



REQUEST FOR PROPOSAL

**CITY OF NAPLES
PURCHASING DIVISION
CITY HALL, 735 8TH STREET SOUTH
NAPLES, FL 34102**

PH: 239-213-7100 FX: 239-213-7105

NOTIFICATION DATE: 08/09/13	TITLE HORTICULTURAL COLLECTION & DISPOSAL	NUMBER: 052-13	OPENING DATE & TIME: 09/05/13 2:00 PM
PRE-PROPOSAL DATE, TIME AND LOCATION: Non-mandatory Pre-Bid Meeting held August 19, 2013; 10:00 AM local time; 380 Riverside Circle, Naples FL, 34102			
NAME OF PARTNERSHIP, CORPORATION OR INDIVIDUAL:			
MAILING ADDRESS:			
CITY-STATE-ZIP:			
PH:		EMAIL:	
FX:		WEB ADDRESS:	
AUTHORIZED SIGNATURE		DATE	PRINTED NAME/TITLE
<p>I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this proposal for the proposer. In submitting a proposal to the City of Naples the proposer offers and agrees that if the proposal is accepted, the proposer will convey, sell, assign or transfer to the City of Naples all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of FL for price fixing relating to the particular commodities or services purchased or acquired by the City of Naples. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the proposer.</p> <p style="text-align: center;">FEI/EIN Number _____</p>			
<p style="color: red; font-size: small;">Please initial by all that apply</p> <p style="color: red; font-size: small;">I acknowledge receipt / reviewed of the following addendum</p> <p style="color: red; font-size: small;"> _____Addendum #1 _____Addendum #2 _____Addendum #3 _____Addendum #4 </p>			

PLEASE NOTE THE FOLLOWING:

- > This page must be completed and returned with your proposal.
- > Proposals must be submitted in a sealed envelope, marked with proposal number & closing date.
- > Proposals received after the above closing date and time will not be accepted.
- > Proposal tabulations will be available on the City of Naples web site www.naplesgov.com

GENERAL CONDITIONS

TO INSURE ACCEPTANCE OF THE PROPOSAL, PLEASE FOLLOW THESE INSTRUCTIONS. ANY AND ALL SPECIAL CONDITIONS, ATTACHED HERETO, HAVE PRECEDENCE.

- 1. SEALED PROPOSAL:** All proposals must be submitted in a sealed envelope. The face of the envelope shall contain the proposal name and proposal number. Proposals not submitted on attached proposal form shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.
- 2. EXECUTION OF PROPOSAL:** Proposal must contain a manual signature of authorized representative in the proposal section. Proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by proposer to his proposal must be initialed.
- 3. NO PROPOSAL:** If not submitting a proposal, respond by returning the Statement of No Proposal and explain the reason in the spaces provided. Failure to respond 3 times in succession without justification shall be cause for removal of the supplier's name from the proposal mailing list. NOTE: To qualify as a respondent, proposer must submit a "NO PROPOSAL," and it must be received no later than the stated proposal opening date and hour.
- 4. PROPOSAL OPENING:** Shall be public, on the date and at the time specified on the proposal form. It is the proposer's responsibility to assure that his proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered will not be considered. Offers by telegram; telephone; or fax are not acceptable. Proposal files may be examined during normal working hours.
- 5. WITHDRAWAL OF PROPOSALS:** Withdrawal of a proposal within sixty (60) days after the opening of proposals is subject to suspension or debarment in accordance with Policy 7-4 for up to three years.
- 6. PRICES, TERMS and PAYMENT:** Firm Prices shall be proposal and include all packing, handling, shipping charges and delivery to the destination shown herein. Proposer is encouraged to offer cash discount for prompt invoice payment. Terms of less than 20 days will not be considered.

 - A. TAXES:** The City of Naples does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See exemption number on face of purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of City-owned real property.
 - B. MISTAKES:** Proposers are expected to examine the specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at proposer's risk. In case of mistake in extension, the unit price will govern.
 - C. CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this proposal shall be a new, current standard production model available at the time of this proposal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
 - D. SAFETY STANDARDS:** Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under.
 - E. UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall carry U.L. approval and re-examination listing where such has been established.
 - F. PAYMENT:** Payment will be made by the buyer after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the proposal. Failure to follow these instructions may result in delay in processing

invoices for payment. In addition, the purchase order number must appear on bills of lading, packages, cases, delivery lists and correspondence.

7. DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.

8. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If proposals are based on equivalent products, indicate on the proposal form the manufacturer's name and number. Proposer shall submit with his proposal, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous proposal will not satisfy this provision. The proposer shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Proposals which do not comply with these requirements are subject to rejection. Proposals lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the proposal form.

9. INTERPRETATIONS: Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the proposal opening. Inquiries must reference the date of proposal opening and proposal number. Failure to comply with this condition will result in proposer waiving his right to dispute the proposal.

10. CONFLICT OF INTEREST: All proposal awards are subject to Section 2-973 Conflict of Interest, City of Naples Code of Ordinances, which states: *"No public officer or employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of or is doing business with the city; nor shall an officer or employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties. Any member of the city council or any city officer or employee who willfully violates this section shall be guilty of malfeasance in office or position and shall forfeit his office or position. Violation of this section with the knowledge, express or implied, of the person or corporation contracting with or making a sale to the city shall render the contract or sale voidable by the city manager or the city council."*

11. AWARDS: As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

12. ADDITIONAL QUANTITIES: For a period not exceeding ninety (90) days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to but not exceeding those shown on proposal at the prices proposal in this invitation. If additional quantities are not acceptable, the proposal sheets must be noted "PROPOSAL IS FOR SPECIFIED QUANTITY ONLY." (THIS PARAGRAPH DOES NOT APPLY FOR A TERM CONTRACT.)

13. SERVICE AND WARRANTY: Unless otherwise specified, the proposer shall define any warranty service and replacements that will be provided during and subsequent to this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided.

14. SAMPLES: Samples of items, when called for, must be furnished free of expense, on or before proposal opening time and date, and if not destroyed may, upon request, be returned at the proposer's expense. Each individual sample must be labeled with proposer's name, manufacturer's brand name and number, proposal number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your

proposal. If instructions are not received within this time, the commodities shall be disposed of by the City of Naples.

15. PROPOSAL PROTEST: The city has formal proposal protest procedures that are available on request.

16. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency, unless loss or damage results from negligence by the ordering

17. DISPUTES: In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the buyer shall be final and binding on both parties.

18. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify the buyer at once, indicating in his letter the specific regulation which required an alteration. The City reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the City.

19. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a proposal response hereto and the City of Naples by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any proposer shall not constitute a cognizable defense against the legal effect thereof.

20. PATENTS AND ROYALTIES: The proposer, without exception, shall indemnify and save harmless the City of Naples and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Naples. If the proposer uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

21. ADVERTISING: In submitting a proposal, proposer agrees not to use the results there from as a part of any commercial advertising.

22. ASSIGNMENT: Any Purchase Order issued pursuant to this proposal invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the buyer.

23. LIABILITY: The supplier shall hold and save the City of Naples, its officers, agents, and employees harmless from liability of any kind in the performance of this contract.

24. PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

25. DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a proposal on a contract to provide goods or services to a public entity, may not submit a

proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

26. COUNTY TAXES: No proposal shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the government of Collier County, Florida.

27. OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES: The City of Naples encourages and agrees to the successful proposer extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful proposer.

IF THIS PROPOSAL IS FOR A TERM CONTRACT, THE FOLLOWING CONDITIONS SHALL ALSO APPLY

28. ELIGIBLE USERS: All departments of the City of Naples are eligible to use this term contract. Such purchases shall be exempt from the competitive proposal requirements otherwise applying to their purchases.

29. PRICE ADJUSTMENTS: Any price decrease effectuated during the contract period by reason of market change shall be passed on to City of Naples. Price increases are not acceptable.

30. CANCELLATION: All contract obligations shall prevail for at least one hundred eighty (180) days after effective date of contract. After that period, for the protection of both parties, this contract may be cancelled in whole or in part by either party by giving thirty (30) days prior written notice to the other party.

31. RENEWAL: The City of Naples reserves the option to renew the period of this contract, or any portion thereof for up to two (2) additional periods. Renewal of the contract period shall be by mutual agreement in writing.

32. ABNORMAL QUANTITIES: While it is not anticipated, should any unusual or abnormal requirements arise, the City reserves the right to solicit separate proposals thereon.

33. FISCAL NON-FUNDING CLAUSE: In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the contractor of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the City.

IF THIS PROPOSAL IS FOR PERFORMING A SERVICE, THE FOLLOWING CONDITIONS SHALL ALSO APPLY

34. ALTERNATIVE PROPOSALS: Proposers offering service delivery methods other than those permitted by the scope of work may submit a separate envelope clearly marked "ALTERNATIVE PROPOSAL". Alternative proposals will be deemed non-responsive and will not be considered for award. All such responses will, however, be examined prior to award. Such examination may result in cancellation of all proposals received to permit rewriting the scope of work to include the alternative method, or the alternative method may be considered for future requirements of the City of Naples.

35. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns and transfers to the City of Naples all rights, titles and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida that relate to the particular goods or services purchased or acquired by the City of Naples under said contract.

36. PROPOSER INVESTIGATIONS: Before submitting a proposal, each proposer shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Naples upon which the proposer will rely. If the proposer receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

37. CERTIFICATES AND LICENSES: The Contractor, at time of proposal, shall possess the correct occupational licenses, all professional licenses or other authorizations necessary to carry out and perform the work required by the City of Naples and Collier County for this project pursuant to all applicable Federal, State and Local Laws, Statutes, Ordinances, and rules and regulations of any kind.

38. CHANGE IN SCOPE OF WORK: The City of Naples may order changes in the work consisting of additions, deletions or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract unless such changes or adjustments have been made by written amendment to the contract signed by the City of Naples and the contractor. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the City in writing of this belief. If the City believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

39. CONTRACTOR PERSONNEL: The City of Naples shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the contractor. If the City reasonably rejects staff or subcontractors, the contractor must provide replacement staff or subcontractors satisfactory to the City in a timely manner and at no additional cost to the City. The day-to-day supervision and control of the contractor's employees and sub-contractors is the responsibility solely of the contractor.

40. COST REIMBURSEMENT: The contractor agrees that all incidental costs, including allowances for profit and tools of the trade, must be included in the proposal rates. If an arrangement is made between the contractor and the City to reimburse the contractor for the cost of materials provided in the performance of the work, the contractor shall be reimbursed in the following manner: The City shall reimburse the contractor on completion and acceptance of each assigned job, only for those materials actually used in the performance of the work that is supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharge shall be added to the supplier's invoices or included in the contractor's invoice submitted to the City that would increase the dollar amount indicated on the supplier's invoice for the materials purchased for the assigned job.

41. EXCEPTIONS: Proposers taking exception to any part or section of the solicitation shall indicate such exceptions on the proposal form. Failure to indicate any exception will be interpreted as the proposer's intent to comply fully with the requirements as written. Conditional or qualified proposals, unless specifically allowed, shall be subject to rejection in whole or in part.

42. FAILURE TO DELIVER: In the event of the contractor to fail to deliver services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure the services from other sources and hold the contractor responsible for any resulting purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.

43. FAILURE TO ENFORCE: Failure by the City at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the City to enforce any provision at any time in accordance with its terms.

44. FORCE MAJEURE: The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

45. INDEPENDENT CONTRACTOR: The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of the City of Naples and the City of Naples shall be at no time legally responsible for any negligence or any wrongdoing by the contractor, its servants or agents. The City of Naples shall not withhold from the contract payments to the contractor any federal income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the City shall not provide to the contractor any insurance coverage or other benefits, including Workers' Compensation normally provided by the City for its employees.

46. ORAL STATEMENTS: No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in this contract. All modifications to the contract must be made in writing by the City of Naples.

47. QUALIFICATIONS OF PROPOSERS: The proposer may be required, before the award of any contract, to show to the complete satisfaction of the City of Naples that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The proposer may also be required to give a past history and references in order to satisfy the City in regard to the proposer's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the proposer shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the proposer's qualifications shall include:

- > The ability, capacity, skill and financial resources to perform the work or service.
- > The ability to perform the work service promptly or within the time specified, without delay.
- > The character, integrity, reputation, judgment, experience, and efficiency of the proposer.
- > The quality of performance of previous contracts or services.

48. QUALITY CONTROL: The contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of the contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the City.

49. RECOVERY OF MONEY: Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to the City, the same amount may be deducted from any sum due to the contractor under the contract or under any other contract between the contractor and the City. The rights of the City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the contractor.

50. REQUIREMENTS CONTRACT: During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the City shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the City for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the City is under no obligation to the contractor to buy any amount of services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees that the City may require services in excess of the estimated annual contract amount and that the quantity actually used whether in excess of, or less than, the estimated annual contract amount and that the quantity actually used

shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

51. TERMINATION FOR CONVENIENCE: The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination of at least seven (7) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective. After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of the receipt of the notice or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

52. TERMINATION FOR DEFAULT: The City of Naples reserves the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily the work required, as determined by the City. In the event the City decides to terminate the contract for failure to perform satisfactorily, the City shall give to the contractor at least seven (7) days written notice before the termination takes effect. The seven-day period will begin upon the mailing of notice by the City. If the contractor fails to cure the default within the seven (7) days specified in the notice and the contract is terminated for failure to perform satisfactorily, the contractor shall be entitled to receive compensation for all reasonable, allocable and allowable contract services satisfactorily performed by the contractor up to the date of termination that were accepted by the City prior to the termination. In the event the City terminates the contract because of the default of the contractor, the contractor shall be liable for all excess costs that the City is required to expend to complete the work under contract.

53. STATE AND FEDERAL EMPLOYMENT LAWS: Contractors providing service to the City are required to comply with all state and federal employment laws. This includes, but is not limited to, laws resulting from the Immigration and Reform and Control Act of 1986, wherein all employers are required to verify the identity and employment eligibility of all employees. The Department of Homeland Security, U.S. Citizenship and Immigration Services require employees and employers to complete Form I-9 and the employer must examine evidence of identity and employment eligibility within three business days of the date employment begins. Non compliant contractors will be subject to contract sanctions, up to and including contract termination.

54. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION: The contractor agrees to comply with Executive Order 12549 "Debarment and Suspension" and 2 CFR 180 "OMB Guidelines to Agencies on Government wide Debarment and Suspension." These rules require all contractors using federal funds not be debarred or suspended from doing business with the Federal Government. This includes sub-recipients and lower tier participant for covered transactions. Signing and submitting this document certified the organization and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, and further have not within the preceding three-year period been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction.

THE CITY OF NAPLES IS AN EQUAL OPPORTUNITY EMPLOYER

GENERAL INSURANCE REQUIREMENTS

The Contractor shall not commence work until he has obtained all the insurance required under this heading, and until such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved by the Owner.

Certificates of insurance must be issued by an authorized representative of the insurance company at the request and direction of the policyholder and must include sufficient information so as to identify the coverage and the contract for Owner's improvements for which they are issued. Certificates of insurance must be issued by a nationally recognized insurance company with a Best's Rating of no less than B+VII, satisfactory to the Owner, and duly licensed to do business in the state of said Contract.

The Contractor shall procure and maintain, during the life of this Contract, Workmen's Compensation Insurance for all of his employees to be engaged in work under this Contract, and he shall require any subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work, unless such employees are covered by the protection afforded by the Contractor's insurance. In case any employees are to be engaged in hazardous work under this Contract, and are not protected under this Workmen's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate coverage for the protection of such employees. It is acceptable to use a State-approved Workmen's Compensation Self-Insurance fund.

The Contractor shall take out and maintain during the life of this Contract, Public Liability and Property Damage and shall include Contractual Liability, Personal Injury, Libel, Slander, False Arrest, Malicious Prosecution, Wrongful Entry or Eviction, Broad Form Property Damage, Products, Completed Operations and XCU Coverage to be included on an occurrence basis, and to the full extent of the Contract to protect him, the Owner, and any subcontractor performing work covered by this Contract from damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them. The Contractor shall also maintain automobile liability insurance including "non-owned and hired" coverage. The entire cost of this insurance shall be borne by the Contractor.

The amount of such insurance shall be no less than \$1,000,000 annual aggregate for bodily injury and property damage combined per occurrence.

The City of Naples must be named as Additional Insured on the insurance certificate and the following must also be stated on the certificate. "These coverage's are primary to all other coverage's the City possesses for this contract only." The City of Naples shall be named as the Certificate Holder. The Certificate Holder shall read as follows:

The City of Naples
735 Eighth Street South
Naples, Florida 34102

No City Division, Department, or individual name should appear on the Certificate.

No other format will be acceptable.

The Certificate must state the bid number and title.

When using the ACORD 25 – Certificate of Insurance only the most current version will be accepted.

The City of Naples requires a copy of a cancellation notice in the event the policy is cancelled. The City of Naples shall be expressly endorsed onto the policy as a cancellation notice recipient.

STATEMENT OF NO PROPOSAL

If you will not be bidding on this product/service, please help us by completing and returning only this page to:

City of Naples, Purchasing Division
City Hall, 735 8th Street South
Naples, FL 34102
Fax 239-213-7105

Proposal # _____ and Description: _____

We, the undersigned, decline to proposal on the above project for the following reason(s):

- ___ We are not able to respond to the Invitation to Proposal or Request for Proposals by the specified deadline.
- ___ Our Company does not offer this product or service.
- ___ Our current work schedule will not permit us to perform the required services.
- ___ Specifications are incomplete or information is unclear (Please explain below).

___ Other (Please specify below)

Company Name _____ PH _____

Name and Title of individual completing this form:

(Printed Name) (Title)

(Signature) (Date)

REFERENCES

THIS SHEET MUST BE COMPLETED AND RETURNED WITH PROPOSAL

PROVIDE AT LEAST THREE REFERENCES FOR WHOM YOUR COMPANY HAS PROVIDED SAME OR SIMILAR SERVICES WITHIN THE LAST 2 YEARS.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTACT E-MAIL ADDRESS: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTACT E-MAIL ADDRESS: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTACT E-MAIL ADDRESS: _____

SPECIAL CONDITIONS

A. TERMS OF CONTRACT

The resulting contract will commence on award and be in effect until completion of the project.

B. PROHIBITION OF CONTACT

Under no circumstances should any prospective organization or individual, or anyone acting for or on behalf of a prospective organization or individual, seek to influence or gain the support of any member of the City Council, public official or City staff favorable to the interest of any prospective organization or individual. Likewise, contact with City Council, any public official or city staff against the interests of other prospective organization (s) and or individual(s) is prohibited. Any such activities will result in the exclusion of the prospective organization or individual from consideration by the City.

C. REFERENCES

Bidder must submit a minimum of three references on the form provided. Additionally, IRS W-9s will be required from vendors who are awarded contracts.

D. STATEMENT OF NO BID

If you will not be bidding on this producer/service, please help us by completing and returning the Statement of No Bid.

E. BID FORMAT

The Contract, if awarded, will be awarded on the basis of material and equipment illustrated and described on the Drawings or specified in the Specification. If a substitution or an “or equal” item is proposed, Proposer must submit this information to the City of Naples Purchasing Department ten (10) days prior to the Proposal Date for evaluation as an acceptable substitution or an “or equal” item. If the substitution or the “or equal” item is accepted, the City of Naples will issue an Addendum to all Proposers listing the allowable substitution or the “or equal” item. The cost of changes in related work, additional drawings which may be required to illustrate or define the substitute or “or equal” equipment and its relationship to the other parts or portions of the Work shall be paid by the Contractor. No change will be made in the amount of time in which to complete the Work or in the liquidated damages.

F. PROPOSAL PERFORMANCE & PAYMENT BONDS

A Proposal Security Bond shall be submitted with the final proposal, in an amount of \$6,250.00 that is equal to five percent (5%) of the City’s minimum proposal security bond of \$125,000.00, in the form of a certified check or money order made payable to the City of Naples, Florida. Upon the award of the proposal to the successful proposer(s), a one year warranty on all work is required, and both proposal performance bond and payment bond MAY be required in the amount of

one hundred percent (100%) of the price specified in the contract(s). **Also proof of insurance from the successful proposer is required at the time of award as well.**

G. QUESTIONS

Questions regarding this proposer packet must be received in writing in the Purchasing Division, **NO LATER THAN TEN CALENDAR DAYS PRIOR TO THE PROPOSAL CLOSING DATE TO ENSURE AN ANSWER IS PROVIDED PRIOR TO CLOSING.**

Direct all questions to:
Gerald “Jed” Secory, MBA / CPPO / CPM
Purchasing Manager
City of Naples, Purchasing Division
735 8th Street South
Naples, Florida 34102
PH: (239) 213-7102 FX: (239) 213-7105
Jsecory@naplesgov.com

SUBMISSION CHECKLIST

Bidder should check off each of the following items as completed and submit with bid response:

CHECKLIST ELEMENTS	INCLUDED
<ul style="list-style-type: none"> Submit one (1) original signature and four (4) copies of to your original bid proposal / document <u>AND</u> a Windows© compatible PDF on a CD that is clearly labeled containing a copy of the original document. 	
<ul style="list-style-type: none"> Include any required drawings; descriptive literature; qualifications; schedules; product compliance / exceptions; alternatives; questionnaire; references, forms, tabs, pricing/cost; and any information required of the proposer identified in the text of the bid. 	
<ul style="list-style-type: none"> Include any delivery information. 	
<ul style="list-style-type: none"> Complete and include this form with your bid document. Do not forget to have an authorized individual sign in the appropriate pages. 	
<ul style="list-style-type: none"> Be sure the bid proposal / document has been signed in original on the <u>Cover Sheet</u> page with any bid addendums initialed. Also, examples of vendor contracts used by the City can be found on the Naples Purchasing web site and should be reviewed by the vendor. 	
<ul style="list-style-type: none"> Bid proposal / document needs to be received by the OPENING DATE & TIME indicated on the bid cover page. The mailing envelope must be addressed to: <div style="text-align: center;"> City of Naples Purchasing Division 735 8th Street South Naples, Florida 34102 </div> 	
<p>The mailing envelope should be sealed and marked with:</p> <p style="text-align: center;"> BID Number: BID Title: BID Opening Date: </p>	

ALL COURIER DELIVERED PROPOSALS MUST HAVE THE BID NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.

At the discretion of the Purchasing Manager, bids or proposals with minor irregularities may be accepted and allowed to be corrected when in the best interest of the City.

Specifications Horticultural Collection & Disposal

1. GENERAL SCOPE

To provide collection and disposal service for horticultural debris generated within the City of Naples.

The Contractor shall provide all labor, materials, equipment, skills, tools, machinery, supervision, facilities and other services to provide the collection services required herein.

1.1 General Responsibilities of Contractor

- a) Provide once-a-week horticultural debris collection to approximately 6,400 single-family residents, 45 multi-family shared sites, and approximately 200 vacant lots.
- b) Travel all established collection areas in the City, on a weekly basis to collect horticultural debris from public right-of-ways (not to include other City contractor vendors trimmings or debris).

Pricing Option A: Unlimited amount of horticulture debris collected per site.

Pricing Option B: Maximum of 2 cubic yards per collection per site.

- c) Provide horticultural debris collections for the following staging locations:
 - Naples Landing: 1101 9th Street - South, Naples 34102
 - Fleischmann Park: Fleischmann Blvd., Naples 34012
- e) Provide disposal for all horticultural collected.

NOTE: Naples Landing and Fleischman Park staging areas are sites that may contain large amounts of

horticultural debris that is collected city wide by various city departments.

1.2 Hours of operation

The Contractor shall only provide service in the City no earlier than 7 a.m. or later than 5 p.m., Monday through Friday, unless the Contractor informs the Contract Administrator of an emergency (truck breakdown, traffic delays or accident, etc.) that are not acts directly within control of the Contractor.

1.3 Manner of Collection

The Contractor shall collect horticultural debris in loose piles, in trash cans, bagged or bundled pile may be included. All loose material must be collected and will require raking and/or sweeping of leaves, brush, grass, etc. Limbs and trunks up to 4 feet in length shall also be collected.

2. TERMS OF CONTRACT

2.1 Length of Contract

The term of the Agreement shall be for a three (3) year period beginning on or about October 1, 2013 and ending September 30, 2016, unless terminated earlier as provided herein. There shall be two consecutive one (1) year renewal periods that must be agreed upon by both parties that extends the contract to September 30, 2018.

3. RESPONSIBILITIES OF THE CONTRACTOR

3.1 Understanding of the Issue: Bidders shall provide in their bid the following:

- a) Brief resumes of personnel who shall perform the work including field personnel, supervisors, managers, etc.
- b) Minimum equipment required; Vehicles no older than three years. Two-20 yard or greater capacity rear load packer type

trucks, One-40 or Two 20 cubic yard Clam Shell truck and body, One-pickup truck for supervisor, and a detailed list of all other equipment to be used or available as spares in the collection of horticultural debris.

- c) A minimum of three references from similar contracts with more than a year record of activity or explanation of prior years of experience in the removal of horticultural debris in Florida. Similar methods of collection should be comparable to a "service based" operation, and NOT a storm recovery clean-up.
- d) The method by which the program will be implemented. This shall include a timeline for implementation, routing, etc.
- e) Explanation on how contractor will handle the following specific items:
 - 1. Staffing shortage due to sick leave, vacations, holidays, economy, etc.
 - 2. Breakdown of equipment. Where, how much and time frame for using backup equipment.
 - 3. There are times during the summer season when large amounts of rain and lightning happen. This adds to the amount of debris that is set out for collection and reduces actual daily pickup time for your employees. The contractor shall identify their experience and plan of operation during these type scenarios.

NOTE: It is the intent of the City to maintain existing collection days and make the transition into this contract with as little disturbance to citizens as possible.

3.2 Execution of Scope of Services

Complete activity as described in Article 1, Scope of Services.

3.3 Laws and Regulations

The Contractor agrees that, in the performance of work and services under this Agreement, the Contractor will qualify under and comply with any and all federal, state and local laws and regulations now in effect or hereafter enacted during the term of this agreement, which are applicable to the Contractor, its employees, agents or subcontractors, if any, with respect to the work and services described herein.

3.4 Permits and Licenses

The Contractor, at its sole cost and expense, shall obtain and maintain throughout the term of this agreement all permits, licenses, and approvals necessary or required for the Contractor to perform the work and services described herein. Any changes to the required licenses or permits shall be reported to the City within 10 days.

3.5 Contractor Assignment and Subcontracts

The successful bidder will be required to perform this work. No assignment of the contract will be allowed without written authorization from the Contract Administrator. Services provided by any employee leasing service company that provides any of the following or any other service not listed such as payroll, workers compensation, and payroll taxing service is considered subcontracting and needs prior approval before using. No Day Labors without prior approval of the Contract Administrator.

3.6 Performance Bond

The Contractor shall furnish to the City a performance bond executed by a surety company

licensed to do business in the State of Florida and/or irrevocable letter of credit issued by a bank in Lee or Collier County to ensure the faithful performance of the Agreement and all obligations arising hereunder in the amount of half of the amount required to complete the annual Scope of Services provide herein. The clean irrevocable letter of credit or bond provided hereunder may be substituted for each other upon approval from the City of Naples. The form of the bond, or letter of credit and the Surety Company shall be acceptable to the City Attorney and the Contract Administrator and shall be maintained during the term of this Agreement. The bond shall be endorsed to show The City of Naples, a political subdivision of the State of Florida, to provide that bonds shall not be canceled, limited, or non-renewable until after thirty (30) days written notice has been give to the City. Current performance bonds evidencing required coverage must be on file at all times.

3.7 Restrictions on Collection of Horticultural debris

The Contractor shall not:

- a) Allow its employees to be exposed to any risks or dangers, including the danger of being bitten by dogs, in order to perform their duties.
- b) Permit any of its employees to scavenge, roam around properties, sleeping in or out of vehicles, or loiter.
- c) Collect any hazardous waste.
- c) Collect any horticultural debris generated from contractors unless approved by the contract administrator.
- d) Store, transfer from truck to truck or trailer any horticultural debris within City limits.

3.8 Preservation of Property

- a) The Contractor shall preserve from damage all property along the route of the collection of horticultural debris, or which is in the vicinity of or is in any way affected by the performance of the collection of horticultural debris.
- b) This applies, but is not limited to, the public utilities, trees, lawn areas, building monuments or markers, fences, pipe and underground structures, cable or cable boxes, public streets, and wherever such property is damaged due to the activities of the Contractor, it shall be immediately restored to its original condition by the Contractor at its own expense. Any type of damage to public or private property shall be reported to the Contract Administrator immediately.
- c) In case of failure on the part of the Contractor to restore such property, or make good such damage or injury, the City may, upon 48 hours verbal or written notice to the Contractor, proceed to repair, rebuild, or otherwise restore such property as may be deemed necessary, and bill costs to the Contractor plus an appropriate administrative surcharge.

3.9 Spillage and Litter

The Contractor shall be responsible for policing each stop where horticultural debris is collected and picking up and removing all spillage and litter resulting from the performance of services by the Contractor.

3.10 Contamination within Horticultural Piles

The Contractor shall tag all horticultural piles that are not able to be collected due to contamination. Tags shall inform the resident that the pile was not collected and state why. Tags shall be provided by the Contractor and approved by the Contract Administrator. The

Contractor shall immediately (same day) notify the Contract Administrator of the address of the site and reason why the debris was not collected.

3.11 Vehicles and Appearance

All horticultural collection vehicles and equipment operated by the Contractor shall be clearly marked with the name of the Contractor and telephone number.

All vehicles shall be neat in appearance every day and be mechanically well maintained and licensed in the State of Florida. The City, at its discretion, may request that a vehicle be removed from service if it does not meet the aesthetic requirements. The Contractor shall have a two-week grace period in which to refurbish the vehicle. If, at that point, the City determines that the vehicle does not meet standards, it shall be removed from service within the City and replaced immediately with an acceptable vehicle.

3.12 Contractor Personnel

All personnel must wear company uniforms and be neat in appearance. Shirts must be tucked in and only the top two buttons on shirts shall be allowed to be unbuttoned. T-shirts are permitted providing they are company supplied with company Logo/Art work applied to them. Contractor personnel shall be courteous to all City residents at all times. The City shall have the right to have the contractor remove any employee found to show discourteous behavior to customers or City employees.

Contract Administrator will be supplied within 30 days of each hire a copy of drivers license and proof of right to work status.

3.13 Holiday Collection Service Schedule

The Contractor shall maintain the regular collection service schedule year-round with the exception of New Year's Day, July 4th,

Thanksgiving Day, and Christmas Day unless otherwise agreed upon by the City and Contractor. Make up days are required and will be scheduled by the Contract Administrator.

3.14 Documentation

The City shall request at any time that the contractor provide the number of collections made during a given day.

The Contractor shall provide to the City monthly reports no later than the 10th day of the subsequent month. The minimum required information should include the following:

- a) **Total tonnage** (actual weight; not volume) collected with Contract Administrator approved documentation to verify collected tons.
- b) Number of collections (stops) made.
- c) Total man-hours required to complete collection activities on a daily basis.

3.15 Point of Contact

All contact, correspondence or other activity concerning this contract or similar activity, with the City shall be initiated through the Contract Administrator. The Contractor shall not be permitted to contact residential customers via mailings or other means unless it involves a compliance issue within the City without prior approval of the Contract Administrator.

3.16 Office

The Contractor shall maintain an office with regular business hours, five (5) days per week, Monday through Friday, a local non-long distance telephone number, and shall have adequate personnel and facilities in said office to receive and respond to complaints and questions made by City of Naples Contract Administrator or designee. Twenty-four (24) hour, seven (7) days

per week local non-long distance telephone contact capability with the Contractor shall also be provided.

3.17 Records

The Contractor shall make all of its books, files, records and other documents in conjunction with its operations under a contract available and open for inspection in the Contractor's office by the City at reasonable times upon reasonable notice. The City shall have the right to audit the Contractor's records at its own expense.

3.18 Quality of Performance of the Contractor

It is the intent of this agreement to insure that the Contractor provides a high quality level of horticultural debris collection service. Contractor needs to understand the daily urgency to complete routes with adequate equipment and men as to avoid afternoon lighting storms, rain storms and heavy volume of horticultural during certain times which causes work delays or stoppages.

The City reserves the right to handle any complaint or refer the same to the Contractor. To this end, the City shall serve as the complaint/suggestion point of contact for customers. Complaints may include:

- a) Missed pickups
- b) Failure to collect all debris
- c) Damage to property
- d) Contamination with unacceptable materials
- e) Illegal pile(s) or dumping
- e) Plus assorted other complaints

3.19 Complaints will be addressed as follows:

- a) Complaints are received at the Solid Waste Division administration office.
- b) The complaint may be forwarded to the Contractor on a designated telephone line or e-mail.
- c) The Contractor shall time-stamp and log the call or e-mail.
- d) The Contractor shall remedy the problem as soon as possible as specified below.
- e) The Contractor shall e-mail a list of all complaints received each business day to the Contract Administrator or designee by 9:00 the next business day. Information shall include name, address and telephone number of customer, type of complaint and time of resolution.
- f) All complaints received before 5:00 P.M. must be addressed the same business day or at a time agreeable to the Contract Administrator. All complaints received after 5:00 P.M. must be addressed prior to 10:00 A.M. the following day, including Saturdays.

3.20 Routing

The Contractor shall provide the Contract Administrator maps showing routes for collection activities within the City prior to startup. Prior approval must be obtained from the Contractor Administrator before days or routes are changed.

4. RESPONSIBILITIES OF THE CITY

4.1 Oversee Contract

The City shall oversee this contract to insure that all objectives within the scope of services are met and the highest level of service is provided to City residents.

4.2 Ensure Accessibility to Horticultural Debris

The City shall ensure that the Contractor is able to safely collect all horticultural debris and shall immediately address and remedy right-a-way complaints. Residents are required to place horticultural debris within six (6) feet of the curb or alleyway, clear of overhead lines, cable boxes, hydrants, drains and other obstructions. In the event that a truck cannot easily access the area where horticultural debris is placed, the customer shall be notified that an accessible location, agreeable by the Contractor, will be required. If an appropriate location cannot be agreed upon between the customer and Contractor, the Contract Administrator shall mediate the dispute and designate the location for pick-up. If the site is blocked by overhead vegetation, the Contract Administrator may suspend collection until the resident has trimmed the right-a-way

5. SPECIAL CONDITIONS

5.1 Fiscal Non-Funding Clause

The City reserves the right to cancel the contract if funds are not appropriated to continue the contract into the next fiscal year.

5.2 Termination

In the event the Contractor materially defaults in the performance of any of the covenants or agreements to be kept, done or performed by it under the term of this Agreement, the City shall notify the Contractor in writing of the nature of such default. Within thirty (30) days following such notice the Contractor shall correct the default or the City shall, without further notice singularly or in combination:

- a) Have the right to declare that this Agreement, together with all rights granted the Contractor, are terminated, effective upon such date as the City shall designate

- b) Have the right to arrange with others to perform the services otherwise to be performed by the Contractor or to perform such services itself.

5.3 Insolvency of Contractor—Termination of Agreement

Either the appointment of a receiver to take possession of all or substantially all of the assets of the Contractor, or a general assignment by the Contractor for the benefit of creditors, or any action taken by or suffered by the Contractor under any insolvency or bankruptcy act shall constitute a breach of this Agreement by the Contractor and shall, at the option of the City, serve to terminate this Agreement.

5.4 Amendments to Agreement

Unless otherwise indicated in any other Section of this Agreement, any amendment to, revision of, or deletion from this Agreement shall be in writing and duly executed by both parties.

5.5 Force Majeure

Notwithstanding, any provision other than as set forth in this section and performance pursuant to this agreement may be suspended and the obligations herein excused in the event that such performance is prevented by an event beyond the control of the Contractor (force majeure) and the Contractor acts in the following manner:

- a) As a condition precedent, the Contractor shall notify the City, in writing and within forty-eight (48) hours, and affirmatively prove to the City within seven (7) days, the occurrence of a force majeure event and the time delay, which will result there from.
- b) Should the City find that a force majeure event has occurred, it shall extend the time for performance accordingly. In the event the City, exercising its reasonable discretion, finds that the force majeure event will prevent or alter performance for such a period of time as to make

performance unreasonable, the City may declare this Agreement terminated.

- c) A force majeure is defined for the purpose of this Agreement as: Compliance with any order of any governmental authority or court, acts of war, rebellion, insurrection, sabotage or damage resulting there from, fires, floods, hurricanes, explosions, washouts, riots, strikes, slowdowns and walkouts, lockouts, industrial disturbance, or event similar to these above; provided however, that any force majeure event or its effects must be affirmatively shown to have been beyond the reasonable control of the Contractor.

5.6 Declared Disaster—Suspension of Service

In the event of a hurricane, tornado, major storm or other natural disaster, the Contract Administrator may grant the Contractor a variance from regular routes and schedules. As soon as practical after such a natural disaster, the Contractor shall advise the Contract Administrator when it is anticipated that normal routes and schedules will be resumed. The Contract Administrator shall make an effort through the local news media to inform the public when regular services may be resumed. The Contract Administrator shall determine when normal collection routes shall be resumed.

5.7 Additional Horticultural Material Generated from a Declared Disaster

The City has a separate contract for disaster recovery services that includes debris removal. If there is a declared disaster, the Contractor may, at their discretion and authorization provided by the City, conduct services that include the scope of services through this debris removal contractor. If the Contractor elects not to, they will not be compensated for any additional cost incurred for collection activities beyond the stated scope of services unless prior written approval is obtained from the Contract Administrator.

5.8 Governing Law

The laws of the State of Florida shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and shall govern the interpretation of this Agreement.

5.9 Attorney Fees

The City shall be entitled to recover from the Contractor the reasonable costs and fees incurred by the City in connection with enforcement of any covenant, term or condition of this Agreement.

5.10 Excluded Material

The Contractor shall not be responsible for collection of horticultural debris that is placed in dumpsters or roll-off containers. With prior approval from the Contract Administer the Contractor will be responsible for piles placed out by lawn service companies at residences.

6. BILLING AND ADMINISTRATION

6.1 Compensation

The City will be responsible for the billing of individual horticultural debris customers. The Contractor is to be compensated by the City based on the monthly rate provided in the compensation schedule for all single-family residences, multi-family shared sites, and vacant lots as listed herein minus any applicable administrative charges.

6.2 Expected Tonnage of Horticultural Debris to Be Collected (estimates based on current service provided)

Based on previous collection activities, the following tonnages are expected to be received through collection activities:

	Total	
	Yards	Converted to tons
October-2011	2167	975
November-2011	2249	1012
December-2011	1970	886
January-2012	2039	917
February-2012	2238	1007
March-2012	2475	1113
April-2012	2332	1049
May-2012	2330	1048
June-2012	2752	1238
July-2012	2482	1116
August-2012	2567	1155
September-2012	2379	1070

It is not expected that tonnages would exceed 13,000 tons per year based on the current number of residents, vacant lots and other collection points. THESE ARE ONLY ESTIMATED TONNAGES FOR CONTRACTOR PLANNING ONLY AND DOES NOT CONSTITUTE ANY REQUESTS FOR INCREASE IN RATES UNLESS APPROVED BY THE UTILITIES DIRECTOR IN ADVANCE.

6.3 Administrative Charges

NOTE: It is the Contractors responsibility to allocate extra help and equipment during the initial start-up of this contract to ensure that our residents are not disrupted during this period. THERE WILL BE NO GRACE PERIOD FOR ADMINISTRATIVE CHARGES.

- a) Failure to immediately report damage to public or private property, per occurrence: \$500.
- b) Collection of contractor generated horticultural debris without authorization from the Contract Administrator: \$500.
- c) Failure to collect debris or adequately clean collection sites, per incident per day: \$50.
- d) Failure to complete a route without proper justification, per route per day: \$1,000.
- e) Failure to tag illegal horticultural debris, per occurrence: \$50.
- f) Failure to notify City of rejected horticultural debris, per occurrence: \$100.

- g) Failure to maintain hours of operation or 24-hour contact: \$500.
- h) Improper notification of City residents, or failure to coordinate through the Contract Administrator, per occurrence: \$100.
- i) Failure to notify Contract Administrator due to working past 5 p.m., per occurrence: \$100.
- j) Failure to have personnel properly licensed, per day. \$100.
- k) Failure to maintain appearance of vehicle, per occurrence: \$100.
- l) Improper appearance of personnel, per occurrence: \$25.
- m) Discourteous behavior of personnel, per occurrence: \$500 and/or removal of employee from route within the City.
- n) Failure to provide records as described, per day: \$100.
- o) Failure to remedy complaint within time described, per occurrence: \$100.
- p) Failure to repair damage—cost plus 20% described herein.

All administrative charges shall be deducted from amount paid to Contractor by City on monthly invoices. Any disputes for administrative charges must be filed through the Solid Waste Superintendent to be heard by the Utilities Director within 48 hours of notification. The decision of the Utilities Director shall be final.

CITY RESERVES THE RIGHT TO AWARD THIS RFP TO THE CONTRACTOR THAT HAS EXPERIENCE AND THE QUALIFICATIONS TO PROVIDE QUALITY SERVICE TO OUR RESIDENTS.

EVALUATION AND AWARD

The City of Naples shall evaluate proposals based on the following list of criteria:

QUALIFICATIONS & ASSIGNED STAFF	25 POINTS MAX.
RELATED SERVICES	25 POINTS MAX.
COMPENSATION SCHEDULE	45 POINTS MAX
VALUE ADDED INFORMATION	5 POINTS MAX.

100 TOTAL POINTS

A. Qualifications & Assigned Staff:

Provide a statement indicating the proposer's interest in, knowledge of, and resources necessary to provide the services described in this RFP. Indicate familiarity with and knowledge of City of Naples Operations and Standards associated with Solid Waste Management processes. Detail practical experience, including relevant dates, in all aspects of horticulture and municipal waste collection processes. Include the history of the firm, personnel organization charts, brief resumes of dedicated staff members; provide complete resumes for the staff that will be specifically assigned to this project for management and maintenance of the program; all licenses related to project, and a list of all current clients and contacts for which the proposer has provided similar services. Additionally, provide the firms current insurance certificates indicating the minimum coverage's specified herein and the most recent audited financial statement. (References are mandatory)

B. Related Services:

The proposer shall provide a detailed description of a minimum of two current programs similar to the City of Naples requirements in the State of Florida. **These programs shall be current, active, and in place for a minimum of one year.** The description shall include complete details of contacts, locations, types and quantities of equipment used, types and quantities of services provided, and a summary of any problems that may have occurred and how they were resolved.

C. Compensation Schedule:

Provide pricing in the attached Exhibit A - Compensation Schedule. Prices bid shall be inclusive

of all product and services required on a per month basis. The total unit cost for Alternative "A" shall be bid as a cost per month to provide horticulture collection services for unlimited debris generated for the entire service area. The total unit cost for Alternative "B" shall be bid as a cost per month to provide horticulture collection services for a 2 Cubic Yard maximum of debris generated per collection location that resides within the service area. Service shall be inclusive of all labor, disposal, equipment and material to accomplish the specific services noted herein and on the Compensation Schedule Form.

D. Value Added Information:

Provide any additional information that may assist in the evaluation of the firm and/or the proposal. Optional information may include location of offices, other available business resources, and any other information that would be beneficial to the City.

- E. Award of this RFP shall be made to the proposer(s) who, in the sole opinion of the City of Naples would best satisfy the needs of the City of Naples.

COMPENSATION SCHEDULE

THIS SCHEDULE MUST BE COMPLETED AND RETURNED WITH PROPOSAL

1. Provide once-a-week horticultural debris to approximately 6,400 single-family residents, 45 multi-family shared sites, and 200 vacant lots.

Per Month Rate

ANNUAL COST

Option A: \$ _____ x 12 = \$ _____
As stated in Section 1.1 of the specifications.

Option B: \$ _____ x 12 = \$ _____
As stated in Section 1.1 of the specifications.

NOTE: Costs include collection at City sites and disposal fees.

2. Miscellaneous horticulture pickups orchestrated by Contract Administrator:

\$ _____ per cubic yard.
(Unit Cost)

Prompt Payment Terms _____% _____Days

CONTACT INFORMATION

Company Representative Signatures: _____
Printed Name and Title: _____
Company Name: _____
Address: _____
Telephone: _____
Email: _____
EIN: _____

#