

**BELMONT LAKES COMMUNITY DEVELOPMENT DISTRICT**

**Invitation to Bid**

**Landscape Maintenance**

The Belmont Lakes Community Development District Invites Interested Parties To Bid On Landscape Maintenance Services Within the District. .

The District is located within the Town of Davie at the southeast corner of 14<sup>th</sup> Street and 154<sup>th</sup> Avenue. Bid Specifications May Be Obtained From District Website at [www.blcdd.com](http://www.blcdd.com) or by contacting the District Manager at 954.903.0712 or by visiting the District Offices at 7320 Griffin Road, Suite 102, Davie, Florida 33314.

**BELMONT LAKES COMMUNITY DEVELOPMENT DISTRICT  
LAWN MAINTENANCE BID SPECIFICATIONS**

1. SUBMISSION AND RECEIPT OF BIDS:

- 1.1 It will be the responsibility of the bidder to see that their bid is received prior to the due time and date specified herein.
- 1.2 Unless otherwise specified, bidders must use the bid form furnished by the District. Failure to do so may cause the bid to be rejected. Removal of any part of the bid may invalidate the bid. Bidders **MUST SUBMIT** a cover/transmittal letter with the name of the contact person at your company, along with their title, phone number, address, and email. Bidders **MUST COMPLETE AND SUBMIT** Exhibits A through G. Vendors **MAY SUBMIT** company marketing or promotional material that they feel will assist the District in reviewing their submission.
- 1.3 Bids having any erasures or corrections must be initialed by the bidder in ink. This bid document shall be typewritten or filled in with pen and ink.
- 1.4 It will be the sole responsibility of the bidder to have their sealed bid delivered to the District Manager's office on or before 5:00 p.m. on April 20, 2022. The District Manager is Munitytics, located at 7320 Griffin Road, Suite 102, Davie, Florida 33314.
- 1.5 If a bid is sent by mail, the bidder shall be responsible for its delivery to the District Manager's Office before the hour and date shown for receipts of bids.
- 1.6 Bids thus delayed will not be considered and will be not be opened.

2. TERM OF CONTRACT:

The term of this contract shall be for a period of thirty-six (36) months from notice to proceed. The contract may be extended for three (3) additional twelve (12) month periods by mutual acceptance of the parties and subject to the contractor's acceptable level of performance and approved funding.

3. FAILURE TO BID:

If you do not bid, return the bid sheet and state reason for not bidding so your name is not removed from further mailing lists.

4. PRICES TO BE FIRM:

Bidder warrants by virtue of bidding that prices, terms and conditions in his bid will be firm for acceptance for a period of sixty (60) days from the date of bid opening unless otherwise stated by the bidder or the District.

5. QUANTITIES:

The District reserves the right to increase or decrease the quantities at the time of award.

6. VARIATIONS TO SPECIFICATIONS:

For purposes of evaluation, bidder must indicate any variance to the specifications, terms, and / or conditions, no matter how slight. If variations are not stated in the bid it will be assumed that the product or service fully complies with the specifications, terms and / or conditions. District will not determine variances based on any attached sales or manufacture's literature unless otherwise specified herein by the District.

7. DEFAULT PROVISIONS:

In cases of default by the bidder or contractor, the Belmont Lakes Community Development District may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

8. CANCELLATION:

If at any time and in the opinion of the District, the contractor has failed to supply an adequate working force, adequate equipment or has failed in any respect to have performed the required work with diligence, force, and quality specified and intended in and by the specifications, notice thereof in writing will be served upon the contractor, and should the contractor neglect or refuse to provide means for satisfactory compliance as directed within the time specified, the contract will be in default. Upon the occurrence of default, the contract shall be subject to cancellation for causes. As a precondition of cancellation, the District shall give the contractor ten (10) days notice by registered or certified mail of the date set for cancellation, the causes, and that an opportunity to be heard will be afforded on or before the cancellation date, if requested by the contractor.

9. SIGNATURE REQUIRED:

All bids must be signed with the firm name and by an officer or employee having the authority to bind the company or firm by his signature. Failure to properly sign the bid may invalidate same, and it may not be considered for award.

10. RESERVATION FOR REJECTIONS AND AWARD:

The Belmont Lakes Community Development District reserves the right to accept or reject any or all bids or parts of bids, to waive irregularities and technicalities, and to request re-bids. The District also reserves the right to award the contract on a split order basis, or such combinations that will best serve the interests of the District unless otherwise specified. No premiums, rebates or gratuities permitted, either prior to, or after delivery of items, on any resulting award. Any such violation may result in the cancellation of said award and / or return of items (as applicable) and the recommended removal of bidder from bid list(s).

11. TAXES:

The Belmont Lakes Community Development District is exempt from any taxes imposed by State and/or Federal Governments. Exemption certificates will be provided upon request.

12. LAWS AND REGULATIONS:

All applicable laws and regulations of the Federal Government, State or Florida, and Ordinances, Resolutions, and Rules of the Broward County Board of County Commissioners and/or the Town of Davie will apply to any resulting award.

13. SIGNED BID CONSIDERED AN OFFER:

This signed bid shall be considered an offer on the part of the bidder or contractor, which offer shall be deemed accepted upon approval by the Belmont Lakes Community Development District, if required, and in case of default on the part of the bidder or contractor after such acceptance, the District may take such action as it deems appropriate including legal action for the damages or specific performance.

14. COMPLETION OF FORM:

The Bidder is to complete all of the blank spaces on the following bid pages.

15. INFORMATION:

For information, contact the District Manager at (954) 903-0712 x205 or by email at [chrisw@munitytics.biz](mailto:chrisw@munitytics.biz). Material changes, if any, to the technical specifications or bidding procedures will only be handled through written addendum.

16. LANDSCAPE AREA MAINTENANCE:

A. GENERAL CONDITIONS

1. Bidders are required to submit, as “Exhibit A” to their bid, a statement of work experience, number of personnel employed, inventory of existing equipment, schedule of equipment insured and listed on your insurance policy, and “Exhibit B”, a minimum of five references of current contracts with phone number and contact persons. Bidder shall provide information only as it relates to work specified in this contract. Bidder shall also provide in “Exhibit C”, a copy of all of their licenses and certificates issued by the State of Florida, Broward County, and the municipality in which their

permanent place of business is located. Bidders will provide in "Exhibit D" copies of current evidence of insurance required herein.

2. The contractor shall be fully responsible for the performance of his company and completion of all work as outlined in these specifications. The contractor shall employ sound horticultural practices and methods standard in the industry. Supervision of personnel shall be conducted in a competent and professional manner, with, as a minimum, continual on-site supervision during your work.

3. No work shall be done before 8:00 a.m. weekdays or before 9:00 a.m. on Saturdays and Sundays. No work shall be performed after 6:00 p.m. on any day. Work may be authorized outside of those parameters when inclement weather has delayed the contractor's work. The District Manager must give this authorization in writing prior to the work beginning outside the normal parameters. The District Manager has the sole right to either approve or deny the extended hours of work.

4. Personnel are required to wear an OSHA approved flagger's vest, shirt, or jacket that shall be orange, yellow, strong yellow green, or fluorescent versions of these colors. Proper safety signs, such as "Workers Ahead", cones, flagmen, or other warning devices must be used to alert motorists of work in the area near trafficways. All signs shall be temporary and must be in accordance with the Department of Transportation's current version of the Manual on Uniform Traffic Control Devices and Safety Practices. OSHA standards shall always be followed where applicable.

5. Any damage to the road, facilities, services, utilities, irrigation systems, tree stakes or straps, vegetation or the property of the District or any other property owner caused by the action of the Contractor shall be repaired or replaced at the expense of the contractor to the satisfaction of the Belmont Lakes Community Development District. Failure to restore said property within three (3) working days following notification will result in a deduction from the next invoice of District expenses incurred through the execution of appropriate labor, material, and equipment use or rental to restore the property to its original condition.

6. Within seven days of the beginning of each month, the Contractor will provide the District Manager a schedule of all work to be completed for that month. The schedule will list the work to be undertaken and completed, the days and times the Contractor has scheduled to undertake the work, and any special conditions that are anticipated by the Contractor. In the event weather prohibits work on the scheduled days, the Contractor will notify the District Manager 48 hours in advance of the rescheduled day(s).

**B. LOCATION OF WORK:**

1. Locations of service are to be found in Attachment A of the specifications and may also be inspected by prospective vendors. By submitting a bid, the bidder acknowledges that they are familiar with the site and the proposed scope of work, prior to submitting a bid. The District reserves the right to remove specific locations on a temporary or permanent basis as required.

**C. EQUIPMENT:**

1. All equipment shall be maintained in a safe operating condition while performing work under this contract. Contractor shall have proper safety devices maintained at all times while in use. If equipment does not contain proper safety devices and / or is being operated in an unsafe manner, the District shall direct the contractor to remove such equipment and / or the operator until the deficiency is corrected to the satisfaction of the District. The Contractor shall be responsible for injury to persons caused by the operation of the equipment. The Contractor must demonstrate adherence at all times to safety standards by documenting that each employee operating equipment onsite has completed a mandatory safety course or instruction for employees of the landscaping or horticultural industry. To satisfy this requirement, the Contractor, prior to be given the notice to proceed, will acknowledge that each employee has, as a minimum, completed the Mowing and Trimming Safety booklet on safety practices published by the Kansas State University Research and Extension office or any other District pre-approved safety course or training. A copy of the booklet is available from the District. The Contractor's employees will be observed by the District from time to time to determine if safety standards are being adhered to. Violations of safety standards or rules or the lack of commitment to safety by the Contractor may be cause for termination of the agreement by the District.

D. SCOPE OF WORK:

1. Contractor shall maintain the contractually covered landscaped areas at the frequency rate prescribed with conventional production style mowing and lawn maintenance equipment. The District Manager at his sole discretion may grant exceptions to the specified schedule. No cutting, pruning, or trimming will be done to any of the District's plants or turf if the plant or turf has been previously cut, pruned, or trimmed within the last 8 calendar days.

2. Maintenance as defined for bid purposes shall include:

- a. Remove all litter prior to mowing.
- b. Edge all curbs, edge of pavement, and sidewalks.
- c. Remove all weeds from curbing, sidewalks, brick pavers, tennis court areas, tree wells (chemically or by hand), No weed eating tree wells. Chemical treatment of tree wells shall not exceed a 2-foot diameter. Planting beds and concrete portions of all medians shall remain weed free. Treatment of weeds is provided under a separate contract with the District, but you will be expected to (a) make sure weeds are controlled, and (b), notify the District of areas where weeds needed removal by you under this contract so that the District Manager can discuss any issues with the contractor responsible for weed, fertilization, and pest control.
- d. Weed eat all sign posts, telephone and power poles, fire hydrants, etc.
- e. Trim all shrubs and trees and remove debris. Site distances around corners, medians, and other areas with vehicular traffic will require that landscaping be maintained to such a height that a driver's line of sight is not obstructed.
- f. Mow lawn areas.
- g. Remove and clean all debris, dirt, weeds, trash, and other foreign objects from all areas maintained and from curb lines, streets, sidewalks, gutters, etc., within the boundaries of the District.
- h. Weed eat under all guardrails and fencing.

- i. All waste must be disposed of in the proper manner and at the contractor's expense. All waste must be removed from the District's property on each day the Contractor is working in the District. The District may remove waste left by the Contractor and the cost of removal will be deducted from the Contractor's next payment. Waste includes any vegetative debris as well as anything that should not be in a landscaped area, including garbage, bulk waste, etc.
- j. In the landscape area to be maintained on 14<sup>th</sup> Street and on 154<sup>th</sup> Avenue, the contractor is to maintain a clearance of between 1 foot and 3 feet between the chainlink fencing and the homeowners's landscaping on the inside of the fencing. The contractor must keep vegetation from encoaching on the easement. In maintaining this easement, the contractor shall not cause any work performed under this contract to damage a homeowner's landscaping to the extent it becomes permanently distressed or dies.
- k. Landscape lighting along the entryway will be tested each visit and repairs made as necessary. Materials will be billed separately.
- l. Irrigation wet checks will be done monthly and repairs will be made as necessary. Materials, other than valves, lines, and pumps, will be provided as part of the contract. Adjustments required during the wet check inspection will be made during the visit. A monthly report on the irrigation system will note the repairs by zone.
- m. The garbage can at the pavillion will be emptied each visit.

Additional Work As Directed (Price NOT to be included in base bid, but as an alternate in pricing sheet)

- n. Traffic islands, other than the entryway traffic island, will have the rocks sifted or cleaned annually so that weeds, dirt, and debris have been removed and the top surface of the rocks are clean. **The islands will be treated for weeds as part of the base bid.** If rock needs to be added during this annual cleaning, then the contractor will infill as necessary.

3. Upon arriving at a job site, the contractor shall immediately survey the area to remove all litter, glass, rocks, dead foliage, metal, branches, palm fronds or other debris subject to becoming a projectile if engaged by a mower or other equipment.

4. Grass will not be cut when wet, including dew. Mowing shall be done at a height of three (3) inches to four (4) inches for St. Augustine and four (4) inches to five (5) inches for Bahia. All mowed areas are to be cut with a rotary type mower with sharp, mulching type blades. Excessive grass clippings left on site must be raked so as not to leave evidence of clumps. Clippings shall be kept out of waterways, ornamental beds, and all paved areas, courts, and streets. When mowing medians or near sidewalks, grass clippings may not be blown into traffic lanes or pedestrian areas. Under no circumstances is debris allowed to enter the stormwater drainage system. Turf shall be cut when grass reaches a height of no more than 4.1 inches (1.3 times desired height at time of cut). If grass grows beyond the maximum allowed height of 4.1 inches, the District will have the right to reduce the Contractor's payment for the month by one-fifth of that month's contract amount. Various mowing patterns will be used to insure the even distribution clippings and to prevent ruts in the turf caused by mowing equipment.

5. Edging shall be done along sidewalks, walkways, asphalt paths, curbs, and road edges during each visit. Grass shall also be edged back where it encroaches upon the street from the swale or other areas. Edged material shall be swept and collected for proper disposal. Weeds and grass that are present between the edge of pavement and any curbs or curb and gutter shall be removed during each visit by chemical spray or manually. If weed eaters are used to remove the weeds, a chemical spray shall be applied. Edging shall be neat and trim around all plant beds, curbs, streets, trees, plants, buildings, etc., and shall maintain the shape and configuration of all planting areas in a clean manner, free of imperfections. Edging shall be done with each mowing, except that plant beds and trees shall be done not less often than every other mowing.

6. The contractor shall trim all hedges and shrubs to a uniform height equal to that at commencement of the contract or as directed by the District Manager. Hedge material located in the median shall be trimmed to not exceed thirty inches in height.

6. All pruning and tree care shall be under the direct supervision of an experienced and licensed arborist. Trees should be trimmed in a manner to allow pedestrian access, or a minimum of seven (7) feet of clearance. The contractor shall be required to trim overgrowth where it obstructs or hinders pedestrian or vehicular movement or restricts sight distance view of vehicles, i.e., limbs branching into the roadway from the median or shoulders. Tree limbs and other vegetation must be kept at least twelve (12) feet in height off any area where vehicles normally travel so that vehicles may pass under the vegetation without damage to either the vehicle or the landscaping. Palm fronds and other vegetation shall be kept from obstructing the various security cameras in the District. Vegetation may not encroach from the side into the roadway below 12 feet. Contractor shall also be responsible for removing limbs from the roadway during maintenance operation that emanate from areas under contract. The contractor shall remove traffic hazards or unsafe conditions caused by tree limb obstructions during each site visit. The contractor shall be responsible for the trimming of all palms to remove dead fronds and seed or nut growth. For trees up to 8 foot in height, the contractor shall remove all dead limbs and branches and prune to maintain a uniform appearance with proper separation from other landscape material, from all trees, bushes, and shrubs, if applicable, on an ongoing basis, but not less than once per year. Trees above 8 foot in height shall be pruned at least once per year to maintain the desired uniform appearance and to keep from crowding out or intermingling with adjacent landscape material. This service shall be done the first visit of each month. Vegetation around the gaurdhouse shall be kept away from any camera angle where the vegetation blocks the view of the camera.

The trees on 17<sup>th</sup> street shall have limbs hanging over the roadway trimmed so that they do not hit trucks or other traffic using the roadway.

Palms will be trimmed in January as well as June.

8. Raking of leaves and other debris shall be performed at the base of shrubbery, trees and other areas to maintain a neat and clean appearance. Pathways and sidewalks shall be blown clean or swept prior to leaving the job site.

9. Weeding shall include but not be limited to ornamental beds, base of shrubbery, trees and hedges, sidewalks, curb lines, between curb and gutter and edge of pavement, all



concrete medians or other areas where weeds exist. Weeds shall be manually pulled when necessary during each site visit. In no event shall invasive plant material be allowed to exist within the District's landscape areas. Invasive material will be removed during each visit.

10. Weed eating shall be done around all fixed objects exposed in the turf to include but not limited to irrigation heads, poles / posts, or other fixtures commonly found in such settings. Weed eating shall be done with string trimmer. When using a string trimmer, weed eating shall be done so that trees are not damaged.

11. All grass clippings, vegetative trimmings and overburden existing on or derived from the operation shall be blown from street and walk areas on the day the maintenance is performed. Debris is not to be blown into the street or onto a pedestrian pathway or any waterway. The contractor shall, at his own expense, remove and properly dispose of all waste materials, including cans, bottles, paper, etc., incurred during maintenance.

12. All turf areas shall be inspected during each mow for detection of pests, inadequate irrigation, and other problems. Corrective action will be taken to correct any observed problems upon discovery. The Contractor will immediately notify the District of problem areas and the steps taken to provide corrective action. Any lawn area that dies or becomes weak or unsightly due to negligence or improper maintenance contemplated under this agreement shall be replaced at the sole cost of the Contractor.

13. The contractor shall within 1 workday notify the District Manager of any sprinkler system malfunctions, as evidenced through brown patches or other observations and make necessary repairs or take corrective actions to remedy the malfunctions.

14. Contractor shall be responsible for the cleaning of all debris from any curb and gutter areas, sidewalks, and streets that may exist.

15. Contractor will provide the following services:

- a. Ornamentals will be treated with fungicide, insecticide, and miticide every three months. Fertilization with slow release will be done at least every 6 months.
- b. Palms will be treated at least twice per year with palm special fertilizer. At the time of fertilization, palms will be inspected for healthiness and the presence of any disease or pest and the contractor will present a treatment plan for approval by the District Manager if necessary.
- c. Turf Management by the contractor is expected. Turf should be generally free of weeds and pests. Every 3 months, the turf will be treated with fungicide, insecticide, and miticide and the turf will be fertilized no less often than every 6 months. The turf that is in the swale area of 14<sup>th</sup> Street is included in the contractor's responsibilities.
- d. The ficus hedges in adjoining the guardhouse will be kept free of whitefly infestations and will be treated at least every six months.

#### E. PENALTY CLAUSE

If the District finds any deficiencies in Section D 1-14 at the time of the inspection, the contractor may be levied a monetary penalty between \$150.00 - \$350.00 for the

deficiencies depending on the severity with progressively levied penalties. A penalty of \$150.00 will be assessed for the second occurrence, \$200.00 for the third, and \$350.00 for the fourth occurrence.

F. Section Omitted.

G. PRUNING AND TREE/PALM TRIMMING:

All pruning shall be performed as required to maintain the natural shape and characteristics of the plant species. Pruning will include the immediate removal of all trees, palms, shrubs, or ground covers that are dead, broken, or diseased. Pruning will be done under the direction of a licensed arborist. The Contractor will ensure that all pruning and tree/palm trimming that can be done prior to the start of the hurricane season will be completed by that date but in no event later than June 30<sup>th</sup> of each year. As part of the bid submission, the Contractor will detail their pruning and tree/palm trimming schedule. The contractor shall notify the District Manager when plant material has died or needs to be replaced and the contractor will further provide recommendations for the replacement plant material.

H. MULCHING:

Mulching shall be installed or replenished in late October and late April. Mulch shall be kept six inches away from the base of all palms and trees, and three inches away from the base of all shrub stems. Mulch will not be used in areas where annuals are planted. In all cases, mulch shall be maintained at a depth of two inches. Mulch shall be eucalyptus or shredded cypress, grade B or better, or other mulch material approved by the District. The District may, at its sole discretion, contract separately for mulching.

I. ANNUAL PLANTINGS:

Annuals shall be planted in the areas described in Attachment "A" and shall be planted in a manner that when fully grown provides for dense concentration of color. Annuals shall be maintained in a lush, attractive, healthy, disease and pest free condition, free from weeds, fungus, and other unwanted conditions. Annuals shall be planted three times per year or less, at the District Manager's discretion. The Contractor will specify the annuals to be planted in the prescribed area on the bid form. The Contractor will immediately replace any annual plantings that fail to thrive and achieve the desired appearance contemplated by their planting. The Contractor shall at all times be responsible for the full and complete care of all annual plantings such that the District is guaranteed a healthy, vigorous appearance and shall at all times provide the finest quality color planting possible. Detailing of annual beds shall be performed at least each mow cycle. Detailing shall include the pinching/dead heading, replacement, and cultivation of the annual plantings. The contract shall provide for 2,000 annuals per year with containers at least 3" in diameter and 1 plant per container.

J. PAYMENT:

1. Payment for work shall be authorized upon completion of all work specified in this specification. Invoices shall be submitted in writing, in original form and with a unique invoice number, to the District Manager. Undisputed invoices are paid immediately.
2. Any additional work requested outside the scope of work will be negotiated and the contractor shall submit a work order for approval by the District Manager.
3. In the event a scheduled cut, trimming, or planting cannot be completed during the month because of weather or other reasons, the billing for that month will be adjusted prior to submission to the District by the contractor for the work that was not performed.

K. ADDITIONS OR DELETIONS OF MAINTENANCE AREA:

1. ADDITIONS: At the District's discretion, it may add new maintenance areas or tasks, reduce the frequency of service, or discontinue service to this contract or request the resumption of service to a previously terminated area or task at any given time during the life of the contract. New maintenance areas to be added shall be evaluated by both the District and the contractor for the mutual determination of the value per area. Upon the District's written request to the contractor to add a new maintenance area to the contract or resume service to a previously terminated maintenance area, the contractor shall commence maintenance to said area within fifteen (15) days. Service to maintenance areas deleted by the District for durations less than the remaining life of the contract may be resumed at any time at the District's request for the originally proposed contract value.

2. DELETIONS: At the District's discretion, it may delete maintenance areas or the frequency of maintenance from the contract at any given time during the life of the contract, for the life of the contract or lesser durations. The District shall give the contractor fifteen (15)-calendar days written notice prior to the deletion of a maintenance area for any given period of time. Deleted areas, if less than the entire maintenance area, shall be evaluated by both the District and the contractor for the mutual determination of value per area.

L. FREQUENCY OF MAINTENANCE:

The contractor shall provide all maintenance services in a manner that achieves the goals and specifications itemized in this bid document.

M. MAINTENANCE INSPECTIONS:

The Contractor and the District's representative shall meet quarterly, or, at the District Manager's request, more often to review the District's property being maintained by the Contractor and to discuss areas of concern. The dates and times of these monthly reviews will be mutually agreed to by both parties.

N. INDEMNIFY AND HOLD HARMLESS:

The Contractor agrees to indemnify and hold harmless the District, its officers, agents and employees, free and harmless from any claim, liability, cause of action, expense or charge, of whatever kind or nature, including, but not limited to, personal injury, loss of

life, property damage including loss of use thereof, and against all loss of life, which may arise out of or be connected with the performance of contractor's duty hereunder, and shall indemnify the District against any suits, actions, claims, damages, or causes of action brought by or on behalf of any person arising out of the performance of such duties, and pay all costs and expenses in connection therewith. Nothing in this agreement shall be construed to affect in any way the District's rights, privileges, and immunities as set forth in Florida Statutes 768.28.

O. INSURANCE REQUIREMENTS:

1. WORKERS' COMPENSATION - STATUTORY

Policy must include Employers Liability: \$100,000 for each accident, \$500,000 disease (policy limit), and \$100,000 disease (each employee).

2. COMMERCIAL GENERAL LIABILITY:

\$1,000,000 per occurrence Combined Single Limit for bodily injury and property damage and \$2,000,000 General Aggregate limit. Policy shall include coverage for premises / operations; products / completed operations: contractual liability; independent contractors and will name the District as an additional insured.

3. BUSINESS AUTO LIABILITY:

\$1,000,000 per occurrence Combined Single Limit for bodily injury and property damage. Policy shall include coverage for owned auto; hired autos; non-owned autos and will name the District as an additional insured.

Q. PUBLIC ENTITY CRIMES INFORMATION

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 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.

R. MANDATORY PARTICIPATION IN FEDERAL E-VERIFY SYSTEM

Florida Statutes require the District to ensure that all contractors the District engages participate in the U.S. Department of Homeland Security's E-verify system. As part of your submission (Exhibit H), you must provide evidence of your participation in that system. E-Verify program administrators and corporate administrators can get proof of participation by printing a copy of their company information page:

1. Log into E-Verify.
2. From **Company**, select **Edit Company Profile**. E-Verify will display the company name, ID number, address, etc.
3. Print this page and use it as proof of enrollment in E-Verify.

**EXHIBIT A**

**STATEMENT OF WORK EXPERIENCE, NUMBER AND TITLES OF  
PERSONNEL EMPLOYED, INVENTORY OF EXISTING EQUIPMENT AND  
SCHEDULE OF INSURED EQUIPMENT FROM INSURED INSURANCE  
POLICY**

**EXHIBIT B**

**REFERENCES OF CURRENT CONTRACTS WITH PHONE NUMBERS,  
EMAIL, AND CONTACT PERSONS (MINIMUM OF 5)**

**EXHIBIT C**

**COPIES OF REQUIRED STATE AND LOCAL LICENSES**

**EXHIBIT D**

**COPIES OF PROOF OF REQUIRED INSURANCE**



**EXHIBIT E**  
Schedule of Bid Items:

Lump Sum Proposal For Landscaping Services, Mulching Services, Annual Plantings and fertilization and pest management:

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The lump sum proposal and the for Landscaping Services represents the sum of the following payments to be made during the contract year:

Month	Scheduled cuts and trims	Payment Amount For Month
January	_____	\$ _____
February	_____	\$ _____
March	_____	\$ _____
April	_____	\$ _____
May	_____	\$ _____
June	_____	\$ _____
July	_____	\$ _____
August	_____	\$ _____
September	_____	\$ _____
October	_____	\$ _____
November	_____	\$ _____
December	_____	\$ _____

Cost Per Cut: \$ \_\_\_\_\_

Cost Per Trim: \$ \_\_\_\_\_

Cost for Tree and Palm Trimming included in Lump Sum: \$ \_\_\_\_\_

Cost Of Mulching Services, per application, included in the above amounts: \$ \_\_\_\_\_

**(pricing sheet continued on next page)**

**(Exhibit E, Pricing Page, Continued)**

Cost of Annual Plantings (2,000 annual count allowance) , including preparation of beds and fertilizing during planting:

	Proposed OR Typical Plant Material Including Individual Size Of Material	Lump Sum Price For Planting Including Plant Material
October	_____	\$ _____
May	_____	\$ _____

Cost of Fertilization and Pest Control included in lump sum price above \$ \_\_\_\_\_

Additional Cost to clean small traffic circles (Area 8 from Map). \$ \_\_\_\_\_  
per cleaning

**EXHIBIT G**  
**SWORN STATEMENT OF FACTS AND SUBMISSION**

I \_\_\_\_\_, being the \_\_\_\_\_ of  
Name of Authorized Officer, Owner, or Representative Title of Person Signing Below

\_\_\_\_\_, and a duly authorized officer, owner, or  
Name of Company  
representative of same, do hereby swear or affirm that the documents submitted to the Belmont  
Lakes Community Development District, in response to its solicitation for bids for landscape  
maintenance, have been reviewed by me, and, to the best of my knowledge, have been faithfully  
prepared without omission, error, or concealment of any material fact or representation and  
that I am authorized by \_\_\_\_\_, by virtue of my position as

\_\_\_\_\_, to execute this submission and to ultimately bind  
Name of Company Title of Person Signiing Below

\_\_\_\_\_, by its terms, conditions, and descriptions.  
Name of Company

\_\_\_\_\_  
Signature of Authorized Officer, Owner, or Representativ

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed or Typed Name of Authorized Officer, Owner, or Representative

Notary Seal and Signature Below:

**EXHIBIT H**  
**EVIDENCE OF PARTICIPATION IN E-VERIFY**

**ATTACHMENT “A”  
LOCATION OF WORK**

Belmont Lakes Community Development District  
Landscape Maintenance Bid Specifications

Please refer to the accompanying annotated aerial of the District for General Guidance on the limits of work. Areas to be covered specifically will be noted during the mandatory pre-bid meeting to be held onsite.

Area 1. Generally, the entry and exit from the community to and from 14<sup>th</sup> Street, including the area around the guardhouse and entryway monument signs on either side. Typically, where most annuals are planted.

Area 2. Generally, the area from the entryway west to 154<sup>th</sup> Avenue, including the swale area between 14<sup>th</sup> Street and the sidewalk and from the sidewalk to and past the landscape buffer.

Area 3. Generally, the area from the entryway east to where the sidewalk ends, including the swale area between 14<sup>th</sup> Street and the sidewalk and from the sidewalk to and past the landscape buffer.

Area 4. Generally, the area from 14<sup>th</sup> street to SW 17<sup>th</sup> Street from the sidewalk up to and past the landscape buffer.

Area 5. Generally, the south area of the canal from 154<sup>th</sup> Avenue to the property’s end, up to the fencing. The area north of the canal is not included in this maintenance.

Area 6. Generally, the area along 17<sup>th</sup> Street from the fence to the street.

Area 7. Generally, the area from the guardhouse/entryway to include the traffic circle, tennis court area and palms along the south side of 15<sup>th</sup> place.

Area 8. The traffic islands (not irrigated).

ATTACHMENT "A"  
LOCATION OF WORK  
General Map Location References  
Please refer to previous page for description

