



# Parks Tree Trimming Services

## Invitation for Bids # RE-20-08

General Information		
Project Cost Estimate	\$120,000 per year	See Section 1.4
Project Timeline	This contract shall be for an initial two year period with two additional one-year renewal terms.	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.7
Question Due Date	October 26, 2020	See Section 1.8
Proposals will be accepted until	2:00 p.m. on November 10, 2020	See Section 1.8

THE CITY OF PEMBROKE PINES  
**PURCHASING DIVISION**  
8300 SOUTH PALM DRIVE  
PEMBROKE PINES, FLORIDA 33025  
(954) 518-9020



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ATTACHMENTS

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Attachment B: Non-Collusive Affidavit

Attachment C: Proposer's Qualifications Statement

Attachment D: Sample Insurance Certificate

Attachment E: Specimen Contract - **Contractual Services Agreement**

Attachment F: References Form

Attachment G: Park Locations and Tree Counts



## **SECTION 1 - INSTRUCTIONS**

### **1.1 NOTICE**

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

#### **IFB # RE-20-08 Parks Tree Trimming Services**

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the [www.BidSync.com](http://www.BidSync.com) website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at [purchasing@ppines.com](mailto:purchasing@ppines.com). The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the "Ask a Question" option tab available on the BidSync website. Responses to the questions will be provided online at [www.bidsync.com](http://www.bidsync.com). Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

**Proposals will be accepted until 2:00 p.m., Tuesday, November 10, 2020.** Proposals must be **submitted electronically at [www.BidSync.com](http://www.BidSync.com)**. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk's Office, in the City Hall Administration Building, 4<sup>th</sup> Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

#### **1.1.1 VIRTUAL BID OPENING**

At the time of writing of this notice, Florida Governor Ron DeSantis' Executive Order No. 20-69 (extended by EO 20-150 and EO 20-179) on the Coronavirus health alert, is due to expire on September 1, 2020. If the executive order is not extended then meetings may be a combination of in-person and virtual, all as provided by law, or as otherwise entered via an executive order of the governor. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**

In addition, at the time of writing this notice, the City will not be opening up the physical location for public access as **City offices are closed to the public**, due to the COVID-19 Coronavirus Pandemic.



Bid openings for this project will be live-streamed from the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025 at **2:30 PM on the bid due date**.

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- 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 view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings.**

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Benedit, Procurement Department  
City of Pembroke Pines  
8300 South Palm Drive,  
Pembroke Pines, FL 33025  
954-518-9022  
[purchasing@ppines.com](mailto:purchasing@ppines.com)

## **1.2 PURPOSE**

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to perform a palm tree and hardwood tree trimming service, throughout the Park system, in accordance with the terms, conditions, and specifications contained in this solicitation.

## **1.3 SCOPE OF WORK**

Contractor shall provide palm tree trimming services throughout the parks at the direction of the Director of Recreation and Cultural Arts. Attachment G includes an estimated count of hardwood and palm trees at each park location. The IFB requests a price to cut per tree. The schedule for cutting trees will be established annually by the Director of Recreation and Cultural



Arts and will be based on need. The estimated annual expense for tree trimming in the parks is \$100,000.

Contractor shall follow all ANSI standards in regards to tree pruning and worker safety. Contractor shall have a Broward County Tree Trimmer License 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 the Contractor.

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 at least 3' away from structures, thinning canopy for increased wind flow and light penetration, raising lower canopy, and promoting proper tree structure. The Parks Maintenance contractor is responsible for keeping all trees trimmed to ten feet above the floor. This contract will not require lifting for this purpose unless specifically requested by the Project Manager.

Palm trimming shall include the following standard practices but not limited to: seedpod removal, trimming of fronds 3' away from all structures, and removal of brown fronds that hang below a line parallel to the ground (9-3).

All damage created by contractor performance will be repaired to City standards, by contractor.

#### **1.4 PROJECT TIMELINE / PROJECT COST ESTIMATE**

Tree trimming services are for various parks throughout the City on an as-needed basis, the City anticipates that the trees will be trimmed once per year. For a list of parks please see **Attachment G: Park Locations and Tree Counts**

- Contract term shall be **for two (2) years, with two (2) additional one (1) year renewal periods.**
- Project Cost Estimate: **\$ 120,000**

#### **1.5 PROPOSAL REQUIREMENTS**

The **www.bidsync.com** website allows for vendors to complete, scan and upload their documents as part of the bidder's submittal on the website. Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.



**1.5.1 Attachment A: Contact Information Form**

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal.
- b. The vendor must provide their pricing through the designated line items listed on the BidSync website.
- c. Please note vendors should be registered on BidSync 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.
- d. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
- e. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- f. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

**1.5.2 Attachment B: Non-Collusive Affidavit**

**1.5.3 Attachment C: Proposer's Qualifications Statement**

**1.5.4 Attachment F: References Form**

- a. Complete **Attachment F: References Form**. 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.

**1.6 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS**

The City has implemented a new process that is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will require vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In





addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project.

**Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.**

These forms will be found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines. Please note that the BidSync website requires bidders to complete all of these qualifications prior to being able to submit questions on any bids, therefore, please make sure to complete this information as soon as possible.

The following documents can be completed prior to the bidding process through the BidSync website and do not need to be attached to your submittal as the BidSync website will automatically include it.

**1.6.1 Vendor Information Form**

**1.6.2 Form W-9 (Rev. October 2018)**

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

**1.6.3 Sworn Statement on Public Entity Crimes Form**

**1.6.4 Local Vendor Preference Certification**

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors’ qualifications.

**1.6.5 Local Business Tax Receipts**

**1.6.6 Veteran Owned Small Business Preference Certification**

- a. 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).



- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.

**1.6.7 Equal Benefits Certification Form**

**1.6.8 Vendor Drug-Free Workplace Certification Form**

**1.6.9 Scrutinized Company Certification**

**1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION**

- 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 contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.

**1.8 TENTATIVE SCHEDULE OF EVENTS**

<b>Event</b>	<b>Time &amp;/or Date</b>
Issuance of Solicitation (Posting Date)	<b>October 13, 2020</b>
Question Due Date	<b>October 26, 2020</b>
Anticipated Date of Issuance for the Addenda with Questions and Answers	<b>October 29, 2020</b>
Proposals will be accepted until	<b>2:00 p.m. on November 10, 2020</b>
Proposals will be opened at	<b>2:30 p.m. on November 10, 2020</b>
Evaluation of Proposals by Staff	<b>TBD</b>
Recommendation of Contractor to City Commission award	<b>TBD</b>

**1.9 SUBMISSION REQUIREMENTS**

Bids/proposals **must be submitted electronically** at [www.bidsync.com](http://www.bidsync.com) on or before **2:00 p.m. on November 10, 2020.**

Please note vendors should be registered on BidSync 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.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and



provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

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 BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

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



### **CONTACT INFORMATION FORM**

IN ACCORDANCE WITH **RE-20-08** titled “**Parks Tree Trimming Services**” attached hereto as a part hereof, the undersigned submits the following:

#### **A) Contact Information**

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

#### **COMPANY INFORMATION:**

COMPANY: \_\_\_\_\_

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

CITY, STATE & ZIP CODE: \_\_\_\_\_

#### **PRIMARY CONTACT FOR THE PROJECT:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

#### **AUTHORIZED APPROVER:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

#### **B) Proposal Checklist**

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

Attachment A - Contact Information Form	Yes_____
Attachment B - Non-Collusive Affidavit	Yes_____
Attachment C - Proposer's Completed Qualification Statement	Yes_____



Attachment F - References Form	Yes_____
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Did you make sure to update the following documents found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines?

Vendor Information Form	Yes_____
Form W-9 (Rev. October 2018)	Yes_____
Sworn Statement on Public Entity Crimes Form	Yes_____
Local Vendor Preference Certification	Yes_____
Local Business Tax Receipts	Yes_____
Veteran Owned Small Business Preference Certification	Yes_____
Equal Benefits Certification Form	Yes_____
Vendor Drug-Free Workplace Certification Form	Yes_____
Scrutinized Company Certification	Yes_____

### **C) Sample Proposal Form**

*The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.*

Tree trimming services are for various parks throughout the City on an as-needed basis, the City anticipates that the hardwood trees will be trimmed every three to four years and the palm trees will be trimmed every one to two years. For a list of parks please see **Attachment G: Park Locations and Tree Counts**

Item #	Item Description	Estimated Number of Trees Per Year	Unit Price
1)	Total cost to provide tree trimming services for one hardwood tree per the specifications included in this IFB	450	Price to be Submitted Via BidSync
2)	Total cost to provide tree trimming services for one palm tree per the specifications included in this IFB	1764	Price to be Submitted Via BidSync

## Estimated Tree Counts for Pembroke Pines Parks

East Side Parks	Address	Hardwood Estimated Count	Palm Tree Estimated Count
108th Avenue Kiddie Park	NW 108th Avenue & 19th Street	4	0
111th Avenue Kiddie Park	NW 111th Avenue & 18th Place	15	0
Ashley Hale Park	NW 106th Terrace & 118th Place	33	2
Ben Fiorendino Pembroke Lakes Park	10211 Taft Street	47	47
Cinnamon Place Park	8600 Pembroke Road	51	13
Craig Rupp K-9 Dog Park/ Linear Park	9751 Johnson Street	11	12
Flamingo Park	1900 NW 122nd Terrace	108	69
Fletcher Park	7900 Johnson Street	43	14
Fletcher Art & Culture Center	7960 Johnson Street		10
Jack McCluskey Park	9201 NW 19th Street	20	4
John Fahey Park	NW 98th Avenue & Johnson Street	8	2
Maxwell Park	1200 SW 72nd Avenue	8	12
Memorial Park	601 City Center Way	34	0
Pasadena Park	8815 Pasadena Blvd.	53	11
Pembroke Lakes Golf Course and Tennis Center Parking Lot (No Trees on the Golf Course)	10500 Taft Street	29	160
Pembroke Pines Boat Yard	Pembroke Road and 108th Ave	0	6
Pines Recreation	7400 Pines Blvd.	106	67
Raintree Park	Hiatus Road and Washington Ave	19	0
Studio 18	1101 Poinciana Drive	18	14
Tanglewood Park	9500 SW 1st Street	16	30
Walnut Creek Park	7701 Taft Street	40	38

West Side Parks	Address	Hardwood Estimated Count	Palm Tree Estimated Count
Alhambra Park	100 SW 198th Terrace	20	3
Chapel Trail Nature Preserve	19800 Sheridan Street	0	0
Chapel Trail Soccer Park	19531 Taft Street	142	2
Josias Dog Park	5836 SW 193rd Way, SW Ranches	5	0
Pembroke Shores Park	501 SW 172nd Avenue	138	50
Rose Price Park	901 NW 208th Avenue	59	228
Silver Lakes North	2300 NW 172nd Avenue	91	242
Silver Lakes South	17601 SW 2nd Street	73	235
Spring Valley	1700 NW 160th Avenue	103	35
William B. Armstrong	1700 NW 160th Avenue	125	76
Towngate Park	901 NW 155th Avenue	81	156
Walden Lakes Park	20460 SW 1st Street	69	17
Walter C. Young	1361 NW 12th Avenue	49	13
YMCA Aquatic Center	1361 NW 129th Avenue	56	77
West Pines Soccer Park	350 SW 196th Avenue	230	119

<b>Total</b>		<b>1904</b>	<b>1764</b>
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