



City of Seminole  
9199 113<sup>th</sup> Street North  
Seminole, FL 33772

## INVITATION TO BID

**BID TITLE: City of Seminole Athletic Field Grounds Maintenance**

Sealed bids must be received at City of Seminole, City Hall, Office of the City Clerk, 9199 113<sup>th</sup> Street North, Seminole, FL 33772 **by 10:30am on September 12, 2025.** Bids shall be publicly opened and read aloud at City of Seminole, City Hall immediately after closing.

Contract documents and specifications may be downloaded from Demand Star and the City website at [www.myseminole.com](http://www.myseminole.com) after 12:00pm on August 20, 2025.

**THERE WILL BE A MANDATORY PRE-BID MEETING HELD ON WEDNESDAY, SEPTEMBER 03, 2025, AT 10:00AM IN THE CITY HALL COUNCIL CHAMBERS LOCATED AT 9199 113<sup>TH</sup> ST. N.**

Questions shall be submitted in writing via email to Director of Public Works, Rodney Due, at email [rdue@myseminole.com](mailto:rdue@myseminole.com).

Submission of bid responses by mail, hand delivery or express mail must be in a sealed envelope with the Bidder's name and return address indicated. Electronic Submissions will be accepted through Demand Star.

**The outside of the envelope used for the sealed bids shall be marked as follows:**

**“SEALED BID” “DO NOT OPEN”  
“City of Seminole – Athletic Field Grounds Maintenance”  
Contractors Name and Address**

Address the bid submission envelope/box to the following:

**City of Seminole  
Office of the City Clerk  
9199 113<sup>th</sup> Street North  
Seminole, FL 33772**

Bids shall be accepted no later than the time and date specified on the ITB. All bids received after that time shall be rejected. Offers by telegram, telephone or transmitted by facsimile (FAX) machine will not be accepted. No bid may be withdrawn or modified after the time fixed for the opening of the bid. The City of Seminole reserves the right to reject any and all bids if it is deemed to be in the best interest of the City

## **SECTION A**

### **GENERAL CONDITIONS OF BID**

#### **1. INTENT**

- A. It is the intent of the City to solicit bids from qualified vendors to provide specified athletic field grounds maintenance services for the City of Seminole located at 9100 113<sup>th</sup> St N, Seminole FL, 33772. Please see Scope of Work in Section B of this document for details.
- B. It shall be the responsibility of the Contractor to review site conditions along with bid documents to determine those materials and work that are necessary to complete the contract. Omission of any essential detail from these specifications does not relieve the Contractor from completion of the work.
- C. It is not the purpose of these specifications to eliminate any qualified Vendor.

#### **2. PREQUALIFICATION REQUIREMENTS**

- A. Company specializing in performing the work indicated in the specifications of this contract with a minimum of five (5) years' experience maintaining athletic fields.
- B. The contractor shall submit a list of at least (4) customers for whom they performed similar services.

#### **3. RESERVATIONS**

The City of Seminole reserves the right to reject any and all bids or parts thereof, to waive all technicalities, or to negotiate separately in a manner necessary to serve the best interests of the City. It also reserves the right to be sole judge of the suitability of all bids for use by the City. The City of Seminole reserves the right to reject or otherwise disregard any ambiguous bid which is uncertain as to terms, delivery, quality, quantity or compliance with these specifications.

4. DEFINITIONS

- A. The "City of Seminole" shall also be understood to be completely interchangeable with the terms "City," "Department" or "Purchaser."
- B. "Vendor" shall also be understood to be completely interchangeable with the terms "Contractor" or "Bidder."

5. PREPARATION OF BID

To be considered, all bids must be made in accordance with this "Invitation to Bid." Any contract which the purchaser may enter into shall include the attached specifications and the vendors' bid specifications. The bid will be prepared in accordance with the following:

- A. This package, along with vendor's specifications and any forms herein, questionnaires and listed exceptions, shall be submitted as a part of the vendor's entire bid.
- B. Each vendor is required to provide in their bid a "complete and accurate description" of their own detailed specifications.
- C. The City's enclosed Cost Proposal Form is to be used in submitting your bid.
- D. All information required by the proposal form shall be furnished. The vendor shall print or type his/her name and manually sign the schedule and each continuation sheet.
- E. Vendors will not include sales tax in bid prices, as the City of Seminole is exempt from payment of such taxes. An exemption certificate will be signed, where applicable, upon request.
- F. Each vendor shall thoroughly examine and be familiar with the specifications. Failure or omission of any vendor to receive or examine any form, instrument, addendum or other documents, shall in no way relieve any vendor from any obligation with respect to his bid or to the Contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.
- G. Vendors are advised that all City contracts are subject to all legal requirements provided for in the Purchasing Policy and State and Federal Statutes.
- H. Vendors may email Rodney Due, Director of Public Works, for clarification of the specifications. Rodney may be reached at [rdue@myseminole.com](mailto:rdue@myseminole.com)
- I. No oral interpretations will be made to any vendor as to the meaning of the Specifications or any other Contract Documents. Every request for such an interpretation must be in writing and shall be received by the Director of Public Works not less than seven (7) calendar days prior to the date set for opening of bids.

Where necessary, interpretations made to a Vendor will be in the form of an Addendum to the Contract Documents, and when issued, will be added to the Invitation to Bid in a reasonable period of time at the discretion of the City before Bids are opened. In addition, all Addenda will be posted on the City website and Demand Star and it shall be the Vendors' responsibility to make inquiry as to the Addenda issued. All such Addenda shall become part of the Contract Documents and all Vendors shall be bound by such Addenda, whether received or not.

- J. Unless specifically set forth in the specifications, any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to unfairly limit competition. The vendor may offer any brand for which they are an authorized representative, which meets or exceeds the specification for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Vendor shall submit with their bid descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy the provision. The vendor shall also explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection within the discretion of the City.

## 6. SUBMISSION OF BID

- A. All bids shall be complete and shall convey all information requested by the City. If errors are found in the vendor's bid, the City will be sole judge as to whether that variance is significant enough to reject the bid.
- B. The City of Seminole will not be responsible for ANY expenses incurred by any firm in preparing and submitting a response or traveling to conduct interviews or demonstrations.
- C. All bids shall provide straightforward, concise delineation of the firm's capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. The City of Seminole or its agents shall be the sole judge of quality and completeness in its best interest. The decision of the City of Seminole shall be final.
- D. Bid and changes thereto shall be enclosed in sealed envelopes addressed to the City of Seminole, Office of the City Clerk, at 9199 113<sup>th</sup> Street North, Seminole, FL 33772-5226. The name and address of the vendor, the date and hour of the bid opening and the material or service bid on shall be placed on the outside of the envelope.
- E. Bid must be submitted on the forms furnished. Telegraphic bids will not be considered.

7. REJECTION OF BID

- A. The City may reject a bid if:
  - i. The vendor misstates or conceals any material fact in the bid.
  - ii. The bid does not strictly conform to the law or requirements of the bid.
  - iii. The bid is conditional except that the vendor may qualify his/her bid for acceptance by the City on an "all or none" basis or a "low item" basis. An "all or none" basis bid must include all items the bid requested in the Scope of Work.
- B. The City may, however, reject all bids whenever it is deemed in the best interest of the City to do so and may reject any part of a bid. The City may also waive any minor informalities or irregularities in any bid.

8. WITHDRAWAL OF BID

- A. Bids may not be withdrawn after the time for the bid opening for sixty (60) days from opening.
- B. Bids may be withdrawn prior to the time set for the opening. Such request must be in writing.

9. LATE BID OR MODIFICATIONS

- A. Bids or modifications received after the time set for the bid opening will not be considered.
- B. Modifications, in writing, received prior to the time set for the bid opening will be accepted.
- C. All contact with City of Seminole personnel concerning the bid or bid requirements after the meeting shall be grounds for the disqualification of the vendor's response. Vendors will be allowed to make arrangements for inspections necessary to complete their bid.

10. AWARD OF CONTRACT

- A. The contract will be awarded to the best **responsible** bidder whose bid, conforming to the Invitation to Bid, is the most advantageous to the City of Seminole. Bids received shall be evaluated by the Public Works department to include, but not be limited to, the following criteria:
  - i. Completeness of the bid, i.e., the degree to which it responds to all requirements of the specifications.

- ii. Vendor's qualifications and capabilities to provide the goods or service.
  - iii. Reasonableness of cost.
- B. Bids will be ranked based on price and adherence to specifications.
- C. The City reserves the right to accept and award item by item and/or by group or in the aggregate, unless the vendor qualifies his/her bid for specified limitations (Paragraph 7.A.iii.). If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local vendor. In other cases, the City shall award the contract to one (1) vendor by drawing lots in public when considering tied bids.
- D. The City of Seminole reserves the right to reject any and all bids or part thereof, to waive all technicalities, to negotiate separately, to waive any informality in bids received when such waiver is in the best interest of the purchaser; also, to except any item in the bid, unless otherwise specified by the purchaser or vendor. It also reserves the right to be the sole judge of the suitability of all bids for use by the City.
- E. The competency and responsibility of vendors will be considered in making the award. The City of Seminole reserves the right to reject or otherwise disregard any ambiguous bids which are uncertain as to terms, delivery, quantity, quality or compliance with these specifications. The City of Seminole also reserves the right to reject any or all bids when such rejection is in the best interest of the purchaser, and to reject the Invitation to Bid of a vendor who, in the judgment of the City of Seminole is not in a position to perform the services.
- F. A statement of financial condition and/or Dun and Bradstreet rating may be required by the purchaser prior to any award of contract.
- G. **A written award of acceptance (purchase order), mailed or otherwise furnished to the successful vendor, shall result in a binding contract without further action by either party.**

## 11. CITY OF SEMINOLE INSURANCE REQUIREMENTS

Contractor shall furnish the City with the Certificates of Insurance proving coverage. Failure to furnish the required certificates will result in the termination of this Agreement. Before starting and until acceptance of the work by the City, the contractor shall procure and maintain insurance of the types and the limits specified. All Policies, with the exception of Workers Compensation, must include the City of Seminole, its officers, agents, employees and volunteers as "Additional Insured" under the liability policies. The following are the minimum requirements for insurance coverage:

- A. Commercial General Liability (CGL), in occurrence form, written by a firm that is authorized to conduct business in the State of Florida and recognized by the State of Florida Insurance Regulations. Insurance company must have at least an "A-" rating from A.M. Best or a similar rating service.
  - (1) \$1,000,000 per occurrence
  - (2) \$2,000,000 per aggregate (\$1,000,000 at minimum)
- B. Workers Compensation and Employers Liability
  - (1) Per State of Florida Statutory requirements
  - (2) \$100,000 each accident; \$100,000 per employee for disease and \$500,000 for all diseases.
- C. Commercial Automobile Liability
  - (1) \$1,000,000 Combined Single Limit
- D. All Policies, with the exception of Workers Compensation, must include the City of Seminole, its officers, agents, employees and volunteers as "Additional Insured" under the liability policies. Contractor shall hold the City harmless from any actions brought against Contractor due to negligence, omission or wrongdoing of Contractor or any of its employees, agents, representatives and subcontractors. All coverages/certificates are to be in effect for the term of this Agreement, and must be provided to the City's Public Works Department prior to the date the service begins and at each renewal thereafter during the term of this Agreement. Certificates of Insurance shall be executed on a standard ACORD form.

12. AGREEMENT PERIOD

This agreement will be effective beginning **October 01, 2025**, and continue for five (5) consecutive one-year periods, and shall expire on September 30, 2030.

13. EXTENSION OF AGREEMENT

The City reserves the right to extend this agreement for three (3) one-year periods from date of expiration provided such extension is mutually agreeable to both the City and vendor. If the parties agree to extend this contract for a three (3) year extension the parties shall be free to negotiate the monthly rate for services.

14. PRICES, TERMS AND PAYMENTS

- a. All prices must be specified on the Vendor Proposal Form.
- b. Billing will be monthly and all invoices will include property name, address and the cost. Payment will be rendered within the first two weeks of each month for satisfactory services provided in the previous month. Direct all invoices to City of Seminole, Attn: Finance Department, 9199 113<sup>th</sup> Street North, Seminole, FL 33772. Upon termination, final payment shall be due the last day of the last month of service.

15. FISCAL NON-FUNDING

In the event sufficient budgeted funds are not available for the new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate on the last date of the current fiscal period without penalty to the City.

16. CANCELLATION AGREEMENT

- a. The City of Seminole reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the contractor, in writing, of the intention to cancel, or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.
- b. Failure of the contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the City.
- c. In addition to all other legal remedies available to the City of Seminole, the City reserves the right to cancel and obtain from another source any items which have not been delivered within the period of time stated in the proposal or if no such time is stated within a reasonable period of time from date of order as determined by the City.



17. ATTORNEY'S FEES

Should it become necessary to bring legal action against the contractor, the contractor agrees to pay all costs of such action including, but not limited to, reasonable attorney's fees and court costs.

18. DAMAGES

Damage to any City property caused by the contractor will be repaired at the contractor's expense.

19. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

- a. Vendors shall comply with all Local, State and Federal directives, orders, laws, as applicable to this bid, and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprises (MBE) and OSHA as applicable to this contract.
- b. A sworn statement, in accordance with Florida Statutes, Section 287.133(3) (a) on Public Entity Crimes, must be completed by the successful vendor and received prior to a purchase order being issued.
- c. Vendors shall comply with Florida Statutes, Section 119.0701 of the Public Records Law, specifically to:
  - i. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
  - ii. Provide the public with access to the public record on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost otherwise provided by law.
  - iii. Ensure that public records that are exempt of confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law.
  - iv. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in the possession on the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records that are confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public Agency in a format that is compatible with the information technology systems of the public agency.

The vendor, by affixing his/her signature to this bid, agrees to the following: "Vendor certifies that his/her 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."

## 21. VARIANCE IN CONDITION

Any and all special conditions and specifications attached hereto, which vary from these General Conditions, shall have precedence.

## 22. STATEMENT OF VENDOR'S QUALIFICATION

Each vendor shall, upon request of the City, submit a statement of the Vendor's qualifications, its experience record in furnishing a particular commodity or constructing any type of improvements embraced in the Agreement, its organization and equipment available for the work contemplated, and, when specifically requested by the City, appropriate financial information which would assist in determining vendors ability and solvency to perform work contemplated by the Agreement. The Vendor may also be requested to furnish references which the City may use to verify claims of competency. The City shall have the right to take such steps as it deems necessary to determine the ability of the Vendor to perform its obligations under the Contract; and the Vendor shall furnish the City all such information and data for this purpose as it may request. The right is reserved to reject any Bid where an investigation of the available evidence or information does not satisfy the City that the Vendor is qualified to carry out properly the terms of the Contract.

## 23. CITY INDEMNIFICATION REGARDING PATENTS AND COPYRIGHTS

The Vendor agrees to indemnify, save harmless and defend the City of Seminole, its officials, agents, servants and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and reasonable attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to any property, which may arise or which may be alleged to have arisen, whether in whole or in part, out of or in connection with the actions or omissions of the Vendor, the Vendor's agents, subcontractors, delegates, transferees, or assigns or anyone else for which acts the Vendor may be liable.

## 24. PUBLIC INFORMATION

- a. Upon public opening of all bids or bids presented to the City of Seminole as a result of this solicitation, any and all information therein is considered public and may be reviewed by any persons interested in doing so.
- b. Vendors shall comply with Florida Statutes, Section 119.0701 of the Public Records Law, specifically to:

1. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
2. Provide the public with access to the public record on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost otherwise provided by law.
3. Ensure that public records that are exempt of confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in the possession on the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records that are confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public Agency in a format that is compatible with the information technology systems of the public agency.

## 25. "OR EQUAL" DETERMINATION

Where proposing other than specified, the determination of equivalency will be at the sole discretion of the City of Seminole and its specialized personnel.

## **SECTION B**

### **SCOPE OF WORK**

#### **I. INTENT**

**The Contractor shall perform as follows:**

##### **1. MOWING:**

Mowing heights and frequency may vary with written approval, based on time of year, weather conditions and cultural practices being performed. Mowing schedule will vary based on time of year, weather conditions and schedule of the Recreation Department. The fields will be mowed 2- 3 times a week, with a reel mower at heights ranging from 3/4" to 1 1/4". Schedule for days and times of mowing will be coordinated with the Recreation Director.

##### **2. FERTILIZER PROGRAM:**

A complete fertilizer program will be set up to insure healthy, vigorous turf that is capable of withstanding high traffic and wear. Soil samples will be taken at the start of the program and every three months thereafter to make any adjustments in the fertilizer selection. A copy of the soil sample results shall be provided to the Public Works Director. Fertilization shall occur six times a year: once each during the following months: January, February, March, May, November, and December. Fertilization rates shall be adjusted to apply nitrogen at a rate of 1 pound per 1,000 S.F. (soluble .5 pound per 1000 S.F.), for example, 15-0-15 shall be applied at a rate of 400 pounds per acre and 6-3-0 shall be applied at a rate of 1,000 pounds per acre. A granular program will be used in the growing season and a liquid program for the over-seeded rye grass period. Phosphorus application shall be no more than 0.25 pounds per 1000 S.F. per application not to exceed 0.5 pounds per 1000 S.F. in a year.

##### **3. WEED CONTROL:**

A pre-emergent herbicide will be applied no less than twice a year. Fields will be monitored and applications determined by weed presence. Post-emergent herbicide applications will be made on an as needed basis. The fields will be maintained 98% weed free.

##### **4. INSECT CONTROL:**

Insect control will be done on an as needed basis. Mole crickets, being the biggest pest, must be kept in check. Contractor must also treat for fire ant control with a once a year treatment with follow-up applications as necessary.

##### **5. IRRIGATION:**

Irrigation repair and maintenance will be the responsibility of contractor, and maintain a

watering schedule. Major repairs must have owner's approval or repairs charged to owner that exceeds \$200 in one-month period.

6. CULTURAL PRACTICES:

The fields will be aerated 3 times during the growing season to reduce compaction and provide for agronomic value.

7. OVER-SEEDING:

The fields will be over-seeded with a perennial rye grass at a rate of 275 pounds per acre during the winter months to help reduce the traffic wear on the Bermuda grass and improve aesthetics of the fields.

- A. **Resodding of Fields:** Resod worn or dead Bermuda grass areas at a cost of \$ \_\_\_\_\_ per sq. ft.
- B. Top Dressing to be done quarterly with Owner approved material.

8. EQUIPMENT:

The Contractor will supply and maintain all equipment necessary to perform all tasks required.

9. PROPER ATTIRE:

Contractor will wear a uniform, t-shirt or similar clothing item that clearly displays the name of the lawn service while on the Owner's property.

10. COMMUNICATION:

A monthly walk through with a representative of the Contractor and Owner shall commence upon execution of this Contract. It is the intent of the parties that any problems and concerns regarding the maintenance of the fields will be discussed during this monthly walk through so that any problems and concerns can be dealt with in a timely manner. The Contractor will keep the Public Works Director and/or Recreation Director informed of current address, and phone numbers. **A schedule of all work and irrigation will be given to the Public Works Director and Recreation Director one (1) month prior to commencement of work.**

## II. BACKGROUND

1. The Recreation Center Athletic Field is approximately 4 acres (See Appendix A).

2. Prior to submitting a bid, Bidders should visit each site listed on Appendix A, to review the conditions under which it will be required to operate. Failure to do so will in no way relieve Contractor from providing any and all materials, labor, equipment or performing any work that may be required to carry out the requirements of this Agreement in accordance with the specifications contained herein.

### **III. MINIMUM QUALIFICATION**

**At a minimum, Contractor shall meet the following qualifications:**

1. The contractor shall abide by all Pinellas County Fertilization and Landscape Maintenance requirements per **ordinance no. 10-06**. The contractor shall provide a certificate documenting the completion of the Pinellas County approved Best Management Practices (BMP) Training Program.
2. Provide certificates documenting Maintenance of Traffic (MOT) training credentials, and traffic control plan for medians and ROW.
3. Where applicable, hold current Licenses for chemical application from State of Florida Department of Agriculture and Consumer Services, Pesticide Certification Office, under the provisions of Chapter 482. These may require the Florida Commercial Right-Of-Way Pesticide License, the Florida Limited Commercial Maintenance License, or the Pest Control Operator Certification in Lawn & Ornamental.
4. Be able to provide all services without the use of subcontractors.
5. Have the facilities, capabilities, equipment and staff to support services for the Term of Agreement.
6. Have a minimum of five (5) years' experience in landscape maintenance of medians in a similar size commercial or municipal properties.
7. Be free from legal and regulatory matters which might prevent Contractor from fulfilling the requirements of this Agreement.

### **IV. MINIMUM REQUIREMENTS**

**At a minimum the Contractor shall:**

1. Provide a dedicated account manager who is readily available to administer this Agreement on a day-to-day basis.
2. Maintain the minimum insurances requirements for the Term of Agreement.

3. Employ proven BMP methods in order to protect people, properties, and the local environment.
4. Set up a service schedule that is designed to meet the City's requirements.
5. Notify the City within five business days of any changes in the account manager or other Contractor contact information.
6. Establish a self-inspection program to ensure all service requirements are being performed.
7. Be registered to do business in the State of Florida prior to award of this Agreement and at all times during the Term of Agreement.

#### **V. CONTRACTOR LICENSING**

Contractor shall provide a certificate documenting the completion of the Pinellas County approved Best Management Practices (BMP) Training Program. The contractor shall abide by all Pinellas County Fertilization and Landscape Maintenance requirements per ordinance no. 10-06.

#### **VI. ACCOUNT MANAGER**

Contractor shall provide a designated account manager, who is readily available during business hours, to be the main point of contact to manage all aspects of this Agreement. Account manager's responsibilities shall include, but are not limited to, overseeing all aspects of implementation, servicing, reporting, issue resolution, technical assistance, warranty, pricing, and billing.

#### **VII. CONTRACT ADJUSTMENTS**

The City reserves the right to make modifications to this Agreement at any time during the Agreement period regarding the nature, method, scope, frequency or timing of the Contractor's obligations. Any material expansion of the Scope shall require the written consent of the both the City and Contractor. Should any material deletions or additions to the Scope be made, Contractor's compensation will be adjusted accordingly, in such amount or amounts as will be mutually agreed upon.

Notwithstanding the foregoing, the City shall have the right to terminate this Agreement if Contractor and the City fail to reach agreement on any modification within 30 days of the City's notification to Contractor or fail to reach an agreement on adjusted compensation associated with the modifications.

**SECTION D**

**VENDOR PROPOSAL FORM**

- a. In compliance with the Invitation to Bid and subject to all of the conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish and deliver the item(s) for which prices are quoted, at the prices set opposite each item. Delivery to be made as specified.
- b. The following Bid is hereby made to the City of Seminole, Florida, hereinafter called the CITY. Bid is submitted by:

\_\_\_\_\_

- c. The undersigned, as Proposer, hereby proposes to complete the work in accordance with the contract documents for the following price(s):

**Please list the costs of services annually and monthly:**

**Property:**

**Annually**

**Monthly**

**Seminole Recreation Athletic Field**

\$\_\_\_\_\_/year    \$\_\_\_\_\_/mo.

**TOTAL \$\_\_\_\_\_/year    \$\_\_\_\_\_/mo.**

**References:**

Please provide 4(four) past or current commercial or municipal references who will verify your employment, performance, dependability, and length of service.

<b>Business/Organization</b>	<b>Contact Person</b>	<b>Address</b>	<b>Phone Number</b>



**Will you be able to complete the work as specified? \_\_\_\_\_**

The undersigned agrees to deliver the above noted products, F.O.B., Seminole, Florida, in accordance with the Invitation to Bid, Specification, and Terms and Conditions attached hereto and made a part hereof as if fully set forth herein, dated \_\_\_\_\_ 2019.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Address (Mailing)

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Federal Employer I.D. # (FEID)

\_\_\_\_\_  
(Area Code) Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
(Area Code) Fax Number

**SECTION E**

**SIGNATURE ACKNOWLEDGEMENT FORM**

To: City of Seminole, a Political Subdivision of Pinellas City and the State of Florida

Date: \_\_\_\_\_

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same construction, service or material and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Invitation to Bid and certify that I have read and understand the bid documents. I have completed and submitted all bid submittals and I am authorized to sign this bid for the Vendor. In submitting a bid to the City of Seminole, the Vendor offers and agrees that if the bid is accepted, the Vendor will convey, sell, assign or transfer to the City of Seminole all rights, title and interest in and all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Seminole. At the City of Seminole's discretion, such assignment shall be made and become effective at the time the City of Seminole tenders final payment to the Vendor.

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE (MANUAL)

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
NAME AND TITLE (TYPED/PRINTED)

\_\_\_\_\_  
CITY, STATE and ZIP CODE

\_\_\_\_\_  
(AREA CODE) TELEPHONE NUMBER

\_\_\_\_\_  
TOLL-FREE NUMBER

\_\_\_\_\_  
(AREA CODE) FAX NUMBER

**SECTION F**

**VENDOR REFERENCE FORM**

Please provide three (5) references of recent projects that are similar in specification as described in Section B.

**Business or Agency Name:** \_\_\_\_\_

**Services or Project Provided:**

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**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Services Were Provided:** \_\_\_\_\_

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**Business or Agency Name:** \_\_\_\_\_

**Services or Project Provided:**

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**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Services Were Provided:** \_\_\_\_\_

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**Business or Agency Name:** \_\_\_\_\_

**Services or Project Provided:**

---

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**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Services Were Provided:** \_\_\_\_\_

**Date Services Were Provided:** \_\_\_\_\_

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**Business or Agency Name:** \_\_\_\_\_

**Services or Project Provided:**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Services Were Provided:** \_\_\_\_\_

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**Business or Agency Name:** \_\_\_\_\_

**Services or Project Provided:**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Services Were Provided:** \_\_\_\_\_

**SECTION G**

**VENDOR SWORN STATEMENT ON PUBLIC ENTITY CRIMES  
FLORIDA STATUTES, SECTION 287.133(3)(a)**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_  
(print name of public entity)  
by \_\_\_\_\_  
(print individual's name and title)  
for \_\_\_\_\_  
(print name of entity submitting sworn statement)  
whose business address is \_\_\_\_\_  
  
and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (a), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

\_\_\_\_\_Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECITON 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_.  
(Type of identification)

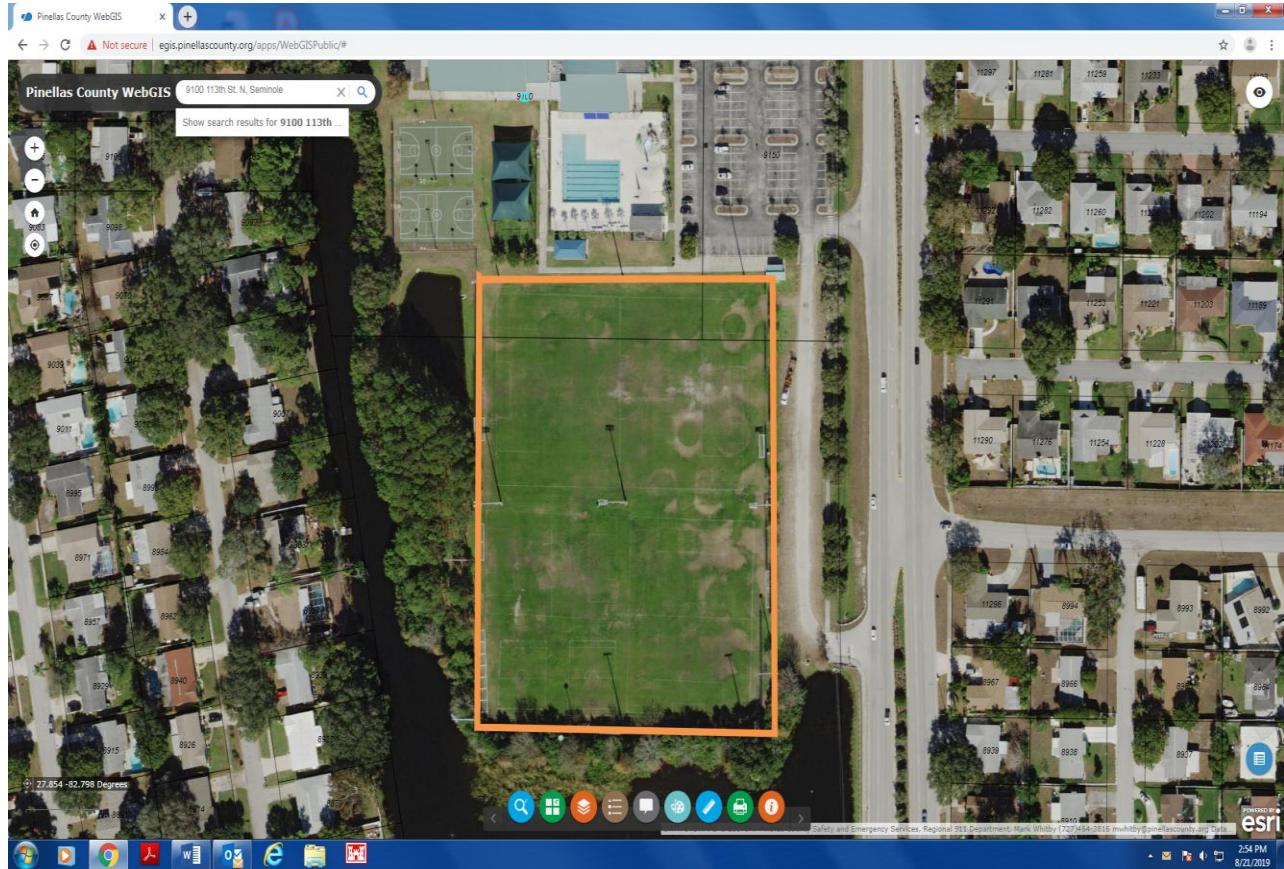
State of Florida  
City of \_\_\_\_\_  
My commission expires \_\_\_\_\_

(Notary Public)

## APPENDIX “A”

**All measurements are approximate. It is the contractor’s responsibility to verify actual footages.**

### SEMINOLE ATHLETIC FIELD



**APPROXIMATELY 4 ACRES**