



SEMINOLE TRIBE OF FLORIDA
INVITATION TO BID

SEMINOLE TRIBAL MEMBER LAWN CARE VENDORS ONLY

Solicitation No.: ITB 105-2024

Title: Lawn Care Services – RV Hideaway and 8 Clans (Hollywood)

Description: The Housing Department of the Seminole Tribe of Florida is requesting bids from qualified Tribal Member lawn care vendors to provide lawn care and landscaping services at the Recreational Vehicle (RV) Hideaway Townhomes and 8 Clans Townhomes developments needed at the Hollywood Seminole Indian Reservation.

Solicitation Release Date: November 25, 2024

Pre-Bid Conference: December 4, 2024 @ 9:30 AM (ET) **(MANDATORY)**
Seminole Park Housing Office
3321 North State Road 7
Hollywood, FL 33021

Deadline for Questions*: December 11, 2024 @ 5:00 PM (ET)

Bid Due Date: January 3, 2025 @ 5:00 PM (ET)

Contact Person(s)*: To: MarianJamaledine@semtribe.com
Cc: MarielaVelazquez@semtribe.com;
BidSubmissions@semtribe.com
Contact instructions are detailed in Section IV, Paragraph 1.

*ALL QUESTIONS/INQUIRIES/COMMUNICATION MUST BE DIRECTED IN WRITING TO THE CONTACT PERSON(S). FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION OF AN AWARD UNDER THIS SOLICITATION.

SECTION I – GENERAL INFORMATION

1. BACKGROUND

The Seminole Tribe of Florida (hereinafter the “TRIBE” or “STOF”) is a federally recognized Indian Tribe organized pursuant to Section 16 of the Indian Reorganization Act of 1934, as amended, 25 U.S.C. §5123. There are six (6) Seminole Indian Reservations in the State of Florida in Big Cypress, Brighton, Hollywood, Immokalee, Tampa, and Fort Pierce. Tribal Headquarters are located on the Hollywood Reservation in an urban environment in the Greater Fort Lauderdale/Hollywood, Florida area. Satellite offices are located on each of the other reservations or trust land. The TRIBE also maintains off-reservation offices in Naples, Fort Pierce, Hollywood, and Miami.

The TRIBE provides various governmental services to its members and residents of its reservations similar to those services provided at the municipal or county level. Examples of such services include, but are not limited to, public works, recreation and elder services programs, police, fire, and EMS services. The TRIBE also maintains health and dental clinics, an education program, preschools and schools, a museum, two rodeo arenas, etc. In addition to governmental services, the TRIBE and the Seminole Tribe of Florida, Inc. (hereinafter “STOFI”) also are engaged in various business activities including real estate, agriculture, tourism, manufacturing, gas station/convenience stores, and sales.

The terms “Vendor” and “Bidder” are used interchangeably in this document to refer to respondents of this ITB. The term “Contractor” is used in this document to refer to the awarded vendor(s).

2. ADDITIONAL ITEMS AND SERVICES

The TRIBE may require additional items or services of similar nature, but not specifically listed in this solicitation. The selected CONTRACTOR(s) agrees to provide such items or services, and shall provide the TRIBE prices on such additional items or services based upon a formula or method that is the same or similar to that used in establishing the fees as a result of this solicitation. If the fees offered are not acceptable to the TRIBE, and the situation cannot be resolved to the satisfaction of the TRIBE, the TRIBE reserves the right to procure those items or services from others.

CONTRACTOR shall work cooperatively, when required, with any additional parties from which these services are obtained.

3. FRAUD AND MISREPRESENTATION

Any individual, corporation, or other entity that attempts to fulfill the requirements of this solicitation through fraud, misrepresentation, or material misstatement may be deemed non-responsible and such individual, corporation, or other entity’s qualification may be null and void.

4. CONFIDENTIALITY / NON-DISCLOSURE

BIDDER shall treat any information contained in this solicitation (or accumulated through other written or oral communication with the TRIBE) as confidential information. Any information provided by the TRIBE to BIDDER in this solicitation is to be used solely to permit BIDDER to reply to the solicitation and BIDDER shall make no other use of the information, inclusive of sharing the information with corporate affiliates and subsidiaries without the prior written consent of the TRIBE. BIDDER shall hold the information contained in this solicitation in strict confidence and the information obtained will not be disclosed to any third-party, vendor affiliate, or subsidiary, without the TRIBE's prior written consent.

5. NON-EXCLUSIVITY

It is expressly understood that contractor selection does not grant CONTRACTOR an exclusive privilege to provide the TRIBE any or all of the goods and/or services that are the subject of this solicitation. The TRIBE reserves the right, as deemed in its best interest, to perform or cause to be performed the provision of the goods and/or services, or any portion thereof, herein described in any manner it sees fit, including but not limited to award to multiple contractors, and contract with other contractor(s) for the provision of goods and/or services similar or identical to those that are the subject of this solicitation.

6. DISCLOSURE

BIDDER responding to this solicitation must disclose in detail any current or past relationships with the TRIBE, Seminole Gaming, and/or STOFI and their employees.

7. ADDENDA / REVISIONS TO SOLICITATION

If it becomes necessary to revise or clarify any part of this solicitation, the TRIBE will modify this solicitation by issuance of written addenda. All addenda will clearly be marked as such and shall become part of the solicitation documents.

All questions submitted by prospective bidders will be answered via an official addendum to ensure all prospective bidders have access to the TRIBE's answers.

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SECTION II – SCOPE OF WORK**1. PROJECT DETAILS**

Details regarding this scope of work, including CONTRACTOR responsibilities, technical requirements, term/duration, etc., are available for BIDDER's review via *Attachment A – Scope of Work*. Bidders are expected to review this document in full to become familiar with the Scope of Work.

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SECTION III – QUALIFICATIONS REQUIREMENTS

1. GENERAL QUALIFICATIONS

Bids shall be considered only from bidders normally engaged in performing the type of work specified in this solicitation. BIDDER must have adequate organizational resources, facilities, equipment, and personnel to ensure prompt and efficient service to the TRIBE.

At a minimum, qualifying bids shall demonstrate that BIDDER possesses the qualifications necessary to provide high-quality services. To ensure BIDDER is capable of providing an acceptable level of service to the TRIBE, BIDDER shall meet the following minimum qualifications:

- Be an active Seminole Tribal Member lawn care vendor with the TRIBE.
- Be the prime contractor and will not subcontract out any work or partner with another firm.
- Maintain a fully equipped organization capable, technically and financially, of performing the work required, and has performed similar work in a satisfactory manner.
- Carry and maintain adequate insurance consistent with the requirements listed in *Attachment B – Insurance Requirements*.
- Meet any other requirements outlined in this solicitation.

2. PRE-BID CONFERENCE (MANDATORY)

A Pre-Bid Conference has been scheduled for prospective bidders. Details regarding the Pre-Bid Conference are found in the paragraphs below.

2.1. ATTENDANCE AND ATTENDEES:

- **Attendance is mandatory to be eligible for award.**
- A grace period of ten (10) minutes will be allowed for attendees who are late. **Prospective bidders who arrive more than ten (10) minutes late shall be disqualified and shall not be permitted to sign-in and attend the Pre-Bid Conference.**
- Attendees must stay for the duration of the Pre-Bid Conference and may not leave until they are dismissed by the TRIBE’s Landscaping Coordinator.

2.2. MEETING DETAILS:

The date, time, and location of the Pre-Bid Conference are shown in the table below:

| PRE-BID CONFERENCE | |
|---------------------------|-----------------------------|
| Date: | Wednesday, December 4, 2024 |
| Time: | 9:30 AM (ET) |

| | |
|-----------|--|
| Location: | Seminole Park Housing Office 3321 North State Road 7 Hollywood, FL 33021 (Located just outside of the entrance gate to Seminole Park) |
|-----------|--|

2.3. NOTICE REGARDING LOCATION:

- Due to limited parking, prospective bidders are encouraged to arrive early to secure parking.
- Attendees shall respect common parking etiquette and shall not double-park, block another vehicle, block the road, or park on the grass, curb, or other unmarked spaces, unless authorized by the TRIBE to do so.
- A shuttle will NOT be available for prospective bidders to board.

2.4. QUESTIONS:

- Bidders may ask questions during the Pre-Bid Conference. These questions may or may not be answered during the Pre-Bid Conference, as decided by the TRIBE. For questions which were not answered during the Pre-Bid Conference, the answers may be shared with prospective bidders via an official addendum.
- Questions outside of the Pre-Bid Conference must be submitted to the Contact Person(s) in writing by the Deadline for Questions to receive a formal written response.

2.5. GENERAL:

- At the TRIBE's discretion, the TRIBE may videotape and/or audiotape the Pre-Bid Conference, whether held in-person or online. This recording may only be shared internally with the TRIBE key personnel and may not be provided to prospective bidders who attended the Pre-Bid Conference, as determined by the TRIBE.

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SECTION IV – SUBMISSION REQUIREMENTS & INSTRUCTIONS

1. CONTACT PERSON(S)

Responses to this solicitation, in addition to all questions, inquiries, and communication, must be routed through:

| CONTACT PERSON | |
|----------------|---|
| Name: | Marian Jamaledine |
| Email: | To: MarianJamaledine@semtribe.com Cc: MarielaVelazquez@semtribe.com ; BidSubmissions@semtribe.com |
| Phone: | (954) 966-6300 x11192 |

Cone of Silence: Bidders shall not contact any other employee of the TRIBE for information with respect to this solicitation. Any violation of the restriction imposed above regarding correspondence may constitute grounds for rejection of a response at any time.

2. SUBMISSION REQUIREMENTS

BIDDER must include the items listed below as part of their submission to be considered for award:

- All required exhibits according to Section IV, Paragraph 4 of this solicitation.

Failure to submit all information may result in disqualification or lower ranking due to not meeting these requirements.

Required Exhibits provided to BIDDER by the TRIBE shall not be altered by BIDDER and shall only be filled-in as instructed by the TRIBE, unless otherwise instructed by the TRIBE. Bids which include altered files may be disqualified, as determined by the TRIBE.

3. SUBMISSION INSTRUCTIONS

Electronic submissions in response to this solicitation must be emailed to the Contact Person(s) listed in Section IV, Paragraph 1 by the Bid Due Date and time detailed in this solicitation.

- The TRIBE has an email size limit of 15MB per email. Larger files must be split into 15MB emails and sent separately.
- Physical correspondence, flash drives, or any other physical media shall not be accepted. Links to file sharing websites or portals shall not be accepted.

The Subject Line of all emailed correspondence from BIDDER to the TRIBE regarding this solicitation will follow the format shown below:

- Subject Line: ITB 105-2024 – [BIDDER’s Company Name]
 - If there are multiple emails for your submission, please number them sequentially in the following manner to ensure all emails are received: Submission 1 of 3, Submission 2 of 3, Submission 3 of 3, etc.

Submissions must be clear, concise, organized, legible, and easy to read and navigate. Submissions may be returned to BIDDER and required to be reorganized and resubmitted. Submissions which are deemed by the TRIBE to be illegible or unintelligible may be disqualified.

All parts, pages, figures, and tables should be numbered and labeled clearly. If submitting separate files, the File Name of each submitted attachment and exhibit must include the assigned letter; for example, *Attachment A's* File Name must state, at a minimum, "Attachment A." BIDDER may include additional information in the File Name, if needed.

In order to fairly evaluate all responses, bidders should not include additional information other than what is asked to be provided. This includes any information related to BIDDER's organization that was not specifically asked to be provided.

4. ATTACHMENTS & EXHIBITS

Please note, Attachments are reference documents which require BIDDER's review. Exhibits are documents which BIDDER must provide or complete and sign, according to the instructions specified by the TRIBE in the "Submission Instructions" below.

4.1. ATTACHMENTS:

| Attachment | Description | Submission Instructions |
|-------------------|------------------------|---|
| Attachment A | Scope of Work | Review information. No further action needed. |
| Attachment B | Insurance Requirements | Review information. No further action needed. |

4.2. EXHIBITS:

| Exhibit | Description | Submission Instructions |
|----------------|---|--|
| Exhibit A | Schedule of Values | Review all tabs and fill-in required information. Complete, sign and submit. |
| Exhibit C | Qualification Questionnaire (Lawn Care) | Complete and submit. |
| Exhibit D | Contractor Certification Regarding Debarment and Suspension | Complete, sign, and submit. |
| Exhibit E | Non-Collusion Affidavit of Prime Bidder | Complete, sign, and submit. |
| Exhibit G | Acknowledgement of Project Conditions | Sign and submit. |
| Exhibit K | Firm Certification | Sign and submit. |
| Exhibit L | Drug-Free Workplace Form | Complete, sign, and submit. |

| Exhibit | Description | Submission Instructions |
|-----------|---------------------------------------|---|
| Exhibit M | Compliance Documents | <p>To be submitted by BIDDER as described below:</p> <ol style="list-style-type: none"> 1. A signed copy of BIDDER's existing W-9 (<u>not required for existing vendors of the TRIBE</u>); 2. A copy of BIDDER's Certificate of Insurance; 3. A copy of BIDDER's Florida Certificate of Authority or Florida Business Tax Receipt to prove authority to do business in the State of Florida. (<u>not required for existing vendors of the TRIBE</u>) If incorporated elsewhere, similar document(s) from other state is acceptable. <p>This file must be clearly labeled as the appropriate exhibit in BIDDER's submission.</p> <p>If BIDDER does not have an existing signed W-9, BIDDER may request a W-9 template from the Contact Person(s).</p> |
| Exhibit Z | Acknowledgement of Receipt of Addenda | Complete, sign, and submit form <u>ONLY</u> if an addendum has been issued. |

5. PRICE

Prices stated in bid responses to this solicitation shall remain fixed and firm for all services to be performed for a minimum period of one-hundred and eighty (180) calendar days from the Bid Due Date.

6. POST SUBMISSION

Any price adjustments after bid submission must be requested in writing and approved by the TRIBE.

BIDDER may be required to clarify items related to their submission, which may include but not be limited to verifying submitted information and confirming comprehension of the full requirements of the Scope of Work, and is expected to be responsive. Bidders deemed by the TRIBE to be unresponsive may be disqualified.

BIDDER may be required to submit and/or sign additional documentation, forms, exhibits, etc. after the Bid Due Date and before the resultant agreement is drafted as a continuation of the

solicitation requirements and/or as part of the vendor registration process. Should BIDDER be unable or unwilling to satisfy this requirement, BIDDER may be disqualified.

The TRIBE reserves the right to negotiate any and all submitted pricing, payment terms, warranties, etc. with the BIDDER or selected CONTRACTOR during the evaluation process, drafting phase of the resultant agreement, and/or at a time otherwise determined by the TRIBE.

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SECTION V – SELECTION PROCESS

1. EVALUATION CRITERIA

The TRIBE will conduct a comprehensive, fair, and impartial evaluation of all documents received in response to this solicitation.

The TRIBE shall evaluate all submissions in the order listed below:

- On-time and complete submission (with all required documentation)
- Projected completion date and lead time
- Previous performance at a satisfactory level
 - The TRIBE reserves the right to eliminate any submission should BIDDER have evidence of previous poor or unsatisfactory performance for similar or dissimilar services performed for the TRIBE or other companies.
- Statement of Qualifications or Qualification Questionnaire
- Current and pending workload with the TRIBE performing similar and dissimilar services, and capability to take on additional responsibilities without negatively impacting existing opportunities
- Any other relevant factors, as listed in the solicitation
- Pricing versus the market
 - Pricing will be listed from lowest price to highest price for all bidders whose submission meets the minimum requirements listed above

The applicable bid(s) will be eliminated if any of the following apply:

- Any criteria or requirements are incomplete
- Any criteria or requirements are not met
- The required schedule cannot be met
- Any other relevant factor(s) are not met, as determined by the TRIBE

The remaining bid(s) will be evaluated on a price versus the market comparison and an awardee(s) will be determined. The TRIBE may select one (1) or multiple respondents to provide the solicited services. The TRIBE reserves the right to split award in its sole discretion.

This solicitation and selection process shall in no way be deemed to create a binding contract, agreement, or offer of any kind between the TRIBE and any entity. If the TRIBE selects a CONTRACTOR(s) to provide the services described in this solicitation, any legal rights and obligations between the successful CONTRACTOR(s), if any, and the TRIBE will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement and executed by the parties.

2. RIGHT TO RESCIND AWARD

The TRIBE reserves the right to rescind an award should the awardee be considered, in the TRIBE's sole opinion, to be inflexible in its agreement negotiations.

3. VENDOR APPLICATION AND REGISTRATION PROGRAM

Because the TRIBE is engaged in Indian tribal gaming in accordance with the Indian Gaming Regulatory Act and the regulations promulgated by the National Indian Gaming Commission, the TRIBE cannot engage in significant transactions with individuals or business entities whom, because of past or continuing activities, associations, or reputation, might bring discredit to the TRIBE and its gaming operations. Thus, the TRIBE has adopted a program whereby it reviews significant transactions and the persons or entities involved with those transactions to assure compliance with all applicable laws and regulations relating to gaming.

If not already an approved and registered vendor with the TRIBE, the highest scoring or lowest-priced vendor(s) will be required to submit a completed and fully executed Vendor Application and Registration Form to the TRIBE's Purchasing Department. The highest scoring or lowest-priced vendor(s) shall not initiate this process until requested by the TRIBE's Purchasing Department.

Upon successful completion of an investigation into the past and current activities, associations, and reputation of the applicant, the TRIBE will assign a vendor number and the vendor will be added to its Master Vendor File. The TRIBE may not enter into any business transactions with any vendor whose name does not appear on its Master Vendor File.

Should the highest scoring or lowest-priced vendor(s) be unresponsive or unable to successfully complete the vendor registration process, the TRIBE reserves the right to halt the vendor registration process with the highest scoring or lowest-priced vendor(s) and move onto the next highest scoring or lowest-priced vendor(s). Should the next highest scoring or lowest-priced vendor(s) be unresponsive or unable to complete the vendor registration process, the TRIBE will continue to halt the vendor registration process and move onto the next highest scoring or lowest-priced vendor(s) until a vendor(s) is successfully registered.

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ATTACHMENT A

SCOPE OF WORK

1. INTRODUCTION

The TRIBE is requesting bids from qualified Seminole Tribal Member lawn care vendors to provide lawn care and landscaping services for the RV Hideaway Townhomes and 8 Clans Townhomes developments in the Hollywood Seminole Indian Reservation for up to two (2) years, or as determined by the TRIBE, in accordance with the specifications listed in this solicitation.

CONTRACTOR is required to supply all labor, including supervision, materials, equipment, and transportation to maintain the lawns during the contract period, as outlined below.

2. PROJECT DETAILS

Services listed below shall be provided by CONTRACTOR to the RV Hideaway Townhomes and 8 Clans Townhomes developments.

2.1. LAWN CARE:

- Lawns shall be mowed according to the schedule set forth by the TRIBE's Housing Department.
 - The frequency is as follows:
 - During the cold season: bi-weekly (two (2) times a month)
 - During the rainy season: weekly (once a week) four (4) times per month, weather permitting so as not to root up saturated lawns
 - June through October: weekly (once a week) four (4) times per month
 - November through May: bi-weekly (two (2) times per month)
- CONTRACTOR shall be responsible for removing any shredded debris left on the lawn.
 - Foreign objects e.g., paper, are to be removed before mowing
 - Trash bin area must be maintained as well
- Sprinkler heads must be turned in the downward position.
 - Sprinkler heads that are damaged or broken due to negligence and/or accidents will be the responsibility of the CONTRACTOR and will need to be replaced
- String trimming shall be done with each cut to maintain a neat appearance.
- There shall be no grass clumps left on the properties and clippings are to be blown off the driveways, sidewalks, streets and from around or under parked cars.
- Edging shall be done with every cut to keep sidewalks and driveways free of overgrowth as well as to maintain a clean and manicured look.
- Shrubs and hedges shall be pruned as necessary to maintain the natural form of the plant
- Mulch for beds surrounding shrubs and hedges shall be replaced two (2) times annually or as needed.
- Flower beds are to be kept weed free.
 - If necessary, pull weeds by hand
 - No chemicals or string trimming in flower beds.

- Fertilization shall be performed two (2) times annually on all properties.

2.2. TREE MAINTENANCE:

- Trees shall be pruned or trimmed to maintain a minimum height of ten feet (10') from the ground to the lowest branch.
- Trees shorter than ten feet (10') should be thinned out and shaped to minimize wind and storm damage.
- If any trees are found to be a safety hazard to the property, inform the TRIBE's Housing Department for the problem to be addressed.

2.3. ADDITIONAL CONTRACTOR RESPONSIBILITIES:

- The service schedule must be maintained with the exception of inclement weather. All schedules should be provided in a timely manner.
 - The TRIBE's Housing Department shall be notified of any changes to the schedule immediately.
- Any services rendered outside of the Scope of Work outlined in the resultant agreement will not be chargeable to the TRIBE without written approval prior to the service being performed and shall be billed separately.
- All services will be conducted with professionalism and in a workmanlike manner.
- CONTRACTOR shall clean work site at the end of each workday to remove debris piles from sidewalks, all paved areas, and pedestrian access areas.
 - CONTRACTOR is responsible for cleaning up before the final inspection of completed job
- Any damage to property that may result in collateral damage (i.e. damage to roofing tiles) must be repaired at CONTRACTOR's expense, immediately after damage.
- CONTRACTOR shall, at their own expense repair, replace, or otherwise restore to original condition all property damaged as a result of any activity by the CONTRACTOR, to the satisfaction of the TRIBE.
 - This includes, but is not limited to, soil grade disturbance resulting from heavy equipment/stump removal, pavement surfaces, turf areas, mixing zones, fabricated structures, and/or equipment.

2.4. GENERAL DUTIES AND RESPONSIBILITIES:

- CONTRACTOR's progress will be monitored by the TRIBE's Landscaping Coordinator or designated staff, which may be present on the work site at any time during the contracted work period.
- CONTRACTOR will perform all work from 8:00 AM to 5:00 PM (ET), Monday through Friday, unless otherwise approved a minimum of three (3) business days in advance by the TRIBE's Landscaping Coordinator.
- No less than seven (7) business days prior to initiating work, the selected CONTRACTOR will provide a schedule to the TRIBE's Landscaping Coordinator detailing the dates, times, and locations of work to be completed.

- No work shall be performed on holidays observed by the TRIBE without prior consent.
- Before work commences, CONTRACTOR shall review with the TRIBE's Landscaping Coordinator any additions or changes to proposed methods or chemicals.
- The TRIBE's Landscaping Coordinator must be consulted prior to trimming questionable trees, removing of entire trees, and altering of trimming resulting from Tribal Member request.
- To avoid damage to Tribal structure and infrastructure, CONTRACTOR shall perform work under the guidelines of power line operation, Florida Best Management Practices (BMP) for arborist, and traffic management.
- If debris piles are left in any area for more than two (2) business days, the TRIBE may, at its discretion, hire a third-party vendor to remove the debris, and subtract this expense from the fees owed to CONTRACTOR.

2.5. GROUND CREW SUPERVISOR(S) DUTIES AND RESPONSIBILITIES:

At least one (1) Ground Crew Supervisor who meets or exceeds the minimum qualifications outlined below shall be assigned to each project crew and be on-site at all times while crews are at work:

- Have sound knowledge of ecological principles as they relate to vegetation management, including resource management methods, biological processes, and vegetation control techniques.
- Able to work under adverse environmental conditions, including inclement weather, high humidity and temperatures, biting and stinging insects, poisonous plants and animals, and difficult terrain.
- Able to operate and maintain field vehicles and equipment, and to recognize and avoid hazards associated with operating such field vehicles and equipment.
- Able to communicate with all crew members in a common language.
- In accordance with Florida Department of Agriculture & Consumer Services (FDACS) guidelines, one (1) Ground Crew Supervisor may supervise a maximum of two (2) bucket truck work crews at any given time. A bucket truck work crew is considered one (1) bucket truck working with one (1) support box truck for debris hauling and one (1) chipping machine.

The Ground Crew Supervisor(s) shall be responsible for the following:

- Contacting the TRIBE's Landscaping Coordinator each morning before crew begins work to confirm the time and location of work being performed, as well as overall progress, delays, concerns, and work completion, unless otherwise specified by the TRIBE's Landscaping Coordinator.
- Providing daily written progress reports upon completion of services to the TRIBE's Landscaping Coordinator regarding trees trimmed, treatment locations, equipment used, manpower, etc. in accordance with the TRIBE's reporting standards.
- Coordinating and reporting on the status of project activities with the TRIBE's Landscaping Coordinator on a weekly basis.
- Maintaining quality control and health and safety assurance on project site.

- Informing their crews of project boundaries and ensuring crews remain within them.
- Providing all crew members with the supplies and equipment needed to perform the work required, including but not limited to: vehicles for transportation to and within work sites; GPS equipment for navigation and data collection; herbicides and adjuvants; sprayers; machetes, brush cutters, and other hand tools; chainsaws and other power tools; safety equipment; drinking water; and suitable communications capability to facilitate operational coordination and safety of crew members.

2.5.1. Permit Requirements (If Applicable):

- All work performed under the resultant agreement shall be in strict compliance with the Florida Building Code, industry standards, Occupational Safety and Health Administration (OSHA) regulations, and local municipalities.
- CONTRACTOR shall be responsible for timely obtaining all necessary permits and inspections through appropriate agencies.
 - Contact the TRIBE’s Tribal Inspector’s Department via email at buildingdept@semtribe.com for requirements.
 - All new incoming permitting applications shall be sent to the Tribal Inspector’s Department by the digital self-service portal: https://imp.semtribe.com/EnerGov_Prod/SelfService. CONTRACTOR shall follow the instructions to register. Once registration has been approved, CONTRACTOR or delegate will be able to log in to use the site.
- CONTRACTOR shall produce all necessary county and local licenses, where applicable.

3. LOCATION OF SERVICES

The services described in this solicitation shall be completed at the locations identified below:

| | |
|-------------------|---|
| Location 1 | RV Hideaway Townhomes Development |
| | Twenty-nine (29) units on Randolph Clay Drive |
| Location 2 | 8 Clans Townhomes Development |
| | Eighteen (18) units on Mary Osceola Avenue & Mary Osceola Drive |

- Both locations have mail facilities, retention ponds, playground, and a dog park and must be included to receive lawn service.
- All lawns and landscaping within the perimeter of each development will require service from the CONTRACTOR.

4. PERIOD OF PERFORMANCE

The services described in this solicitation are expected to be for a term of up to two (2) years from date of written Notice to Proceed (email sufficient), or as otherwise determined by the TRIBE.

ATTACHMENT B
INSURANCE REQUIREMENTS

The TRIBE reserves the right to modify the insurance requirements listed in this solicitation, as needed.

CONTRACTOR receiving an award, if any, will be requested to procure and maintain insurance coverage throughout the term of service provision from an insurer(s) financially acceptable and lawfully authorized to do business in the state(s) where the TRIBE conducts operations. Such coverage shall protect CONTRACTOR against claims arising from sickness, disease, death or injury to persons, and/or physical damage to tangible property, including loss of use, which may arise from the goods, products, or services provided by the CONTRACTOR, its agents, or its representatives.

Minimum Scope of Insurance

CONTRACTOR's insurance coverage shall include the following minimum limits and coverage, if applicable:

- I. Commercial General Liability insurance on an occurrence coverage form, at least as broad as the *Insurance Services Office Commercial General Liability Policy form CG 0001* ©, current edition. If CONTRACTOR sells or distributes alcoholic beverages such coverage shall include Liquor or Dram Shop Liability. If CONTRACTOR sells or distributes food or beverage products such coverage shall include claims emanating from food-borne illness. Other than the standard exclusions applicable to pollution, asbestos, mold, employment practices, ERISA and professional liability, there shall be no additional limitations or exclusions beyond those contained in the above referenced policy form applicable to products and contractual liability. In addition to procuring and maintaining this insurance during the duration of the contract, CONTRACTOR agrees to continue to procure and continuously maintain products liability insurance coverage for a minimum of three years after the date the contract is completed or terminated.
- II. Automobile Liability insurance covering liability arising from the use or operation of any auto, including those owned, hired or otherwise operated or used by or on behalf of the CONTRACTOR. The coverage shall be at least as broad as the *Insurance Services Office Business Automobile Policy, form CA 0001* ©, current edition.
- III. Workers' Compensation and Employer's Liability insurance as is required by statute or law, or as may be available on a voluntary basis.
- IV. Professional Liability insurance covering wrongful acts made by or on behalf of the CONTRACTOR. Claims-made coverage is permitted, provided the policy retroactive date is continuously maintained prior to the commencement of professional services rendered to the TRIBE, plus an additional period of three years after such services have been rendered to the TRIBE. If the CONTRACTOR's scope of work includes

environmental engineering or consulting, the coverage required hereunder must not exclude coverage for environmental (professional) services.

Minimum Limits of Insurance

CONTRACTOR shall maintain the following minimum limits of insurance, if applicable (unless higher limits are required by law or statute):

1. Commercial General Liability (including umbrella or excess liability): \$1,000,000 per occurrence, bodily injury and property damage liability; \$1,000,000 per offense personal and advertising injury liability; \$1,000,000 products and completed operations policy aggregate and \$2,000,000 policy general aggregate applicable to claims other than products and completed operations.
2. Automobile Liability: \$1,000,000 combined bodily injury and property damage liability per accident for bodily injury and property damage.
3. Employer's Liability: \$500,000 accident for bodily injury by accident or disease, including \$500,000 disease aggregate.
4. Professional Liability: \$1,000,000 each wrongful act, \$2,000,000 policy aggregate. If CONTRACTOR's contract with The TRIBE exceeds \$1,000,000, the each wrongful act limits shall apply separately to the TRIBE's project.

Deductibles and Self-Insured Retentions

The funding of deductibles and self-insured retentions maintained by CONTRACTOR shall be the sole responsibility of CONTRACTOR. Self-insured retentions in excess of \$50,000 must be declared to and approved by the TRIBE.

Other Insurance Provisions

The required insurance shall contain the following additional provisions:

- I. **ADDITIONAL INSURED** – The TRIBE must be included as an additional insured, by endorsement, under CONTRACTOR's Commercial General Liability with respect to liability arising from CONTRACTOR's products, goods, or work or operations performed by or on behalf of CONTRACTOR.
- II. **WAIVERS OF SUBROGATION** – CONTRACTOR agrees to waive all rights of subrogation against the TRIBE and other tenants of the TRIBE, with respect to loss, damage, claims, suits, or demands, howsoever caused:
 - a. To real or personal property, equipment, vehicles, tools, laptops, etc. owned, leased or used by CONTRACTOR, its employees, agents, or subcontractors; and

- b. To the extent such loss, damage, claims, suits, or demands are covered, or should be covered, by the required insurance or any other insurance maintained by the CONTRACTOR. This waiver shall apply to all first party property, equipment, vehicle and worker's compensation claims, and all third party liability claims, including deductibles or retentions, which may be applicable thereto. The CONTRACTOR agrees to endorse the required insurance policies to acknowledge the required waivers of subrogation in favor of the TRIBE. CONTRACTOR further agrees to hold harmless and indemnify the TRIBE for any loss or expense incurred as a result of CONTRACTOR's failure to obtain such waivers of subrogation from CONTRACTOR's insurers.
- III. NOTICE OF CANCELLATION – Each insurance policy shall be endorsed to require Insurer(s) to provide thirty (30) days' written notice to the TRIBE by certified mail, return receipt requested, prior to any suspension, cancellation or non-renewal of the required insurance.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A- VII, unless otherwise approved by the TRIBE.

Verification of Coverage

CONTRACTOR shall furnish the TRIBE with a certificate of insurance evidencing the required coverage prior to the delivery of product, goods or services to the TRIBE. The certificates are to be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Renewal certificates are to be provided to the TRIBE prior to the expiration of the required insurance policies. As an alternative to a certificate of insurance, CONTRACTOR's broker or insurer may provide complete, certified copies of all required insurance policies, including endorsements necessary to affect coverage required by these specifications.

EXHIBIT A

SCHEDULE OF VALUES

(Attached separately as .xlsx file)

EXHIBIT C

QUALIFICATIONS QUESTIONNAIRE (LAWN CARE)

(Attached separately as .xlsx file)

EXHIBIT D

CONTRACTOR CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned as an officer and an authorized representative of Contractor certifies that Contractor and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Business Name: _____
Signature of Authorized Representative: _____
Print Name: _____
Title: _____
Date _____

_____ I am unable to certify to the above statements. My explanation is attached.

EXHIBIT E

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

The Bidder hereby declares that the undersigned is the person or persons responsible within the firm for the final decision as to the price(s) and amount of this bid and the Bidder further declares that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the bid opening.
3. No attempt has been made or will be made to solicit, cause, or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other firm or person to submit a complementary bid.
5. The Bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised, or paid cash or anything of value to any other Bidder or person, whether in connection with this or any other project, in consideration for an agreement or promise by any other firm or person to refrain from bidding or to submit a complementary bid on this project.
6. The Bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any other firm or person, and has not been promised or paid cash or anything of value by any other firm or person, whether in connection with this or any other project, in consideration for the firm's submitting a complementary bid, or agreeing to do so, on this project.
7. The Bidder has made a diligent inquiry of all members, officers, employees, and agents of the Bidder with responsibilities relating to the preparation, approval or submission of the firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in this Declaration.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

EXHIBIT G**ACKNOWLEDGEMENT OF PROJECT CONDITIONS**

The Contractor acknowledges that no representations as to the work have been made by the Owner, the Project Engineer or by any one on the Owner's behalf, except as in this Contract expressly set forth. The Contractor warrants and represents that it has visited the site of the proposed work, that it has familiarized itself with existing conditions and the character of the operations to be carried on the Project per the requirements of the design documents and that it fully understands the facilities, difficulties and restrictions attending the execution of the Work under the Contract; the Contractor acknowledges that it has examined the Project and applicable regulatory requirements and from its own investigations has satisfied itself as to the nature and location of the Work, the general and local conditions, and all matters which may in any way affect the Work or its performance and the Contractor agrees that it will not make any claim for or have any right to, damages because of any misinterpretation or misunderstanding of the Contract or because of any lack of information or because of any incorrect information or inaccuracies contained or conveyed by any borings or by any diagrams, drawings, surveys, maps or samples, or by reason of any conditions (subsurface or otherwise) at the site which are not disclosed thereby unless such conditions could not have been discovered by a legitimate investigation of Contractor. The Contractor further acknowledges that any estimate of quantities set forth in this Contract is approximate, that the quantity of labor and materials requisite to complete its work may be more or less than estimated and that no action for damages shall accrue to the Contractor by reason of such difference if any in the absence of a written change order.

Acknowledged and signed by:

Signature

Print Name

Date

EXHIBIT K

FIRM CERTIFICATION

I/we make the following certifications and assurances as a required element of this solicitation, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. I/we understand that the Seminole Tribe of Florida will not reimburse me/us for any costs incurred in the preparation of this proposal.
3. I/we agree that submission of the attached qualifications constitutes acceptance and understanding of the solicitation contents.
4. No attempt has been made or will be made by the Firm to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
5. I/we grant the Seminole Tribe of Florida the right to contact references and others who may have pertinent information regarding the ability of the Respondent and the lead staff person to perform the services contemplated by this proposal.

On behalf of the firm submitting this proposal, I hereby certify the above statements:

Business Name: _____
Signature of Authorized Representative: _____
Print Name: _____
Title: _____
Date _____

EXHIBIT L

DRUG-FREE WORKPLACE FORM

The undersigned Bidder, does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under procurement a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contest to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

_____ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

_____ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

EXHIBIT M
COMPLIANCE DOCUMENTS
(To be submitted by BIDDER)

EXHIBIT Z

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Bidder acknowledges receipt of the Following Addenda:

| | |
|------------------------------|------------------------------|
| Addendum No. 1, dated: _____ | Addendum No. 5, dated: _____ |
| Addendum No. 2, dated: _____ | Addendum No. 6, dated: _____ |
| Addendum No. 3, dated: _____ | Addendum No. 7, dated: _____ |
| Addendum No. 4, dated: _____ | Addendum No. 8, dated: _____ |

COMPANY NAME: _____

BY (PRINT): _____

TITLE: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

TELEPHONE: (_____) _____

FAX: (_____) _____

EMAIL: _____

ATTEST: _____

TITLE/SEAL: _____

Note: Attest for a corporation must be by the corporate secretary; for a partnership by another partner; for an individual by a notary.

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full names and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

| Name | Address |
|-------|---------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |