



**Request for Proposal
17RFPT-04SN
Grounds Maintenance Services**

November 29, 2017

TO: Potential Participants

The University of West Florida (hereinafter referred to as *UWF*) is soliciting responses to a Request for Proposal for Grounds Maintenance Services at the University of West Florida located in Pensacola, Florida.

Carefully review this Request for Proposal, it provides specific technical information necessary to aid participating firms in formulating a thorough response. **Should you elect to participate, complete an original and the required copies of the requested information and return proposal binders and the sealed price package all in a sealed box/envelope directly to Procurement & Contracts before 2:00 p.m. Central Time, January 9, 2018.** For more information refer to "RFP Information and Instructions" below. **Late or incomplete responses will not be accepted.**

Respondents are required to attend a mandatory pre-submittal meeting and site visit which will be held at 9:00 a.m. Central Time, Tuesday, December 5, 2017 in Bldg. 92, Rm 110. Please plan to allow one (1) hour for this mandatory pre-submittal meeting/site visit. **Submittals will be rejected from any firm not directly represented at the mandatory meeting/site visit.**

Respondents are fully responsible for obtaining the complete RFP, including all attachments, any and all addenda (if applicable), and information concerning the RFP tabulations by visiting our website:

<http://uwf.edu/procurement/pages/OpenBidsProposals.cfm>

In accordance with 119.071, Florida Statutes, submittals will only be acknowledged in the public solicitation closing, no submittals will be opened and no pricing will be announced. Submittals are exempt from public records laws until such time as the agency provides notice of an intended decision or 30 days after the closing. In compliance with the statutes, the University will not open submittals publicly but will retain a recording of the opening and will post the decision as soon as available.

Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, all respondents shall understand that portions (potentially all) of their submittals as well as final contract and related documents will become public record upon contract award. After the posting of award, respondents may view solicitation files by contacting the Procurement & Contracts Facilitator.

Scott Nutial, Senior Buyer, CPSM

Phone: (850) 474-2633

E-mail: snutial@uwf.edu

**UNIVERSITY OF WEST FLORIDA
PROCUREMENT AND CONTRACTS**

**Request for Proposal # 17RFPT-04SN
Grounds Maintenance Services**

RFP DUE DATE: January 9, 2018 at 2:00 p.m. Central Time

Section I OVERVIEW

A. General Information and Summary

The University of West Florida is a public, fully accredited, co-education institution of the twelve-member State University System of Florida. The University enrolls more than 13,000 students in its six Colleges and is a regional, comprehensive university with its main campus located in Pensacola, Florida, with a branch located in Fort Walton Beach.

The University's website, <http://uwf.edu/>, provides additional information which may be useful to the Respondents.

The campus general maintenance program will be executed starting in March through October. This includes weekly mowing, alternating by week string trimming/edging, blowing, weed control, bed maintenance/pruning, unwanted vegetation control, ant control, and trash control as specified in the scope of services. Some areas of campus will require a lower level of maintenance to be performed on a monthly basis. These areas are indicated in the scope of services:

- Proposal shall include a two man crew to work beginning in November and working through February to perform various grounds maintenance functions.
- The sports turf maintenance program will be a year round operation and will be performed in accordance with the task and frequency sheet attached.
- Unit pricing and time and materials pricing is requested to allow structure for additional services not included basic scope of listed above.

This is a summary of the scope of services for an overview of the maintenance program. Please refer to the scope of services for detailed information and frequencies.

B. Timetable

The anticipated schedule and deadlines for this Request for Proposal (RFP) and contract approval are projected as follows:

Activity	Time (Central)	Date
Issue RFP		November 29, 2017
Mandatory pre-solicitation meeting & site visit	9:00 AM	December 5, 2017
Written request for explanation deadline date	1:00 PM	December 18, 2017
Estimated issuance of explanation response		December 20, 2017
Winter Holiday	UWF Closes at noon on 12/21	December 21, 2017 January 1, 2018
Submittal Due Date	2:00 PM	January 9, 2018
Martin Luther King Holiday	UWF Closed	January 15, 2018
Estimated Evaluation Meeting	9:30 AM	January 17, 2018
Estimated Notice of Intent to Award		January 22, 2018
Estimated Contract Begins		March 1, 2018

C. Contact Person

The Procurement & Contracts Facilitator and sole contact for this RFP is:

Scott Nutial, Senior Buyer, CPSM
Email: snutial@uwf.edu, Phone: 850-474-2633

Respondents are advised that from the date of release of this RFP until award of the contract, **no contact with University personnel related to this RFP is permitted. All communications are to be directed to the Procurement & Contracts Facilitator listed above. Any such unauthorized contact will result in the disqualification of the Respondent's submittal.**

Respondents are fully responsible for obtaining the complete RFP, Addenda (if applicable), and information concerning the RFP tabulations by visiting our web site: <http://uwf.edu/procurement/pages/OpenBidsProposals.cfm>. It is recommended that you bookmark this web site and visit it frequently.

Explanation(s) desired by respondent(s) regarding the meaning or interpretation of this RFP must be requested from the above contact person, by e-mail prior to the deadline date, as stated in above "B. Timetable". The explanation response will be issued in the form of an Addendum and posted to our web site.

Any changes or clarifications to requirements resulting from a pre-proposal conference or subsequent written questions shall be issued by official addenda. Respondents should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addenda format. Where there appears to be a conflict between the RFP and any addenda issued, the last written addenda issued shall prevail.

D. Questions

Explanations desired by bidders regarding the meaning or interpretation of this RFP must be requested from the above contact person in writing via e-mail prior to the due date and time as stated in the above Timetable. Any questions received after such date and time will go unanswered.

The explanation response will be issued in writing in the form of an addendum and posted to the Procurement and Contracts web site as identified above. Respondents must acknowledge receipt of any and all addenda by signing each addendum in the space provided and returning with the bid submittal. Lack of signed addenda with the bid package may disqualify your proposal.

Bidders should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addendum format. Where there appears to be a conflict between the RFP and any addenda issued, the last written addendum issued shall prevail.

E. Response Submission

The required copies of the Response with the signed Certification form must be received by the University of West Florida Procurement & Contracts on the due date and time as stated in the above "B Timetable". See Section IV RFP Information and Instructions for more information.

Each response is to be submitted in a three ring binder using index tabs with the appropriate tab identification as requested within this RFP.

Submit:

- One (1) original, clearly marked as original and shall contain the original manual signature of the authorized person signing the proposal.
- Five (5) hard copies; and
- One (1) electronic copy of the original

Additionally, one (1) original Cost Proposal is to be submitted in a separate, sealed envelope, clearly marked as "Cost Proposal". **Do not include the Cost Proposal in the three-ring binders.**

Failure to include the original and all signed copies shall be grounds for rejection of your response without further evaluation.

- The outer carton of the response shall include the RFP number, RFP name, and due date.

- Your response shall include the information and required submittals described in Section IV, “RFP Information and Instructions”, and be tabbed and numbered with all information appearing in the Tab in which it was requested.
- All information and required submittals requested shall be in hard copy form and included in your written response. Responses shall not refer the university to electronic media such as websites, cd’s, disks, or tapes in order to obtain the required information or submittals.
- Information submitted that is not requested by the university may be considered to be supplemental, and not subject to evaluation by the team members.
- If there is any information or required submittals which due to size or binding cannot be incorporated following the proper tab, you must provide information following the numbered tab, telling the evaluator where the information can be found in your response.
- All required signed and completed copies of the response with the signed Certification Form must be either mailed or delivered to:

UNIVERSITY OF WEST FLORIDA
Procurement & Contracts
Bldg. 20W Room 159
11000 University Parkway
Pensacola, FL 32514

- **CAUTION: The executed Certification Form (Attachment “A”) must be signed and submitted as part of your response. Failure to do so will disqualify your response.**
- **All addenda shall be signed and submitted as part of your response. Failure to do so may disqualify your response.**

- F. Certification Form**
See Attachment A
- G. RFP Information and General Conditions**
See Attachment B
- H. Sample Agreement**
See Attachment C
- I. Minimum Insurance Requirements**
See Attachment D
- J. E-Verify Statement**
See Attachment E
- K. Cost Proposal**
See Attachment F
- L. Campus Map Of Maintained Areas**
See Attachment G
- M. East and South Entrance Areas Identified**
See Attachment H
- N. Brush Cutting Map**
See Attachment I
- O. Retention Pond Map**
See Attachment J

- P. **Parking Lot Bid Map**
See Attachment K
- Q. **Map of Field Locations**
See Attachment L
- R. **Sports Field/Intramural Field Turf Task and Frequency**
See Attachment M
- S. **Reubin O'D. Askew Institute for Multidisciplinary Studies**
See Attachment N

Section II SCOPE OF SERVICES

A. Scope of Services

UWF desires the most thoroughly developed and highest quality professional services available. The following specifications outline the minimum firm requirements for the proposed service. They are provided to assist participants in understanding the objectives of UWF and submitting a thorough response.

1. Mowing – March Through October

- A. Mowing will be performed in the areas as designated on **Attachment G** including parking lots and storm water retention areas shall be cut a minimum of 31 times per year as follows:
 - April through September – weekly cutting
 - March and October – alternate week cutting
- B. Grass shall be cut at a height of four inches unless directed otherwise by UWF Coordinator of Buildings and Grounds Management. In areas that are too steeply sloped to safely operate a mower, a string trimmer or specialty mower will be used to cut these areas weekly.
- C. Contractor shall use rotary mowers with sharpened blades at all times. Mower blades must, at a minimum, be sharpened once per week.
- D. Clippings shall be blown from roads, walks, building entry ways and porches after each weekly cutting. Building entries and sidewalks shall be blown immediately after cutting, edging or trimming.
- E. Contractor shall remove all trash, limbs, and other debris prior to cutting. Leaves and pine straw can be mowed over.
- F. The East and South entrance areas as shown on **Attachment H** will be mowed, edged, string trimmed and blown first thing each Monday morning and will be completed prior to 8:00 AM CT.
- G. The shoulders of roads shall be mowed from the curb to the tree line or as far as topography allows.
- H. Maintained areas on the four lane road medians that have only “woody” and vine type growth will be serviced weekly and fallen limbs and branches removed to maintain a clean and neat “park” type appearance.

NOTE: Areas identified on Attachment I, Brush Cutting Map are to be mowed and trimmed on a monthly basis, with the exception of Area #s: 1, 15, 20 & 23, which will be serviced twice per month.

2. Edging and Trimming – March through October

- A. Edging and string trimming will be performed in all areas on a bi-weekly basis **alternating weeks** starting with string trimming on week one.
- B. The East and South entrance areas as shown on **Attachment H** will be edged, or string-trimmed and blown first thing each Monday morning and shall be complete prior to 8:00 AM CST.
- C. String trimming shall be performed around trees, shrubs, signs, light poles and building foundations. Trimming shall be performed without damage to trees, landscape plants, signs, light poles or other infrastructure components.

- D. All accessible paved areas, concrete areas, walks, curbed areas, shrub bed perimeters and mulch tree ring perimeters shall be edged bi-weekly alternating with string trimming. Edging shall be performed with a vertical blade edger only. Use of string trimmers to perform edging is not allowed.
- E. The four (4) lane road median and shoulder curbs will be edged and blown once per month starting on the first week in March through October.
- F. All dirt and debris resulting from edging and trimming operations shall be blown from curbs, walks, driveways and patios immediately after services are performed.
- G. All in ground valves, valve boxes, transformers etc. will be included in the bi-weekly string trimming plan to maintain visibility and access.
- H. Ground covers will be kept trimmed, off of structures and free from unwanted vegetation to provide a neat appearance.
- I. Areas on the four lane road medians that have only “woody” and vine type growth will be cut and string trimmed monthly around trees, signs and fixtures to maintain a clean and neat “park” type appearance. Fallen limbs and branches will be removed. Low hanging limbs will be kept pruned up to twelve feet from ground level.

3. Unwanted Vegetation Control – March Through October

- A. Vegetative growth on metal fences, walks, curbs, steps and other hard surface joints and cracks will be controlled by application of a non-selective herbicide as necessary. Contractor shall keep fences, trees, building exteriors, beds etc. free from unwanted vines, including Virginia Creeper, wild blackberry vine, and any other undesirable vegetation.
- B. Care shall be taken to avoid overspray and damage to turf or other desired landscape materials. Spraying shall be performed only by persons with an active State of Florida **Ornamental and Turf License**. The contractor will be responsible for any plant damage resulting from the non-selective herbicide application.

4. Informal Shrub/ Plant Beds – March Through October

- A. All shrub/informal plants and bushes in informal beds and around all buildings shall be pruned **five (5) times** from March through October to maintain shape of plant and remove sucker growth and wild shoots of growth in accordance with commonly accepted horticultural practices for pruning techniques. The contractor will present a plan for the pruning times (every six weeks etc.) and sequence for the pruning to be accomplished. **Overgrown shrubs that need reduction will be assessed on a case-by-case basis. If UWF & Contractor mutually agree that such reduction is required and constitutes a service outside the agreement, additional services shall be billed under Time & Material pricing.**
- B. All beds and mulched areas will be maintained to be weed free. Weeds in all shrub /informal beds, tree rings and mulched areas will be controlled by applications of a non-selective herbicide or by hand pulling. Spraying shall be performed only by persons with an active ornamental spraying license. The contractor will be responsible for any damage resulting from the non-selective herbicide application.
- C. Shrubs and plants will be kept free of unwanted vines. When possible vine type growth will be pulled up from the root or pulled to the ground and sprayed with a tough brush non-selective product. When spraying is not possible due to potential damage to the landscape they will be pulled up or dug up from the root or, at a minimum, cut out at ground level.
- D. Pre-emergent weed control products may be used in these areas to minimize weed growth.

5. Ant Control – Year Round

- A. Exterior ant mounds shall be spot treated and controlled with a pesticide labeled for such use. Application will be performed by persons with certified ornamental license.

6. Trash, Dead Animals, Storm Drain Inlets/ Grates – Year Round

- A. Loose trash, limbs etc. will be collected campus wide and disposed of first thing each morning. Trash collected from UWF grounds & roadways is to be bagged, tied, and delivered daily to the designated location at Building 95.
- B. Dead animals will be removed as needed. **Disposal shall consist of double bagging the carcass and placing it in a UWF trash dumpster.**
- C. Storm drain grates and inlets will be kept free of accumulation to allow unobstructed flow of storm water.

7. **Parking Lot Maintenance (Lots B, F, G, CC, DD, E, O, P, V, Q) – March through October**
- A. Parking lots identified above (**Attachment K**) will be mowed/bush hogged and maintained on a monthly basis starting in March and ending October, with the exception of Lots B, CC, DD, EE, which are to be serviced twice per month. This includes storm water retention areas (base, sides and shoulders) associated with these lots. See **Attachment J** for retention pond locations.
 - B. Edging to be done on all walks and curbs associated with parking lots.
 - C. String trimming will be performed around all trees, signs and in ground fixtures.
 - D. Weeds and unwanted growth will be controlled on all parking lot hard surfaces including walks and curbs by monthly applications of a non-selective herbicide. String trimming the tops off weeds is not permitted.
 - E. Vegetative debris will be blown from hard surfaces once the above tasks are complete.
 - F. Trees will be kept pruned of low growth up to twelve feet from the ground level.
 - G. Fallen limbs and other trash will be removed from islands and shoulders.

While there is some work that can be performed in the parking lots with vehicles present a large percentage of the work will need to be performed prior to 8:00 AM CST.

NOTE: This work will be quoted and invoiced separately from the other services required in this scope.

8. **East Athletic Sports Complex, University Park, and Recreation Complex North – Year Round**

- A. The following sports turf will be maintained according to the task and frequency sheet (**Attachment M**):
 - Baseball
 - Softball #1
 - Middle Tier Field
 - Soccer
 - Soccer practice
 - University Park Practice Field
 - University Park Grounds
 - Recreation Complex North
 - **See Attachment L for Field Locations**
- B. Mowing will be performed with reel type sports turf mowers.
- C. Areas within the Sports Complexes which are not included in 8(A) above shall be maintained according to **A. Scope of Services**, Items 1-6.
- D. Baseball, Softball and Soccer competition fields will be swept or blown after mowing if clumping occurs.
- E. Fields will be monitored for insects and disease and a treatment recommendation, if needed, will be submitted to the Coordinator of Buildings and Grounds Management. The approved non-scheduled applications will be paid by the University.

***This work will be quoted and invoiced separately from the other services required in this scope.**

Note: The South Entrance median and East Entrance median will be over-seeded when the fields are being done. (**Attachment H**)

9. **Two-Man Winter Crew – November through February**

- A. A two-man Monday through Friday eight hour per day winter crew to be assigned starting November 1st and working through February. This crew will perform minor mowing, trimming, blowing as well as mulch application, pine straw harvesting, daily trash collection, pruning, ant control and other grounds related tasks as identified by the UWF Coordinator of Buildings and Grounds Management. Daily blowing of the South and East entrances will be included.

10. Reubin O'D. Askew Institute for Multidisciplinary Studies (B2601) is located at 8898 N 9th Avenue, Pensacola, FL.

- A. This off-campus property is to be included as part of the Core Campus bid and shall be maintained according to the information provided under **Section II, A. Scope of Services**, Items 1-6. (**Attachment N**)

GENERAL SPECIFICATIONS

The following specifications shall apply for all work performed:

- A. Contractor must be knowledgeable in horticulture and horticultural best practices.
- B. Contractor shall provide all labor, equipment and materials and a fully-trained, full-time, on-site supervisor. The supervisor will be on location at all times when work is being performed and will be the point of contact for UWF and will have cell phone contact ability.
- C. The Supervisor provided will be knowledgeable in grounds maintenance and have a minimum of three years of experience in landscape management at a supervisory level. Changes in supervision must be approved by the UWF Coordinator of Buildings and Grounds Management.
- D. The contractor shall have only properly trained and experienced personnel in the maintenance of high quality landscape maintenance on site to ensure all operations are performed safely, effectively and properly.
- E. Uniforms or uniform shirts at minimum with company identification shall be worn while working on UWF property.
- F. All chemical applications shall be performed by State of Florida certified applicators. Copies of current licenses shall be submitted to the University prior to the onset of this contract.
- G. Upon execution of the contract the contractor shall prepare a calendar for services to be performed that shall be approved by the University.
- H. All chemical applications shall be performed in compliance with manufacturer's specifications.
- I. The on-site supervisor will inspect the **entire area** at the end of each work week to ensure that all tasks are complete and performed in an acceptable manner. After the inspection the supervisor shall report his findings to the UWF Coordinator of Buildings and Grounds Management.
- J. All work is to be completed on a 5 day schedule starting Monday and ending on Friday. Saturday, if needed, will be reserved for "catch up day" in the event that poor weather or other unforeseen circumstances delay the weekly work.
- K. Contractor will remove all accumulated vegetative debris from campus. If needed a location will be provided to place a contractor provided roll off container.
- L. The Contractor will act as consultant for recommendations on seasonal bed plantings and design. UWF Building & Grounds Management will contract these services utilizing the Time & Material pricing. Maintenance of these beds is included in the Core Campus Bid.
- M. The contractor will work closely with the UWF Grounds Coordinator and the landscape design team (TBD) when developing renovation projects and landscape improvements.

CONTRACTOR QUALIFICATIONS AND REQUIREMENTS

- The Contractor shall ensure that it maintains the required supplies and materials, tools and equipment, employs qualified service personnel, and has adequate vehicles to transport service personnel and equipment to and from the UWF campus for the duration of the agreement. Mowers can be kept in the UWF maintenance compound if desired.
- To avoid service delays the contractor shall have adequate equipment inventory or resources to acquire replacement equipment needed to abide by the established timing of the work identified in the scope.
- While on campus, unless it is essential, service personnel and supervisors shall refrain from interaction or conversation between employees of the contractor and UWF students, employees, guests, and other vendors.
- Catcalls, whistles, remarks, or any other type of inappropriate behavior is forbidden. Employees of the contractor who do not conduct themselves in a professional manner will be immediately removed from campus and will not be allowed to return to work in the future.
- Contractor supervisors and other key operational personnel must be able to speak, listen, write, read and comprehend English.
- All contractor standard passenger vehicles shall have clear identification of the name of the company. All vehicles must obtain UWF parking permits and abide by all traffic rules and regulations while driving their vehicles and transporting supplies and personnel to the work site.
- ALL WORK SHALL BE PERFORMED IN A MANNER TO ENSURE SAFETY TO CONTRACTOR, EMPLOYEES, AND UWF STUDENTS, FACULTY, STAFF AND VISITORS
Contractor shall ensure all its employees perform their work in a manner to ensure safety at all times to contractor's employees, UWF employees, students and visitors. All work performed shall be in compliance with Environmental Protection (EPA) Agency and Occupational Safety and Health

Administration (OSHA) standards, requirements, equipment, policies and procedures. In particular proper clothing and footwear are required as well as hearing and eye protection. Company uniforms, logo shirts at a minimum are required. High-visibility safety apparel is required when working near roads and parking lots.

- Provide verification of EMR rating and employee safety training plan.
- Contractor must provide a calendar of events based on this scope of services prior to startup. In the event of damages caused by Contractor, or any party under Contractor's supervision, to University property, including but not limited to buildings, structures, infrastructure components, fixtures and vehicles, Contractor shall be responsible for same day notification of the University's representative as identified in Article 2 of forthcoming Agreement.

Section III SPECIAL TERMS AND CONDITIONS

A. Term of Contract

The proposal is to cover an initial period of three (3) years with an option to renew services for three (3) additional one (1) year periods. UWF and the provider will agree upon renewals in writing

B. Insurance

The respondent shall include written evidence of the appropriate insurance coverage with the proposal. During the term of the contract, the successful Respondent must provide, pay for and maintain insurance in accordance with Insurance Attachment D – Minimum Insurance Requirements.

Upon notification of intent of award to the successful Respondent, an original ACORD certificate of insurance for the coverage described above must be received by UWF Procurement and Contracts with the appropriate identification for the "holder and additional insured" as specified in the Minimum Insurance Requirements.

C. Business Licenses

If the bidder is a corporation, limited liability company, or limited partnership, provide a copy of the Florida Department of State Certificate of Status. Bidder shall also possess an Escambia County Business License.

D. Sample Agreement

See Attachment C, "Sample Contractor Agreement" for the University's standard agreement to be executed with the successful bidder. Although subject to minor revisions to include all clarifications and negotiated modifications, the successful bidder will be required to execute the University's agreement.

E. Public Records

This Agreement is subject to the requirements of Chapter 119, Florida Statutes (Public Records Law). UWF may unilaterally cancel this Agreement for refusal by Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement.

Further, Contractor agrees that, to the extent it may meet the definition of a "contractor" within the meaning of Section 119.0701, Florida Statutes, it will:

1. Keep and maintain public records that ordinarily and necessarily would be required by UWF in order to perform the services performed by Contractor under the Agreement.
2. Provide the public with access to such public records on the same terms and conditions that UWF would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records and transfer to UWF, at no cost, all public records in possession of Contractor upon termination of this Agreement and destroy any duplicate public

records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to UWF in a format that is compatible with the information technology systems of UWF.

5. The failure of Contractor to comply with the provisions set forth herein shall constitute a default and breach of this Agreement and UWF shall enforce the default in accordance with the provisions set forth herein.

F. Background Checks

A **Level 2** background check is required to be performed by Contractor for each employee engaged in performing the services described in this RFP. The Contractor must represent that each employee it assigns to perform the services described in this RFP will have successfully passed a Level I background check.

Contractor shall also include in any related subcontracts a requirement that a Level 1 background check be performed by the subcontractor for each employee engaged in performing the work described in the Scope of Work. Any and all subcontractors must represent that each employee it assigns to perform the work described in the Scope of Work has successfully passed a Level 1 background check.

G. Tobacco Free Campus Policy

Effective August 1, 2016, the University of West Florida is a tobacco-free campus. The use of cigarettes (electronic or traditional) or other tobacco products is prohibited in all UWF-owned buildings and outdoors on all UWF campus properties. The Vendor must fully comply with this tobacco free policy.

H. Modifications of Work

The University reserves the right to make changes in the Work, including alterations, reductions therein or additions thereto with pricing being adjusted accordingly.

I. Multiple Awards

The University reserves the right to make multiple awards if deemed in its best interest.

J. Additions/Deletions of Property

The University reserves the right to add or delete property obtained during the term of the Agreement.

Section IV RFP INFORMATION AND INSTRUCTIONS

A. RFP Information

- Proposals must be made in the official name of the firm or individual under which business is conducted and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. The submittal of a proposal by a Respondent will be considered by UWF as constituting an offer by the Respondent to provide the services for UWF at the rates bid herein.
- Respondents shall be of known reputation and shall have sufficient experienced and qualified personnel to adequately perform the prescribed service.
- By submitting a proposal, the Respondent agrees to be governed by the terms and conditions as set forth in this document to include all attachments. Any proposal containing variations from terms and conditions set forth herein may, at the sole discretion of the University, render such proposal unresponsive.
- All provisions of this Request for Proposal and the successful Respondent's proposal, as mutually agreed upon by subsequent negotiation, provide the specifications for, and obligations of both parties to be executed by any duly authorized representative(s). The following shall constitute the contract agreement.
 - UWF RFP document
 - All addenda issued pursuant thereto
 - Contractor's proposal
 - UWF Contractor Agreement to include all clarifications and negotiated modifications to Contractor's proposal

B. Submittal Instructions

Respondents shall format their responses utilizing the following Tab, Topics, Lettering, and Numbering system with requested information contained in each. Failure to comply may result in a negative review of your response and may place your response in jeopardy. Each copy is to be submitted in a three ring binder using index tabs with the appropriate tab identification.

Tab A Essential Documents

- Signed Certification, **Attachment A**
- Signed Addenda (if any)
- Signed Certification Regarding E-Verify System, **Attachment E**
- State of Florida Limited Lawn and Ornamental License
- Business License for the State of Florida
- Business License for Escambia County

Tab B Executive Overview

- Disclose general information about your company including a brief history and information regarding amount and type of experience of the company.
- Provide a description of the standard services offered by the company and its ability to provide services as outlined in this solicitation.
- Documentation of professional affiliations, training, certifications and education should be included in the response.
- Disclose if the company has ever declared bankruptcy. If yes, attach a statement indicating the bankruptcy date, court jurisdiction, trustees' name, telephone number, amount of liabilities, amount of assets, and current status of the bankruptcy.
- Attach detailed information regarding any litigation or claims of more than \$5,000.

Tab C Personnel

Provide names and relevant experience of the individuals who will be assigned to provide these services to the University.

Tab D Safety/EMR (Experience Modification Rate) Rating Plan

- Provide copy of contractor safety plan
- Provide documentation of most current EMR rating as provided by your insurance company.

Tab E Service Description

- Provide a listing and equipment resources (including cut size of mowers) to be used in the execution of the contract scope. Provide a separate list for sports turf areas.
- The contractor must have substantial experience in grounds and landscape maintenance for large acreage commercial properties such as colleges, large apartment complexes, malls, or hospitals. A list of these locations with contact information must be provided.
- The contractor must have experience and knowledge in sport turf maintenance and management. A description of experience shall be submitted with the response.
- Provide a description of the approach the respondent will take in providing the services outlined in this solicitation.

Tab F References

Provide at least three references for which you have provided the same or similar service within the last 3 –5 years. Each reference should include the Company Name, Contact Name, Current Phone Number, **and E-mail address.**

Tab G Contractor Agreement

Review Attachment C for the University's standard contract to be issued to the awarded Respondent. If applicable, list any objections to specific contract terms and provide requested replacement contract language. The University reserves the right to accept or reject any suggested replacement contract language. Although subject to minor revisions to include all clarifications and negotiated modifications, the successful firm will be required to execute the University's agreement.

Tab H Time and Materials

Provide hourly labor rate for additional grounds related services, special event support, and service requests not included in this scope. Limited to work requiring hand tools or small gas powered tools.

- Provide percentage of materials markup over cost for other grounds related services not included in this scope of services.

Cost Proposal

Respondents must submit the following information in one, separate, sealed envelope identified as “Cost Proposal” and with the firm’s name and **RFP# - 17RFPT-04SN**, Ground Maintenance Services. **Do not include in the 3-ring binders.**

Respondents must supply a total cost as requested in **Attachment F**.

Section V EVALUATION, NEGOTIATION, AND CONTRACT AWARD**A. Evaluation Process**

Each response will be reviewed by Procurement & Contracts to determine whether it is responsive to the submission requirements outlined in the RFP. A responsive RFP is one which has followed the requirements of the RFP, includes all documentation (including, but not limited to, the signed Certification Form), is submitted in the format outlined in the RFP, was submitted prior to the due date and time and has the appropriate signatures as required on each document. Failure to comply with these requirements may put your response at risk of being rejected as “non-responsive”.

Proposals fulfilling the basic submittal requirements shall be referred to an Evaluation Team for review and evaluation. Responses will be independently evaluated by Evaluation Team members on the basis of the written responses and additional written information as requested. The Evaluation Team will review the responses and assign a score to each category for each Respondent. The scoring by each member of the evaluation team will be aggregated to establish an overall ranking of every Respondent.

The Evaluation Team will rank each submittal utilizing the following criteria:

A. Evaluation Criteria and Weights

Total Possible Score Each Evaluator (340 Points Max)

	Criteria	Weight	Maximum Points
1	Description and Experience of Firm (Tab B)	15	60
2	Experience of personnel and supervision to be assigned to this RFP (Tab C)	20	80
3	Safety/EMR rating information (Tab D)	10	40
4	Ability to perform scope of services and be responsive (Tab E)	20	80
5	Time and Materials arrangement for additional services (Tab H)	10	40
7	Cost Proposal, Attachment F (Separate Envelope)		40

The Procurement & Contracts Facilitator will facilitate and record the scores and/or rank assigned by each evaluator and then an overall Team ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the University may determine that oral interviews, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the Evaluation process in order to assist with the selection of the Best Value Respondent(s). The Evaluation Team may determine as a result of additional information that the impact of this

information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Team.

C. Negotiations and Contract Award

After the Evaluation Team has developed an overall ranking for each Respondent, the Team and appropriate senior level management shall determine which Respondent(s) potentially offer the Best Value for UWF.

UWF may immediately award or commence negotiations with the Respondent or Respondents selected in the process above. If a satisfactory contract agreement cannot be reached, the University reserves the right to make the determination to: award without negotiation, terminate the negotiations without attempting to negotiate with all responding companies, or may hold negotiations with multiple companies simultaneously until the Best and Final offers (BAFO) have been received and compared with the award recommendation going to the most advantageous BAFO. This process may continue until such time as UWF has determined the negotiations to be successful or a determination is made to stop and cancel the solicitation.

The University reserves the right to reject any and all proposals or portions thereof. The University reserves the right to withdraw this RFP or a portion of this RFP without making an award. The award recommendation will be made on a Best Value basis to the most advantageous "Best and Final Offer" presented.

The University will not be required to select the lowest cost Respondent. UWF may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Respondent's best terms from a cost, price and technical standpoint. The University reserves the right to award without negotiation if deemed in the best interest of the University.

Representatives of the respondent(s) selected to participate in negotiation(s) shall first be **required to submit written authorization from the company CEO or CFO attesting to the fact that the company's lead negotiator is authorized to bind the company to the terms and conditions agreed to during negotiations and as contained in the offeror's best and final offer.** Such authorization will be requested immediately after the ranking of the respondents, and the provision of such authorization will be a prerequisite to continuation in the RFP process. Company negotiators shall enter the negotiations prepared to speak on behalf of the company. The University reserves the right to immediately terminate negotiations with any company whose representatives are not empowered to, or who will not, make decisions during the negotiation session. Companies are reminded that the University may elect not to solicit a best and final offer from any company whose representative(s) have been unable or unwilling to commit to decisions reached during the verbal negotiation process.

If the University determines that a company awarded a contract based on this RFP does not honor all agreements reached during the negotiations, and as contained in the subsequent "Best and Final Offer", the University reserves the right to immediately cancel the award, and to place the company on the University's suspended vendor list.

Time is of the essence and therefore the University retains the right to cease negotiations with any/all firms that do not respond to negotiation issues on a timely basis. UWF may reject offers that are determined to not be reasonably supportable. UWF reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels, and budget constraints.