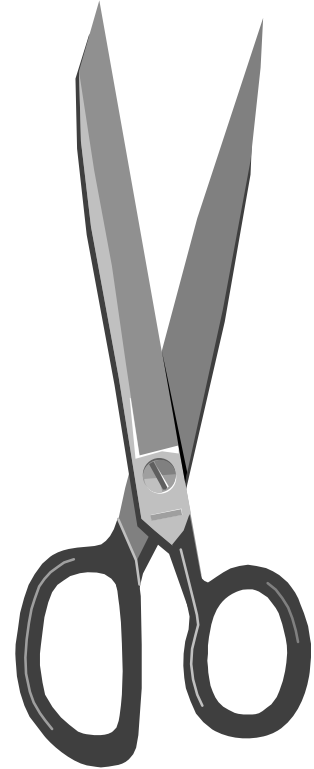


Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.

DELIVER TO: PURCHASING DEPARTMENT School Board of Polk County 1915 South Floral Avenue, PO Box 391 Bartow, FL 33831-0391
SEALED BID DO NOT OPEN
SEALED BID NO.: 093-MJT-0609
BID TITLE: Tree Trimming and Removal Services
DUE DATE/TIME: June 30, 2009 @ 3:00PM
SUBMITTED BY: _____ Name of company



Please Note:

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.

Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm> Click on “[Vendor Application](#)” from the menu on the left side of the screen and follow the instructions.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O. BOX 391
BARTOW, FLORIDA 33831-0391

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title Tree Trimming and Removal Services

Bid File Number 093-MJT-0609 Posted June 8, 2009

Sealed bids will be received until 3:00 PM on June 30, 2009 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: John Turner telephone (863) 534-0569, FAX (863) 534-0802, E-Mail john.turner01@polk-fl.net.

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

_____	_____
VENDOR NAME	MAILING ADDRESS
_____	_____
PRINT OR TYPE SIGNATURE AND TITLE	CITY, STATE, ZIP
_____	_____
WRITTEN SIGNATURE	DATE
_____	_____
TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)	FAX NUMBER
_____	_____
E-MAIL ADDRESS	FEID NUMBER

DISCOUNT: Our company offers the following discount schedule: _____.

NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.

GENERAL INSTRUCTIONS AND CONDITIONS

- CONTRACT PERIOD:** Bids that do not offer prices good until the following date will not be accepted: July 31, 2010. Contract(s) awarded from this bid will begin on August 1, 2009 and will run through July 31, 2010.
- F.O.B. DELIVERY POINT:** All prices bid must include delivery charges to stated destination(s) as follows: See bid form.
- POSTING OF BID AWARDS:** Recommended award of this bid will be posted at the School Board Administrative Offices on or about July 6, 2009 and will remain posted for a period of 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
- PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)

5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.

17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
22. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
23. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
24. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
25. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.
26. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the General Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from

participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.

28. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
29. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.
- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
30. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.

The bidder further certifies that its bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

31. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to ___ School Boards and/or ___ public agencies within the State of Florida.
32. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."
33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

SCOTT CLANTON
DIRECTOR, PURCHASING AND WAREHOUSING

NOTE: The Bidder Acknowledgment on Page 1 MUST be signed for your bid to be considered.

Special Terms and Conditions

A. **SCOPE:** Work to be done shall consist of arboricultural trimming of height and sides of trees and the removal of undesired trees on property owned by the school board throughout Polk County. Work shall be done in accordance with recognized and approved principles of modern arboricultural methods with emphasis on tree health and symmetry. All work shall be done without damage to trees and shrubs that are intended to remain in the work area. The work shall include the disposal of resulting wastes and debris. This agreement does not include site-clearing operations for land development, construction, and/or site alteration activities. For the purpose of this Invitation to Bid, the term "Bidder", "Contractor" and "Vendor" shall be considered synonymous. Quantities listed on the BID FORM are estimates for projects scheduled for completion in a 12-month period and are not a guarantee of purchase. Quantities indicated will not be on a single order but will be spread out over the 12-month period.

B. **F.O.B. DESTINATION:** Prices bid for all items shall be F.O.B. Destination and include all shipping charges to all Polk County school locations.

C. **OTHER FEES:** Bidder/Contractor may not add any additional fees to the order including, but not limited to, special handling charges, hazardous materials fees, fuel surcharges, etc.

D. **COMPLIANCE WITH THE JESSICA LUNSFORD ACT:** Florida Statutes contain certain fingerprinting and/or screening requirements pertaining to all persons or entities entering into contracts with Schools/School Boards/School Districts/Charter Schools who may have personnel who will be on school grounds when students may be present. Any individual who fails to meet the statutory requirements shall not be allowed on school grounds. Failure to comply with the statutory requirements will be considered a material default of this contract/agreement. Please visit <http://www.polk-fl.net/community/doingbusinesswithus/jessicalunsfordact.htm> for a list of links to requirements regarding the Jessica Lunsford Act.

E. **AWARD OF CONTRACT:**

1. The School Board of Polk County reserves the right to reject any or all bids and to waive any informalities or irregularities in any bids received.
2. The School Board reserves the right to award this bid in whole or in part to one or more bidders, or to take any other actions that may be in the best interest of the School Board. It is anticipated there will be a recommendation for award of contract based on the bidder deemed to have submitted the lowest composite bid from a responsive and responsible bidder for each of the Service Zones. This will be the Primary Contractor award for that zone. There may be an additional award based on the second lowest composite bid received from a responsive and responsible bidder. This would/will be the first alternate award. The Board reserves the right to make additional alternate awards based on the next lowest composite bid received from a responsive and responsible bidder if it's in the Board's best interest to do so. In the event there is a scheduling conflict, or if the Primary Contractor is unable to complete a given project satisfactorily

or in a timely manner, the Contract Administrator (School Board Grounds Manager or designee) may request the services outlined in this Invitation To Bid from the first alternate awardee, if the first alternate awardee is unable to perform as outlined above the board may select the next awarded alternate awardee. If in the opinion of the Contract Administrator (School Board Grounds Manager or designee) the order exceeds the capability of the primary contractor, the services outlined in this Invitation to Bid may be purchased from the first alternate awardee, if the first alternate awardee is unable to perform as outlined above the Contract Administrator (School Board Grounds Manager or designee) may select the next awarded alternate awardee. Bidders are encouraged to bid all three service zones.

3. Quantities shown are simply estimates that may be purchased during the bid period and do not obligate the District to purchase the quantities stated on the BID FORM. Award of this bid shall be based on the estimated number of tree trimmings, removals, and grinding. Award(s) will be recommended to the lowest composite bid from a responsive and responsible bidder for each individual service zone. Bids will be evaluated on a composite basis for each Zone; therefore, a bid price must be entered for each item in each Class within a specific Zone in order for the bid to be considered. The bid tabulation and evaluation will be based on contractor's bid price calculated with the projected quantities shown on the BID FORM.
4. Purchase orders will be issued on as needed basis as determined by the Contract Administrator (School Board Grounds Manager or designee). The awarded bidder(s) will only be authorized to perform the work listed on a duly executed purchase order. Any work performed outside of the scope of the duly executed purchase order shall be at the risk of the bidder (refer to section L. in the Special Terms and Conditions).
5. This contract is for ready access of Tree Trimming and Removal Services during the term of this contract, however; in instances with larger orders, written quotes may be requested for additional quantity discounts.

F. **BASIS FOR AWARD:** Bidders whose bids, past performance, or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible.

G. **CANCELLATION:** In the event any of the provisions of this bid are violated by the awarded vendor, the Superintendent or designee will give written notice to the vendor stating the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation will be made to the Board for immediate cancellation of this contract. Upon cancellation hereunder the Board may pursue any and all legal remedies as provided herein and by law. The Board reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving thirty (30) days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract. The Board will only be required to pay to the vendor that amount of the contract actually performed to the date of termination.

H. **WARRANTY OF ABILITY TO PERFORM:** By signing the "Bidder Acknowledgment" on page 1 of this document, the Bidder warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Bidder's ability to satisfy its Contract obligations. The Bidder warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. The Bidder shall immediately notify the District in writing if its ability to perform is compromised in any manner during the term of the Contract.

I. **QUALIFICATION OF BIDDERS:** In order to be considered for award of this bid, the bidder shall meet or exceed the following qualifications and provide documentation of same as requested below. Please return required submittal listed in items 1, 2 (if applicable) and 3 with your bid.

After bid opening the Polk County School Board reserves the right to request the required submittal listed below (1, 2 (if applicable) and 3) should bidder not return these submittals with their bid packet. Any requested additional information must be received by the Polk County School Board Purchasing Department within three (3) days after the date of the request for the additional information. Saturdays, Sundays and School Board Holidays shall be excluded from the three (3) day time period provided by this paragraph. The request for additional information shall be in writing and will be sent via email or fax.

1. The bidder shall have satisfactorily completed a minimum of three (3) recent contracts providing Tree Trimming and Removal Services as outlined in the specifications of this Invitation To Bid. Bidder shall submit customer references for a minimum of three (3) contracts as defined in the preceding sentence. A BIDDER REFERENCE FORM is provided for these references on page 21 of this Invitation To Bid.
2. The bidder should submit the name and address of any subcontracting firm the bidder intends to subcontract any portion of this work.
3. Describe your ability to provide the necessary equipment and service. A GENERAL BIDDER INFORMATION FORM is provided on page 22 of this Invitation To Bid.

J. **SUBCONTRACTORS:** If a bidder intends to subcontract any portion of this work for any reason, the name and address of the subcontracting firm must be submitted along with their bid for approval. No subcontracting shall take place prior to awarded bidder furnishing this information and receiving written approval from the District.

The subcontractor will be equally responsible for meeting all requirements as specified in Section D. The School Board of Polk County reserves the right to reject a subcontractor who previously failed in the proper performance of an award or failed to deliver on-time contracts of a similar nature, or who (in the opinion of the Superintendent Of Schools, or designee) is not in the position to perform this award. The School Board of Polk County reserves the right to inspect all facilities of any subcontractor in order to make the determination as to the foregoing. In the event the School Board of Polk County elects to reject a subcontractor for cause, the bidder may submit another subcontractor, which will also be subject to approval by the School Board of Polk County.

K. **EMPLOYEES, SUBCONTRACTORS, AND AGENTS:** Nothing contained in these specifications shall be construed as creating any contractual relationship between any subcontractor and the District. The successful firm shall not only be held liable to the School Board of Polk County for the acts and omissions of its employees, but also for the employees of any of its subcontractors. The School Board of Polk County may reject and bar from any facility (for cause) any of the Contractor's employees, subcontractors, or agents.

L. **AUTHORIZATION TO PERFORM UNDER CONTRACT:** All purchases must be properly authorized in advance. Vendors must first obtain a printed purchase order before commencing performance under a contract. Vendors shall take no directions to modify (increase, change, decrease, cancel) a purchase order, once issued, from anyone other than the District's Purchasing Department. Additional work must be authorized in advance by the Purchasing Department; at the discretion of the Purchasing Department either a change order to the original purchase order or a supplemental purchase order will be issued for the requested modification (increase, change, decrease, cancel). The vendor assumes all liability for any costs or damages incurred and payment will be denied for additional work if this procedure is not strictly followed.

M. **USE OF OTHER CONTRACTS:** The School Board reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, or any other community college/state university system cooperative bid agreement, in lieu of any offer received or award made as a result of this bid, if it is in its best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.

N. **FAMILIARITY WITH LAWS:** The awarded vendor is required to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may in any manner affect their work. Failure on the part of the vendor to be aware of any law, ordinance, rule or regulation will in no way relieve him from any responsibility or liability arising from the contract award. The awarded vendor assures and certifies that they will comply with all laws, ordinances, rules, regulations, and all other legal requirements.

O. **ADDENDA:** It shall be the responsibility of each responding bidder to check The School Board of Polk County Purchasing Department website @ <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm> for addendum related to this bid and to obtain all addendum.

P. **LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethrough (~~strikethrough~~) of the incorrect figures, writing in of correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.

Q. **INSURANCE:** The contractor(s) shall take every precaution to prevent injury to persons, particularly children, or damage to public or private property while performing services under this agreement. He shall assume full responsibility for such occurrences if resulting from his operations. Before commencing work, the contractor shall furnish the School Board a certificate of insurance showing his coverage with the following minimum requirements:

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>
Worker's Compensation	Statutory
Commercial General Liability	Combined Single Limit \$1,000,000 per occurrence
Automobile Liability	\$1,000,000 Combined single limit (All owned autos, or any auto if vehicles other than owned are used).

- a) The School Board of Polk County shall be named as an additional insured and certificate holder on the certificate for commercial general liability insurance and as a certificate holder for automobile liability insurance. All insurance must be issued by a company or companies approved by the School Board.
- b) The **VENDOR** shall be responsible for assuring that the insurance remains in force for the duration of the contractual period, including any and all option years that may be granted to the **VENDOR**. **A Certificate of Insurance shall contain the provision that the SBPC LOCATION be given no less than thirty (30) days written notice of cancellation.** If the insurance is scheduled to expire during the contractual period, the **VENDOR** shall be responsible for submitting any new or renewed Certificate of Insurance at a minimum of fifteen calendar days in advance of such expiration.

R. **REQUESTS FOR BID INFORMATION & RELATED DATA:** Requests for information relating to bids in process will be addressed without delay when such information has a **material** effect on the completion of your bid response. Every effort will be made to supply other requested information of a less critical nature, such as, **lists of vendors solicited, pre-bid conference attendees, individuals picking up plans and specifications, historical bid data or tabulations** within (48) hours from receipt of a request. Vendors are welcome to visit our offices to obtain the information in person, but we respectfully request that you notify the buyer in advance at the telephone number listed on the **Invitation to Bid** form so that they might have ample opportunity to compile the information for you before you arrive.

If you have Internet access, visit our Web site @ <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm> to obtain:

- ❖ A copy of a bid packet for a contract or project currently out for bid
- ❖ A listing of all term and recurring contracts awarded by the School Board of Polk County, FL currently in force.

Please state company name and authorized signature _____

- ❖ A copy of any addenda issued to current bids in process

NOTE: It is the bidders responsibility to check our Web site frequently for updated information.

- ❖ A copy of a Vendor Application Form
- ❖ A copy of our Commodity List which will, when properly completed and returned to Purchasing, enable us to notify you of future bids
- ❖ A listing of departmental personnel, with job titles, phone numbers and email addresses

S. **CLEAN UP:** All work shall be done in a neat and workmanlike manner. The contractor shall dispose of all packing, crating, unusable scraps, and any miscellaneous materials. The contractor(s) shall remove all rubbish, materials and equipment, and leave the premises clean and orderly. The contractor shall legally dispose of unsalvageable materials at the contractor(s) expense.

The contractor shall, as a part of this job, properly store and secure any salvageable materials, at the location designated by the Contract Administrator (School Board Grounds Manager or designee).

T. **EMPLOYEES:** The contractor shall at all times enforce strict discipline, good order, proper dress and appearance among employees and shall employ skilled personnel for the assigned work. No person shall be allowed to bring alcoholic beverages, controlled substances, firearms, or dogs to the site. Smoking on school premises is not permitted.

U. **SERVICE ZONES:** For purposes of establishing logistical parameters, the following Service Zones are established. A vendor may request to perform services in only one or all Service Zones. Each Service Zone shall be awarded separately to the responsive and responsible bidder(s) with lowest composite bid for each zone.

NOTE: A Primary Contractor award and alternate awardee vendor(s) may be selected to provide Tree Trimming and Removal. If a vendor doesn't want to conduct business in a specific Service Zone, this information should be **clearly marked on the BID FORM.**

1. **ZONE I** includes: Bartow, Eaton Park, Fort Meade, Highland City, Kathleen, Lakeland, Medulla, Mulberry, Polk City.
2. **ZONE II** includes: Auburndale, Eagle Lake, Eloise, Lake Alfred, Wahneta, Winter Haven.
3. **ZONE III** includes: Alturas, Babson Park, Davenport, Dundee, Frostproof, Haines City, Lake Wales, Loughman, Poinciana.

V. **EQUIPMENT:** Only equipment designed for performance of work described herein will be acceptable for operation. The equipment used must be in good repair and operating condition at all times. Equipment shall meet all safety requirements as established for this type of work.

1. No equipment shall be operated that damages the pavement or turf area.
2. Any equipment left on site over night is the responsibility of the contractor.
3. No equipment shall be left blocking driveways, ingress or egress. Service and supply operations should occur to minimize disruption of school activity (i.e. Bus loading and unloading activity).
4. No gaffs, spikes or other means of climbing trees that will injure bark or create an unsightly appearance are permitted unless tree is being removed.
5. All ascents and descents shall be made by mechanical ladders, and/or rope. Do not free climb trees.
6. Branches, brush and debris shall be chipped into an acceptable and proportional size. Any distribution of chips on-site or beneath existing tree shall be at a uniform thickness and **shall be done only with prior approval of the Contract Administrator**. Cord wood and other debris, which cannot pass through the chipper, must be removed from site.

W. **TREE PRUNING OPERATIONS:** In accordance with the American National Standards Institute (ANSI) Pruning Standards, tree pruning shall only be done by trained employees, skilled in this class of work. Trim lines will be held continuous throughout the work limits to give a uniform appearance.

Tree pruning involves the removal of existing tree foliage, branches and limbs. The work may involve the removal of any or all of the above from the vertical and/or horizontal face or perimeter of the tree.

1. **Tree Pruning Classifications:**

- (a) **Clearance Elevation:** This work would include the target removal of a limb or limbs to permit vehicle movement or similar activity. No other remedial pruning is done at this time.
- (b) **Fine Pruning:** Fine pruning shall consist of removal of dead, dying, or diseased interfering, objectionable, obstructing and weak branches, as well as selective thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the leaf area. An occasional branch, up to $\frac{1}{2}$ inch in diameter, as described above may remain with the leaf area to its full length when it is not practical to remove it.

- (c) **Medium Prune:** Medium pruning shall consist of the removal of dead, dying, diseased interfering, objectionable, obstructing and weak branches, as well as selective thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunk, as well as those inside the leaf area. An occasional branch, up to **1 inch** in diameter, as described above, may remain with the main leaf area to its full length when it is not practical to remove it.
- (d) **Coarse Pruning:** Coarse pruning shall consist of the removal of dead, dying, diseased, weak, interfering, objectionable, or obstructing branches, as well as selective thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the leaf area. An occasional branch, up to **2 inches** in diameter, as described above, may remain with the main leaf area to its full length when it is not practical to remove it.

X. **TREE REMOVAL OPERATIONS:** The removal of trees shall be accomplished by removing and lowering to ground, suitable sized sections of limbs and trunks, starting at the top and working progressively downward to the ground. The main trunk shall be sawed off at or near the ground surface. After a tree has been properly removed, the stump shall be ground as per paragraph 3. of this section.

- 1. Before making any cuts, suitable ropes, slings, guide lines, block/tackle shall be securely fastened to the section to be removed in a manner that will prevent free, rapid and uncontrolled descent of that section.
- 2. **Tree Removal Classification:** Trees are measured uniformly at 4 ½ feet above ground, referred to as the Diameter Breast Height (DBH). For multi stemmed plants, when branching from the main trunk or root system below the 4-½ foot level, each stem is to be considered a separate tree, unless exceeding 54" total DBH.
 - a. **Class A** - Trees with a DBH of 0" to 6"
 - b. **Class B** - Trees with a DBH of 7" to 12"
 - c. **Class C** - Trees with a DBH of 13" to 20"
 - d. **Class D** - Trees with a DBH of 20" to 27"
 - e. **Class E** - Trees with a DBH of 28" to 35"
 - f. **Class F** - Trees with a DBH of 36" to 44"
 - g. **Class G** - Trees with a DBH of 45" to 54"
 - h. **Class Z** - Palms, Cycad, or other.

NOTE: Trees larger than 54" total DBH are to be individually priced.

- 3. **STUMP GRINDING:** When specified for removal, tree stumps and major roots projecting through or appearing on the surface of the ground shall be removed to a depth of four (4") inches below the surface of the soil. Removal shall be accomplished by means of chipping equipment designed for this purpose, or by hand. Blasting or pushing stumps out with bulldozers will not be permitted.

- (a) Cost for stump grinding is to be included with the bid price for tree removal. The price entered for Stump Grinding on the BID FORM shall be for occasions when, for some reason, the stump was not ground at the time of tree removal. Also, this amount will be deducted from the price of a tree removal in the event the stump is not ground at time of removal. The Contract Administrator (School Board Grounds Manager or designee) will verify diameter of stump at four (4) inches above grade.
- (b) Holes or voids created by the removal of stumps shall be filled, graded and compacted with an acceptable fill material. Material shall be furnished by the successful bidder and material costs are to be included in the bid price
- (c) Waste and debris associated with the performance of this work shall be disposed of by the successful bidder as specified on the work document.
- (d) Any distribution of chips on-site or beneath existing trees shall be at a uniform thickness **and shall be done only with prior approval of the Contract Administrator (School Board Grounds Manager or designee).**
- (e) Stumps that are inaccessible by machinery shall be credited or priced individually (see BID FORM).

Y. **QUALITY:** Completed work shall conform to these described specifications. The work site premises shall be cleaned and free of trimmings, stumps, roots, logs or other debris as the result of the operation, prior to acceptance of work.

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BID FORM

The projected quantities for each item listed herein are estimates only, for the benefit of the bidder and for purposes of tabulation and evaluation. Quantities listed in no way bind the Polk County School District for material to be bought or for work to be performed. Bids will be evaluated on a composite basis for each Zone; therefore, a bid price must be entered for each item in each Class within a specific Zone in order for the bid to be considered.

SERVICE ZONE - I:				BID PRICE
Item 1.	Class A- Trees with a DBH of 0" to 6".			
a.	quantity	<u>1</u>	Clearance Elevation	\$ <u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$ <u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$ <u> </u> ea.
d.	quantity	<u>1</u>	Coarse Pruning	\$ <u> </u> ea.
e.	quantity	<u>2</u>	Tree Removal	\$ <u> </u> ea.
Item 2.	Class B- Trees with a DBH 7"-12"			
a.	quantity	<u>1</u>	Clearance Elevation	\$ <u> </u> ea.
b.	quantity	<u>2</u>	Fine Pruning	\$ <u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$ <u> </u> ea.
d.	quantity	<u>3</u>	Coarse Pruning	\$ <u> </u> ea.
e.	quantity	<u>11</u>	Tree Removal	\$ <u> </u> ea.
Item 3.	Class C - Trees with a DBH of 13"-20"			
a.	quantity	<u>1</u>	Clearance Elevation	\$ <u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$ <u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$ <u> </u> ea.
d.	quantity	<u>13</u>	Coarse Pruning	\$ <u> </u> ea.
e.	quantity	<u>13</u>	Tree Removal	\$ <u> </u> ea.
Item 4.	Class D - Trees with a DBH of 21"-27"			
a.	quantity	<u>1</u>	Clearance Elevation	\$ <u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$ <u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$ <u> </u> ea.
d.	quantity	<u>11</u>	Coarse Pruning	\$ <u> </u> ea.
e.	quantity	<u>3</u>	Tree Removal	\$ <u> </u> ea.

Please state company name and authorized signature _____

BID FORM (cont.)

The projected quantities for each item listed herein are estimates only, for the benefit of the bidder and for purposes of tabulation and evaluation. Quantities listed in no way bind the Polk County School District for material to be bought or for work to be performed. Bids will be evaluated on a composite basis for each Zone; therefore, a bid price must be entered for each item in each Class within a specific Zone in order for the bid to be considered.

SERVICE ZONE - I (cont.):	BID PRICE
Item 5. Class E - Trees with a DBH of 28"-35"	
a. quantity <u>1</u> Clearance Elevation	\$ _____ ea.
b. quantity <u>1</u> Fine Pruning	\$ _____ ea.
c. quantity <u>1</u> Medium Prune	\$ _____ ea.
d. quantity <u>13</u> Coarse Pruning	\$ _____ ea.
e. quantity <u>2</u> Tree Removal	\$ _____ ea.
Item 6. Class F - Trees with a DBH of 36" - 44"	
a. quantity <u>1</u> Clearance Elevation	\$ _____ ea.
b. quantity <u>1</u> Fine Pruning	\$ _____ ea.
c. quantity <u>1</u> Medium Prune	\$ _____ ea.
d. quantity <u>10</u> Coarse Pruning	\$ _____ ea.
e. quantity <u>2</u> Tree Removal	\$ _____ ea.
Item 7. Class G - Trees with a DBH of 45"-54"	
a. quantity <u>1</u> Clearance Elevation	\$ _____ ea.
b. quantity <u>1</u> Fine Pruning	\$ _____ ea.
c. quantity <u>1</u> Medium Prune	\$ _____ ea.
d. quantity <u>7</u> Coarse Pruning	\$ _____ ea.
e. quantity <u>2</u> Tree Removal	\$ _____ ea.
Item 8. Class Z - Palms, Cycad, or other	
a. quantity <u>1</u> Clearance Elevation	\$ _____ ea.
b. quantity <u>1</u> Fine Pruning	\$ _____ ea.
c. quantity <u>1</u> Medium Prune	\$ _____ ea.
d. quantity <u>42</u> Coarse Pruning	\$ _____ ea.
e. quantity <u>5</u> Tree Removal	\$ _____ ea.
Item 9. Stump Grinding - <u>per inch</u>, diameter (See Section X.3.)	\$ _____ in.

Comments:

Please state company name and authorized signature _____

BID FORM (cont.)

The projected quantities for each item listed herein are estimates only, for the benefit of the bidder and for purposes of tabulation and evaluation. Quantities listed in no way bind the Polk County School District for material to be bought or for work to be performed. Bids will be evaluated on a composite basis for each Zone; therefore, a bid price must be entered for each item in each Class within a specific Zone in order for the bid to be considered.

SERVICE ZONE - II:

BID PRICE

Item 1.	Class A-	Trees with a DBH of 0" to 6".			
a.	quantity	<u>1</u>	Clearance Elevation	\$	<u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$	<u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$	<u> </u> ea.
d.	quantity	<u>1</u>	Coarse Pruning	\$	<u> </u> ea.
e.	quantity	<u>2</u>	Tree Removal	\$	<u> </u> ea.
Item 2.	Class B-	Trees with a DBH 7"-12"			
a.	quantity	<u>1</u>	Clearance Elevation	\$	<u> </u> ea.
b.	quantity	<u>2</u>	Fine Pruning	\$	<u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$	<u> </u> ea.
d.	quantity	<u>3</u>	Coarse Pruning	\$	<u> </u> ea.
e.	quantity	<u>11</u>	Tree Removal	\$	<u> </u> ea.
Item 3.	Class C -	Trees with a DBH of 13"-20"			
a.	quantity	<u>1</u>	Clearance Elevation	\$	<u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$	<u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$	<u> </u> ea.
d.	quantity	<u>13</u>	Coarse Pruning	\$	<u> </u> ea.
e.	quantity	<u>13</u>	Tree Removal	\$	<u> </u> ea.
Item 4.	Class D -	Trees with a DBH of 21"-27"			
a.	quantity	<u>1</u>	Clearance Elevation	\$	<u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$	<u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$	<u> </u> ea.
d.	quantity	<u>11</u>	Coarse Pruning	\$	<u> </u> ea.
e.	quantity	<u>3</u>	Tree Removal	\$	<u> </u> ea.
Item 5.	Class E -	Trees with a DBH of 28"-35"			
a.	quantity	<u>1</u>	Clearance Elevation	\$	<u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$	<u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$	<u> </u> ea.
d.	quantity	<u>13</u>	Coarse Pruning	\$	<u> </u> ea.
e.	quantity	<u>2</u>	Tree Removal	\$	<u> </u> ea.

BID FORM (cont.)

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SERVICE ZONE - II (cont.):	BID PRICE
Item 6. Class F - Trees with a DBH of 36" - 44"	
a. quantity <u>1</u> Clearance Elevation	\$ <u> </u> ea.
b. quantity <u>1</u> Fine Pruning	\$ <u> </u> ea.
c. quantity <u>1</u> Medium Prune	\$ <u> </u> ea.
d. quantity <u>10</u> Coarse Pruning	\$ <u> </u> ea.
e. quantity <u>2</u> Tree Removal	\$ <u> </u> ea.
Item 7. Class G - Trees with a DBH of 45"-54"	
a. quantity <u>1</u> Clearance Elevation	\$ <u> </u> ea.
b. quantity <u>1</u> Fine Pruning	\$ <u> </u> ea.
c. quantity <u>1</u> Medium Prune	\$ <u> </u> ea.
d. quantity <u>7</u> Coarse Pruning	\$ <u> </u> ea.
e. quantity <u>2</u> Tree Removal	\$ <u> </u> ea.
Item 8. Class Z - Palms, Cycad, or other	
a. quantity <u>1</u> Clearance Elevation	\$ <u> </u> ea.
b. quantity <u>1</u> Fine Pruning	\$ <u> </u> ea.
c. quantity <u>1</u> Medium Prune	\$ <u> </u> ea.
d. quantity <u>42</u> Coarse Pruning	\$ <u> </u> ea.
e. quantity <u>5</u> Tree Removal	\$ <u> </u> ea.
Item 9. Stump Grinding - <u>per inch</u>, diameter (See Section X.3.)	\$ <u> </u> in.

Comments:

Please state company name and authorized signature _____

BID FORM (cont.)

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SERVICE ZONE - III:

BID PRICE

Item 1.	Class A-	Trees with a DBH of 0" to 6".			
a.	quantity	<u>1</u>	Clearance Elevation	\$	<u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$	<u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$	<u> </u> ea.
d.	quantity	<u>1</u>	Coarse Pruning	\$	<u> </u> ea.
e.	quantity	<u>2</u>	Tree Removal	\$	<u> </u> ea.
Item 2.	Class B-	Trees with a DBH 7"-12"			
a.	quantity	<u>1</u>	Clearance Elevation	\$	<u> </u> ea.
b.	quantity	<u>2</u>	Fine Pruning	\$	<u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$	<u> </u> ea.
d.	quantity	<u>3</u>	Coarse Pruning	\$	<u> </u> ea.
e.	quantity	<u>11</u>	Tree Removal	\$	<u> </u> ea.
Item 3.	Class C -	Trees with a DBH of 13"-20"			
a.	quantity	<u>1</u>	Clearance Elevation	\$	<u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$	<u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$	<u> </u> ea.
d.	quantity	<u>13</u>	Coarse Pruning	\$	<u> </u> ea.
e.	quantity	<u>13</u>	Tree Removal	\$	<u> </u> ea.
Item 4.	Class D -	Trees with a DBH of 21"-27"			
a.	quantity	<u>1</u>	Clearance Elevation	\$	<u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$	<u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$	<u> </u> ea.
d.	quantity	<u>11</u>	Coarse Pruning	\$	<u> </u> ea.
e.	quantity	<u>3</u>	Tree Removal	\$	<u> </u> ea.
Item 5.	Class E -	Trees with a DBH of 28"-35"			
a.	quantity	<u>1</u>	Clearance Elevation	\$	<u> </u> ea.
b.	quantity	<u>1</u>	Fine Pruning	\$	<u> </u> ea.
c.	quantity	<u>1</u>	Medium Prune	\$	<u> </u> ea.
d.	quantity	<u>13</u>	Coarse Pruning	\$	<u> </u> ea.
e.	quantity	<u>2</u>	Tree Removal	\$	<u> </u> ea.

BID FORM (cont.)

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SERVICE ZONE - III (cont.):	BID PRICE
<hr/>	
Item 6. Class F - Trees with a DBH of 36" - 44"	
a. quantity <u> 1 </u> Clearance Elevation	\$ _____ ea.
b. quantity <u> 1 </u> Fine Pruning	\$ _____ ea.
c. quantity <u> 1 </u> Medium Prune	\$ _____ ea.
d. quantity <u> 10 </u> Coarse Pruning	\$ _____ ea.
e. quantity <u> 2 </u> Tree Removal	\$ _____ ea.
Item 7. Class G - Trees with a DBH of 45"-54"	
a. quantity <u> 1 </u> Clearance Elevation	\$ _____ ea.
b. quantity <u> 1 </u> Fine Pruning	\$ _____ ea.
c. quantity <u> 1 </u> Medium Prune	\$ _____ ea.
d. quantity <u> 7 </u> Coarse Pruning	\$ _____ ea.
e. quantity <u> 2 </u> Tree Removal	\$ _____ ea.
Item 8. Class Z - Palms, Cycad, or other	
a. quantity <u> 1 </u> Clearance Elevation	\$ _____ ea.
b. quantity <u> 1 </u> Fine Pruning	\$ _____ ea.
c. quantity <u> 1 </u> Medium Prune	\$ _____ ea.
d. quantity <u> 42 </u> Coarse Pruning	\$ _____ ea.
e. quantity <u> 5 </u> Tree Removal	\$ _____ ea.
Item 9. Stump Grinding - <u>per inch</u> , diameter (See Section X.3.)	\$ _____ in.

Comments: _____

NOTE: Sign the "Bidder's Acknowledgment" section on Page 1 of our "Invitation to Bid". Return the original of the Invitation to Bid and retain a photocopy for your files

Please state company name and authorized signature _____

SUBMITTALS CHECKLIST

To help ensure that you include all the submittals necessary to complete a thorough evaluation of your bid proposal, we suggest that you use this checklist as a reminder to yourself, by placing a check in each box in the **Verified** column indicating that the item is included in your bid proposal packet. We suggest you include this completed checklist along with your bid. Items checked **Required** should be submitted at the time you submit your bid in order to facilitate the bid evaluation process. With the exception of the signed BIDDER ACKNOWLEDGEMENT the Polk County School Board reserves the right to request the required submittals listed below, after bid opening should the bidder not return these submittals with their bid packet. Any requested additional information must be received by the Polk County School Board Purchasing Department within three days after the date of the request for the additional information. Saturdays, Sundays and School Board Holidays shall be excluded from the three day time period provided by this paragraph. The request for additional information shall be in writing and will be sent via email or fax.

Verified	Required	Requested	Description of Submittal	Page No.
	x		Completed and signed <u>BIDDER ACKNOWLEDGEMENT</u> .	1
	x		Customer References (use BIDDER REFERENCE FORM on page 21).	7
	x		Describe your ability to provide the necessary equipment and service (use GENERAL BIDDER INFORMATION FORM on page 22)	7
	x		Subcontractor name and address (if applicable)	7
		x	Completed and signed Drug Free Workplace Certification (optional).	

Please state company name and authorized signature _____

BIDDER REFERENCE FORM

(duplicate as needed)

Please provide all requested information for each reference.

Project Name and Scope: _____

Owner Name: _____

Account Tenure (dates): _____

Contact Person: _____

Address: _____

Telephone: _____

Additional Comments: _____

Project Name and Scope: _____

Owner Name: _____

Account Tenure (dates): _____

Contact Person: _____

Address: _____

Telephone: _____

Additional Comments: _____

Project Name and Scope: _____

Owner Name: _____

Account Tenure (dates): _____

Contact Person: _____

Address: _____

Telephone: _____

Additional Comments: _____

Please state company name and authorized signature _____

GENERAL BIDDER INFORMATION FORM

Company Name: _____

Business Address: _____

Telephone Number: _____

Officers Names & Titles: _____

Years of Operation at Present Address: _____

Total Years in This Type of Business in Florida: _____

Number of Full-Time Employees: _____

Name and telephone number of Primary Contact Person: _____

Number of Company Owned Service Vehicles: _____

Describe your firm's ability to perform as per the specifications of this
Invitation to Bid: _____

List Tree cutting and removal Equipment: _____

Please state company name and authorized signature _____