the designated number of copies of each bid are required. Bids, including modifications, must be submitted in ink, typed, or printed form and signed by an authorized representative. Please line through and initial rather than erase changes. If the bid is not properly signed or if any changes are not initialed, it may be considered non-responsive. In the event of a disparity between the unit price and the extended price, the unit price shall prevail unless obviously in error, as determined by the City. The City may require that an electronic copy of the bid be submitted. The bid must provide all information requested and must address all points. The City does not encourage exceptions. The City is not required to grant exceptions and depending on the exception, the City may reject the bid.
- i.13 **SPECIFICATIONS.** Technical specifications define the minimum acceptable standard. When the specification calls for "Brand Name or Equal," the brand name product is acceptable. Alternates will be considered upon demonstrating the other product meets stated specifications and is equivalent to the brand product in terms of quality, performance and desired characteristics. Minor differences that do not affect the suitability of the supply or service for the City's needs may be accepted. Burden of proof that the product meets the minimum standards or is equal to the brand name, product, is on the bidder. The City reserves the right to reject bids that the City deems unacceptable.
- i.14 **MODIFICATION / WITHDRAWAL OF BID.** Written requests to modify or withdraw the bid received by the City prior to the scheduled opening time will be accepted and will be corrected after opening. No oral requests will be allowed. Requests must be addressed and labeled in the same manner as the bid and marked as a MODIFICATION or WITHDRAWAL of the bid. Requests for withdrawal after the bid opening will only be granted upon proof of undue hardship and may result in the forfeiture of any bid security. Any withdrawal after the bid opening shall be allowed solely at the City's discretion.
- i.15 **DEBARMENT DISCLOSURE.** If the vendor submitting this bid has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the bidder shall include a letter with its bid identifying the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment.
- i.16 **RESERVATIONS.** The City reserves the right to reject any or all bids or any part thereof; to rebid the solicitation; to reject non-responsive or non-responsible bids; to reject unbalanced bids; to reject bids where the terms, prices, and/or awards are conditioned upon another event; to reject individual bids for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; to make multiple awards; to waive minor irregularities, defects, omissions, technicalities or form errors in any bid. The City may seek clarification of the bid from bidder at any time, and failure to respond is cause for rejection. Submission of a bid confers on bidder no right to an award or to a subsequent contract. The City is charged by its Charter to make an award that is in the best interest of the City. All decisions on compliance, evaluation, terms and conditions shall be made solely at the City's discretion and made to favor the City. No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.
- i.17 **OFFICIAL SOLICITATION DOCUMENT.** Changes to the solicitation document made by a bidder may not be acknowledged or accepted by the City. Award or execution of a contract does not constitute acceptance of a changed term, condition or specification unless specifically acknowledged and agreed to by the City. The copy maintained and published by the City shall be the official solicitation document.

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- i.18 **COPYING OF BIDS.** Bidder hereby grants the City permission to copy all parts of its bid, including without limitation any documents and/or materials copyrighted by the bidder. The City's right to copy shall be for internal use in evaluating the proposal.
- i.19 **CONTRACTOR ETHICS.** It is the policy of the City to promote courtesy, fairness, impartiality, integrity, service, professionalism, economy, and government by law in the Procurement process. The responsibility for implementing this policy rests with each individual who participates in the Procurement process, including Respondents and Contractors. To achieve the purpose of this Article, it is essential that Respondents and Contractors doing business with the City also observe the ethical standards prescribed herein. It shall be a breach of ethical standards to:
- a. Exert any effort to influence any City employee or agent to breach the standards of ethical conduct.
  - b. Intentionally invoice any amount greater than provided in Contract or to invoice for Materials or Services not provided.
  - c. Intentionally offer or provide sub-standard Materials or Services or to intentionally not comply with any term, condition, specification or other requirement of a City Contract.
- i.20 **GIFTS.** The City will accept no gifts, gratuities or advertising products from bidders or prospective bidders and affiliates. The City may request product samples from vendors for product evaluation.
- i.21 **RIGHT TO PROTEST.** Pursuant to Section 2.562(3), Clearwater Code of Ordinances, a bidder who submitted a response to a competitive solicitation and was not selected may appeal the decision through the bid protest procedures, a copy of which shall be available in the Procurement Division. A protesting bidder must include a fee of one percent of the amount of the bid or proposed contract to offset the City's additional expenses related to the protest. This fee shall not exceed \$5,000.00 nor be less than \$50.00. Full refund will be provided should the protest be upheld. No partial refunds will be made.

**ADDRESS PROTESTS TO:**

**City of Clearwater – Procurement Division  
100 S Myrtle Ave, 3<sup>rd</sup> Fl  
Clearwater FL 33756-5520  
or  
PO Box 4748  
Clearwater FL 33758-4748**

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## INSTRUCTIONS – EVALUATION

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- i.22 **EVALUATION PROCESS.** Bids will be reviewed by the Procurement Division and representative(s) of the respective department(s). The City staff may or may not initiate discussions with bidders for clarification purposes. Clarification is not an opportunity to change the bid. Bidders shall not initiate discussions with any City employee or official.
- Respondent is hereby notified that Section 287.05701, Florida Statutes, requires that the City may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.
- i.23 **PRESENTATIONS/INTERVIEWS.** The bidder must provide a formal presentation/interview upon request.
- i.24 **CRITERIA FOR EVALUATION AND AWARD.** The City evaluates three (3) categories of information: responsiveness, responsibility, and price. All bids must meet the following responsiveness and responsibility criteria to be considered further.
- a) **Responsiveness.** The City will determine whether the bid complies with the instructions for submitting bids including completeness of bid which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.
  - b) **Responsibility.** The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced bids, past performance, references (including those found outside the bid), compliance with applicable laws-including tax laws, bidder's record of performance and integrity - e.g. has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified. A bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. City staff may also use Dun & Bradstreet and/or any generally available industry information. The City reserves the right to inspect and review bidder's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in rejection.
  - c) **Price.** We will then evaluate the bids that have met the requirements above.
- i.25 **COST JUSTIFICATION.** In the event only one response is received, the City may require that the bidder submit a cost proposal in sufficient detail for the City to perform a cost/price analysis to determine if the bid price is fair and reasonable.
- i.26 **CONTRACT NEGOTIATIONS AND ACCEPTANCE.** Bidder must be prepared for the City to accept the bid as submitted. If bidder fails to sign all documents necessary to successfully execute the final contract within a reasonable time as specified, or negotiations do not result in an acceptable agreement, the City may reject bid or revoke the award, and may begin negotiations with another bidder. Final contract terms must be approved or signed by the appropriately authorized City official(s). No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.
- i.27 **NOTICE OF INTENT TO AWARD.** Notices of the City's intent to award a Contract are posted to Purchasing's website. **It is the bidder's responsibility to check the City of Clearwater's website at <https://www.myclearwater.com/business/rfp> to view relevant bid information and notices.**
- i.28 **BID TIMELINE.** Dates are tentative and subject to change.  
Release ITB: March 29, 2024  
Advertise Tampa Bay Times: April 3, 2024  
Bids due: May 2, 2024  
Review bids: May 2 – 14, 2024  
Award recommendation: May 14, 2024  
Council authorization: June 2024  
Contract begins: June 2024

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## STANDARD TERMS AND CONDITIONS

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- S.1 **DEFINITIONS.** Uses of the following terms are interchangeable as referenced: “vendor, contractor, consultant, supplier, proposer, company, persons”, “purchase order, PO, contract, agreement”, “City, Clearwater”, “bid, proposal, response, quote”.
- S.2 **INDEPENDENT CONTRACTOR.** It is expressly understood that the relationship of Contractor to the City will be that of an independent contractor. Contractor and all persons employed by Contractor, either directly or indirectly, are Contractor’s employees, not City employees. Accordingly, Contractor and Contractor’s employees are not entitled to any benefits provided to City employees including, but not limited to, health benefits, enrollment in a retirement system, paid time off or other rights afforded City employees. Contractor employees will not be regarded as City employees or agents for any purpose, including the payment of unemployment or workers’ compensation. If any Contractor employees or subcontractors assert a claim for wages or other employment benefits against the City, Contractor will defend, indemnify and hold harmless the City from all such claims.
- S.3 **SUBCONTRACTING.** Contractor may not subcontract work under this Agreement without the express written permission of the City. If Contractor has received authorization to subcontract work, it is agreed that all subcontractors performing work under the Agreement must comply with its provisions. Further, all agreements between Contractor and its subcontractors must provide that the terms and conditions of this Agreement be incorporated therein.
- S.4 **ASSIGNMENT.** This Agreement may not be assigned either in whole or in part without first receiving the City’s written consent. Any attempted assignment, either in whole or in part, without such consent will be null and void and in such event the City will have the right at its option to terminate the Agreement. No granting of consent to any assignment will relieve Contractor from any of its obligations and liabilities under the Agreement.
- S.5 **SUCCESSORS AND ASSIGNS, BINDING EFFECT.** This Agreement will be binding upon and inure to the benefit of the parties and their respective permitted successors and assigns.
- S.6 **NO THIRD PARTY BENEFICIARIES.** This Agreement is intended for the exclusive benefit of the parties. Nothing set forth in this Agreement is intended to create, or will create, any benefits, rights, or responsibilities in any third parties.
- S.7 **NON- EXCLUSIVITY.** The City, in its sole discretion, reserves the right to request the materials or services set forth herein from other sources when deemed necessary and appropriate. No exclusive rights are encompassed through this Agreement.
- S.8 **AMENDMENTS.** There will be no oral changes to this Agreement. This Agreement can only be modified in a writing signed by both parties. No charge for extra work or material will be allowed unless approved in writing, in advance, by the City and Contractor.
- S.9 **TIME OF THE ESSENCE.** Time is of the essence to the performance of the parties’ obligations under this Agreement.
- S.10 **COMPLIANCE WITH APPLICABLE LAWS.**
- a. **General.** Contractor must procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of business. Contractor must stay fully informed of existing and future federal, state, and local laws, ordinances, executive orders, and regulations that in any manner affect the fulfillment of this Agreement and must comply with the same at its own expense. Contractor bears full responsibility for training, safety, and providing necessary equipment for all Contractor personnel to achieve throughout the term of the Agreement. Upon request, Contractor will demonstrate to the City’s satisfaction any programs, procedures, and other activities used to ensure compliance.
  - b. **Drug-Free Workplace.** Contractor is hereby advised that the City has adopted a policy establishing a drug-free workplace for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor will require a drug-free workplace for all Contractor personnel working under this Agreement. Specifically, all Contractor personnel who are working under this Agreement must be notified

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## STANDARD TERMS AND CONDITIONS

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in writing by Contractor that they are prohibited from the manufacture, distribution, dispensation, possession, or unlawful use of a controlled substance in the workplace. Contractor agrees to prohibit the use of intoxicating substances by all Contractor personnel and will ensure that Contractor personnel do not use or possess illegal drugs while in the course of performing their duties.

- c. **Federal and State Immigration Laws.** Contractor agrees to comply with the Immigration Reform and Control Act of 1986 (IRCA) in performance under this Agreement and to permit the City and its agents to inspect applicable personnel records to verify such compliance as permitted by law. Contractor will ensure and keep appropriate records to demonstrate that all Contractor personnel have a legal right to live and work in the United States.
- (i) As applicable to Contractor, under this provision, Contractor hereby warrants to the City that Contractor and each of its subcontractors will comply with, and are contractually obligated to comply with, all federal immigration laws and regulations that relate to their employees (hereinafter "Contractor Immigration Warranty").
  - (ii) A breach of the Contractor Immigration Warranty will constitute as a material breach of this Agreement and will subject Contractor to penalties up to and including termination of this Agreement at the sole discretion of the City.
  - (iii) The City retains the legal right to inspect the papers of all Contractor personnel who provide services under this Agreement to ensure that Contractor or its subcontractors are complying with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any such inspections.
  - (iv) The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any subcontractor to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verification performed.
  - (v) Neither Contractor nor any subcontractor will be deemed to have materially breached the Contractor Immigration Warranty if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by Sections 274A and 274B of the Federal Immigration and Nationality Act.
- d. **Nondiscrimination.** Contractor represents and warrants that it does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and represents and warrants that it complies with all applicable federal, state, and local laws and executive orders regarding employment. Contractor and Contractor's personnel will comply with applicable provisions of Title VII of the U.S. Civil Rights Act of 1964, as amended, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), and applicable rules in performance under this Agreement.

- S.11 **SALES/USE TAX, OTHER TAXES.** Contractor is responsible for the payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's services under this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, unemployment insurance taxes, and any other taxes or business license fees as required. If any taxing authority should deem Contractor or Contractor employees an employee of the City or should otherwise claim the City is liable for the payment of taxes that are Contractor's responsibility under this Agreement, Contractor will indemnify the City for any tax liability, interest, and penalties imposed upon the City.

The City is exempt from paying state and local sales/use taxes and certain federal excise taxes and will furnish an exemption certificate upon request.

- S.12 **AMOUNTS DUE THE CITY.** Contractor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor may be offset by any delinquent amounts due the City or fees and charges owed to the City.



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## STANDARD TERMS AND CONDITIONS

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S.13 **PUBLIC RECORDS.** In addition to all other contract requirements as provided by law, the Contractor executing this Agreement agrees to comply with public records law.

**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, Rosemarie Call, Phone: 727-562-4092 or Email: [Rosemarie.Call@myclearwater.com](mailto:Rosemarie.Call@myclearwater.com), 600 Cleveland Street, Suite 600, Clearwater, FL 33755.**

The Contractor agrees to comply with the following:

- a) Keep and maintain public records required by the City of Clearwater (hereinafter "public agency" in this section) to perform the service being provided by the contractor hereunder.
- b) Upon request from the public agency's custodian of public records, provide the public agency 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 for in Chapter 119, Florida Statutes, as may be amended from time to time, or as otherwise provided by law.
- c) Ensure that the 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 public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency 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 public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
- f) The contractor hereby acknowledges and agrees that if the contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.
- g) A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes.
- h) If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:
  1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and

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2. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

- i) A notice complies with subparagraph (h)2. if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A Contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

S.14 **AUDITS AND RECORDS.** Contractor must preserve the records related to this Agreement for five (5) years after completion of the Agreement. The City or its authorized agent reserves the right to inspect any records related to the performance of work specified herein. In addition, the City may inspect any and all payroll, billing or other relevant records kept by Contractor in relation to the Agreement. Contractor will permit such inspections and audits during normal business hours and upon reasonable notice by the City. The audit of records may occur at Contractor's place of business or at City offices, as determined by the City.

S.15 **BACKGROUND CHECK.** The City may conduct criminal, driver history, and all other requested background checks of Contractor personnel who would perform services under the Agreement or who will have access to the City's information, data, or facilities in accordance with the City's current background check policies. Any officer, employee, or agent that fails the background check must be replaced immediately for any reasonable cause not prohibited by law.

S.16 **SECURITY CLEARANCE AND REMOVAL OF CONTRACTOR PERSONNEL.** The City will have final authority, based on security reasons: (i) to determine when security clearance of Contractor personnel is required; (ii) to determine the nature of the security clearance, up to and including fingerprinting Contractor personnel; and (iii) to determine whether or not any individual or entity may provide services under this Agreement. If the City objects to any Contractor personnel for any reasonable cause not prohibited by law, then Contractor will, upon notice from the City, remove any such individual from performance of services under this Agreement.

S.17 **DEFAULT.**

- a. A party will be in default if that party: (i) is or becomes insolvent or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's capability to perform under the Agreement; (ii) is the subject of a petition for involuntary bankruptcy not removed within sixty (60) calendar days; (iii) conducts business in an unethical manner or in an illegal manner; or (iv) fails to carry out any term, promise, or condition of the Agreement.
- b. Contractor will be in default of this Agreement if Contractor is debarred or suspended in accordance with the Clearwater Code of Ordinances Section 2.565 or if Contractor is debarred or suspended by another governmental entity.
- c. **Notice and Opportunity to Cure.** In the event a party is in default then the other party may, at its option and at any time, provide written notice to the defaulting party of the default. The defaulting party will have thirty (30) days from receipt of the notice to cure the default; the thirty (30) day cure period may be extended by mutual agreement of the parties, but no cure period may exceed ninety (90) days. A default notice will be deemed to be sufficient if it is reasonably calculated to provide notice of the nature and extent of such default. Failure of the non-defaulting party to provide notice of the default does not waive any rights under the Agreement.
- d. **Anticipatory Repudiation.** Whenever the City in good faith has reason to question Contractor's intent or ability to perform, the City may demand that Contractor give a written

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## STANDARD TERMS AND CONDITIONS

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assurance of its intent and ability to perform. In the event that the demand is made and no written assurance is given within five (5) calendar days, the City may treat this failure as an anticipatory repudiation of the Agreement.

- S.18 **REMEDIES.** The remedies set forth in this Agreement are not exclusive. Election of one remedy will not preclude the use of other remedies. In the event of default:
- a. The non-defaulting party may terminate the Agreement, and the termination will be effective immediately or at such other date as specified by the terminating party.
  - b. The City may purchase the services required under the Agreement from the open market, complete required work itself, or have it completed at the expense of Contractor. If the cost of obtaining substitute services exceeds the contract price, the City may recover the excess cost by: (i) requiring immediate reimbursement to the City; (ii) deduction from an unpaid balance due to Contractor; (iii) collection against the proposal and/or performance security, if any; (iv) collection against liquidated damages (if applicable); or (v) a combination of the aforementioned remedies or other remedies as provided by law. Costs includes any and all, fees, and expenses incurred in obtaining substitute services and expended in obtaining reimbursement, including, but not limited to, administrative expenses, attorneys' fees, and costs.
  - c. The non-defaulting party will have all other rights granted under this Agreement and all rights at law or in equity that may be available to it.
  - d. Neither party will be liable for incidental, special, or consequential damages.
- S.19 **CONTINUATION DURING DISPUTES.** Contractor agrees that during any dispute between the parties, Contractor will continue to perform its obligations until the dispute is settled, instructed to cease performance by the City, enjoined or prohibited by judicial action, or otherwise required or obligated to cease performance by other provisions in this Agreement.
- S.20 **TERMINATION FOR CONVENIENCE.** The City reserves the right to terminate this Agreement at its convenience, in part or in whole, upon thirty (30) calendar days' written notice.
- S.21 **TERMINATION FOR CONFLICT OF INTEREST.** The City may cancel this Agreement after its execution, without penalty or further obligation, if any person significantly involved in initiating, securing, drafting, or creating the Agreement for the City becomes an employee or agent of Contractor.
- S.22 **TERMINATION FOR NON-APPROPRIATION AND MODIFICATION FOR BUDGETARY CONSTRAINT.** The City is a governmental agency which relies upon the appropriation of funds by its governing body to satisfy its obligations. If the City reasonably determines, in its sole discretion, that it does not have funds to meet its obligations under this Agreement, the City will have the right to terminate the Agreement without penalty on the last day of the fiscal period for which funds were legally available. In the event of such termination, the City agrees to provide written notice of its intent to terminate thirty (30) calendar days prior to the stated termination date.
- S.23 **PAYMENT TO CONTRACTOR UPON TERMINATION.** Upon termination of this Agreement, Contractor will be entitled only to payment for those services performed up to the date of termination, and any authorized expenses already incurred up to such date of termination. The City will make final payment within thirty (30) calendar days after the City has both completed its appraisal of the materials and services provided and received Contractor's properly prepared final invoice.
- S.24 **NON-WAIVER OF RIGHTS.** There will be no waiver of any provision of this Agreement unless approved in writing and signed by the waiving party. Failure or delay to exercise any rights or remedies provided herein or by law or in equity, or the acceptance of, or payment for, any services hereunder, will not release the other party of any of the warranties or other obligations of the Agreement and will not be deemed a waiver of any such rights or remedies.
- S.25 **INDEMNIFICATION/LIABILITY.**

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## STANDARD TERMS AND CONDITIONS

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- a. To the fullest extent permitted by law, Contractor agrees to defend, indemnify, and hold the City, its officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys', witnesses', and expert witnesses' fees, and expenses incident thereto, relating to, arising out of, or resulting from: (i) the services provided by Contractor personnel under this Agreement; (ii) any negligent acts, errors, mistakes or omissions by Contractor or Contractor personnel; and (iii) Contractor or Contractor personnel's failure to comply with or fulfill the obligations established by this Agreement. If applicable, this paragraph shall be construed in harmony with F. S. § 725.06.
  - b. Contractor will update the City during the course of the litigation to timely notify the City of any issues that may involve the independent negligence of the City that is not covered by this indemnification.
  - c. The City assumes no liability for actions of Contractor and will not indemnify or hold Contractor or any third party harmless for claims based on this Agreement or use of Contractor-provided supplies or services.
  - d. Nothing contained herein is intended to serve as a waiver by the City of its sovereign immunity, to extend the liability of the City beyond the limits set forth in Section 768.28, Florida Statutes, or be construed as consent by the City to be sued by third parties.
- S.26 **WARRANTY.** Contractor warrants that the services and materials will conform to the requirements of the Agreement. Additionally, Contractor warrants that all services will be performed in a good, workman-like, and professional manner. The City's acceptance of service or materials provided by Contractor will not relieve Contractor from its obligations under this warranty. If any materials or services are of a substandard or unsatisfactory manner as determined by the City, Contractor, at no additional charge to the City, will provide materials or redo such services until in accordance with this Agreement and to the City's reasonable satisfaction. Unless otherwise agreed, Contractor warrants that materials will be new, unused, of most current manufacture and not discontinued, will be free of defects in materials and workmanship, will be provided in accordance with manufacturer's standard warranty for at least one (1) year unless otherwise specified, and will perform in accordance with manufacturer's published specifications. If applicable, this paragraph shall be construed in harmony with F. S. § 725.06.
- S.27 **CITY'S RIGHT TO RECOVER AGAINST THIRD PARTIES.** Contractor will do nothing to prejudice the City's right to recover against third parties for any loss, destruction, or damage to City property, and will at the City's request and expense, furnish to the City reasonable assistance and cooperation, including assistance in the prosecution or defense of suit and the execution of instruments of assignment in favor of the City in obtaining recovery.
- S.28 **NO GUARANTEE OF WORK.** Contractor acknowledges and agrees that it is not entitled to deliver any specific amount of materials or services or any materials or services at all under this Agreement and acknowledges and agrees that the materials or services will be requested by the City on an as needed basis at the sole discretion of the City. Any document referencing quantities or performance frequencies represent the City's best estimate of current requirements, but will not bind the City to purchase, accept, or pay for materials or services which exceed its actual needs.
- S.29 **OWNERSHIP.** All deliverables, services, and information provided by Contractor or the City pursuant to this Agreement (whether electronically or manually generated) including without limitation, reports, test plans, and survey results, graphics, and technical tables, originally prepared in the performance of this Agreement, are the property of the City and will not be used or released by Contractor or any other person except with prior written permission by the City.
- S.30 **USE OF NAME.** Contractor will not use the name of the City of Clearwater in any advertising or publicity without obtaining the prior written consent of the City.
- S.31 **FOB DESTINATION FREIGHT PREPAID AND ALLOWED.** All deliveries will be FOB destination freight prepaid and allowed unless otherwise agreed.

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## STANDARD TERMS AND CONDITIONS

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- S.32 **RISK OF LOSS.** Contractor agrees to bear all risks of loss, injury, or destruction of goods or equipment incidental to providing these services and such loss, injury, or destruction will not release Contractor from any obligation hereunder.
- S.33 **SAFEGUARDING CITY PROPERTY.** Contractor will be responsible for any damage to City real property or damage or loss of City personal property when such property is the responsibility of or in the custody of Contractor or its employees.
- S.34 **WARRANTY OF RIGHTS.** Contractor warrants it has title to, or the right to allow the City to use, the materials and services being provided and that the City may use same without suit, trouble, or hindrance from Contractor or third parties.
- S.35 **PROPRIETARY RIGHTS INDEMNIFICATION.** Without limiting the foregoing, Contractor will without limitation, at its expense defend the City against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret, or other intellectual property right and must, without limitation, pay the costs, damages and attorneys' fees awarded against the City in any such action, or pay any settlement of such action or claim. Each party agrees to notify the other promptly of any matters to which this provision may apply and to cooperate with each other in connection with such defense or settlement. If a preliminary or final judgment is obtained against the City's use or operation of the items provided by Contractor hereunder or any part thereof by reason of any alleged infringement, Contractor will, at its expense and without limitation, either: (a) modify the item so that it becomes non-infringing; (b) procure for the City the right to continue to use the item; (c) substitute for the infringing item other item(s) having at least equivalent capability; or (d) refund to the City an amount equal to the price paid, less reasonable usage, from the time of installation acceptance through cessation of use, which amount will be calculated on a useful life not less than five (5) years, plus any additional costs the City may incur to acquire substitute supplies or services. Nothing contained herein is intended to serve as a waiver by the City of its sovereign immunity, to extend the liability of the City beyond the limits set forth in Section 768.28, Florida Statutes, or be construed as consent by the City to be sued by third parties.
- S.36 **CONTRACT ADMINISTRATION.** This Agreement will be administered by the Purchasing Administrator and/or an authorized representative from the using department. All questions regarding this Agreement will be referred to the administrator for resolution. Supplements may be written to this Agreement for the addition or deletion of services. Payment will be negotiated and determined by the contract administrator(s).
- S.37 **FORCE MAJEURE.** Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, fire, explosion, legislation, and governmental regulation. The party whose performance is so affected will within five (5) calendar days of the unforeseeable circumstance notify the other party of all pertinent facts and identify the force majeure event. The party whose performance is so affected must also take all reasonable steps, promptly and diligently, to prevent such causes if it is feasible to do so, or to minimize or eliminate the effect thereof. The delivery or performance date will be extended for a period equal to the time lost by reason of delay, plus such additional time as may be reasonably necessary to overcome the effect of the delay, provided however, under no circumstances will delays caused by a force majeure extend beyond one hundred-twenty (120) calendar days from the scheduled delivery or completion date of a task unless agreed upon by the parties.
- S.38 **COOPERATIVE USE OF CONTRACT.** This Agreement may be extended for use by other municipalities, counties, school districts, and government agencies with the approval of Contractor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency. Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City is not responsible for any disputes arising out of transactions made by others.

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## STANDARD TERMS AND CONDITIONS

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- S.39 **FUEL CHARGES AND PRICE INCREASES.** No fuel surcharges will be accepted. No price increases will be accepted without proper request by Contractor and response by the City's Procurement Division.
- S.40 **NOTICES.** All notices to be given pursuant to this Agreement must be delivered to the parties at their respective addresses. Notices may be (i) personally delivered; (ii) sent via certified or registered mail, postage prepaid; (iii) sent via electronic mail; (iv) sent via overnight courier; or (v) sent via facsimile. If provided by personal delivery, receipt will be deemed effective upon delivery. If sent via certified or registered mail, receipt will be deemed effective three (3) calendar days after being deposited in the United States mail. If sent via electronic mail, overnight courier, or facsimile, receipt will be deemed effective two (2) calendar days after the sending thereof.
- S.41 **GOVERNING LAW, VENUE.** This Agreement is governed by the laws of the State of Florida. The exclusive venue selected for any proceeding or suit in law or equity arising from or incident to this Agreement will be Pinellas County, Florida.
- S.42 **INTEGRATION CLAUSE.** This Agreement, including all attachments and exhibits hereto, supersede all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed.
- S.43 **PROVISIONS REQUIRED BY LAW.** Any provision required by law to be in this Agreement is a part of this Agreement as if fully stated in it.
- S.44 **SEVERABILITY.** If any provision of this Agreement is declared void or unenforceable, such provision will be severed from this Agreement, which will otherwise remain in full force and effect. The parties will negotiate diligently in good faith for such amendment(s) of this Agreement as may be necessary to achieve the original intent of this Agreement, notwithstanding such invalidity or unenforceability.
- S.45 **SURVIVING PROVISIONS.** Notwithstanding any completion, termination, or other expiration of this Agreement, all provisions which, by the terms of reasonable interpretation thereof, set forth rights and obligations that extend beyond completion, termination, or other expiration of this Agreement, will survive and remain in full force and effect. Except as specifically provided in this Agreement, completion, termination, or other expiration of this Agreement will not release any party from any liability or obligation arising prior to the date of termination.

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## DETAILED SPECIFICATIONS

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1. **INTRODUCTION.** The City of Clearwater (City) is a coastal community on the West Coast of Florida and the third largest city in the Tampa Bay region with an estimated 118,904 residents. Clearwater Beach is an international tourist destination that brings millions of tourists to Pinellas County annually and was selected as the “Number One Beach in America” in the 2018 and 2019 TripAdvisor Travelers’ Choice Awards and regularly ranks as a top vacation destination in both domestic and international publications. An ideal year-round destination for travelers of all ages and interests, Clearwater boasts miles of pristine “sugar sand” beaches, provides a wide variety of casual and fine dining options, and is home to Philadelphia Phillies Spring Training and Clearwater Threshers Minor League Baseball. Clearwater Marine Aquarium remains a consistent draw for visitors and is nationally recognized for its groundbreaking work in marine rescue, rehabilitation, and release.

The City of Clearwater is committed to ensuring that we have a sustainable city through green measures focusing on our economy, environment, and community.

2. **SCOPE OF SERVICES.** The City is accepting bids to establish a term contract for routine tree care services for municipal trees to include but not limited to tree and stump removal, stump grinding, and pruning services located throughout the City’s parklands, public grounds, public rights-of-ways, and open spaces. Services will be performed on an as-needed basis. Four (4) categories have been established: Tree/Palm and Stump Removal (Category 1), Stump Removal Only (Category 2), Pruning Procedures (Category 3), and Invasive Plant Species (Category 4).

### **CATEGORY 1 – TREE/PALM AND STUMP REMOVAL PROCEDURES**

#### **Tree removal includes:**

- Cutting down the tree,
  - Removal of all tree debris from site,
  - Grinding the stump to eight (8) inches below the surrounding existing grade to include all visible surface roots to a depth of up to twenty (20) inches or as directed by the City.
  - Removing the stump grindings where site tree removal meets surrounding grade, and the area shall be raked and swept clean.
  - At times, the City may request stump grindings to be replaced with topsoil, regraded to meet surrounding grade, and sodded.
- The listing of the tree sizes has been rounded up or down to the nearest one (1) full inch.  
*For example:*
    - A. 12.49-inch at tree DBH will be considered as a 12-inch diameter tree.
    - B. 12.50-inch at tree DBH will be considered as a 13-inch diameter tree.

The diameter breast height (DBH) is the measurement of the tree's trunk diameter measured at four and a half (4.5) feet above the grade. If there is a fork at or below four and a half (4.5) feet, measure the trunks narrowest point below the fork. If the tree is multi stemmed from the root collar, measure each stem at the DBH and total the trunk diameters to the nearest full inch.

The palm size is measured by the height of the clear trunk (CT).

- Where there is a multi-trunked tree that is branching from the main trunk or the root system below DBH, each trunk is to be considered a separate tree. If the tree is considered a multi-trunk, the stump shall be measured at the point that the split occurs.
- The tree stumps of all trees removed shall be removed by stump grinding eight (8) inches below the surrounding existing grade to include all visible surface roots to a depth of up to twenty (20) inches or as directed by the City.

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## **DETAILED SPECIFICATIONS**

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- The Vendor shall be required to remove stump ground materials to allow for a six (6) inch hump, unless otherwise approved by the City.
- Stumps shall be ground within two (2) weeks of tree being removed and debris from stumps shall be removed and backfilled within the same day.
- In the event tree disease and/or insect infested wood requires special handling or disposal, the Vendor shall dispose of the wood in a manner that prevents further contamination.
- Once tree removal has begun, the Vendor shall have three (3) business days to remove the entire tree, unless previous arrangements have been made with the City.

### **CATEGORY 2 – STUMP REMOVAL ONLY PROCEDURES**

- Contractor shall remove the stump, root flare, surface roots, and all associated debris to a depth of eight (8) inches below grade.
- Stumps or holes that will pose an immediate and considerable hazard to pedestrians or vehicles shall be adequately barricaded with appropriate warning devices.
- All excavated stumping holes shall be filled the day they are excavated. No excavated stumping holes shall be left open after the workday is complete.
- Fill stump hole, tamping down soil and continuing to add soil as per approved by the City.
- Prevent damage to any surrounding structures, sidewalks, pavements, or amenities.
- Stump measurements shall be based on the diameter in inches of the stump measured just above the trunk flare.

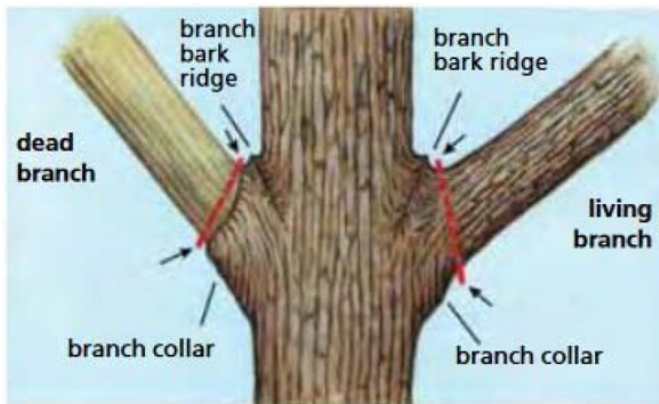
### **CATEGORY 3 – PRUNING PROCEDURES**

- Pruning activities should remove no more living material than is necessary to achieve the tree pruning objectives outlined in these specifications.
- Trees shall be pruned to remove all dead, diseased, broken and crossing branches that are three (3) inches in diameter in a park or larger and two (2) inches in diameter or larger in Right of Ways or pedestrian paths.
- In raising lower branches for clearance, care should be given to symmetrical appearance and cuts shall not be made so large that it will prevent normal sap flow. Trim to allow for several years growth before smaller secondary and tertiary limbs will be below the required clearance height. Raise lower scaffold branches. The following guidelines shall be followed.
  - For a minimum of twelve (12) feet of clearance to the ground under the dripline from the street curb to residence.
  - Raise lower scaffold branches for a minimum of sixteen (16) feet of clearance to the ground under the dripline over the street.
  - On occasion, the City may request different heights based on the need.
- Trees shall be pruned to provide clear, unobstructed views of street signs, streetlights, traffic signs and traffic signals from five hundred (500) feet from the intersection signal or sign.
- Remove old stubs leaving the branch collar intact.
- No hangers shall be left in tree after trimming is complete.

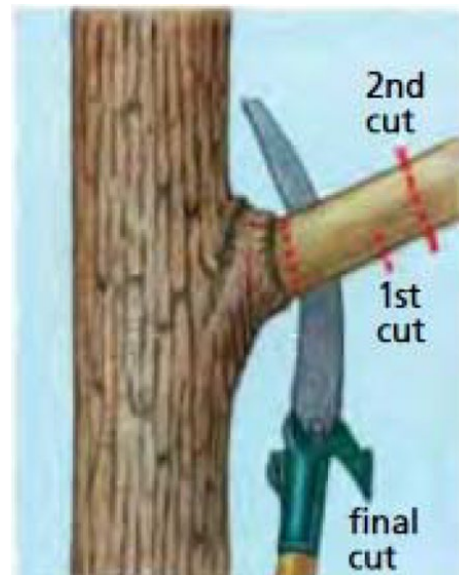


## DETAILED SPECIFICATIONS

- For young and medium trees (1-20" inches DBH) prune to develop/improve tree structure. The following guidelines shall be followed.
  - Develop dominate leader(s) and scaffold branches appropriate for the species and the site while maintaining the tree's natural shape.
  - Subordinate or remove competing leader, branches or shoots (subordination is preferred over removal) while maintaining the tree's natural shape.
  - Subordinate or remove branches that have poor branch angles, including branches with included bark.
  - Remove suckers and stump sprouts.
  - No more than thirty percent (30%) of the living branches shall be removed per calendar year.
- To allow for proper wound closure to occur, all cuts shall be made sufficiently close to the trunk or parent limb without cutting into the branch bark ridge or branch collar (reference Figure A below) or leaving a protruding stub. Clean cuts shall be made at all times.
- Branches shall be pre-cut when necessary to prevent splitting or peeling of the bark (reference Figure B below).
- All necessary precautions shall be taken to prevent unnecessary damage to the remaining tree.
- To avoid unnecessarily large cuts, limbs that are greater than one-third (1/3) the diameter of the trunk shall not be removed unless directed by the City.
- For diseased trees, tools shall be sterilized between pruning cuts, to avoid spreading disease to unaffected branches.



(Figure A)



(Figure B)

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## DETAILED SPECIFICATIONS

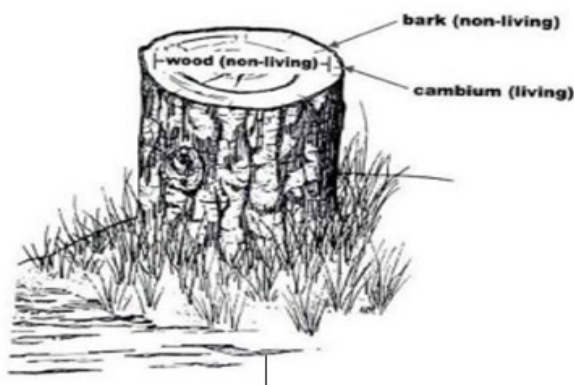
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### **CATEGORY 4 – INVASIVE PLANT SPECIES**

- Invasive plant species shall be controlled by cutting the stem and treating the stumps with herbicide.
- Herbicide Application to Cut-Stump Method shall be followed:

A saw shall be used to cut the trunk as close to the ground as possible. Within five (5) minutes, a herbicide that contains the active ingredient triclopyr shall be applied as carefully as possible to the thin layer of living tissue, called the cambium, which is just inside the bark of the stump (reference Figure C).



**(Figure C)**

### **3. REGULATIONS:**

- All work shall be performed in accordance with the standards defined in American National Standards Institute (ANSI) Safety Standard Z133, Safety Requirements for Arboricultural Operations and in accordance with the current Occupational Safety and Health Administration (OSHA) requirements for Florida.
- All tree removal and pruning services shall be performed by or under the direct supervision of an International Society of Arboriculture (ISA) Certified Arborist. The Arborist is not required to be on site during stump grinding and cleanup activities. Bidders shall have at least one (1) certified arborist on staff at time of bid and for the duration of the contract term.
- Pruning work shall be in accordance with ANSI A300 pruning standards and the International Society of Arboriculture's Tree Pruning Best Management Practices.

### **4. SERVICE REQUIREMENTS:**

- Vendor shall provide all required labor, materials, tools, equipment, vehicles, transportation, insurance, and supervision to perform all related services to include but not limited to tree removal, pruning and stump removal services.
- Vendor shall have in their possession or available to them trucks, devices, chippers, stump grinders, hand tools and other equipment and supplies which shall be able to access any areas that present a diverse range of accessibility situations and are necessary to perform the services as outlined in these specifications.

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## DETAILED SPECIFICATIONS

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- The Vendor shall be required to submit a written work order to the City for approval prior to the start of any job.
- No work shall be performed without the prior approval of the City. Without the prior approval by the City, the Vendor may not be compensated.
- Vendor should expect that it might be necessary to climb trees to perform the tree removal for this specification. Extreme care shall be taken to prevent limbs, branches, and trunks from falling and creating damage to adjacent homes, driveways, sidewalks, streets, and other property, both public and private.
- Limbs and branches larger than four (4) inches in diameter shall be lowered to the ground using ropes or other mechanical device(s).
- Vendor shall communicate any delays in work or difficulties to the City representative designated to the job.

5. **WORK PROCEDURES:**

- Services shall be performed on a per job basis.
- The City may request a written estimate, based on the contract prices, for a particular scope of work. Plans and specifications may accompany the request and the estimate shall conform to them. There shall be no charge for job site inspections, assessments and/or written estimates.
- The Vendor shall complete the necessary site visit and preparation requirements for each work site, including, but not limited to:
  - Temporary Traffic Control (TCC) Requirements
  - Coordinate all required utility locates for stump removal services
- As part of the site visit, the Vendor shall physically observe the tree/stump to be removed, and mark on the ground with white paint the perimeter of work for the tree/stump removal.
- After the written estimate is accepted, verification that site preparation has been completed and approval from the City has been issued to the Vendor, the work may be scheduled. No work shall be performed without the prior approval of the City. Without prior approval by the City, the Vendor may not be compensated.
- Vendor shall communicate their work schedule to the City as required. At any given time, the City may inspect the work in progress.
- The Vendor shall meet with the City, as required, for a complete inspection of the project and status.
- Vendor may be required to take before and after photographs of job locations.
- Vendor shall repair any tracks, ruts, or divots with grass sod to match existing turf. If ruts or divots are not repaired at the time of the removal, Vendor shall be required to return to the site and repair the area to its original condition.
- Vendor shall assist the City in reporting vandalism, graffiti, and/or damage on public and private property in need of repair/refurbishing (i.e. traffic or directory signs, structures, site furnishings, monuments, fences, lighting, utilities, and paving).

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## DETAILED SPECIFICATIONS

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- Vendor shall be responsive to special conditions or unexpected problems that may occur during the contract. The City expects the full cooperation and prompt response by the Vendor.

### 6. **PERSONNEL REQUIREMENTS:**

- Vendor shall provide licensed and insured technicians to perform all work as required by Local, State, and/or Federal Regulations. Personnel shall have knowledge, experience, and demonstrated ability to perform the work and safely operate all equipment normally used to perform the services described in this bid.
- The Vendor shall supply competent and capable employees and provide appropriate supervision to the work. All personnel shall be skilled in the field in which they work; unskilled laborers are not permitted to perform any work for the City.
- Vendor shall have "on-site" supervisor fully conversant in the safety procedures to be followed in case of injury and/or accident. On-site supervisor shall have the ability to read and speak in the English language.
- Vendor shall conduct a safety briefing with employees each day prior to beginning any operations specified with this contract. Safety practices shall be in conformance with applicable Local, State and Federal regulations.
- All work crews shall be required to wear company issued uniform with identification, use appropriate Personal Protection Equipment (PPE), meet ANSI Z133 standards, abide by any and all company and Occupational Safety and Health Act (OSHA) safety standards, and behave in a well-mannered, orderly fashion while performing work on behalf of the City.
- The Vendor shall keep an up-to-date list (name and position) of employees it has assigned to provide the services under this contract to the City. A current list of employees with position shall be included with their bid submittal and upon request during the contract term.

### 7. **TOOLS / EQUIPMENT / VEHICLES**

- All tools, equipment and vehicles shall be in optimum operating conditions, free from oil and fluid leaks and properly maintained for safety of City residents, City personnel and Vendor personnel.
- The Vendor shall include a list of equipment to be used in the performance of this contract with their bid submittal. Such equipment shall be available for inspection by the City, prior to award of the contract, and at any time during the contract term.
- Vendor shall have proper safety devices maintained at all times while tools, equipment and vehicles are in use. The proper tools and equipment shall be brought to each site to ensure that the work can be accomplished safely and professionally. If the tools or equipment do not contain proper safety devices and/or is being operated in an unsafe manner, the City shall direct the vendor to remove such tools or equipment and/or the operator until the deficiency is corrected to the satisfaction of the City. The Vendor shall be responsible for injury to persons caused by the negligent operation of the tools or equipment.
- Tools, equipment, or work practice that damage bark or cambium shall be avoided.
- Climbing spikes shall not be used when climbing trees, except to climb a tree to be removed or to perform an aerial rescue of an injured worker.
- All equipment shall be of commercial quality, size, and type suitable for the operations specified in this contract.

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## DETAILED SPECIFICATIONS

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- Tools, equipment, and vehicles shall not be left unsecured at any time. All tools, equipment and vehicles shall be stored in such a manner to ensure that the public do not have access to them.
- All vehicles used in the execution of this contract shall have the company and/or logo and telephone number prominently displayed on both sides of the vehicle and be clean, maintained and painted to present a neat, professional appearance and be free of any leaky fluids.
- All cabbed equipment shall be equipped with a Roll-over Protection System (ROPS).

8. **DEBRIS REMOVAL:**

- Vendor shall be responsible to remove and dispose, in a proper and acceptable manner, all logs, brush, trees and debris resulting from the pruning or removal services each day before the work crew leaves the site.
- Work site shall be left in a clean and neat appearance at the end of each workday, and prior to moving to another work site.
- All lawn areas shall be raked, all streets and sidewalks shall be swept or blown clean.
- Under no circumstances shall trash or debris be swept or disposed of into the streets, catch basins, drainpipes, storm sewer drains, open culverts, or into storm sewer systems.
- Vendor shall at all times keep the premises clean from accumulation of waste materials or rubbish caused by employees or work.
- Work areas are to be left in a condition to match the surrounding areas.
- Extraordinary amounts of debris caused by hurricanes, tornados, vandalism, special events, or roadside dumping shall not be the responsibility of the Vendor. The Vendor shall report such accumulations of debris to the City when encountered.

9. **SERVICE HOURS:**

- Services shall be performed between the hours of 7:00 AM to 7:00 PM, Local, Monday through Friday, with the following exceptions:
  - Major City Arterial Streets, including State Roads and County Roads: Work permitted between the hours of 9:00 AM – 3:00 PM, to include establishing the TTC for the project.
  - Right of ways, within 1000 feet of schools: No work is permitted during the hours when children are arriving or leaving school properties (beginning or ending of school days).
- Vendor shall contact the City to obtain permission to perform services on Saturdays and shall observe the same hours as listed above. No routine work shall be performed on Sundays. On occasion, the City may request work to be performed on weekends (Saturday and Sunday).

10. **TRAFFIC CONTROL AND PEDESTRIAN SAFETY:**

- The Vendor shall fully acquaint and comply with TTC safety requirements. If required, the TTC plan shall be submitted and approved by the City prior to partial lane closure and commencement of the work. All necessary lane closures shall be approved by the City's Traffic

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## DETAILED SPECIFICATIONS

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Operations Division and Parking Division a minimum of forty-eight (48) hours in advance of scheduled operations. 727-562-4750

- The Vendor shall coordinate maintenance operations in certain high pedestrian use areas and peak time periods with the City. The spring tourist season (March 1-May 1) is generally not an acceptable time to close traffic lanes for maintenance and shall be handled on a case-by-case basis. The City reserves the right to limit the hours of operation in certain high pedestrian use areas.
- Any and all proposed traffic control shall conform to the current edition of the Manual on Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation Roadway and Traffic Design Standards, (600 Series) and the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction.
- For work to be completed within the rights-of-way, the Vendor shall be responsible for all TTC per FDOT specifications and shall have a TTC certified individual on site while work is being performed. It is preferred that the Vendor have a TTC certified individual on staff, however, with prior City approval a pre-approved agency may be used for these services at Vendor's expense. This must be indicated with Bid Submittal.
- TTC services shall be provided by the Vendor for the duration of the contract and shall be included in unit pricing.
- The Vendor shall position advance-warning signs as appropriate for the existing work conditions.
- The Vendor shall provide a crew responsible to construct, relocate, and maintain all traffic control devices, to cover, add or remove signs as needed, and do all work necessary to maintain a safe work zone.
- Two-way traffic shall always be maintained through intersections and roadways. Closure is not permitted.

11. **ELECTRICAL HAZARDS / UTILITIES:**

- Vendor shall be aware of primary power lines, working around trees within these locations, and shall understand the ten-foot (10-foot) clearance requirement.
- The Vendor shall coordinate with the utility company for their assistance as required in the removal of all necessary limbs and branches which may conflict with or create a personal injury hazard in conducting the services of this agreement.
- Vendor shall be responsible for contacting the appropriate utility company (Call 811) three (3) days prior to tree/stump removal to obtain the location of any underground electric services in the work area and which could be damaged by Vendor's services.
- Vendor shall ensure that any area indicated by the utility company to contain underground electrical services is clearly marked with white paint and appropriate safety measures are followed.
- The Vendor shall protect overhead utilities (telephone, cable, etc.) from damage and shall be responsible for all claims for damage due to its services.

12. **PUBLIC AWARENESS OF WORK SCHEDULE:** The City intends for the work of this contract to impact the public as little as possible. As a result, the following conditions shall be met.

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## DETAILED SPECIFICATIONS

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- The Vendor shall provide the City's with a written schedule (email is acceptable) of the tree removal or pruning services prior to the start of work to ensure that notification can be provided to City employees or citizens who may be affected by these services.
  - A minimum of one (1) week, (seven (7) days) in advance of scheduled work, the Vendor shall 1) notify the City of the planned work and 2) place a hang tag on homeowner's door as notification that the City is removing a tree or pruning in front of their property. When applicable, a City representative may make notifications to the homeowner in person.
  - The Vendor shall take a digital photo of the hang tag placed at the homeowner residence. The photos shall include the tree marker that identifies the address of the home and be date stamped. This digital information shall be provided to the City for verification the hang tag was in place one (1) week, (seven (7) days) prior to the services schedule date.
  - The hang tags shall be provided by the City.
  - The information on the hang tag will direct the homeowner to contact the City should they have any concerns or questions about the scheduled tree removal.
13. **COMPLETION OF WORK / INSPECTION / APPROVAL:**
- The Vendor shall notify the City within two (2) days of completing scheduled work.
  - Upon receiving notification from the Vendor, the City shall inspect the serviced location within three (3) business days.
  - If, upon inspection, the work specified has not been satisfactorily completed, the City shall contact the Vendor to advise them to take the necessary corrective measures.
  - The Vendor shall be given two (2) days from this notification to make appropriate corrections.
  - Upon re-inspection, if the work has been completed successfully then the Vendor may submit an invoice for payment.
  - Any work not performed to the complete satisfaction of the City shall be rejected and the work shall be corrected within two (2) days by the Vendor at no additional expense to the City.
14. **RESPONSIBILITIES FOR DAMAGES:**
- The Vendor shall be responsible for any damages to sidewalks or other properties as a result of the tree/stump removal or pruning services. Vendor shall report damages to the City with a corrective plan within one (1) day.
  - Prior to beginning services, any issues or concerns about the existing site conditions shall be brought to the attention of the City for clarification. E-mail is the preferred method of notification, and a picture of existing issue or concern shall be included.
    - An example would be a sidewalk that has been damaged or disturbed by tree roots. The Vendor shall take a digital photograph of the surrounding area and submit it to the City to confirm that the City will make the necessary repairs once services have been completed.
  - Any existing damage not discussed with the City prior to removal or pruning services shall be assumed to be the responsibility of the Vendor.

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## DETAILED SPECIFICATIONS

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15. **ALL-INCLUSIVE PRICES:**

- Exhibit A – Bid Pricing shall be inclusive of all labor, equipment, material, tools, incidentals, and any other service or charge necessary to complete the project. There shall be no additional charges for mobilization, demobilization, equipment transport, fuel, fuel surcharges, disposal fees/increases, travel time, wait time, labor or insurance charges/increases, or any other charge not listed.

16. **PAYMENT / INVOICING:**

- Pricing is categorized for individual tree pruning, tree removal, and stump grinding tasks.
- Vendor shall submit invoices to the designated requesting department. Invoices shall be submitted once services have been approved by the City.

**All invoices shall include at minimum, the following information:**

- Site location(s)
- Date of service
- Itemized Services/Product rendered
- Unique invoice number
- Purchase Order (PO) number

17. **CHANGES IN SCOPE OF WORK:**

- The City reserves the right to make changes as deemed necessary in the scope of work at any time during the term of the contract. Changes include, but are not limited to the following:
  - Increase or decrease in quantities of work;
  - Deletion or alteration of any portion of the work;
  - Changes in design or specification;
  - Addition of new work
- Any changes to the scope of work shall be mutually agreed upon by both City and Vendor. Work not approved by the City shall be the responsibility of the Vendor.

18. **MINIMUM QUALIFICATIONS:**

- Vendor shall have the capability to perform and complete the services in all respects in accordance with the solicitation documents.
- The Vendor shall have been in business for a minimum of five (5) years in all services as referenced herein.
- **References.** Three (3) references are required for whom the Vendor has performed similar work, preferably for a public agency of similar size, in the Tampa Bay region.
- **Staff Certifications and Licenses.** The Vendor shall have all necessary certifications and licenses (City, County, and State) as required under this contract and shall comply with all laws, ordinances, regulations, etc., applicable to work contemplated herein.
  - The Vendor is required to have one or more permanent full-time ISA certified arborists on staff and onsite during all arboricultural activities.
  - At time of bid, the Vendor shall provide copies and a list to the City containing the names, certificate number, and expiration date, for permanent (full-time) staff members who are ISA Certified Arborists, certified intermediate TTC, and Landscape Best



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## DETAILED SPECIFICATIONS

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Management Practices for Pinellas County (BMP) Certified, or GI-BMP (Green Industries) Certified.

19. **INSURANCE REQUIREMENTS.** The Vendor shall, at its own cost and expense, acquire and maintain (and cause any subcontractors, representatives or agents to acquire and maintain) during the term with the City, sufficient insurance to adequately protect the respective interest of the parties. Coverage shall be obtained with a carrier having an AM Best Rating of A-VII or better. In addition, the City has the right to review the Contractor's deductible or self-insured retention and to require that it be reduced or eliminated.

Specifically the Vendor must carry the following minimum types and amounts of insurance on an occurrence basis or in the case of coverage that cannot be obtained on an occurrence basis, then coverage can be obtained on a claims-made basis with a minimum three (3) year tail following the termination or expiration of this Agreement:

- a. **Commercial General Liability Insurance** coverage, including but not limited to, premises operations, products/completed operations, products liability, contractual liability, advertising injury, personal injury, death, and property damage in the minimum amount of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) general aggregate.
- b. **Commercial Automobile Liability Insurance** coverage for any owned, non-owned, hired or borrowed automobile is required in the minimum amount of \$1,000,000 (one million dollars) combined single limit.
- c. Unless waived by the State of Florida and proof of waiver is provided to the City, statutory **Workers' Compensation Insurance** coverage in accordance with the laws of the State of Florida, and **Employer's Liability Insurance** in the minimum amount of \$1,000,000 (one million dollars) each employee each accident, \$1,000,000 (one million dollars) each employee by disease, and \$1,000,000 (one million dollars) disease policy limit. Coverage should include Voluntary Compensation, Jones Act, and U.S. Longshoremen's and Harbor Worker's Act coverage where applicable. Coverage must be applicable to employees, contractors, subcontractors, and volunteers, if any.

The above insurance limits may be achieved by a combination of primary and umbrella/excess liability policies.

### **Other Insurance Provisions.**

- a. Prior to the execution of this Agreement, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this Agreement remains in effect, the Vendor will furnish the City with a Certificate of Insurance(s) (using appropriate ACORD certificate, SIGNED by the Issuer, and with applicable endorsements) evidencing all of the coverage set forth above and naming the City as an "Additional Insured" on the Commercial General Liability Insurance and the Commercial Automobile Liability Insurance. In addition when requested in writing from the City, Vendor will provide the City with certified copies of all applicable policies. The address where such certificates and certified policies shall be sent or delivered is as follows:

**City of Clearwater  
Attn: Procurement Division, ITB #26-24  
P.O. Box 4748  
Clearwater, FL 33758-4748**

## DETAILED SPECIFICATIONS

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- b. Vendor shall provide thirty (30) days written notice of any cancellation, non-renewal, termination, material change or reduction in coverage.
- c. Vendor's insurance as outlined above shall be primary and non-contributory coverage for Vendor's negligence.
- d. Vendor reserves the right to appoint legal counsel to provide for the Vendor's defense, for any and all claims that may arise related to Agreement, work performed under this Agreement, or to Vendor's design, equipment, or service. Vendor agrees that the City shall not be liable to reimburse Vendor for any legal fees or costs as a result of Vendor providing its defense as contemplated herein.

**The stipulated limits of coverage above shall not be construed as a limitation of any potential liability to the City, and City's failure to request evidence of this insurance shall not be construed as a waiver of Vendor's (or any contractors', subcontractors', representatives' or agents') obligation to provide the insurance coverage specified.**

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## MILESTONES

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1. **BEGINNING AND END DATE OF INITIAL TERM.** June 2024 through May 2025

If the commencement of performance is delayed because the City does not execute the contract on the start date, the City may adjust the start date, end date and milestones to reflect the delayed execution.

2. **EXTENSION.** The City reserves the right to extend the term of this contract, provided however, that the City shall give written notice of its intentions to extend this contract no later than thirty (30) days prior to the expiration date of the contract.

3. **RENEWAL.** At the end of the initial term of this contract, the City may initiate renewal(s) as provided. The decision to renew a contract rest solely with the City. The City will give written notice of its intention to renew the contract no later than thirty (30) days prior to the expiration.

two (2), one (1) year renewal is possible at the City's option.

4. **PRICES.** All pricing shall be firm for the initial term of one (1) year, except where otherwise provided by the specifications, and include all transportation, insurance and warranty costs. The City shall not be invoiced at prices higher than those stated in any contract resulting from this bid.

The Contractor certifies that the prices offered are no higher than the lowest price the Contractor charges other buyers for similar quantities under similar conditions. The Contractor further agrees that any reductions in the price of the goods or services covered by this bid and occurring after award will apply to the undelivered balance. The Contractor shall promptly notify the City of such price reductions.

During the sixty (60) day period prior to each annual anniversary of the contract effective date, the Contractor may submit a written request that the City increase the prices and such adjustment will be considered and approval for such will not exceed the percentage change in the **US Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Tampa-St. Petersburg-Clearwater, FL.** (<https://www.bls.gov/cpi/home.htm>) The City shall review the request for adjustment and respond in writing; such response and approval shall not be unreasonably withheld.

At the end of the initial term, pricing may be adjusted for amounts other than inflation based on mutual agreement of the parties after review of appropriate documentation. Renewal prices shall be firm for at least one year and may be adjusted thereafter as outlined in the previous paragraph.

No fuel surcharges will be accepted.

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## BID SUBMISSION

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1. **BID SUBMISSION.** It is recommended that bids be submitted electronically through our bids website at <https://www.myclearwater.com/business/rfp>

For bids mailed and/or hand-delivered, bidder must submit one (1) signed original bid and one (1) electronic format on a CD or Thumb Drive, in a sealed container using label provided at the end of this solicitation.

2. **BIDDER RESPONSE CHECKLIST.** This checklist is provided for your convenience. It is not necessary to return a copy of this solicitation's Instructions, Terms and Conditions, or Detailed Specifications with your bid response. Only submit the requested forms and any other requested or descriptive literature.

- Original and proper number of copies with electronic format (if requested)
- Bid container properly labeled
- Bid pricing form
- Completed Exhibit A – Bid Pricing
- Exceptions/Additional Materials/Addenda form
- Vendor Information form
- Scrutinized Companies form(s) as required
- E-Verify Eligibility form as required
- Offer Certification form
- References form; Minimum of three (3) required
- Current list of employees and positions held (6. PERSONNEL REQUIREMENTS, page 20)
- Current list of equipment (7. TOOLS/EQUIPMENT/VEHICLES, page 20)
- Verification of TTC certified staff member(s) and/or pre-approved agency; (10. TRAFFIC CONTROL AND PEDESTRAIN SAFETY, page 22)
- Copies of all applicable Certificates and Licenses held by Vendor staff (18. MINIMUM QUALIFICATIONS, Staff Certifications and Licenses, pg. 25)
- W-9 Form to be provided by Bidder (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

**BID PRICING**

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Pursuant to the contract specifications enumerated and described in this solicitation, we agree to furnish **Tree Care Services** to the City of Clearwater at the price(s) stated below.

**BIDDING INSTRUCTIONS:**

A valid bid requires that bid pricing be entered on the protected Excel worksheet that is provided as Exhibit A – Bid Pricing; no other pricing format shall be accepted.

Pricing shall be inclusive of all labor, equipment, material, tools, incidentals, and any other service or charge necessary to complete the project. (Reference 15. ALL-INCLUSIVE PRICES, page 24)

**DELIVERY REQUIREMENTS:**

**FOB: Destination, Freight Prepaid and Allowed**

**Freight Costs: Unit prices should include all freight and transportation charges**

**PAYMENT TERMS:**

- City of Clearwater’s standard payment terms are NET30
- Electronic Funds Transfer (EFT) / Automated Clearing House (ACH)

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

**EXCEPTIONS/ADDITIONAL MATERIALS/ADDENDA**

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Bidders shall indicate any and all exceptions taken to the provisions or specifications in this solicitation document. Exceptions that surface elsewhere and that do not also appear under this section shall be considered invalid and void and of no contractual significance.

**Exceptions (mark one):**

**Note – Any material exceptions taken to the City’s Standard Terms and Conditions will render a Bid Non-responsive.**

\_\_\_\_\_ No exceptions

\_\_\_\_\_ Exceptions taken (describe--attach additional pages if needed)

**Additional Materials submitted (mark one):**

\_\_\_\_\_ No additional materials have been included with this bid

\_\_\_\_\_ Additional Materials attached (describe--attach additional pages if needed)

**Addenda**

Bidders are responsible for verifying receipt of any addenda issued by checking the City’s website at <http://www.myclearwater.com/business/bid-information/> prior to the bid opening. Failure to acknowledge any addenda issued may result in a response being deemed non-responsive.

**Acknowledgement of Receipt of Addenda (initial for each addenda received, if applicable):**

Addenda Number	Initial to acknowledge receipt

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

**VENDOR INFORMATION**

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Company Legal/Corporate Name: \_\_\_\_\_

Doing Business As (if different than above): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ -

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

DUNS # \_\_\_\_\_

Remit to Address (if different than above):

Order from Address (if different from above):

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

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

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

**Contact for Questions about this bid:**

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

Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Day-to-Day Project Contact (if awarded):

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

Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_ Certified Small Business Certifying Agency: \_\_\_\_\_

\_\_\_\_\_ Certified Minority, Woman or Disadvantaged Business Enterprise Certifying Agency: \_\_\_\_\_

\_\_\_\_\_

**Provide supporting documentation for your certification, if applicable.**

**SCRUTINIZED COMPANIES FORM**

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**SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL LIST CERTIFICATION FORM**

***THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.***

The affiant, by virtue of the signature below, certifies that:

1. The vendor, company, individual, principal, subsidiary, affiliate, or owner is aware of the requirements of section 287.135, Florida Statutes, regarding companies on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel; and
2. The vendor, company, individual, principal, subsidiary, affiliate, or owner is eligible to participate in this solicitation and is not listed on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel; and
3. "Boycott Israel" or "boycott of Israel" means refusing to deal, terminating business activities, or taking other actions to limit commercial relations with Israel, or persons or entities doing business in Israel or in Israeli-controlled territories, in a discriminatory manner. A statement by a company that it is participating in a boycott of Israel, or that it has initiated a boycott in response to a request for a boycott of Israel or in compliance with, or in furtherance of, calls for a boycott of Israel, may be considered as evidence that a company is participating in a boycott of Israel; and
4. If awarded the Contract (or Agreement), the vendor, company, individual, principal, subsidiary, affiliate, or owner will immediately notify the City of Clearwater in writing, no later than five (5) calendar days after any of its principals are placed on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Entity/Corporation

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

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

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization on, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (name of person whose signature is being notarized) as the \_\_\_\_\_ (title) of \_\_\_\_\_ (name of corporation/entity), personally known \_\_\_\_\_, or produced \_\_\_\_\_ (type of identification) as identification, and who did/did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

My Commission Expires: \_\_\_\_\_

NOTARY SEAL ABOVE



**SCRUTINIZED COMPANIES FORM**

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**SCRUTINIZED COMPANIES AND BUSINESS OPERATIONS WITH CUBA AND SYRIA  
CERTIFICATION FORM**

***IF YOUR BID/PROPOSAL IS \$1,000,000 OR MORE, THIS FORM MUST BE COMPLETED AND  
SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY  
DEEM YOUR SUBMITTAL NONRESPONSIVE.***

The affiant, by virtue of the signature below, certifies that:

1. The vendor, company, individual, principal, subsidiary, affiliate, or owner is aware of the requirements of section 287.135, Florida Statutes, regarding companies on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaging in business operations in Cuba and Syria; and
2. The vendor, company, individual, principal, subsidiary, affiliate, or owner is eligible to participate in this solicitation and is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Sector List, or engaged in business operations in Cuba and Syria; and
3. Business Operations means, for purposes specifically related to Cuba or Syria, engaging in commerce in any form in Cuba or Syria, including, but not limited to, acquiring, developing, maintaining, owning, selling, possessing, leasing or operating equipment, facilities, personnel, products, services, personal property, real property, military equipment, or any other apparatus of business or commerce; and
4. If awarded the Contract (or Agreement), the vendor, company, individual, principal, subsidiary, affiliate, or owner will immediately notify the City of Clearwater in writing, no later than five (5) calendar days after any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Sector List, or engaged in business operations in Cuba and Syria.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Entity/Corporation

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

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

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization on, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (name of person whose signature is being notarized) as the \_\_\_\_\_ (title) of \_\_\_\_\_ (name of corporation/entity), personally known \_\_\_\_\_, or produced \_\_\_\_\_ (type of identification) as identification, and who did/did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

My Commission Expires: \_\_\_\_\_  
NOTARY SEAL ABOVE

**E-VERIFY ELIGIBILITY FORM**

**VERIFICATION OF EMPLOYMENT ELIGIBILITY FORM**

**PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.**

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.**

The affiant, by virtue of the signature below, certifies that:

1. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
2. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
3. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
4. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
5. The Contractor must maintain a copy of such affidavit.
6. The City may terminate this Contract on the good faith belief that the Contractor or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.

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

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Name of Entity/Corporation

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

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

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization on, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (name of person whose signature is being notarized) as the \_\_\_\_\_ (title) of \_\_\_\_\_ (name of corporation/entity), personally known \_\_\_\_\_, or produced \_\_\_\_\_ (type of identification) as identification, and who did/did not take an oath.

\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 Printed Name

My Commission Expires: \_\_\_\_\_

NOTARY SEAL ABOVE

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**OFFER CERTIFICATION**

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**By signing and submitting this Bid/Proposal/Qualification/Response, the Vendor certifies that:**

- a) It is under no legal prohibition on contracting with the City of Clearwater.
- b) It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- c) It has no known, undisclosed conflicts of interest.
- d) The prices offered were independently developed without consultation or collusion with any of the other vendors or potential vendors or any other anti-competitive practices.
- e) No offer of gifts, payments or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the commodities or services covered by this contract. The Vendor has not influenced or attempted to influence any City employee, officer, elected official, or consultant in connection with the award of this contract.
- f) It understands the City may copy all parts of this response, including without limitation any documents or materials copyrighted by the Vendor, for internal use in evaluating respondent's offer, or in response to a public records request under Florida's public records law (F.S. Chapter 119) or other applicable law, subpoena, or other judicial process; provided that the City agrees not to change or delete any copyright or proprietary notices.
- g) It hereby warrants to the City that the Vendor and its subcontractors will comply with, and are contractually obligated to comply with, all federal, state, and local laws, rules, regulations, and executive orders.
- h) It certifies that Vendor is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or disqualified from participation in this matter from any federal, state, or local agency.
- i) It will provide the commodities or services specified in compliance with all federal, state, and local laws, rules, regulations, and executive orders if awarded by the City.
- j) It is current in all obligations due to the City.
- k) It will accept all terms and conditions as set forth in this solicitation if awarded by the City.
- l) The signatory is an officer or duly authorized representative of the Vendor with full power and authority to submit binding offers and enter into contracts for the commodities or services as specified herein.

**ACCEPTED AND AGREED TO:**

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

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## REFERENCES

**Instructions:** Vendor shall provide with bid a minimum of three (3) references for whom the Vendor has performed similar work, preferably for a public agency of similar size, in the Tampa Bay region. **Complete and return with bid submittal.** Reference letters are highly encouraged and should accompany this form.

**Reference # 1**

<b>Name:</b>		<b>Contract Value:</b>	
<b>Date Began:</b>		<b>Date Completed:</b>	
<b>Address</b>			
<b>City / State / Zip</b>			
<b>Contact Person:</b>		<b>Email:</b>	
<b>Phone:</b>		<b>Fax:</b>	
<b>Notes:</b>			

**Reference # 2**

<b>Name:</b>		<b>Contract Value:</b>	
<b>Date Began:</b>		<b>Date Completed:</b>	
<b>Address</b>			
<b>City / State / Zip</b>			
<b>Contact Person:</b>		<b>Email:</b>	
<b>Phone:</b>		<b>Fax:</b>	
<b>Notes:</b>			

**Reference # 3**

<b>Name:</b>		<b>Contract Value:</b>	
<b>Date Began:</b>		<b>Date Completed:</b>	
<b>Address</b>			
<b>City / State / Zip</b>			
<b>Contact Person:</b>		<b>Email:</b>	
<b>Phone:</b>		<b>Fax:</b>	
<b>Notes:</b>			

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

**MAILING LABEL**

CUT ALONG THE LINE AND AFFIX TO THE FRONT OF YOUR BID CONTAINER

----- For US Mail -----

**SEALED BID**

**Submitted by:**

Company Name:

Address:

City, State, Zip:

**ITB #26-24, Tree Care Services**

**Due Date: May 2, 2024, at 10:00 A.M.**

City of Clearwater  
Attn: **Procurement**  
PO Box 4748  
Clearwater FL 33758-4748

----- For US Mail -----

----- For Hand Deliveries, FEDEX, UPS or Other Courier Services -----

**SEALED BID**

**Submitted by:**

Company Name:

Address:

City, State, Zip:

**ITB #26-24, Tree Care Services**

**Due Date: May 2, 2024, at 10:00 A.M.**

City of Clearwater  
Attn: **Procurement**  
100 S Myrtle Ave 3<sup>rd</sup> Fl  
Clearwater FL 33756-5520

----- For Hand Deliveries, FEDEX, UPS or Other Courier Services -----