

## **NOTICE TO PROPOSERS/INVITATION FOR PROPOSALS**

Sebring Airport Authority, Sebring, Florida  
SEBRING REGIONAL AIRPORT

Sealed proposals, subject to the conditions herein, will be received until 2:00 P.M., local time, on August 2, 2016, by the Sebring Airport Authority at 128 Authority Lane, Sebring, Florida 33870, at which time, proposals will be publicly opened and read.

Submittal Packages must be sealed and plainly marked:

### **RFP #16-04 MOWING and LANDSCAPE MAINTENANCE PROPOSAL**

Questions may be directed to Beverly K. Glarner, Executive Offices, Sebring Airport Authority, 128 Authority Lane, Sebring Florida 33870, telephone 863-314-1301 or [bev@sebring-airport.com](mailto:bev@sebring-airport.com)

The major work items involved in the proposed work are:

Providing labor, materials, machinery, tools, equipment, personnel and other means required to complete and maintain mowing, trimming, fertilization, and other care services described in the MOWING and LANDSCAPE MAINTENANCE PROPOSAL SPECIFICATIONS.

#### **RFP and Contract Documents**

RFP documents will be available June 27, 2016 and official copies will be on file and may be inspected at:

**Sebring Airport Authority**  
128 Authority Lane  
Sebring, Florida 33870  
(863) 655-6444

#### **Pre-Proposal Conference**

A Non-Mandatory Pre-Proposal Conference will be held on **July 12, 2016, 10:00am.**

Pre-proposal conference will be held in the Sebring Airport Board Room for the purposes of answering questions, discussing the project, and reviewing the project site. The Owner shall not be responsible for disseminating information discussed at this meeting except as issued by Addendum issued at later date.

A site visit will be scheduled immediately following the Pre-Proposal Conference. It will be the responsibility of the contractor to provide transportation for this site visit. No other scheduled tours or visits of the grounds will be scheduled.

#### **Submittal of Proposals**

Additional information and instruction for submittal of a proposal are provided within the Instructions-to-Proposers.

The proposal must be made on the forms provided within the contract documents and enclosed in sealed envelope, as stated in proposal specifications. Proposers must supply all required information prior to the time of proposal opening.

**Award of Contract**

Award of the contract shall be made to the lowest responsible and responsive proposer, whose proposal conforms to the written requirements of the Sebring Airport Authority.

Proposals may be held by the Sebring Airport Authority for a period not to exceed 120 days from the date of the proposal opening for the purpose of evaluating proposals prior to any award of contract.

Rights to waive any informality or irregularity in any proposal, to reject any or all proposals, to re-proposal the project, to award or refrain from awarding a contract for the work, and to negotiate with the apparent low and responsive proposer to such extent as may be beneficial to the public and/or the Sebring Airport Authority, are reserved.

Sebring Airport Authority will not reimburse proposer(s) for any costs associated with the preparation and submittal of any proposals.

Sebring Airport Authority

By: /s/ John Payne, Secretary

# **Request for Proposals**

**RFP #16-04**

## **MOWING and LANDSCAPE MAINTENANCE**

At

Sebring Regional Airport

**SEBRING AIRPORT AUTHORITY**

SEBRING, FLORIDA

June 2016

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## **PART I**

### **INSTRUCTIONS TO PROPOSERS**

#### **1.0     Description**

The **Sebring Aviation Authority** is interested in proposals for mowing and landscaping services at the Sebring Regional Airport.

#### **1.1     Definitions:**

Blowing: All sidewalks, driveways, roadways, taxi lanes, runways, pavement and/or parking lots shall be blown free of debris following all maintenance operations.

Fertilization: All trees and shrubs at least once a year (unless otherwise specified) with Turf Care brand fertilizer or equal value and quality substitution.

Fine Cut: Cut height of 2" – 3". Usually in public areas around buildings and along main traffic routes where appearance is important. Maximum height before mowing shall not exceed 5".

Line Trimming or Chemical Trimming: Trimming of all buildings, fences, edging, curbs, roadway edge of pavement, sidewalks, flowerbeds, structures, taxi lanes, aprons and/or appurtenances.

Pruning: A fine level of flower bed and plant maintenance.

Rough Cut: Cut height 4" – 6". Usually open fields. Maximum height before mowing shall not exceed 12".

Trimming: Trimming of all trees, shrubs and palms in order to maintain a neat appearance, including clean up and remove of debris.

#### **1.2     Type of Contract**

One year contract with four (4) one-year Options for renewal with yearly increases, in accordance with the consumer Price Index (CPI) for U.S. City Average, All Items, and All urban consumers for the most recent month published prior to the expiration of the contract.

#### **1.3     Rejection of Responses**

OWNER reserves the right to reject any and all Responses received as a result of this request.

#### **1.4 Incurring Costs**

The OWNER is not liable for any costs incurred by Proposers prior to issuance of a contract.

#### **1.5 Pre-Proposal Conference.**

A pre-proposal conference will be held as indicated in the Notice to Proposers. The purpose of this conference is to clarify any points in the RFP which may not have been clearly understood. Questions should be forwarded to the OWNER prior to the meeting to ensure sufficient analysis can be made before an answer is supplied. Questions may also be asked at the conference. In view of the limited facilities available for the conference, it is requested that representation be limited to two (2) individuals per Prime Proposer. The pre-proposal conference is for information only. Answers furnished during the conference will not be official until verified, in writing, by the OWNER. All questions and written answers will be issued as an Addendum and become part of this RFP.

#### **1.6 Questions & Answers**

Proposers shall address any question regarding this RFP by submitting a question in writing (via email – entitle subject line “Mowing and Landscaping Maintenance RFP-16-04, Question”) to the OWNER’s contact stated in The RFP Notice. Do not contact the OWNER via phone. Questions must be submitted in writing via email and must be received NO LATER THAN the 7 calendar days prior to the response due date. OWNER shall not be bound by any verbal information or by any written information that is not either contained within the solicitation documents or formally noticed and issued by OWNER. Questions shall not constitute formal protest of the technical requirements or of the solicitation.

#### **1.7 Changes to the RFP**

If, at the OWNER’s discretion, it becomes necessary to revise any part of this RFP before the proposal response date, an addendum will be emailed to Proposers who have been issued an RFP package. Such Addenda are the only binding revision to this RFP and no other form of amendment, either written or oral, will be considered binding upon OWNER. Proposers shall not rely on information other than written Addenda issued and distributed by OWNER.

#### **1.8 Proposal Date and Time**

To be considered responsive, proposals must arrive on the date and time, and at the location specified in the Notice to Proposers. Proposers who mail responses should allow sufficient mail delivery time to ensure timely receipt of their responses. If, due to inclement weather, natural disaster, or any other cause, the OWNER office to which responses are to be returned is closed on the proposal response date, the deadline for submission shall be automatically extended until the next OWNER business day on

which the office is open, unless the Proposers are notified otherwise by OWNER. The time of day for the submission of proposals shall remain the same. After the time and date deadline for this RFP, proposals will not be considered.

## **1.9 Modification or Withdrawal of Proposal**

To be considered, Proposers should submit a complete proposal to the RFP using the format provided in Part II of this document. Proposers will not be given an opportunity to change any part of the proposal after submission. Four (4) bound copies of the proposal must be received by OWNER.

The Proposal must be signed by an official authorized to bind the Proposer. Each Proposer submitting a response specifically waives any right to withdraw or modify it, except as hereinafter provided.

Proposals may be withdrawn by written notice received at the OWNER's address for proposal delivery prior to the exact hour and date specified for proposal receipt. If, however, the Proposer chooses to attempt to provide such written notice by fax transmission, OWNER shall not be responsible or liable for errors in fax transmission. A proposal may also be withdrawn in person by a Proposer or he/she's authorized representative, provided he/she's identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set forth for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification that complies with the requirements of this RFP.

## **1.10 Discussions for Clarification**

Proposers that submit proposals may be required to make an oral or written clarification of their proposal to the OWNER to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The OWNER will initiate requests for clarification.

The OWNER reserves the right to request additional information which, in the OWNER'S opinion, is necessary to assure that the contractor's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the contract.

The OWNER may make such investigations as deemed necessary to determine the ability of the contractor to perform the work, and the contractor shall furnish to the OWNER all such information and data for this purpose as requested by the OWNER. The OWNER reserves the right to reject any proposal if the evidence submitted by, or investigation of, such contractor fails to satisfy the OWNER that such contractor is properly qualified to carry out the obligations of the agreement and to complete the work specified.

### **1.11 Proposal Contents**

Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (i) under the provisions of any OWNER or United States statute or regulation including Chapter 119, Florida Statute Public Records Act; or (ii) by rule or order of any court of competent jurisdiction. If a contract is executed, however, the successful proposal submitted in response to this RFP shall be subject to disclosure. All material submitted with the proposal becomes the property of the OWNER and may be returned only at OWNER's option. Responses submitted may be reviewed and evaluated by any person other than competing Proposers at the discretion of the OWNER. OWNER has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

### **1.12 News Releases**

All news releases and media contacts regarding this project will be made only by OWNER, unless OWNER directs otherwise in specific instances. Proposer(s) shall not initiate news releases of media contact without prior written permission of the OWNER. This paragraph does not apply to any advertisement soliciting interested subcontractors made by the Proposer during the preparation of the proposal.

### **1.13 Restriction of Contact/Lobbying**

From the issue date of this RFP until a determination is made regarding the award of a Proposers proposal, all contacts with OWNER personnel concerning this RFP, responses and the evaluation process must originate with the OWNER or be pursuant to Sections 1.5, 1.6 and 1.7. Any violation of this condition is cause for OWNER to reject the Proposers proposal. If it is later discovered that any violations have occurred, OWNER may reject any proposal or rescind any contract awarded pursuant to this RFP. The Proposer must agree to make no other distribution of any part of their proposal beyond that made to the OWNER. A Proposer who shares information contained in their proposal with other competing Proposer or personnel may be subject to disqualification.

### **1.14 Proposers Representations and Authorizations**

Each Proposer by submitting its proposal understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the Proposer in the proposal are material and important and will be relied upon by the OWNER in awarding the contract(s). Any misstatement shall be treated as fraudulent concealment from the OWNER of the true facts relating to the submission of this proposal.
- b. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a



complementary or other noncompetitive proposal.

- c. To the best knowledge of the person signing the proposal for the Proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Proposer in its proposal.
- d. To the best of the knowledge of the person signing the proposal for the Proposer and except as otherwise disclosed by the Proposer in its proposal, the Proposer has no outstanding, delinquent obligations to the OWNER.
- e. The Proposer is not currently under suspension or debarment by the OWNER, or any other state, or the federal government, and if the Proposer cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.
- f. Each Proposer, by submitting its proposal, authorizes all governmental agencies to release to the OWNER information related to liabilities to the OWNER including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.

#### **1.15 Compliance with State and Federal Statutes, Rules and Regulations**

This project shall adhere to all applicable federal, state and local laws, ordinances, rules and regulations.

## **PART II**

### **INFORMATION REQUIRED FROM PROPOSERS**

#### **2.1 General**

Proposals must be submitted in the format, including section heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposers ability to meet the requirements of the RFP.

All proposals must include at least the following information:

- a. A transmittal letter which clearly demonstrates the Proposers understanding of the scope of the project and required services.
- b. Section 1 - Work Plan. Proposer shall describe in narrative form its technical plan for accomplishing the work. Include a schedule for execution.
- c. Section 2 – Similar Experience. Narrative demonstrating experience in similar types and size of properties. Provide a list of references.
- d. Section 3 – Personnel Experience and Qualifications. Provide names who will be engaged in the work. Indicate the responsibilities each will have and how long each has been with the respective company.

Submit four (4) bound copies of the response and one (1) digital version on CD or stick.

**PART III**  
**EVALUATION AND CRITERIA FOR SELECTION**

**3.1 Contract Award**

Award will only be made to a contractor determined to be responsible in accordance with OWNER's procurement and purchasing guidelines, and applicable Florida Statutes.

The responsible Proposer whose proposal is determined to be the most advantageous to the OWNER, as determined by the OWNER, after taking into consideration all of the evaluation factors, shall be notified in writing of its selection.

**3.2 Relative Importance**

The selection process will weigh the responses, giving points to each of the evaluation factors requested with a value assigned to each section. All criteria shall be assigned a weighting factor to assist in the calculation of the values for each section.

**3.3 Criteria for Selection**

The following criteria will be used by the evaluation committee in making the selection. The criteria are listed in order of relative importance from the highest to the lowest weighted factors.

<b>Section</b>	<b>Weighting Factor</b>	<b>Max. Possible Points</b>	<b>Maximum Possible Score</b>
Transmittal Letter	3	10	30
Work Plan	10	10	100
Similar Experience	10	10	100
Personnel Experience	7	70	70
<b>Max. Possible Score</b>			<b>300</b>

## **Part IV**

### **MOWING and LANDSCAPE SPECIFICATIONS**

The successful proposer must provide evidence that they are capable of fulfilling the services outlined in these specifications for a period of five years with their own personnel and equipment and that all services can routinely, week by week, be completed in a timely and consistent manner. Written response must be provided to all questions herein and show the respondent's ability to perform the contract.

#### **Service Areas to be cared for:**

Refer to Exhibit "A" all areas for service are shaded and listed as:

<b>• Terminal Building (Green shaded)</b>
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Services to this area shall include but not limited to:

- Special attention to care for Bermuda grass. Grass fine mowing, with special care to court yard lawn area and all landscaping.
- Edging: all curbs, sidewalks, edge of pavement, flowerbeds anywhere there is concrete curbs or pavement. Line trimming of taxi lanes, aprons, and roadway edge of pavement on airside permitted, and structures. No line trimming along black perimeter fence.
- Trimming and cleanup of all trees and shrubs in order to maintain a neat and tidy appearance so as to not interfere with passing pedestrians, cars, commercial vehicles (13'6" clearance). Creeping Fig on half wall to be hand trimmed. Extra special pruning of Crepe Myrtles: 1st pruning late fall with 2<sup>nd</sup> pruning of seed pods in summer to force second bloom. *No rocket trimming of palms or trees.* Trim seed stalks and brown leaves on all palms twice a year. Canopy trimming of all trees.
- All sidewalks, driveways, roadways, pavement and parking lots shall be blown free of debris following all maintenance operations.
- Mulching of landscaping shall be done once (1) a year. Mulched areas should be weed free either by spraying or hand removal.
- Fertilization of grass, trees and shrubs twice a year. Turf Care products are preferred or equal value and quality substitution.
- Removal and replacement of dead or dying plants. SAA will be responsible for the cost of plant replacement, unless plants died due to neglect by Contractor. Contractor to supply labor.
- Replacement of front flower bed 3 times a year. Replant 5 bowls and 1 hanging pot with seasonal blooming plants as needed. Replant as needed back flower beds. SAA will be responsible for plants and materials. Contractor to provide labor.
- Water feature (fountain) to be maintained, cleaned and refilled regularly. Fountain to be kept mold and scum free.
- Daily trash and debris pick up disposed of legally.

<ul style="list-style-type: none"><li>• <b>Entrance Road (Orange Shaded)</b></li></ul>
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- Flagpole
  - Haywood Taylor Boulevard
  - Triangle area at Kenilworth
  - Various fields along Haywood Taylor Boulevard
- 
- Grass fine mowing within 15' of curb or to tree line or fence and around signage and landscaping, with rough cut mowing permitted in large non-landscaped fields/areas.
  - Edging: all curbs, sidewalks, edge of pavement, flowerbeds anywhere there is concrete curbs or pavement. Line trimming of all fences, structures or appurtenances. No line trimming along black perimeter fence.
  - Trimming and cleanup of all trees and shrubs in order to maintain a neat and tidy appearance, so as to not interfere with passing pedestrians, cars, commercial vehicles (13'6" clearance) and legally disposing of limbs. Canopy trimming of all trees. Trim seed stalks and brown leaves on all palms twice a year.
  - All sidewalks, driveways, roadways, pavement and parking lots shall be blown free of debris following all maintenance operations.
  - Mulching of landscaping shall be done once (1) a year. Mulched areas should be weed free either by spraying or hand removal.
  - Fertilization of all trees and shrubs at least once a year. Turf Care products are preferred or equal value and quality substitution.
  - Fertilization of grass twice a year at Flag Pole. Turf Care products are preferred or equal value and quality substitution.
  - Removal and replacement of dead or dying plants. SAA will be responsible for the cost of plant replacement, unless plants died due to neglect by Contractor. Contractor to provide labor.
  - Replacement of flower bed at Flag Pole 3 times a year. SAA will be responsible for plants and materials. Contractor to provide labor.
  - Daily trash and debris pick up disposed of legally.

<ul style="list-style-type: none"><li>• <b>Aviation Areas (Blue Shaded)</b></li></ul>
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- Commercial/T-Hangars
  - Grass strips between runways and taxiways
  - Approach areas
  - Hay fields adjacent to runways
- 
- Grass fine mowing at Commercial, T-Hangars and Building 60, with rough cut mowing permitted in large non-landscaped fields/areas.
  - Hay fields and outside perimeter fence with rough cut mowing 4 times per year or more frequently to ensure that grass *never* exceeds 18" in height.
  - Mow between perimeter fence and cattle fence. Where there is no cattle fence, mow a 6' wide strip.

- Edging: all curbs, sidewalks, anywhere there are concrete curbs or pavement. No line trimming along black perimeter fence. A thin line of chemical trimming can be used around buildings and pavement areas only. Chemical trimming around runway lighting to a minimum of 6 feet.
- Trimming and cleanup of all trees and shrubs in order to maintain a neat and tidy appearance. *No rocket trimming of palms or trees.* Trim seed stalks and brown leaves once (1) a year on all palms. Canopy trimming of all trees.
- All sidewalks, driveways, roadways, taxi lanes, runways, pavement and parking lots shall be blown free of debris following all maintenance operations.
- Fertilization of all trees and shrubs at least once a year. Turf Care products are preferred or equal value and quality substitution.
- Fertilization of grass at T/Commercial Hangars twice a year (irrigated grass only). Turf Care products are preferred or equal value and quality substitution.
- Mulching of landscaping shall be done once (1) a year. Mulched areas include flower beds at end of each old T-Hangar building and Commercial Hangars. Mulched areas should be weed free either by spraying or hand removal.
- Removal and replacement of dead or dying plants. SAA will be responsible for the cost of plant replacement, unless plants died due to neglect of Contractor. Contractor to provide labor.
- Daily trash and debris pick up disposed of legally.

**Bid Alternate 1:**

- Provide bid for mowing of field west of Runway 18-36. Rough cut mowing permitted.

<b>Industrial Park (Red shaded)</b>
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- |                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>○ Webster Turn</li> <li>○ Ulmann Drive</li> <li>○ Challenger Drive</li> <li>○ South Access Road – Carroll Shelby</li> <li>○ West Pond and Spillway road</li> <li>○ Ponds</li> <li>○ Hancor Mitigation Site</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- Grass fine mowing, with rough cut mowing permitted in large non-landscaped fields/areas.
  - Carroll Shelby - Rough cut mowing to 30' from road pavement or fence line.
  - Ponds – Rough cut mowing permitted when able otherwise fine mowing.
  - Hancor Mitigation Site – Rough cut mowing upland area and access road.
  - Line trimming of all fences (except fencing along Carroll Shelby), edging, curbs, flowerbeds, sidewalks, roadway edge of payment. A thin line of chemical trimming can be used around buildings, fence and pavement areas only.
  - Line trimming can be used in ditch areas due to steep incline.
  - Chemical trimming around rocks, pillars allowed.
  - Trimming and cleanup of all trees and shrubs in order to maintain a neat and tidy appearance. No rocket trimming of palms or trees. Trim seed stalks and brown leaves once (1) a year all palms. Canopy trimming of all trees.

- All sidewalks, driveways, roadways, pavement and parking lots shall be blown free of debris following all maintenance operations.
- Fertilization of all trees and shrubs at least once a year. Turf Care products are preferred or equal value and quality substitution.
- Removal and replacement of dead or dying plants. SAA will be responsible for the cost of plant replacement, unless plants died due to neglect by Contractor. Contractor to provide labor.
- Daily trash and debris pick up and disposed of legally.

Notes:

1. Damage to Airport property (i.e. runway lighting, structures, landscape, irrigation etc.) will be replaced at the expense of the contractor.

### **Specific Requirements**

A written schedule for the first 30 days of the contract shall be given to Sebring Airport Authority. This schedule would indicate the days of the week and approximate hours that areas within each division shall be serviced the number and names of persons that will be working for the contractor to perform such service

All mowing, trimming, blowing and landscape maintenance shall be monitored by Sebring Airport Authority (or as designated by Sebring Airport Authority). Following each weekly service, contractor shall notify Sebring Airport Authority of the completion of each of the respective areas within the first 24 hours after completion.

All equipment operating near or within aviation areas i.e. taxiways, approach areas, grass areas between runways, T-Hangar areas MUST be equipped with FAA approved flag, and flashing lights for aviation safety. Also, "ALL" operations near or within aviation areas MUST be coordinated with the Fixed Base Operation's (FBO) staff prior to work being performed. Successful bidder and any employees that work the airport will be required to complete a AAAE airfield safety course. (Airport will provide information on Safety course.)

No equipment or machinery may be left on airport property without prior approval of the SAA Executive Director or his designee. Equipment left overnight without approval will be removed and stored at the contractor's expense.

All trash, limbs, and debris shall be collected and legally disposed of by the contractor daily.

Hours of operation shall be sunrise to sunset. Contractor may perform his/her work Monday-Sunday, at his/her option. Sebring Airport Authority retains the right to alter schedule of contractor due to events happening at Sebring International Raceway and/or Sebring Regional Airport and/or Industrial Park. Every effort will be made to give at least 24 hours advance notice.

**Requirement of Proposer:**

1. The Contractor shall procure and maintain insurance of the types and to the limits specified below.

a. Worker's Compensation – Coverage to apply for all employees for Statutory Limits in compliance with the applicable State and Federal laws.

b. Comprehensive General Liability – Coverage shall include:

- ◆ Minimum limits of \$1,000,000 per occurrence \$2,000,000 aggregate combined single limit for Bodily Injury Liability and Property Damage Liability;
- ◆ Premises and/or Operations;
- ◆ Independent Contractors;
- ◆ Products and/or Completed Operations; and
- ◆ No exclusion for Underground, Explosion or Collapse hazards.

c. Business Auto Policy – Coverage shall include:

- ◆ Minimum limits of \$1,000,000 per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability;
- ◆ Owned vehicles;
- ◆ Hired and non-owned vehicles;
- ◆ Employer non-ownership.

Certificate of Insurance – Certificates of all insurance evidencing the insurance coverage specified in the previous paragraphs shall be filed with the Sebring Airport Authority prior to commencement of work. The successful bidder will include Sebring Airport Authority as additional insured. If the initial insurance expires prior to completion of the work, renewal certificates shall be furnished thirty (30) days prior to the date of expiration.

2. Contractor must indicate his/her understanding that any and all (including but not limited to) runway lights, sprinkler heads or other Sebring Airport Authority property that is damaged by contractor's personnel shall be replaced immediately at the contractor's expense.

3. Contractor must indicate his/her understanding that Sebring Airport Authority may inspect his/her equipment before awarding the proposal and at intervals throughout the contract.

4. Contractor shall provide an equipment list of all owned /leased machinery and equipment (provide copies) that will be used to satisfy this contract with their make, model and year.

5. Equipment owned or operated by the contractor must be free of mechanical defects or other conditions that may cause injury to Sebring Airport Authority property: its tenants, their guests or invitees. Contractor must so indicate that he/she shall hold Sebring Airport Authority harmless if any such damage or injury should occur.



6. All contract proposals must be received in the Executive Office of Sebring Airport Authority, 128 Authority Lane, Sebring, Florida 33870 on or before 2:00 p.m. August 2, 2016 such proposal must be sealed in a plain envelope clearly marked as "Mowing and Landscape Maintenance Contract Proposal RFP #16-04 and clearly identifying a single name or contact for the party making and presenting such proposal, the parties' address and telephone number should be included.

7. Sebring Airport Authority reserves the right to modify the requirements of the contract resulting from this proposal to eliminate any portion(s) of the service areas at its sole discretion. Such a modification to the contract if required shall take place immediately with no written notice by Sebring Airport Authority to the contractor. The contract payment shall also be modified to the lower or higher amounts established in the contract because of the alteration in service requirements. The contractor is required to state his/her understanding of this provision.

8. Submittal of proposals must provide a price quote as follows:

- ◆ Unit price for each Division as outline in proposal specifications
- ◆ A total dollar amount that represents the total package cost to Sebring Airport Authority for a one-year period and including complete maintenance and care of all areas listed herein.

9. Pro rata payments to the contractor shall be made monthly, following the completion of care of all properties in accordance with specifications and upon acceptance by Sebring Airport Authority. All invoices shall be received by the Sebring Airport Authority by the 5th of the month to be paid by the end of that month.

10. While it is the intent for services provided by the contract to be for a term of one year, Sebring Airport Authority reserves the right to terminate the contract resulting from this proposal at any given time should service levels not meet expectations on a consistent and continuing basis. In such case, Sebring Airport authority may cancel the contract in its entirety by giving 30 days written notice.

11. Proposer shall provide with his/her proposal a list of not less than three (3) references from other entities where he or she has provided similar services and serviced similar sized properties.

12. Proposer must sign and return with the proposal package a statement that acknowledges that Sebring Airport Authority is a drug-free work place and that all employees under its employ shall be subject to implementation of all possible provisions to maintain a drug free environment and the contractor is subject to adherence to and must comply under the provisions of Florida Statue 287.087 (See Attached Form)

13. A NON MANDATORY Pre-Proposal Conference will be held at 10:00 A.M, July 12, 2016. All respondents will receive a tour of the required areas to be serviced under this contract. The tour will provide other general requirements that will be expected to be provided for under the contract.

**Proposal Opening and Awards:**

All proposals shall be opened immediately following the 2:00 P.M. deadline on July 26, 2016 and listed as received. A committee shall then examine all proposals over the next 15 to 30 days and shall determine the first, second and third most qualified respondents and shall make a recommendation to Sebring Airport Authority regarding the award of a contract at its next regularly scheduled Board Meeting.

The Award shall be based upon factors that include price, evidence of ability to perform, knowledge shown of the areas to be cared for under the contract, the written response to these specifications and the fulfillment of the requirements as listed herein. Sebring Airport Authority reserves the right to reject any and all proposals for any reason whatsoever.

**Sebring Airport Authority**  
**MOWING and LANDSCAPE MAINTENANCE PROPOSAL**  
**BID SCHEDULE**

**Proposer:** \_\_\_\_\_

**Airport Name:**               **Sebring Regional Airport**

**Project Name:**               **MOWING and LANDSCAPE MAINTENANCE PROPOSAL**

**SAA RFP NO.:**               **#16-04**

**BID SCHEDULE**

Shall include all work and all incidentals and appurtenances necessary to complete all items to the satisfaction of the Owner.

<b>Bid Item No.</b>	<b>Item Description &amp; Unit Price Bid in Words Dollar and Cents</b>	<b>Price</b>
Green Area	Terminal building	\$
Blue Area	Aviation Area Hangars: T and Commercial, Runways, Taxiways, Approaches and Hay Fields	\$
Orange Area	Entrance Road: Haywood Taylor Blvd. Flag Pole, Triangle at Kenilworth, Various fields.	\$
Red Area	Industrial Park Webster Turn, Ulmann Drive, Challenger Drive, South Access Road, Pont, Mitigation Site	\$
<b>Total of Areas</b>		\$

## **DRUG-FREE WORK PLACE CERTIFICATION**

If identical tie bids exist, preference will be given to the vendors who submit certifications with their bid/proposal certifying that they have a drug-free work place in accordance with Section 287.087, Florida Statutes. The drug-free work place preference is applied as follows:

**IDENTICAL TIE BIDS:** Preference shall be given to businesses with drug-free work place programs. Whenever two or more bids, which are equal with respect to price, quality and service, are received by SAA for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free work place program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free work place program.

As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

1. This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violations of such prohibition.
2. This firm informs employees about the dangers of drug abuse in the work place, the business's policy of maintaining a drug-free work place, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. This firm gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection one (1).
4. In the statement specified in subsection one (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. This firm will continue to make a good faith effort to maintain a drug-free work place through implementation of this section.

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VENDOR'S SIGNATURE

---

FIRM NAME

## **REFERENCES**

CONTRACTS SIMILAR IN SCOPE and SIZE PERFORMED IN LAST THREE (3) YEARS

**COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

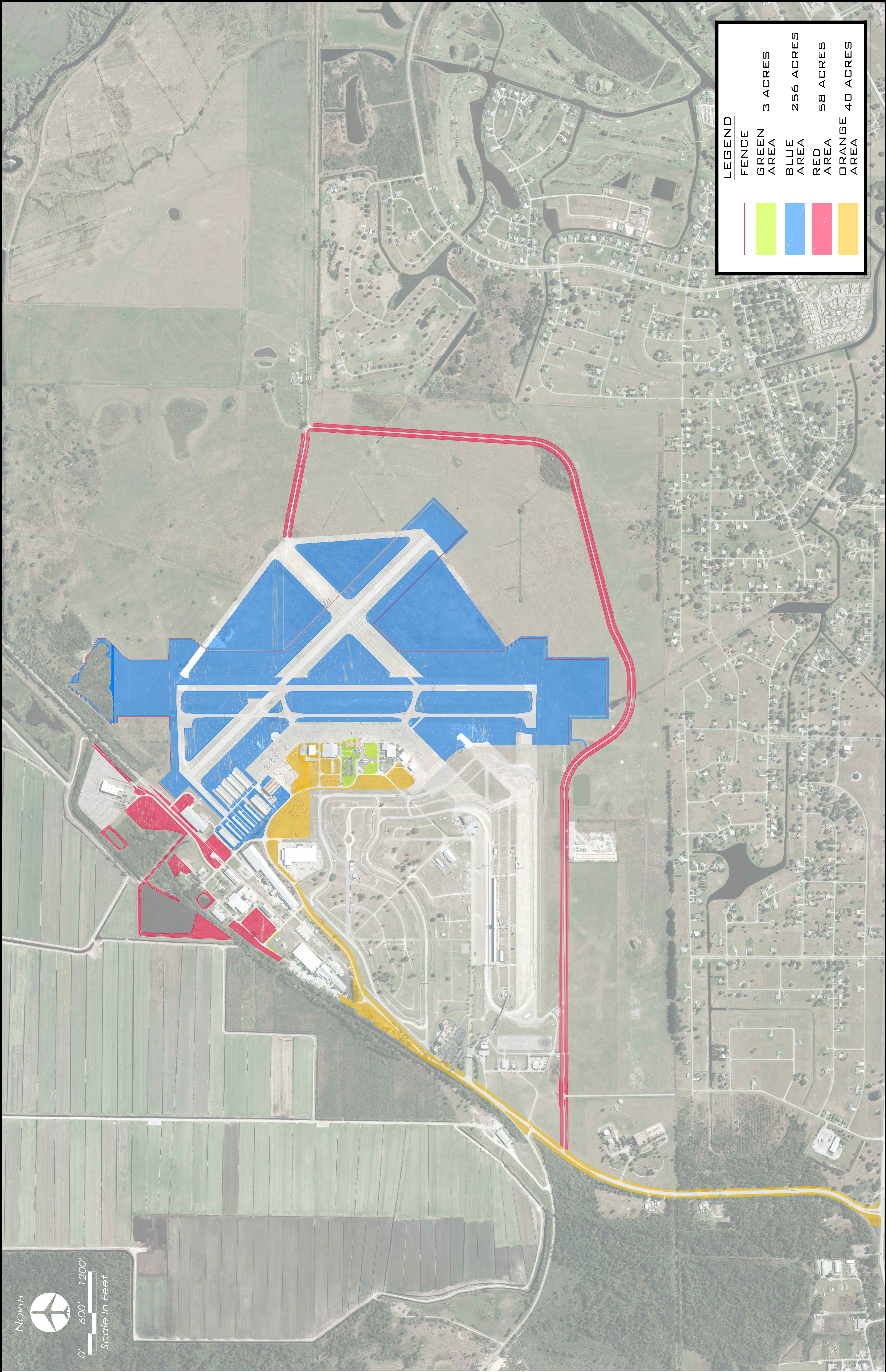
ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

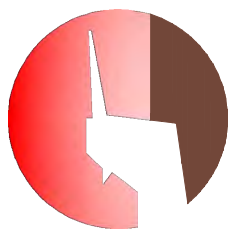




**LEGEND**

	FENCE
	GREEN AREA
	BLUE AREA
	RED AREA
	ORANGE AREA

3 ACRES
256 ACRES
58 ACRES
40 ACRES



SEBRING AIRPORT AUTHORITY

SEBRING REGIONAL AIRPORT  
Sebring, Florida

MOWING AREA PLAN

JUNE 2016

**ATKINS**  
485 South Keller Road | Tel: (407) 642-7275  
Orlando, FL 32810 | Fax: (407) 806-4500  
www.atkinsglobal.com/northamerica