



CITYWIDE LITTER CONTROL AND LANDSCAPE MAINTENANCE SERVICES

INVITATION FOR BID # PSPW-25-09

Issuance of Solicitation: Tuesday, June 24, 2025

Questions Due Date: Monday, July 7, 2025

Bid Submission Deadline: Tuesday, July 22, 2025

THE CITY OF PEMBROKE PINES
PROCUREMENT DEPARTMENT
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020

Table of Contents

1. NOTICE
2. GENERAL PROJECT INFORMATION & TIMELINE
3. PURPOSE AND BACKGROUND
4. SCOPE OF WORK
5. SUBMITTAL DOCUMENTS
6. EVALUATION OF PROPOSALS & PROCESS SELECTION
7. INSURANCE REQUIREMENTS
8. GENERAL TERMS AND CONDITIONS
9. SPECIAL TERMS & CONDITIONS

Attachments:

A - East Properties - Ground Maintenance

B - IFB East Streets - Ground Maintenance

C - IFB West Properties - Ground Maintenance

D - IFB West Streets - Ground Maintenance

E - IFB Facilities Litter Area Maps - Litter Control and Canal Cleaning

F - Specimen Contract - Contractual Services Agreement

G - Sample Insurance Certificate



SECTION 1 - NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

IFB # PSPW-25-09

Citywide Litter Control and Landscape Maintenance Services

Solicitations may be found on the City of Pembroke Pines website under the Procurement Department at <http://www.ppines.com/index.aspx?NID=667>, and may be downloaded directly from the OpenGov platform at <https://procurement.opengov.com/portal/pembrokepines>.

For Technical Support, proposers can reach the OpenGov Service Desk between 7:00 am to 10:00 pm from Monday through Friday via the following methods:

- Chat (preferred method): Click the button in the lower right-hand corner of the portal.
- E-mail: procurement-support@opengov.com
- Phone: 1 (650) 336-7167

If additional help is needed with downloading the solicitation package please contact the Procurement Department at (954) 518-9020 or by email at purchasing@ppines.com. The Procurement Department hours are between 7:00 am to 6:00 pm on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, FL 33025.

Bidders shall submit all questions regarding this bid via the City's e-Procurement Portal, located at <https://procurement.opengov.com/portal/pembrokepines>. Please note the deadline for submitting questions. All answers will be posted on the City's e-Procurement Portal. Bidders may also click "Follow" on this bid to receive an email notification when answers are posted. It is the bidder's responsibility to check the portal for updates. Only written responses issued through the OpenGov platform will be considered official for interpretations or clarifications.

Proposals will be accepted until 2:00 pm on Tuesday, July 22, 2025, electronically at <https://procurement.opengov.com/portal/pembrokepines/projects/172249>.

Bid Opening: The sealed electronic proposals will be publicly opened at 2:30 pm, on the bid due date, by the City Clerk's Office, in the **City Clerk's Office Conference Room located on the 4th Floor in the Charles F. Dodge City Center**/City Hall Administration Building, located at 601 City Center Way, Pembroke Pines, Florida, 33025.

Virtual Bid Opening: In light of public health concerns and to ensure accessibility for all, the City encourages interested parties and the public to participate virtually via live streaming instead of attending the meeting in person. As a result, meetings may be a combination of in-person and virtual, all as provided by law. To virtually attend the bid opening, please use the Cisco Webex Meetings platform.

Virtual Meeting Details:



City of Pembroke Pines

- WebEx Meeting Link: <https://ppines.webex.com/meet/purchasing>
- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>.

To ensure an efficient meeting process, participants are requested to mute their audio and camera during the meeting. While the public is welcome to attend the virtual bid opening, **please note that active participation and commenting will not be allowed during the proceedings.**

For further information about the bid opening or assistance in accessing the virtual meeting, please contact:

Ivan Ospinal or other Procurement Staff in the Procurement Department
City of Pembroke Pines
8300 South Palm Drive,
Pembroke Pines, FL 33025
(954) 518-9020 or 954-518-9020
purchasing@ppines.com



SECTION 2 - GENERAL PROJECT INFORMATION & TIMELINE

2.1 Project Timeline

This contract shall be for an initial **three(3)year** period with **two (2) additional one-year** renewal terms.

2.2 Tentative Schedule of Events

Issuance of Solicitation (Posting Date):	June 24, 2025
Pre-Bid Meeting (Mandatory):	July 2, 2025, 10:00am 8300 S Palm Dr, Pembroke Pines, Florida 33025
Question Due Date:	July 7, 2025, 11:30pm
Issuance of Final Answers to Questions:	July 10, 2025
Bid Submission Deadline:	July 22, 2025, 2:00pm
Bid Opening:	Will be held at 2:30 pm on the day of bid submissions are due.
Evaluations by Staff:	To Be Determined (TBD)

2.3 Mandatory Pre-Bid Meeting/Site Visit

There will be a **MANDATORY** scheduled pre-bid meeting on **Wednesday, July 2, 2025 at 10:00 am**. Meeting location will be at the **8300 S Palm Dr, Pembroke Pines, Florida 33025**

- A. **Proof of Attendance:** Contractors may be required to sign in at any of the meetings to show proof of attendance. It is the Contractor's responsibility to make sure that they sign in at the meeting.

2.4 Follow-Up Pre-Bid Meeting(s)

Follow-Up Meetings: In the event that a Contractor cannot attend the scheduled pre-bid meeting, or if a Contractor would like a follow up visit to the site, they may request a site visit by contacting **Ivan Ospinal** at **(954) 518-9020**. We urge all Contractors to attend the scheduled meeting, as a separate or follow-up meeting may not be afforded to the requester due to scheduling and availability of staff to assist with any additional meetings. In addition, if making a request for a separate or follow-up meeting, Contractors are urged to make these requests as early as possible.

2.5 Estimated Project Cost



\$2,000,000

2.6 Grant/Federal Funding

Not applicable for this project.

2.7 Proposal Security/Bid Bond

A Proposal Security shall be required for every bidder, regardless of proposal amount. Proposal Security shall be in the amount of 5% of the total cumulative base amount proposed.

2.8 Payment and Performance Bonds

Regardless of the awarded contract amount, two (2) separate bonds (Payment and Performance Bonds) are required, and both must be approved by the City. The penal sum stated in each bond shall be 100% of the contract price.



SECTION 3 - PURPOSE AND BACKGROUND

3.1 Purpose

The City of Pembroke Pines is seeking bids from qualified firms, hereinafter referred to as the Contractor, to perform landscape, maintenance and litter control services on various City-owned properties and public Rights of Way (ROW), in accordance with the terms, conditions, and specifications contained in this solicitation.

The purpose of these services is to maintain a clean, safe, and visually appealing environment throughout the City by providing both landscape maintenance and litter control services. These services are essential for preserving the aesthetic value of City-owned properties and public Rights-of Ways (ROW), enhancing public spaces for residents and visitors, and promoting community pride.

3.2 Background

Pembroke Pines, Florida, ranked as the eleventh largest city among the state's four hundred plus municipalities and the second largest in Broward County, maintains a welcoming small-town ambiance that resonates with its residents. Located conveniently in southwest Broward County, the city provides seamless access to major highways, employment centers, entertainment venues, parks, golf courses, and a diverse array of dining and shopping options.

With a population of approximately 170,000 residents spread across 32.68 square miles, Pembroke Pines is renowned as one of the best cities to live in America. The city boasts 28 superior parks, lush landscaping, and a distinctive South Florida charm that contributes to its natural beauty. Notably recognized as 2024's Best Place to Raise a Family in Florida, and 2024's Best City of Hispanic Entrepreneurs by WalletHub, Pembroke Pines also earned a place as the on Money Magazine's esteemed Best Places to Live list in 2014, as the sole Florida representative, ranking in at #32 in the nation.

Incorporated in 1960, Pembroke Pines is celebrated as a safe and desirable community, having received accolades such as the All-America City designation. The city's commitment to arts and culture, exceptional schools, diverse population, numerous parks, and forward-thinking approach in an ever-evolving world make it a standout destination.

Pembroke Pines is also the home to the largest municipal-run charter school system in the nation, serving over 6,000 students across five separate campuses. The City's award-winning charter school system is located in the Broward County School District, which is the sixth largest school district in the nation.



SECTION 4 - SCOPE OF WORK

4.1 Landscape Maintenance

General Conditions

- Maps with descriptions of all sites to be maintained can be found in the Attachments Section.
- Contractor shall be responsible for providing the city's contract manager with a monthly schedule for all services, this schedule is due within 5 days of the beginning of each month. City reserves the right to direct changes to the schedule.
- Contractor shall notify the city's contract manager by 10am on the day of any changes in the schedule and shall provide a revised schedule by the end of that day.
- On Monday of each week, the awarded contractor shall be responsible for providing the city's contract manager with a weekly written report outlining any deficiencies (i.e., irrigation not operating, any dead or dying trees or hedges, etc.) found by the contractor that are the responsibility of the City to repair or replace.
- Contractor shall designate a dedicated Project Manager to oversee all operations and serve as the primary point of contact for the City of Pembroke Pines. The Project Manager shall not be assigned to any other projects outside of those related to the City. During working hours, the Project Manager must remain within the city limits of Pembroke Pines and always be readily available. Additionally, the Project Manager must be fluent in speaking, reading, and writing English.
- All equipment utilized by the Contractor shall be OSHA compliant; disabling or removal of manufacturer provided safety devices, shields, guards, etc. is strictly prohibited.
- All work performed in ROW must be MOT certified, and proper personal protection equipment is to be worn by all personnel.
- All required MOT supplies such as, but not limited to, arrow boards, warning signs, and cones for traffic control and worker/public safety shall be provided by the contractor.
- Contractors shall make themselves aware of imminent rain events to make sure that all debris is removed from all hard surfaces before the rain begins to reduce the slip and fall or any other risk.
- Tree suckers shall be removed at the time of each service as they grow, using proper ANSI tree care practices and proper equipment, not weed eaters.
- The contractor shall provide references for projects of equal or greater scope and demonstrate the capability to perform the required scope of work. The City reserves the right to inspect the contractor's facilities and equipment prior to award.

4.2 Scope of Work - Landscape

Lawn Maintenance

- The lawn maintenance frequency of services shall be 24 cuts per year (twice per month). Any reduction or additional cuts from that amount shall be authorized by the city's contract manager and, upon acceptance, will be performed at the same contracted lawn maintenance rate.
- Lawn maintenance shall consist of turf mowing, edging, weed-eating, debris removal, and tree/palm canopy care (except in excluded areas) within all sites.



- All areas serviced must be blown on the day of service.

Turf Mowing

- The contractor shall maintain the contractually covered grass areas as outlined in the maps provided.
- Mowing heights shall be at the proper industry standards for the grass type and shall not exceed 4 inches at any time.
- Upon arrival at a job site, the Contractor shall immediately survey the lawn area to remove all litter, glass, rocks, dead foliage, fallen limbs, and other debris that potentially become projectiles if engaged by a mower.
- In cases of illegal dumping (mattresses, construction debris, etc.) the contractor shall immediately notify the City for removal.
- The irrigation valve boxes shall be located by the Contractor prior to mowing. Any valve, valve box, riser, or sprinkler head damage resulting from turf mowing shall be charged to the contractor.
- All mowed grass clippings shall be blown away from mulched landscape or the Contractor risks total mulch replacement within the landscape beds at the cost of the Contractor.
- Debris shall not be blown into the streets or drainage structures. All mowed grass clippings shall be blown from the roadway back into the adjacent median or swale grass areas.
- Contractors may use a Bush-hog or similar field mower to cut grass in the FPL Easement only. Bush-hogs are unacceptable in all other sites unless Contractor receives written permission from authorized City Staff for their use at a specific site.

Edging

- Edging shall be completed at a 90° along all sidewalks, curbs, asphalt, road and street edges, drainage structures, electrical/water/irrigation boxes, tree rings, and landscape beds during every lawn maintenance service.
- Proper edging can only be performed by hard edgers, string trimmers shall not substitute for a hard edger.
- Chemical edging with the use of a non-selective herbicide shall not be acceptable. If the Contractor performs chemical edging, the Contractor is responsible for the cost of the removal and replacement of any and all damaged plant and sod material.

Weed Eating

- Weed eating shall be performed around all fixed objects exposed in the turf areas to include but not limited to all irrigation heads, poles, posts, fence lines, trees, palms, curbs, sidewalks, and building exteriors during every lawn maintenance service.
- Weed eating shall only be performed with a string trimmer.
- Proper use of non-selective herbicides may be permitted in some cases and must be pre-authorized by the city's contract manager.



- Contractor shall perform manual and/or chemical weeding around trees and inside landscape beds.
- The contractor is responsible for the cost of the removal and replacement of any damaged plant material caused by the incorrect use of non-selective herbicides or weed eaters.
- Tree suckers shall be removed at the time of each service as they grow, using proper ANSI tree care practices and proper equipment, not weed eaters.
- Herbicides shall be used to establish reasonably sized tree rings to prevent tree trunk damage from string trimmer use.
- Contractor is responsible for full replacement value of plant material damaged as a result of poor or improper workmanship.

Weed Control in Curbs and Sidewalks

- The Contractor shall chemically control all weed and grass growth using a chemical herbicide in curbs, sidewalks, and paver sections of all maintained areas.
- Individuals applying herbicides must possess, at minimum, a valid pest control license and be appropriately certified.
- For ROW sections where the contractor does not maintain the swale, but there is a curb or curb/sidewalk combination directly abutting the road's edge, the contractor shall control the weed and grass growth in the sidewalk and or curb with a chemical herbicide.

Landscape Debris Removal

- Debris removal shall be completed during every lawn maintenance service.
- After mowing, edging, hedge trimming, palm and tree pruning, and weed-eating components are completed the Contractor shall remove all resultant plant material from hard surfaces, around tree rings, inside landscape beds, and against buildings.
- Debris shall not be blown into the streets or drainage structures.
- Excessive and unsightly debris shall be properly disposed at the Contractor's expense.

City Signs

- All plants surrounding signage such as but not limited to the City Welcome Signs and Digital Speed Limit Sign solar panels must be maintained below the height of the sign, so the lettering is visible to oncoming traffic.
- Any tree or palm branches casting shadows on the solar panels must be trimmed to keep a 5' clearance as needed.



- The planting beds must be kept free of trimmings, dead plant material, and debris at every service visit.

Shrub and Hedge Maintenance

- Contractor shall provide 12 shrub and hedge maintenance services per year (once per month). Any additional cuts beyond that amount shall be only authorized by the city's contract manager and, upon acceptance, will be performed at the same contracted shrub/hedge maintenance rate.
- The shrub and hedge maintenance consists of weed control and trimming.
- All debris and hedge trimmings shall be removed from the site by the contractor on the day of service, no hedge trimmings are permitted to be blown into the hedge beds.
- Contractor shall remove all miscellaneous debris on the ground including trash, rocks, leaves, and other items upon completion.
- The contractor shall remove any vegetation encroaching upon sidewalks to maintain a clearance of 3' on both sides of the sidewalk and accessible pathway.
- Contractor to maintain Shrub & Hedge lines at the established limits and not allow for encroachment or overgrowth.
- Contractor shall use a combination of manual and chemical control to remove all weeds inside landscape beds during the service.
- All shrubs and hedges shall be trimmed in accordance with industry standards during the service. The height shall be determined by the city's contract manager and must comply with FDOT right-of-way standards to ensure clear lines of sight.
- Areca palm stands shall be kept free of dead material and shall receive monthly detailed maintenance in the following manner: remove all dead palm fronds and seed pods both on the ground and inside the palm, remove all miscellaneous debris on the ground including trash, rocks, leaves, and other items.

Regular Tree and Palm Maintenance

- Contractor shall provide the following during every lawn maintenance service.
- Maintain a minimum lower canopy height for both trees and palms of 10 feet over designated pedestrian traffic walkways, and 14.5 feet over roadways, drives, and parking lots.
- All vegetation obstructing posted signs, and any unsafe tree or palm condition shall be resolved by the end of every lawn maintenance service.



- Removal of all seed pods that are within 18' of ground level from palms.
- Pruning shall conform to all ANSI standards regarding tree pruning standards and worker safety.
- All resultant debris shall be promptly removed and disposed by the Contractor.

Annual Tree and Palm Trimming

- Contractor shall provide one citywide hardwood tree and palm tree trimming service annually, as scheduled in conjunction with the City.
- Any additional services beyond these single services shall be only authorized by the city's contract manager and, upon acceptance, will be performed at the same contracted tree or palm trimming charge.
- Contractor shall follow all ANSI standards regarding tree pruning and worker safety.
- The contractor shall have a certified arborist on staff at the time of contract acceptance. All workers providing the actual pruning cuts must possess at least a Broward County tree trimmer training certificate when working.
- All resultant debris shall be promptly removed and disposed of by and at the Contractor's expense.
- Hardwood tree trimming shall be limited to the removal of no more than 25% of the individual tree canopy at any one time.
- Trimming priorities are as follows in order of highest to lowest: cleaning dead/dying and weakly attached branches, trimming of limbs/fronds at least 5' away from structures, thinning canopy for increased wind flow and light penetration, raising lower canopy, and promoting proper tree structure.
- All parking lot and building light fixtures must remain unobstructed by any palm or tree canopies.
- Palm trimming shall include the following standard practices but not limited to seedpod removal, trimming of fronds 5' away from all structures and lighting, and removal of brown fronds that hang below a line parallel to the ground (9-3).

The Royal Palms listed below are excluded

- Dykes Road from Pembroke Road to Sheridan Street
- 172nd Ave from Pembroke Road to Sheridan Street
- 184th Ave from Pembroke Road to Sheridan Street



- Douglas Road from Pembroke Road to Sheridan Street
- Flamingo Road from Pembroke Road to Sheridan Street
- Pines Boulevard from the Turnpike to US 27
- NW 146th Ave to continuing onto NW 20th St continuing to NW 150th Ave (Off Sheridan Street)
- NW 125th Ave from Sheridan Street to Taft Street
- NW 136th Ave from Pines Boulevard to NW 10th St
- NW 178th Ave from Pembroke Road to Sheridan Street
- Pembroke Road from 66th to 196th
- 196th from Pembroke Road to Stirling Road
- Sheridan Street from US 27 to Flamingo Road
- University Drive from Pembroke Road to Sheridan Street
- Taft Street from Flamingo Road to NW 129th Ave
- NW 129th Ave from Taft Street to NW 10th
- NW 129th Ave Continuing to NW 10th Street continuing to NW 142 Ave (Off Pines Boulevard)
- SW 145th from Pines Boulevard to Pembroke Road
- Palm Avenue from Pembroke Road to Sheridan Street
- SW 106th Avenue south of Pines Blvd (Near City Center)

Irrigation Maintenance and Repairs

- The city is responsible for all irrigation maintenance.
- The contractor is responsible for reporting any pre-existing damage found to the irrigation system prior to the start of work at any site.
- Contractor agrees that the City shall repair any damages to the irrigation systems that were caused by the contractor.
- Contractor agrees that for all such repairs, the City shall back charge the contractor at a rate of cost plus 10% to include time, material, and equipment.

Fertilization



- The city is responsible for all fertilization services.

4.3 Litter Removal & Canal Cleaning

General Conditions

- Awarded contractor will be required to report each morning to the City's project manager via email of all trip and/or safety hazards that were found by the contractor's workforce on the City's roadways and sidewalks during the previous day's work. Email addresses will be provided.
- The contract will provide 24 hr. on call service as needed.
- All other necessary manpower, supplies, and equipment needed to perform the job is to be supplied by the Contractor, with a guaranteed minimum of two (2 man) crews each with a pick-up (or similar) and all other equipment such as trailers, UTV's, trash bags, as deemed necessary to complete scope of work.
- Contractor will work with the city to develop a work schedule that provides coverage for seven days per week.
- The awarded contractor shall be responsible for providing the Public Services Director or designee with a monthly schedule for all services, this schedule is due within 5 days of the beginning of each month. City reserves the right to direct changes to the schedule.
- The Public Services Director or designee shall be notified by 10am on the day of any changes in the schedule and shall be provided with a revised schedule by the end of that day.
- The Contractor shall designate a dedicated Project Manager to oversee all operations and serve as the primary point of contact for the City of Pembroke Pines. Project Manager must remain within the city limits of Pembroke Pines and always be readily available. Additionally, the Project Manager must be fluent in speaking, reading, and writing English.
- All equipment utilized by the Contractor shall be FDOT, OSHA compliant, disabling or removal of manufacturer provided safety devices, shields, guards, etc. is strictly prohibited.
- All work performed in ROW must be MOT certified, and proper personal protection equipment is to be worn by all personnel. All required MOT supplies such as, but not limited to, arrow boards, warning signs, and cones for traffic control and worker/public safety shall be provided by the contractor.
- The contractor shall provide references for projects of equal or greater scope and demonstrate the capability to perform the required scope of work. The City reserves the right to inspect the contractor's office/facilities and equipment prior to award.



SCOPE OF WORK - Litter Control/Debris Removal and Canal Cleaning

The contractor shall perform complete litter and debris removal per the guidelines below:

- Contractor to refer to maps attached, roadway and canal lists below for areas included in the litter & canal cleaning scope of work.
- Contractor shall remove all foreign, non-belongs item such as litter and debris to include but not limited to, palm fronds, C&D, mattresses, illegal dumping, car parts, etc.
- Contractor shall empty cans and replace bags where trash cans are existing.
- Contractor to return shopping carts to business of origin; unidentified carts will be disposed of as applicable.
- Designated roadways, including medians, swales, and sidewalks—must undergo thorough litter control as often as necessary to remain free of litter and debris, and at a minimum, once per week. The Howard C. Foreman and Charles F. Dodge Civic Center sites are to receive total litter control and debris cleanup minimum twice a week as agreed to with City's contract representative.
- The litter maintenance schedule must be spaced at least three days apart from lawn care services. If the Contractor completes the route in less than a week, they must immediately begin the process again to ensure continuous removal of litter and debris.
- Only living aquatic vegetation should remain after the completed canal cleaning service.
- Canal cleaning services shall be performed in the months of January, April, July, and October.
- City will allow Contractor to dump all debris collected from the litter and canal cleaning only in the City's dumpsters at Public Services operated sites.

INCLUDED ROADWAYS (North/South):

- 72nd from Pembroke Road to NW 2nd and Taft to Sheridan
- University Drive from Pembroke to Sheridan
- Douglas Road from Pembroke Road to Sheridan
- Palm Avenue from Pembroke Road to Sheridan
- SW 114th Ave from Washington Street to Pines Blvd.
- Hiatus Road from Pembroke Road to Sheridan
- Flamingo Road from Pembroke Road to Sheridan



- 136th Ave. from the Southern border of the Baers shopping plaza north to 10th
- SW 145th Ave. Pembroke Road to NW 10 Street
- Dykes Road Pembroke Road to Sheridan Street
- SW 172nd Pembroke Road to Sheridan
- SW 178th from Pembroke to NW 184th Ave.
- NW 184 Ave. from Pembroke Road to Sheridan St
- SW 196th from Pembroke Road to Sterling Road
- NW 208th Pines to Johnson Street

INCLUDED ROADWAYS (East/West):

- Pembroke Road from Turnpike to US 27.
- Pines Blvd. from turnpike to US 27.
- Johnson Street from NW 76th Ave to Flamingo Road.
- Taft Street from NW 72nd to NW 129th Ave.
- Sheridan NW 72 Ave. to US 27.

INCLUDED ROADWAYS/SITES (Misc.):

- Washington Street from Flamingo Road to SW 114th Ave.
- Washington Street from Hiatus Road to SW 103 Ave. (including all roads within City Center).
- SW 4th CT. from Flamingo Road heading west, then north on 129th including NW 10th to NW 145 and NW 129 to Taft Street
- NW 202nd Avenue from Pines then west on Johnson Street to US 27.
- Sterling Road from US 27 to Josias Dog Park.
- NW 108th Ave from Pines Blvd. to Johnson Street.
- NW 103 Ave. from Johnson Street to NW 3 Street (senior center).
- Shopping center (and alley behind) on the northeast corner of Pembroke Road and SW 72 Ave. (excluding the gas station). Map provided.
- Howard C. Foreman Site Sections. Map provided.
- Charles F. Dodge Civic Center. Map provided

**INCLUDED CANALS:**

- North side of Taft Street from University Drive to Palm Avenue.
- North side of Johnson Street from Palm Avenue to Hiatus Road.
- Canal from NW 83rd Avenue to Douglas Road; located between NW 2nd Street and NW 3rd Street (behind Chuck E. Cheese plaza & Ford Dealer).
- East side of University Drive from Pembroke Road to Sheridan Street.
- West side of Palm Avenue from Pembroke Road to Sheridan Street.
- West side of Flamingo Road from Pembroke Road to Sheridan Street.

4.4 Incomplete Work Penalty

The contractor acknowledges that full and timely completion of all assigned routes/tasks is a critical requirement of this contract. If any portion of the work or route is not completed as specified, a fee deduction or penalty may be applied to the payment for the service period. The amount of the deduction will be determined based on the extent of the incomplete work and as outlined in the payment terms of the agreement.



SECTION 5 - SUBMITTAL DOCUMENTS

Bids must be submitted electronically at <https://procurement.opengov.com/portal/pembrokepines> on or before **2:00 pm on Tuesday, July 22, 2025**. Please note vendors should be registered on OpenGov under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation. In addition, the vendor must complete the required documents in this section and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the <https://procurement.opengov.com/portal/pembrokepines> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

Prospective proposers interested in responding to this solicitation are requested to provide all of the applicable information listed in this section. Submittals that do not respond completely to all of the requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

1 CONFIRMATION TO BIND

1.1 I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.*

☐ Please confirm

*Response required

2 PRICE PROPOSAL

2.1 PRICING/BID TABLE(S)*

a. The Vendor must provide their pricing through the designated line items listed on the attached Excel Sheet.

b. Please download the attached document, complete all required fields, and upload the completed form here.

- [Price Table.xlsx](#)

*Response required

3 REFERENCE # 1

The minimum experience for this project is **five (5) years**. Provide specific examples of similar experience conducting licensed work of equal or similar scope of work, preferably delivered by the proposed team members. A **minimum of 3** references should be from the last **five years** and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers'



submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications. In this section you will have the ability to enter information for 5 different references including their contact details and specific project information.

Please note that the City prefers references who are not current employees of the City of Pembroke Pines, as we generally do not contact our own employees for reference checks.

Proposers are advised to confirm that:

- A. Each reference provided by the Respondent has up to date contact persons and contact information;
- B. The contact person provided for each reference is someone who has personal knowledge of the Proposer's performance during the referenced project; and
- C. The contact person for each reference has been contacted by the Proposer regarding this specific bid submittal and such person confirmed their willingness to serve as a reference.

3.1 Reference Contact Information - Name of Firm, City, County or Agency*

*Response required

3.2 Reference Contact Information - Reference's Business Address*

*Response required

3.3 Reference Contact Information - Reference's Contact Name & Title*

*Response required

3.4 Reference Contact Information - Reference's E-mail Address*

*Response required

3.5 Reference Contact Information - Reference's Phone Number*

*Response required

3.6 Project Information - Was your firm the prime contractor for the listed project?*

☐ Yes

☐ No

*Response required

3.7 Project Information - Name of Contactor Performing the Work*

*Response required

3.8 Project Information - Name and location of the project*

*Response required

3.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for*

*Response required



3.10 Project Information - Project Duration*

*Response required

3.11 Project Information - Completion (Anticipated) Date*

*Response required

3.12 Project Information - Size of Project*

*Response required

3.13 Project Information - Cost of Project*

*Response required

4 REFERENCE # 2

4.1 Reference Contact Information - Name of Firm, City, County or Agency*

*Response required

4.2 Reference Contact Information - Reference's Business Address*

*Response required

4.3 Reference Contact Information - Reference's Contact Name & Title*

*Response required

4.4 Reference Contact Information - Reference's E-mail Address*

*Response required

4.5 Reference Contact Information - Reference's Phone Number*

*Response required

4.6 Project Information - Was your firm the prime contractor for the listed project?*

☐ Yes

☐ No

*Response required

4.7 Project Information - Name of Contactor Performing the Work*

*Response required

4.8 Project Information - Name and location of the project*

*Response required

4.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for*

*Response required

4.10 Project Information - Project Duration*

*Response required

4.11 Project Information - Completion (Anticipated) Date*

*Response required



4.12 Project Information - Size of Project*

*Response required

4.13 Project Information - Cost of Project*

*Response required

5 REFERENCE # 3

5.1 Reference Contact Information - Name of Firm, City, County or Agency*

*Response required

5.2 Reference Contact Information - Reference's Business Address*

*Response required

5.3 Reference Contact Information - Reference's Contact Name & Title*

*Response required

5.4 Reference Contact Information - Reference's E-mail Address*

*Response required

5.5 Reference Contact Information - Reference's Phone Number*

*Response required

5.6 Project Information - Was your firm the prime contractor for the listed project?*

☐ Yes

☐ No

*Response required

5.7 Project Information - Name of Contactor Performing the Work*

*Response required

5.8 Project Information - Name and location of the project*

*Response required

5.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for*

*Response required

5.10 Project Information - Project Duration*

*Response required

5.11 Project Information - Completion (Anticipated) Date*

*Response required

5.12 Project Information - Size of Project*

*Response required

5.13 Project Information - Cost of Project*

*Response required

6 REFERENCE # 4



- 6.1 Reference Contact Information - Name of Firm, City, County or Agency
- 6.2 Reference Contact Information - Reference's Business Address
- 6.3 Reference Contact Information - Reference's Contact Name & Title
- 6.4 Reference Contact Information - Reference's E-mail Address
- 6.5 Reference Contact Information - Reference's Phone Number
- 6.6 Project Information - Was your firm the prime contractor for the listed project?
- ☐ Yes
- ☐ No
- 6.7 Project Information - Name of Contactor Performing the Work
- 6.8 Project Information - Name and location of the project
- 6.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for
- 6.10 Project Information - Project Duration
- 6.11 Project Information - Completion (Anticipated) Date
- 6.12 Project Information - Size of Project
- 6.13 Project Information - Cost of Project

7 REFERENCE # 5

- 7.1 Reference Contact Information - Name of Firm, City, County or Agency
- 7.2 Reference Contact Information - Reference's Business Address
- 7.3 Reference Contact Information - Reference's Contact Name & Title
- 7.4 Reference Contact Information - Reference's E-mail Address
- 7.5 Reference Contact Information - Reference's Phone Number
- 7.6 Project Information - Was your firm the prime contractor for the listed project?
- ☐ Yes
- ☐ No
- 7.7 Project Information - Name of Contactor Performing the Work
- 7.8 Project Information - Name and location of the project
- 7.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for
- 7.10 Project Information - Project Duration
- 7.11 Project Information - Completion (Anticipated) Date
- 7.12 Project Information - Size of Project
- 7.13 Project Information - Cost of Project

8 PROJECT DOCUMENTS

- 8.1 PROPOSERS BACKGROUND INFORMATION FORM*
- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Proposers_Background_Inform...](#)

*Response required



- 8.2 PROPOSAL SECURITY (BID BOND FORM OR CASHIER'S CHECK)*
- a. A Proposal Security shall be in an amount not less than of 5% of the total cumulative base amount proposed.
 - b. Therefore, proposal should be accompanied by a certified or cashier's check or by a Bid Bond made payable to the City of Pembroke Pines on an approved form, duly executed by the Proposer as principal and having as surety thereon a surety company acceptable to CITY and authorized to write such Bond under the laws of the State of Florida.
 - c. Contingency is not to be counted in the total amount the proposal security is based on.
 - d. Proposers must submit a scanned copy of their bid security (bid bond form or cashier's check) with their bid submittal through OpenGov.
 - e. Proposers should also submit their original bid security (bid bond form or cashier's check) at time of the bid due date, or they may be deemed as non-responsive.
 - f. The original Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - PSPW-25-09 Citywide Litter Control and Landscape Maintenance Services**" and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.
 - g. Please see [SPECIAL TERMS & CONDITIONS](#) of this document for additional information.

*Response required

9 STANDARD DOCUMENTS

The following documents are standard documents that the City generally requires for every solicitation. As a result, we recommend vendors to keep these documents updated and readily available so that they can be easily uploaded for each project that the vendor would like to participate in. In the event that the City does not have one of the forms or documents listed below for your company, the City may reach out to your company after the bid has closed to obtain the document(s).

- 9.1 NON-COLLUSIVE AFFIDAVIT*
- a. Please download the attached document, complete all required fields, and upload the completed form here.
- [Non-Collusive Affidavit.pdf](#)

*Response required

- 9.2 SWORN STATEMENT ON PUBLIC ENTITY CRIMES FORM*
- a. Please download the attached document, complete all required fields, and upload the completed form here.



- [Sworn Statement on Public E...](#)

*Response required

9.3 EQUAL BENEFITS CERTIFICATION FORM*

- Please download the attached document, complete all required fields, and upload the completed form here.

- [Equal Benefits Certificatio...](#)

*Response required

9.4 VENDOR DRUG FREE WORKPLACE CERTIFICATION*

- Please download the attached document, complete all required fields, and upload the completed form here.

- [Vendor Drug-Free Workplace ...](#)

*Response required

9.5 SCRUTINIZED COMPANY CERTIFICATION*

- Please download the attached document, complete all required fields, and upload the completed form here.

- [Scrutinized Company Certifi...](#)

*Response required

9.6 E-VERIFY SYSTEM CERTIFICATION*

- Please download the attached document, complete all required fields, and upload the completed form here.
- Effective January 1, 2021, pursuant to Section 448.095, Florida Statutes, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E-Verify system administered by the U.S. Department of Homeland Security ("DHS").
- Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

- [E-Verify System Certificati...](#)

*Response required



9.7 HUMAN TRAFFICKING AFFIDAVIT*

- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Human Trafficking Affidavit...](#)

*Response required

9.8 VENDOR INFORMATION FORM*

- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Vendor Information Form.pdf](#)

*Response required

9.9 FORM W-9 (REVISED MARCH 2024)*

- a. Please download the attached document, complete all required fields, and upload the completed form here.
- b. Note - Please use the March 2024 version of the form as previously dated versions of this form may delay the processing of any payments to the selected vendor.

- [Form W-9 \(Rev March 2024\).pdf](#)

*Response required

10 OPTIONAL DOCUMENTATION

10.1 TRADE SECRETS

- a. The Proposer's response to this solicitation is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this solicitation and the Contract to be executed for this solicitation, subject to the provisions of Chapter 119.07 of the Florida Statutes.
- b. Any language contained in the Proposer's response to the solicitation purporting to require confidentiality of any portion of the Proposer's response to the solicitation, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final



arbiter of whether any information contained in the Proposer's response to the solicitation constitutes a Trade Secret.

- c. EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE SOLICITATION AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE SOLICITATION OR ANY PART THEREOF AS COPYRIGHTED. ALL DOCUMENTS THAT THE FIRM PURPORTS TO BE CONFIDENTIAL, PROPRIETARY OR A TRADE SECRET SHALL BE UPLOADED TO THE OPENGOV WEBSITE AS A SEPARATE ATTACHMENT, IN THIS SECTION, CLEARLY IDENTIFYING THE EXEMPTION BEING CLAIMED UNDER FLORIDA STATUTES 119.07.
- d. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records.

10.2 FINANCIAL STATEMENTS

- a. The City is **NOT** requesting the vendor to submit any financial statements for this project and prefers if the vendor does not submit financial statements. In addition, if the City needs a copy of the vendor's financial statements, the City can contact the vendor after the bid due date to request those documents. However, if the vendor does submit the financial statements, they should be uploaded in this section.
- b. Any claim of confidentiality on financial statements must be asserted at the time of submittal. The firm must identify the specific statute that authorizes the exemption from the Public Records Law. Please note that the financial statement exemption provided for in Section 119.071(1)c, Florida Statutes only applies to submittals in response to a solicitation for a "public works" project.

10.3 ALTERNATIVES

- a. If you are submitting an alternative product, please upload any related information in this section (such as specification sheets, etc.).
- b. In addition, pursuant to the "**Brand Names**" Section included in the [GENERAL TERMS AND CONDITIONS](#) Section if and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase "OR EQUAL" is added. However, if a product other than that specified is bid, Proposers shall indicate on their proposal and clearly state the



proposed substitution and deviation. It is the vendor's responsibility to provide any necessary documentation and samples within their bid submittal to prove that the product is equal to that specified. Such samples are to be furnished before the date of bid opening, unless otherwise specified. Additional evidence in the form of documentation and samples may be requested if the proposed brand is other than that specified. The City retains the right to determine if the proposed brand shall be considered as an approved equivalent or not.

10.4 ADDITIONAL INFORMATION

- a. Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

10.5 PROFESSIONAL LICENSES

- a. If applicable, please upload any professional licenses that may be required to perform the services outlined in the solicitation.

11 VENDOR CLASSIFICATION

11.1 Is your firm a Local Pembroke Pines Vendor (LPPV) and Local Broward County Vendor (LBCV)?*

- a. The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. **"Local Pembroke Pines Vendor"** shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines, **OR;**
2. **"Local Broward County Vendor"** shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.



- b. A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the Local Pembroke Pines Vendor(s); A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the Local Broward County Vendor(s).

☐ Yes

☐ No

*Response required

When equals "Yes"

11.1.1 Please indicate your Local Vendor Status*

☐ Local Pembroke Pines Vendor (LPPV)

☐ Local Broward County Vendor (LBCV)

*Response required

When equals "Yes"

11.1.2 Local Vendor Preference Certification*

1. Please download the attached document, complete all required fields, and upload the completed form here.

- [Local Vendor Preference Cer...](#)

*Response required

When equals "Yes"

11.1.3 Local Business Tax Receipts*

1. If claiming Local Vendor Preference, please upload any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

*Response required

11.2 Is your firm a Veteran Owned Small Business (VOSB)?*

- a. The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation. A veteran owned small business shall be defined as:



1. **"Veteran Owned Small Business"** shall mean a business entity which has received a "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).

b. A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the Veteran Owned Small Business (VOSB).

☐ Yes

☐ No

*Response required

When equals "Yes"

11.2.1 Determination Letter from the United States Department of Veteran Affairs Center*

1. If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).

*Response required

11.3 Is your firm a Minority-Owned Business Enterprise (MBE)?*

☐ Yes

☐ No

*Response required

When equals "Yes"

11.3.1 Please indicate the classification of your Minority-Owned Business Enterprise (MBE)*

Select all that apply

☐ African-American MBE

☐ Asian-American MBE

☐ Hispanic-American MBE

☐ Native-American MBE

☐ Other option not listed above

*Response required

When equals "Yes"



11.3.2 MBE Certification Documentation*

1. Upload your MBE Certification Documentation here, preferably with the State of Florida's Office of Supplier Diversity. If you have multiple MBE certifications, please combine them into one (1) document and upload.

*Response required

11.4 Is your firm a Woman-Owned Business Enterprise (WBE)?*

☐ Yes

☐ No

*Response required

When equals "Yes"

11.4.1 WMBE Certification Documentation*

1. Upload your WMBE Certification Documentation here, preferably with the State of Florida's Office of Supplier Diversity. If you have multiple WMBE certifications, please combine them into one (1) document and upload.

*Response required

11.5 Is your firm a HubZone Business / Labor Surplus Area Firm?*

☐ Yes

☐ No

*Response required

When equals "Yes"

11.5.1 HubZone Business / Labor Surplus Area Firm Certification Documentation*

1. Upload your HubZone Business / Labor Surplus Area Firm Certification Documentation, preferably with the U.S. Small Business Administration (SBA). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

11.6 Is your firm a Broward County Small Business Enterprise (SBE)?*

☐ Yes

☐ No

*Response required

When equals "Yes"



11.6.1 SBE Certification Documentation*

1. Upload your SBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

11.7 Is your firm a Broward County Business Enterprise (CBE)?*

☐ Yes

☐ No

*Response required

When equals "Yes"

11.7.1 CBE Certification Documentation*

1. Upload your CBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

11.8 Is your firm a Broward County Disadvantaged Business Enterprise (DBE)?*

☐ Yes

☐ No

*Response required

When equals "Yes"

11.8.1 DBE Certification Documentation*

1. Upload your DBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

11.9 Does your firm have a Vendor Classification that was not listed above?*

☐ Yes

☐ No

*Response required

When equals "Yes"

11.9.1 Other Vendor Classification Certification Documentation*

1. Upload your other Certification Documentation here. If you have multiple certifications, please combine them into one (1) document and upload.



*Response required



SECTION 6 - EVALUATION OF PROPOSALS & PROCESS SELECTION

6.1 Qualifying & Selecting Firms

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information and references contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.
- C. The contract shall be awarded to the most responsive/responsible bidder whose bid is determined to be the most advantageous to the City taking into consideration the evaluation criteria.