

**RESOLUTION NO. 2020 - 039**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE SELECTION OF RELIANCE CONTRACTORS AS THE LOWEST MOST RESPONSIVE AND RESPONSIBLE PROPOSER FOR TOWN-WIDE FACILITIES MAINTENANCE SERVICES; APPROVING AN AGREEMENT WITH RELIANCE CONTRACTORS, WHICH ESTABLISHES THE SCOPE AND COMPENSATION FOR ITS SERVICES TO PROVIDE TOWN-WIDE FACILITIES MAINTENANCE SERVICES TO THE TOWN; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR AND TOWN ATTORNEY TO ENTER INTO AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, in December 2019, the Town, in compliance with the Town's procurement procedures, published a Request for Proposals 20-005 seeking Town-Wide Facilities Maintenance Services; and

**WHEREAS**, on January 29, 2020, the Town received proposals from one responsive and responsible proposer; and

**WHEREAS**, on February 4, 2020, at an advertised public hearing, the Town's Selection Committee ("SC") reviewed the proposal, and ranked Reliance Contractors as the lowest priced most responsive and responsible proposer; and

**WHEREAS**, the Town Council hereby approves the recommendation of the SC and authorizes the Town Administrator to enter into an agreement with Reliance Contractors; and

**WHEREAS**, the project is funded in the current fiscal year 2019-2020, and the Town desires to provide funds for this project from its General Fund; and

**WHEREAS**, Reliance Contractors and the Town desire to enter into an Agreement for the provision of Town-Wide Facilities Maintenance Services by Reliance Contractors under the terms and conditions set forth hereinafter;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:**

**Section 1.** The above-referenced recitals are true and correct and are incorporated herein by reference.

**Section 2.** After reviewing all the information provided, the Town Council hereby approves the selection of Reliance Contractors as the lowest priced most responsive and responsible proposer for Town-Wide Facilities Maintenance Services.

**Section 3.** The Town Council hereby approves an Agreement between the Town of Southwest Ranches and Reliance Contractors in substantially the same form as that attached hereto as Exhibit "B", for Town-Wide Facilities Maintenance Services.

**Section 4.** The Town Council hereby authorizes the Mayor, Town Administrator and Town Attorney to enter into an agreement with Reliance Contractors in substantially the same form as that attached hereto as Exhibit "B" and to make such modifications, additions, and/or deletions which they deem necessary and proper to effectuate the intent of this Resolution.

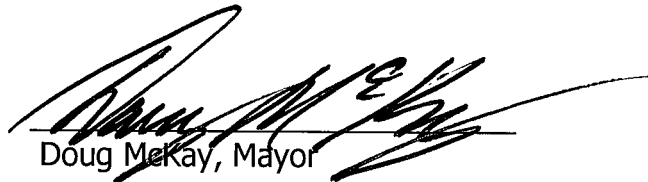
**Section 5.** This Resolution shall take effect immediately upon its adoption.

**[Signatures on Following Page]**

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches, Florida, this 14th day of May 2020, on a motion by Y/m Hartmann and seconded by Y/m Schroeder.

McKay	<u>yes</u>
Schroeder	<u>yes</u>
Amundson	<u>yes</u>
Hartmann	<u>yes</u>
Jablonski	<u>yes</u>

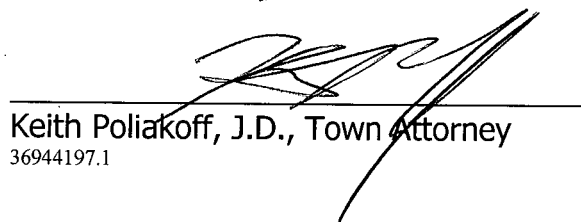
Ayes	<u>5</u>
Nays	<u>0</u>
Absent	<u>0</u>

  
Doug McKay, Mayor

ATTEST:

  
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

  
Keith Poliakoff, J.D., Town Attorney  
36944197.1

**TOWN OF SOUTHWEST RANCHES**  
CONTRACT FOR  
Town-wide Facilities Maintenance Services



AGREEMENT  
BETWEEN THE  
TOWN OF SOUTHWEST RANCHES  
AND  
RELIANCE CONTRACTORS INC.

**RFP NO.: 20-005**  
**TOWN-WIDE FACILITIES MAINTENANCE SERVICES**



TOWN OF SOUTHWEST RANCHES  
CONTRACT FOR  
Town-wide Facilities Maintenance Services

**AGREEMENT FOR**

**“RFP No.: 20-005 TOWN-WIDE FACILITIES MAINTENANCE SERVICES**

THIS IS AN AGREEMENT (the “Contract”) made and entered into on this ~~March~~ <sup>May</sup> 14<sup>th</sup> day of ~~March~~, 2020, by and between the Town of Southwest Ranches, a Municipal Corporation of the State of Florida, (hereinafter referred to as the “Town”), and Reliance Contractors Inc., (hereinafter referred to as “Contractor”).

**WHEREAS**, the Town desires to contract for Town-wide Facilities Maintenance Services (the “Project”); and

**WHEREAS**, the Town advertised a Request for Proposals, RFP No. 20-005 on December 13, 2019 (“RFP”); and

**WHEREAS**, proposals were received by the Town on January 29, 2020; and

**WHEREAS**, the Town has adopted Resolution No. 2020- 039 at a public meeting of the Town Council approving the recommended award and has selected Reliance Contractors Inc. for award of the Project; and

**WHEREAS**, Contractor’s Proposal is attached to this Contract as Exhibit “A-1” and made a part hereof.

**NOW THEREFORE**, in consideration of the foregoing promises and the mutual terms and conditions herein, the Town and Contractor hereby agree as follows:

**Section 1: Scope of Services**

- 1.1 Upon execution of this Contract, Contractor agrees to perform the duties and responsibilities as defined herein and in the RFP to which this Contract is EXHIBIT “A” and which is made a part hereof by this reference (the “Work”). This Contract, as well as all Exhibits, the RFP, Contractor’s Proposal, including all forms attached thereto, and all addenda, specifications, drawings and plans, shall be hereinafter collectively referred to as the “Contract Documents” and incorporated herein by reference. To the extent of any conflict among the Contract Documents, the more stringent criteria relative to Contractor’s performance of the Work shall govern over the less stringent criteria.
- 1.2 All Work rendered pursuant to this Contract by Contractor shall be performed in accordance with the applicable standard of care for persons or entities performing similar work in Broward County, Florida. Contractor shall perform the Work in strict accordance with the requirements of this Contract, all of the Contract Documents, good workman practices for facilities maintenance services performed in Broward County, Florida and all applicable codes, ordinances, rules, laws and regulations governing the Work.
- 1.3 By submitting its Proposal and entering into this Contract, Contractor represents that it has informed itself of the conditions that exist at the sites and difficulties associated with the execution of the Work. The existing site conditions have been accounted for within the Contract Price. Furthermore, all costs for the proper disposal of excess material generated onsite in the performance of the Work have likewise been included and accounted for within the Contract Price.

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**Section 2: Term of this Contract and Contract Time**

- 2.1 The Town and Contractor agree that Contractor shall perform all Work under this Contract for:

**“RFP No.: 20-005 TOWN-WIDE FACILITIES MAINTENANCE SERVICES”**

- 2.2 The Town shall have the ability to terminate this Contract as provided in “Section 17: Termination.”
- 2.3 Contractor shall not be entitled to any claim for damages against the Town on account of hindrance or delays from any cause whatsoever. If, however, Contractor is delayed in the prosecution of the Work occasioned by an act of God, or by act or omission on the part of the Town, or due to changes ordered in the Work by the Town which expand the scope and costs of the Work, such act, hindrance, or delay shall only entitle Contractor to receive an extension of time as its sole and exclusive remedy for such hindrance or delay, and Contractor waives any and all other claims against the Town.

**Section 3: Compensation & Method of Payment**

- 3.1 Contractor shall render all Work to the Town under the Contract for a total, not to exceed, \$63,600.00 Dollars (Sixty three thousand six hundred dollars) (“Contract Price”).
- 3.2 The Town shall not be liable for any cost increases or escalation associated with labor, services, materials, equipment or any other costs that may arise during the performance of the Work. In the event, the cost of the Work exceeds the amounts defined in Section 3.1, Contractor shall pay such excess from its own funds and the Town shall not be liable for any excess. The only exception shall be adjustments to the Contract Price pursuant to written Change Orders, duly executed by the Town and Contractor in accordance with the terms and conditions of this Contract and with the same formality and dignity afforded the original Contract.
- 3.3 The Town and Contractor agree that payment will be subject to (a) the delivery of an invoice by Contractor to the Town once every thirty (30) days, and (b) confirmation by the Town that the Work included in the invoice has been performed in accordance with this Contract. Upon verification by the Town that the invoiced Work has adequately been performed, the Town shall have thirty (30) days thereafter to pay the invoice.
- 3.4 Each invoice must be accompanied by all supporting documentation and other information reasonably requested by the Town. Nothing herein shall be construed as a waiver of sovereign immunity or authority for imposition of liens against public property. Subject to other requirements of the Contract Documents, retainage shall be released after final completion of the Work and the Town’s receipt of acceptable reports and other documentation, including certification of payment to subcontractors, if any, as well as satisfaction of the conditions included in Section 3.5 of this Contract.
- 3.5 A final payment invoice must be accompanied by written notice from Contractor that the Work is complete. Contractor’s obligation to perform and complete the Work in strict accordance with the Contract Documents shall be absolute. The Town may refuse payment if (a) the Work is defective or damaged requiring correction, (b) it becomes

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necessary for the Town to correct defective Work, or (c) liens, claims, or other items have been asserted against the Town in connection with Contractor's performance of the Work entitling the Town to a set-off the amount due. No payment will be made for Work performed by Contractor to replace defective work, for work which is not shown or ordered in the Contract Documents, or additional work performed by Contractor without prior written approval of the Town.

**Section 4: Assignment**

- 4.1 No assignment of this Contract or the Work hereunder shall be valid without the express written consent of the Town, which may be given or withheld, in the Town's sole discretion. All Work to be performed pursuant to this Contract shall be performed by Contractor, and no Work shall be subcontracted to other parties or firms without the prior written consent and approval of the Town Administrator.

**Section 5: Insurance**

- 5.1 Throughout the term of this Contract and during applicable statute of limitation periods, Contractor shall maintain, in full force and effect, all of insurance coverages required within the Contract and RFP.
- 5.2 All Insurance Policies shall be issued by companies that (a) are authorized to transact business in the State of Florida, (b) have agents upon whom service of process may be made in Broward County, Florida, and (c) have a rating of "A-" or better in accordance with A.M. Best's Key Rating Guide.
- 5.3 All Insurance Policies shall name and endorse the following as an additional named insured:

Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, FL 33330-2628

- 5.4 All Insurance Policies shall be endorsed to provide that (a) Contractor's insurance is primary to any other insurance available to the Town or any other additional insured with respect to claims covered under the policy and (b) Contractor's insurance applies separately to each insured, against whom claims are made or suit is brought, and (c) that the inclusion of more than one insured shall not operate to increase the insurer's limit of liability. Self-insurance by Contractor shall not be acceptable for providing the required insurance coverages of this Contract.
- 5.5 If Contractor fails to submit the required insurance certificate, in the manner prescribed within the executed Contract, at the time of execution of this Contract, Contractor shall be deemed in default, and the Contract shall be cancelled or rescinded without liability of the Town.
- 5.6 Contractor shall carry the following minimum types of insurance:
- A. **WORKER'S COMPENSATION:** Worker's Compensation Insurance is to apply to all employees in compliance with the "Workers' Compensation Law" of the State of Florida and all applicable federal laws. Contractor

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shall carry Worker's Compensation Insurance with the statutory limits, which shall include employer's liability insurance with a limit of not less than **One Hundred Thousand Dollars (\$100,000)** for each incident, and **One Hundred Thousand Dollars (\$100,000)** for each disease. Policy(ies) must be endorsed with waiver of subrogation against the Town.

- B. **BUSINESS AUTOMOBILE LIABILITY INSURANCE:** Contractor shall carry business automobile liability insurance with minimum limits of **Five Hundred Thousand Dollars (\$500,000)** per occurrence, combined single limits bodily injury liability and property damage. The policy must be no more restrictive than the latest edition of the business automobile liability policy without restrictive endorsements, as filed by the Insurance Services Office, and must include all owned vehicles and all hired or non-owned vehicles.
- C. **COMMERCIAL GENERAL LIABILITY:** Contractor shall carry Commercial General Liability Insurance with limits of not less than **Five Hundred Thousand Dollars (\$500,000)** per occurrence combined single limit for bodily injury and property damage, and not less than **One Million Dollars (\$1,000,000)** in the aggregate. The insurance policy must include coverage that is no more restrictive than the latest edition of the commercial general liability policy, without restrictive endorsements as filed by the Insurance Service Office (ISO), and the policy must include coverages for premises and/or operations, independent contractors, products and/or completed operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, personal injury and explosion, collapse and underground (X-C-U). Personal injury coverage shall include coverage that has the employee and contractual exclusions removed. The ISO form of the policy must be acceptable to the Town.

- 5.7 Contractor shall provide the Town with a copy of the Certificates of Insurance or endorsements evidencing the types of insurance and coverages required by this Section prior to beginning Work under this Contract and, at any time thereafter, upon request by the Town.
- 5.8 Contractor's Insurance Policies shall be endorsed to provide the Town with at least thirty (30) calendar days' prior written notice of cancellation, non-renewal, restrictions, or reduction in coverages or limits. Notice shall be sent to:

Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, Florida 33330

And

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Keith M. Poliakoff, Esq.  
Saul Ewing Arnstein & Lehr LLP  
200 East Las Olas Boulevard, Suite 1000  
Fort Lauderdale, Florida 33301

- 5.9 Contractor's Commercial General Liability Insurance policy shall be on an "occurrence" basis only and shall not be a "claims-made" policy.
- 5.10 If any of Contractor's insurance policies include a general aggregate limit and provides that claims investigation or legal defense costs are included in the general aggregate limit, the general aggregate limit that is required shall be at least five (5) times the occurrence limits specified above in this article.
- 5.11 Contractor shall not commence operations, and/or labor to complete any of the Work pursuant to this Contract until certification or proof of insurance issued directly by the insurance company underwriting department or insurance agent, detailing terms and provisions of coverage, has been received and approved by the Town.
- 5.12 If any of Contractor's initial insurance expires prior to the completion of the Work, renewal copies of Policies shall be furnished to the Town at least thirty (30) days prior to the date of their expiration, and the Town shall be an additional named insured by endorsement on all of Contractor's applicable renewal policies.
- 5.13 **UPON EXECUTION OF THIS CONTRACT, CONTRACTOR SHALL SUBMIT TO THE TOWN COPIES OF ITS CERTIFICATE(S) OF INSURANCE EVIDENCING THE REQUIRED COVERAGES REQUIRED HEREIN AND SPECIFICALLY PROVIDE THE ENDORSEMENT TO THE POLICIES THAT SHOWS THE TOWN OF SOUTHWEST RANCHES IS AN ADDITIONAL NAMED INSURED WITH RESPECT TO THE REQUIRED COVERAGES AND CONTRACTOR'S WORK UNDER THE CONTRACT.**
- 5.14 The official title of the owner is the Town of Southwest Ranches. This official title shall be used in all insurance policies and documentation.
- 5.15 All required insurance policies shall preclude any insurer's or underwriter's rights of recovery or subrogation against the Town with the express intention of the parties being that the required insurance coverage protects both parties as the primary coverage for any and all losses covered by the above described insurance.
- 5.16 Contractor shall ensure that any company issuing insurance to satisfy the requirements contained in this Contract agrees that it shall have no recourse against the Town for payment or assessments in any form on any policy of insurance.
- 5.17 The clauses "Other Insurance Provisions" and "Insured Duties in the Event of an Occurrence, Claim or Suit" as it appears in any policy of insurance in which the Town is named as an additional named insured shall not apply to the Town in any respect. The Town shall use its best efforts to provide written notice of occurrence within thirty (30) working days after the Town's actual notice of such event.

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5.18 Notwithstanding any other provisions of this Contract, Contractor's obligation to maintain all required insurance as specified in this Section of the Contract shall survive the expiration or earlier termination of this Contract.

**Section 6: Copyrights and Patent Rights**

Contractor warrants that there has been no violation of copyrights, trademarks, or patent rights in manufacturing, producing, and/or selling the item(s) ordered or shipped as a result of this Contract. Contractor agrees to indemnify and hold harmless the Town, its employees, agents, or servants against any and all liability, loss, or expense resulting from any such violation(s).

**Section 7: Laws and Regulations**

Contractor agrees comply with all applicable federal, state, county, and local laws, rules, regulations, ordinances and codes in performing all Work under this Contract.

**Section 8: Taxes and Costs**

All federal, state and local taxes relating to Contractor's Work under this Contract and, similarly, all costs for licenses, permits, or certifications to perform the Work under this Contract shall be paid by Contractor.

**Section 9: Indemnification**

To the fullest extent permitted by Florida law, Contractor shall indemnify, defend and hold harmless the Town, its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, at both trial and appellate levels, to the extent caused by the negligence, recklessness, or willful misconduct of Contractor and persons employed or utilized by Contractor in the performance of the Work or anyone else for whose actions Contractor may be responsible, regardless of the partial fault of any party indemnified hereunder. Notwithstanding any other provisions of this Contract, Contractor's duty to indemnify, defend and hold the Town harmless shall survive the termination or earlier expiration of this Contract.

**Section 10: Non-discrimination**

Contractor shall not discriminate against any client, employee or applicant for employment because of race, gender, age, color, religion, sex, sexual orientation, national origin, physical or mental disability, or marital status. Contractor shall take affirmative action to ensure that applicants, subcontractors, independent contractors, and employees are treated without discrimination in regard to their race, gender, age, color, religion, sex, sexual orientation, national origin, physical or mental disability, or marital status. Contractor shall comply with all applicable sections of the Americans with Disabilities Act. Contractor agrees that compliance with this Article constitutes a material condition to this Contract, and that it is binding upon Contractor, its successors, transferees, and assigns for the period during which Work is provided. Contractor further assures that all subcontractors and independent contractors are not in violation of the terms of this Section of the Contract.

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**Section 11: Sovereign Immunity**

Nothing in this Contract is intended, nor shall it be construed to waive or modify the Town's Sovereign Immunity defense or the Town's immunities and limitations on liability, as provided for in Florida Statutes, as worded or amended, and all Florida case law interpreting same.

**Section 12: Prevailing Party Attorneys' Fees**

In the event either party to this Contract incurs legal fees, legal expenses or costs to enforce the terms of this Contract on trial or on appeal, the prevailing party shall be entitled to recover reasonable costs of such action so incurred, including, without limitation, reasonable attorney's fees and costs and expert witness fees and costs incurred.

**Section 13: No Third Party Beneficiaries**

This Contract is solely for the benefit of the parties hereto, and is not entered into for the benefit of any other person or entity. Nothing in this Contract shall be deemed or construed to create or confer any benefit, right or cause of action for any third party or entity.

**Section 14: Funding**

The obligation of the Town for payment to Contractor for the Work is limited to the availability of funds appropriated in a current fiscal period, and continuation of any contractual relationship into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

**Section 15: Manner of Performance**

Contractor agrees to perform all Work in a professional manner and in accordance with local, state, county, and federal laws, rules, ordinances, regulations and codes. Contractor agrees that the Work provided shall be provided by employees that are legally employed, educated, trained, experienced, certified, and licensed in all areas encompassed within their designated duties. Contractor agrees to furnish to the Town any and all documentation, certification, authorization, license, permit, or registration currently required by applicable laws, rules, and regulations. Contractor further certifies that it and its employees will keep all licenses, permits, registrations, authorizations, or certifications required by applicable laws or regulations in full force and effect during the term of this Contract. Contractor represents that all persons performing Work under this Contract have the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth herein in a professional manner. Failure of Contractor to comply with this paragraph shall constitute a material breach of this Contract.

**Section 16: Public Records**

The Town is subject to Chapter 119, Florida Statutes, "Public Records Law." No claim of confidentiality or proprietary information in any portion of a response will be honored unless a specific exemption from the Public Law exists and is cited in the response. An incorrectly-claimed exemption does not disqualify the firm, only the exemption claimed. Contractor acknowledges the public shall have access, at all reasonable times, to all documents and information pertaining to the Town's contracts, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the Town and the public to all documents subject to disclosures under applicable law.

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To the extent that Contractor has been provided access to or has received security sensitive information, as defined by Florida Statutes, Section 119.071 and/or has executed a Confidential Information Acknowledgement and Agreement as part of the RFP process, Contractor shall keep and maintain the security sensitive information as confidential and exempt from public disclosures, as required by Florida Statutes.

Contractor agrees to keep and maintain public records required by the Town to perform the service in Contractor's possession or control in connection with Contractor's performance under this RFP and any contract awarded, and upon the request from the Town's custodian of public records, to provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable amount of time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract if Contractor does not transfer the records to the Town.

Upon completion of the Contract, Contractor agrees, at no cost to the Town, to transfer to the Town all public records in possession of Contractor or keep and maintain public records required by the Town to perform the service. If Contractor transfers all public records to the Town upon completion of the Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the Contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology system of the Town.

Contractor's failure or refusal to comply with the provisions of this Section shall result in the immediate termination for cause of the Contract by the Town.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSTRUCTION'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PHONE: (954) 434-0008; EMAIL: RMUNIZ@SOUTHWESTRANCHES.ORG; RUSSELL MUNIZ, ASSISTANT TOWN ADMINISTRATOR/TOWN CLERK, TOWN OF SOUTHWEST RANCHES, 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FLORIDA 33330.**

**Section 17: Termination**

The Contract may be terminated upon the following events:

- A. **Termination by Mutual Agreement.** In the event the parties mutually agree, in writing, this Contract may be terminated on the terms and dates stipulated therein.
- B. **Termination for Convenience.** This Contract may be terminated for convenience by the Town upon the Town providing Contractor with **thirty (30) calendar days'** written notice of the Town's intent to terminate this Contract for convenience. In the event that this Contract is terminated by the Town for convenience, Contractor shall be paid **ONLY** for Work performed and approved by the Town as of the date that this Contract is terminated, plus any direct and



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reasonable expense sustained up to the date of receipt of the written notice. In no event shall the Town be liable for consequential damages, including, but not limited to, lost profits on Work not yet performed, and no other compensation or damages, other than as set forth in this Section, shall be paid to or recovered by Contractor in any legal proceeding against the Town. Upon being notified of the Town's election to terminate, Contractor shall immediately cease performing any further Work or incurring additional expenses. Contractor acknowledges and agrees that Ten Dollars (\$10.00) of the compensation to be paid by the Town, the adequacy of which is hereby acknowledged by Contractor, is given as specific consideration to Contractor for the Town's right to terminate this Contract for convenience.

- C. **Termination for Cause.** In the event of a material breach by Contractor, the Town shall provide Contractor written notice of its material breach. Contractor shall thereafter have fourteen (14) days from the date of its receipt of such notification to cure such material breach. If Contractor does not cure the material breach within that time period, the Town may terminate this Contract immediately. Material breaches shall include, but are not limited to, Contractor's violations of governing standards, failure to carry out the work in strict accordance with the Contract Documents, failure to supply sufficient work forces, violations of State or Federal laws, violation of the Town's policies and procedures, or violation of any of the terms and conditions of this Contract. In the event that the Town elects to terminate Contractor for cause, as provided for in this Section, and the Town's termination for cause is later determined by a court of competent jurisdiction to be improper, or in any other way wrongful or in breach of this Contract, the termination will be automatically deemed converted to one for convenience, and Contractor shall solely be paid and Contractor's damages are solely limited to the compensation Contractor would be entitled to pursuant to subparagraph (B) of this Section.
- D. **Termination for Lack of Funds.** In the event the funds to finance the Work under this Contract become unavailable, the Town may provide Contractor with thirty (30) days written notice of termination. Nothing in this Contract shall be deemed or construed to prevent the parties from negotiating a new contract in this scenario. In the event that the Town elects to terminate Contractor for lack of funds as provided for in this Section, and the Town's termination for lack of funds is later determined by a court of competent jurisdiction to be improper, or in any other way wrongful or in breach of this Contract, the termination will be automatically deemed converted to one for Convenience, and Contractor shall solely be paid and Contractor's damages are solely limited to the compensation Contractor would be entitled to pursuant to subparagraph (B) of this Section.
- E. **Immediate Termination by the Town.** In addition to any other grounds stated herein, the Town, in its sole discretion, may terminate this Contract immediately upon the occurrence of any of the following events:
1. Contractor's violation of the Public Records Act;

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2. Contractor's insolvency, bankruptcy or receivership;
3. Contractor's violation or non-compliance with Section 10 of this Contract;
4. Contractor's failure to maintain any Insurance required by Section 5 of this Contract; or
5. Contractor's violation of Section 18 of this Contract.

If Contractor's services are terminated, the termination will not affect any rights or remedies of the Town against Contractor, then existing, or which may thereafter accrue. Any retention or payment of moneys due Contractor by the Town will not release Contractor from liability.

**Section 18: Public Entity Crimes Information Statement**

Pursuant to Florida Statutes, Section 287.133: "A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list." Violation of this Section by Contractor shall result in the Town's immediate termination of this Contract.

**Section 19: Use of Awarded Proposal by Other Governmental Units**

Contractor agrees that this Contract may be utilized by other governmental entities or units to provide the specified services. The Town does not become obligated, in any way, to pay for or become, in any way, responsible or liable for Contractor's provision of Work or services to any other governmental unit.

**Section 20: Change Orders and Modification of Contract**

The Town and Contractor may request changes that would increase decrease or otherwise modify the scope of Work to be provided under this Contract. Such changes only become part of this Contract and increase, decrease or otherwise modify the Work or the Contract Price under this Contract if evidenced by a written Change Order executed by the Town and Contractor, with the same formality and of equal dignity associated with the original execution of the Contract.

**Section 21: No Waiver of Rights**

Neither the Town's review, approval or payment for any of the Work required under this Contract shall be construed to operate as a waiver of any of the Town's rights under this Contract or of any causes of action arising out Contractor's performance of the Work under this Contract, and Contractor shall be and remain liable to the Town for all damages to the Town caused by Contractor's negligent or improper performance of any of the Work furnished under this Contract, irrespective of the Town's review, approval or payment for any of the Work under this Contract. The rights and remedies of the Town provided for, under this Contract, are in addition to all other rights and remedies provided to the Town by law.

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**Section 22: Jurisdiction and Venue**

The exclusive venue for any litigation arising from or relating to the Contract shall be in a court of competent jurisdiction in the 17th Judicial Circuit in and for Broward County, Florida. This Contract shall be governed by the substantive laws of the State of Florida.

**Section 23: WAIVER OF RIGHT TO JURY TRIAL**

By entering into this Contract, CONTRACTOR and the TOWN hereby expressly waive any rights either party may have to a trial by jury in any civil litigation related to, or arising out of THIS Contract.

**Section 24: Gender**

Wherever the context shall so require, all words herein in the masculine gender shall be deemed to include the feminine, and all words herein in the feminine gender shall be deemed to include the masculine. All singular words shall include the plural, and all plural words shall include the singular.

**Section 25: Time is of the Essence**

Time is of the essence for all of Contractor's obligations under this Contract.

**Section 26: Days**

The terms "days" as referenced in this Contract shall mean consecutive calendar days.

**Section 27: Written Mutual Agreement**

This Contract is binding upon the parties hereto, their successors and assigns, and replaces and supersedes any and all prior agreements or understandings between the parties hereto, whether written or oral, which are merged herein.

**Section 28: No Amendment or Waiver**

This Contract may not be changed, altered or modified, except by an instrument in writing signed by all parties hereto, with the same formality and of equal dignity as the execution of this Contract prior to the initiation of any Work reflecting such change.

**Section 29: Severability**

In the event any term or provision of this Contract shall be determined by appropriate judicial authority to be illegal or otherwise invalid, such provision shall be given its nearest legal meaning so as to remain in full force and effect, or be deemed severed from the Contract so as not to affect the validity or enforceability of the remaining provisions of the Contract. In case any one or more of the provisions of this Contract shall be determined by appropriate judicial authority to be invalid, illegal or unenforceable, in any respect, the validity of the remaining provisions of this Contract shall be in no way affected, prejudiced, or disturbed thereby.

**Section 30: Resolution of Disputes; Florida Statutes, Chapter 558 Not Applicable**

To prevent litigation, it is agreed by the parties hereto that the Town Administrator shall solely decide all questions, claims, difficulties and disputes of, whatever nature, which may arise relative to this Contract, including, but not limited to, Contractor's fulfillment of its obligations under this Contract as to the character, quality, amount and value of any Work done or proposed,

**TOWN OF SOUTHWEST RANCHES**  
**CONTRACT FOR**  
**Town-wide Facilities Maintenance Services**

to be done or furnished, under or by reason of, the Contract. Further, to the extent required or permitted by the agreement between the Town and its professional for this Project, the professional shall have access to the Work, the right to conduct testing or inspections, to reject non-conforming work, and to review pay applications. The Town Administrator's decision shall be reduced to writing, and a copy furnished to Contractor within a reasonable time following submission to the Town of the question, claim, difficulty or dispute as referenced above. The Town Administrator's decision shall be final and conclusive.

During the pendency of any dispute and after a determination thereof, Contractor and the Town shall act in good faith to mitigate any potential damages.

Any party objecting to a dispute determination must notify the other party in writing within ten (10) calendar days of receipt of the written determination. The notice must state the basis of the objection, any adjustment claimed, and reason the party believes it entitled to an adjustment as a result of the determination. Within sixty (60) calendar days thereafter, the parties shall participate in mediation to address all objections to any dispute determination. Neither party shall commence litigation prior to the expiration of the sixty (60) day mediation period. The mediator shall be mutually agreed upon by the parties. Should any objection not be resolved in mediation, the parties retain all their legal rights and remedies provided under State law. A PARTY SPECIFICALLY WAIVES ALL OF ITS RIGHTS, INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR PRICE ADJUSTMENTS, PROVIDED IN THE CONTRACT DOCUMENTS, INCLUDING ITS RIGHTS AND REMEDIES UNDER STATE LAW, IF SAID PARTY FAILS TO COMPLY IN STRICT ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION. Contractor and the Town hereby waive any rights to a trial by jury.

**Section 31: Notice**

Whenever either party desires to give notice unto the other, such notice must be in writing by certified or registered mail, postage prepaid, return receipt requested, hand delivery, or facsimile transmission prior to 5:00 p.m. on the date of transmission (e.d.t. or e.s.t. as applicable), or via overnight express courier service. For the present, the parties designate the following individuals as the respective parties and places for giving of notice:

**If to the Town:**

Town of Southwest Ranches  
Town Administrator  
13400 Griffin Road  
Southwest Ranches, Florida 33330

**With a copy to:**

Keith M. Poliakoff, Esq.  
Saul Ewing Arnstein & Lehr LLP  
200 East Las Olas Boulevard  
Suite 1000  
Fort Lauderdale, Florida 33301

**TOWN OF SOUTHWEST RANCHES**  
**CONTRACT FOR**  
**Town-wide Facilities Maintenance Services**

If to Contractor:

Joshua Becker  
Reliance Contractors Inc.  
1800 SW 1st Avenue, Suite 605  
Miami, FL 33129

**Section 32: Miscellaneous**

- A. Ownership of Documents.** Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Contract by Contractor and all persons or entities employed or otherwise retained by Contractor are and shall remain the property of the Town. In the event of termination of this Contract for any reason, any reports, photographs, surveys and other data and documents prepared by Contractor, whether finished or unfinished, shall become the property of the Town and shall be delivered by Contractor to the Town Administrator within seven (7) days of termination of this Contract for any reason. Any compensation due to Contractor shall be withheld until all documents are received by the Town as provided herein.
- B. Audit and Inspection Rights and Retention of Records.** The Town shall have the right to audit the books, records and accounts of Contractor that are related to this Contract. Contractor shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Contract.

Contractor shall preserve and make available, at reasonable times for examination and audit by the Town, all financial records, supporting documents, statistical records, and any other documents pertinent to this Contract for the required retention period of the Florida Public Records Act (Chapter 119, Florida Statutes), if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after expiration or earlier termination of this Contract, unless Contractor is notified in writing by the Town of the need to extend the retention period. Such retention of such records and documents shall be at Contractor's sole expense. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by the Town to be applicable to Contractor's records, Contractor shall comply with all requirements thereof.

However, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by Contractor. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for the Town's disallowance and recovery of any payment upon such entry. In addition, Contractor shall respond to the reasonable inquiries of successor Contractors and allow successor Contractors to receive working papers relating to matters of continuing significance. In addition, Contractor shall provide a complete copy of all working papers to the Town, prior to final payment by the Town under this Contract.

TOWN OF SOUTHWEST RANCHES  
CONTRACT FOR  
Town-wide Facilities Maintenance Services

C. **Independent Contractor.** Contractor is an independent contractor of the Town under this Contract. Services provided by Contractor pursuant to this Contract Contractor shall be subject to the supervision of Contractor. In providing such services, neither Contractor nor its agents shall act as officers, employees or agents of the Town. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to the Work and services rendered under this Contract shall be exclusively and solely those of Contractor. This Contract shall not constitute or make the Town and Contractor a partnership or joint venture.

D. **Conflicts.** Neither Contractor nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Contractor's loyal and conscientious exercise of judgment related to its performance under this Contract. Contractor agrees that none of its officers or employees shall, during the term of this Contract, serve as an expert witness against the Town in any legal or administrative proceeding in which he or she is not a party, unless compelled by court process. Further, Contractor agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of the Town in connection with any such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude Contractor or any other persons from representing themselves in any action or in any administrative or legal proceeding.

In the event Contractor is permitted to utilize subcontractors to perform any services required by this Contract, Contractor agrees to prohibit such subcontractors, by written contract, from having any conflicts within the meaning of this Section.

E. **Contingency Fee.** Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract. For a breach or violation of this provision, the Town shall have the right to terminate this Contract without liability and, at its discretion, to deduct from the Contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

F. **Materiality and Waiver of Breach.** The Town and Contractor agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Contract and, therefore, is a material term hereof. The Town's failure to enforce any provision of this Contract shall not be deemed a waiver of such provision or modification of this Contract. A waiver of any breach of a provision of this Contract shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Contract.

G. **Joint Preparation.** The Town and Contractor both acknowledge that they have sought and received whatever competent advice and legal counsel as was necessary for them to

**TOWN OF SOUTHWEST RANCHES**  
**CONTRACT FOR**  
**Town-wide Facilities Maintenance Services**

form a full and complete understanding of all rights and obligations herein and that the preparation of this Contract has been their joint effort. The language agreed to herein express their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

- H. Drug-Free Workplace.** Contractor shall maintain a drug-free workplace.
- I. Headings.** Headings are for convenience of reference only and shall not be considered in any interpretation of this Contract.
- J. Binding Authority.** Each person signing this Contract on behalf of either party individually warrants that he or she has full legal power to execute this Contract on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Contract.
- K. Truth-in-Negotiation Certificate.** Signature of this Contract by Contractor shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Contract are accurate, complete, and current at the time of contracting.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]


**TOWN OF SOUTHWEST RANCHES**  
**CONTRACT FOR**  
**Town-wide Facilities Maintenance Services**

**IN WITNESS WHEREOF**, the parties have made and executed this Contract on the respective dates under each signature: RELIANCE CONTRACTORS INC., and the TOWN OF SOUTHWEST RANCHES, signing by and through its Mayor duly authorized to execute same by Council action on the 14<sup>th</sup> day of May 2020.

**WITNESSES:**

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

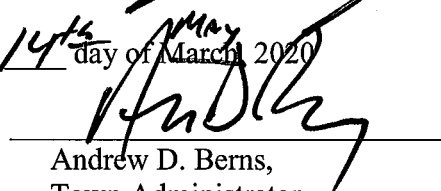
**CONTRACTOR:**

  
\_\_\_\_\_  
Joshua Becker, President  
Reliance Contractors Inc.  
\_\_\_\_\_ day of March 2020

**TOWN OF SOUTHWEST RANCHES**

By:   
Doug McKay, Mayor

14<sup>th</sup> day of May 2020

By:   
Andrew D. Berns,  
Town Administrator

14<sup>th</sup> day of May 2020

**ATTEST:**

  
Russell Muñoz, Assistant Town Administrator/Town Clerk

**APPROVED AS TO FORM AND CORRECTNESS:**

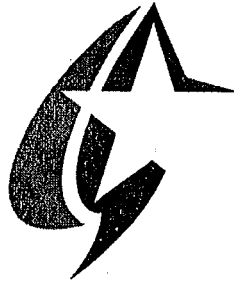
  
Keith M. Poliakoff, Town Attorney



**TOWN OF SOUTHWEST RANCHES**  
**CONTRACT FOR**  
**Town-wide Facilities Maintenance Services**

**EXHIBIT "A-1"**

**(Contractor's Proposal attached)**



# Reliance CONTRACTORS

1800 SW 1<sup>st</sup> Ave, Suite 605  
Miami, FL 33129  
(877) 499-9267

Town-Wide Facilities Maintenance Services  
RFP No. 20-005

*Point of Contact:*

Joshua Becker  
(305) 575-9149  
(877) 499-9267

[jbecker@reliancecontractors.com](mailto:jbecker@reliancecontractors.com)

**DUNS Number: 079568040**  
**CAGE Code: 78VL8**  
**FEIN: 47-1911014**



#### MANAGEMENT

**Joshua Becker**

#### President / CEO

- 12 Years of Industry Experience Combined with Management Experience

#### Management:

- Allen Becker-Company Development
- Daniel Quijano-Operations Director
- Erika Lennis-Operations Director
- Jose Vargas-Quality Director

#### EMPLOYEES: 70

#### Address:

1800 SW 1<sup>st</sup> Avenue, Suite 605  
Miami, FL 33130

#### Phone Number:

(O) 877 499-9267

#### E-Mail Address:

info@reliancecontractors.com

#### Website:

www.reliancecontractors.com

#### NAIC Code(s):

561720

#### DUNS: 079568040

#### FEIN: 47-1911014

#### CAGE Code: 78VL8

#### BUSINESS SUMMARY:

With over 12 years experience in this industry, Reliance Contractors is dedicated to the concept of providing every customer with a full range of services at the highest standards available. This constitutes applying time proven methods, supervision, and a well educated management staff. Using this approach we have been highly successful in cost reduction for many firms we service in the South Florida area and beyond boasting over a 98% client retention rate. With over 200 years of combined management experience, we are proud to service both national and local brands.

Reliance Contractors Inc. is a facility support services company established in September 2014 in the state of Florida. Headquartered in Miami, we currently amass over 50 janitorial contracts with the majority holdings in different levels of the United States government, in all parts of the country. We are continuously in the pursuit of growth without compromise of quality and communication.

Reliance Contractors' executive team comes from the industries top companies. We have banded together and have proven methods to eliminate all known mistakes common to this industry. Our top executives all at a minimum hold 5+ years in the janitorial field and have higher-education degrees focusing on project management.

#### PRODUCTS AND SERVICES:

Our Team provides superior cleaning services:

- Daily Janitorial Services
- Porter Service
- Hard Floor Care
- Pressure Washing
- Carpet Cleaning
- Flood Cleaning
- Tenant Services

#### HISTORY:

Reliance Contractors has been fully operational since 2014 and has implemented a growth strategy that diversified its services in the Commercial marketplace. Utilizing a professional approach to the cleaning industry, Reliance made a significant investment in establishing efficient systems and processes to hire the right people, utilize the best products and deliver exceptional cleaning services. Reliance has demonstrated their expertise in servicing clients with multiple locations and the United States government with a footprint in over 50 locations throughout the United States.

#### CUSTOMERS:

##### Government Sector

U.S. Army / U.S. Navy / U.S. Air Force / Air National Guard / Bureau of Land Management / USDA / Department of Energy / USFS / Customs and Border Protection / USCG / Lockheed-Martin / FWS / Bureau of Reclamation

#### UNIQUE VALUE PROPOSITION:

Reliance Contractors delivers to its government clients the consistency and quality service they deserve with the highest degree of integrity with a strong focus on People, Products and Service.

#### CERTIFICATIONS:

- Minority-Owned Company
- SBE

# Table of Contents

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<i>Project Breakdown/Work Plan .....</i>	<i>5</i>
<i>Management Team and Qualifications.....</i>	<i>6</i>
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# Company Overview

---

With over 12 years combined experience in this industry, Reliance Contractors is dedicated to the concept of providing every customer with a full range of services at the highest standards available. This constitutes applying time proven methods, supervision, and a well-educated management staff. Using this approach, we have been highly successful in cost reduction for many firms we service in the South Florida area and beyond boasting over a 98% client retention rate. With over 200 years of combined management experience, we are proud to service both national and local brands.

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Reliance Contractors' executive team comes from the industries top companies. We have banded together and have proven methods to eliminate all known mistakes common to this industry. Our top executives all at a minimum hold 5+ years in the janitorial field and have higher-education degrees focusing on project management.

# References

---

## Current Contract References

### **Port Charleston, SC**

#### **Customs and Border Protection, Department of Homeland Security**

Various Locations

Port Charleston, SC

*Project Description:* General Daily Cleaning, Deep Carpet Cleaning

> 10,000 sqft

Start: March 2019 End: March 2024

Est. Project Value: \$180,600.00

*Contact:* Mistelle Watkins, Contracting Officer

(317) 381-5403

### **U.S. Army Special Forces Underwater Operations Training Center**

#### **U.S. Naval Base, Tumbo Point Annex**

2076 Chevalier Drive

Key West, FL 33040

*Project Description:* General Daily Cleaning, Deep Carpet Cleaning, VCT Strip and Wax

> 8,000 sqft

Start: June 2019 End: May 2024

Est. Project Value: \$60,000.00

*Contact:* SFC. Daniel Valles, POC, C CO, 2nd BN 1st SWTG (A)

(305) 293-4153

### **117<sup>th</sup> Air Refueling Wing, Air National Guard, Birmingham, Alabama**

#### **Alabama National Guard Base / U.S. Air Force**

5401 East Lake Blvd.

Birmingham, AL 35217

*Project Description:* General Weekly Cleaning, Janitorial Supplies

> 4,000 sqft

Start: June 2016 End: June 2020

Est. Project Value: \$59,000.00

*Contact:* William K. Hall, MSgt, AL ANG

(205) 714-2248

## References Cont.

---

### **Broward County, Florida**

#### **Town of Southwest Ranches / Town-Wide Facilities Maintenance**

13400 Griffin Road

Southwest Ranches, FL 33330

*Project Description:* General Daily Cleaning, Pressure Cleaning, Playground Inspecting, Equestrian Maintenance, Park Security

> 250 Acres

Start: February 2015 End: February 2020

Est. Project Value: \$337,690.00

*Contact:* December Lauretano-Haines, Parks, Recreation and Open Space Coordinator

(954) 434-0008

### **North Bend, Oregon**

#### **United States Coast Guard, Sector North Bend**

2000 Connecticut Ave.

North Bend, OR 97459

*Project Description:* General Daily Cleaning, Deep Carpet Cleaning, Steam Cleaning, VCT Strip and Wax

> 50,000 sqft

Start: June 2017 End: May 2022

Est. Project Value: \$290,000.00

*Contact:* Todd Drake, Assistant Facilities Engineer

(541) 756-9609

\* All contracts mentioned above are in satisfactory standing and some current.

# Project Breakdown / Work Plan

---

## Town-Wide Facility Maintenance Services Town of Southwest Ranches

**Project Manager:** Staff member overall in charge in the planning and execution of contract and services. Joshua Becker will be assuming this role. For qualifications, experience, and tenure: Please see attached Resume and following Management Team and Qualifications.

**Project Quality Controller:** Staff member will be responsible to conduct daily and weekly quality control checks utilizing our site-specific inspection sheets. Please see our example attached.

**Daily Operations Team:** Our primary day-to-day operation team will be comprised of two (2) Primary Staff Members and two (2) Alternate/Substitute Staff Members. Our Primary Staff Members will balance ALL tasks and responsibilities throughout the Daily/Weekly/Monthly timeframe. Our Alternates will serve as back-up's to always ensure service is completed time-effectively.

In addition, this team will be appropriately trained to handle, but not limited to: event set-up, event attendant, event clean-up, and security detail.

**Auxiliary Team:** Our Auxiliary Team will be in charge of our Bi-Monthly, Quarterly, Semi-Annual, Annual, and "As-Needed" tasks. This team will assist with Spot Pressure Cleaning, Equestrian Dragging, and other industrious services.

This team will have access to but not limited to: multiple floor care machines, stationary pressure washers, mobile out-fitted pressure washers, and equestrian dragging equipment. In addition, this team will be appropriately trained to handle, but not limited to: drain unclogging, paver sealing, debris hauling, storm clean-up, painting, and minor handyman work (i.e. drywall repairs, ceiling maintenance, etc.).



# Management Team and Qualifications

---

The management team consists of, but not limited to:

*Joshua Becker*, (8+ Years in Project Management / Facility Support Services)  
Responsibilities include but are not limited to:

- Oversee daily operations, project planning, and special events, working closely with project contact
- Personnel management (recruitment, hiring, training, evaluation and termination of staff)
- Develop and manage the annual budget
- Program development
- Supervision of current projects
- Develop network of support for our future contracts

*Allen Becker*, (5+ Years in Project Management / Janitorial Services)  
Responsibilities include but are not limited to:

- Supervision of current projects
- Oversee daily operations, project planning, and special events, working closely with project contact
- Personnel management (recruitment, hiring, training, evaluation and termination of staff)
- Develop network of support for our future contracts
- Supervision of current projects

*Daniel Quijano*, (7+ Years in Project Management / Janitorial Services)  
Responsibilities include but are not limited to:

- Supervision of current projects
- Oversee daily operations, project planning, and special events, working closely with project contact
- Personnel management (recruitment, hiring, training, evaluation and termination of staff)
- Develop network of support for our future contracts
- Supervision of current projects

# Management Team and Qualifications

## Cont.

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*Erika Lennis*, (7+ Years in Project Management / Janitorial Services)  
Responsibilities include but are not limited to:

- Supervision of current projects
- Oversee daily operations, project planning, and special events, working closely with project contact
- Personnel management (recruitment, hiring, training, evaluation and termination of staff)
- Develop network of support for our future contracts
- Supervision of current projects

# Quality Control Plan

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At Reliance Contractors we pride ourselves on our implemented and effective quality control programs. We have devised our quality controlling process into 8 divisions.

**Hiring & Screening:** The Hiring Process at Reliance Contractors is unparalleled to any other janitorial company. We strive for success and choose only the top notched candidates that not only possess previous cleaning experience but instill the qualities of a future business colleague.

The Reliance Hiring Process:

- ⇒ Prescreening
  - Evaluation of Applicant Information
  - Employment and Criminal Background Check via HIRERIGHT
  - Drug and Alcohol Testing through LABCORP
- ⇒ Evaluation of Previous Cleaning Experience and References
  - Interview
  - On-Site Monitored Cleaning Evaluation and Review
  - Hands-On grading on Cleaning Equipment use and confirmation of certifications
- ⇒ Final Assessment and Decision by appointed Board of Directors

**Training:** Our complete staff is required to have a full course of training, through the classroom and hands on. It is crucial that all employees receive proper training. Each team member must know how to clean properly and understand our company's values and rules of each facility we clean. All Reliance Contractors' employees attend a two-hour orientation where they learn about the company's policies, procedures, and most importantly they learn about the commitment Reliance Contractors has to its customers. The commitment is to: *"Exceed the expectations of our valued customers both in the work we do and the way we relate to those we come in contact with."*

# Quality Control Plan Cont.

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**Our training program covers, but not limited to the following topics:**

- ✓ Safety
- ✓ Biohazard Clean Up (vomit, blood etc.)
- ✓ Hazard Communication
- ✓ Chemical Safety
- ✓ General Housekeeping
- ✓ Security Procedures
- ✓ Sign In/Sign Out Procedures
- ✓ Customer Service
- ✓ Customer Interaction
- ✓ Pay Schedule
- ✓ Employee Benefits
- ✓ Procedures for Contacting Managers and Superiors
- ✓ Uniform and Professionalism in the Workplace
- ✓ Energy Efficiency at the Worksites

**Supervision:** We supervise our new employees frequently to ensure that they understand what is required of them and so that they learn to do quality work. After they have proven they can be reliable and trustworthy, we continue to inspect their work on a weekly basis; more often depending on the difficulty of the building and the performance of the employee.

**Evaluations:** Feedback through regular evaluations is an important tool we use to let our employees know if their work performance and cleaning quality is meeting our standards. It helps them understand where they need to improve, and clearly reinforces our expectations.

**Communication:** Showing respect, being supportive and clearly communicating expectations is very important to a positive working relationship and for getting good performance from employees. Most people do better work when they are treated with respect and are recognized for their hard work and for the contribution they make. We continually make efforts to keep communication lines open to our employees for their input, or should they need to express their concerns or grievances. Employees should feel safe to air reasonable grievances without retaliation from supervisors or management.

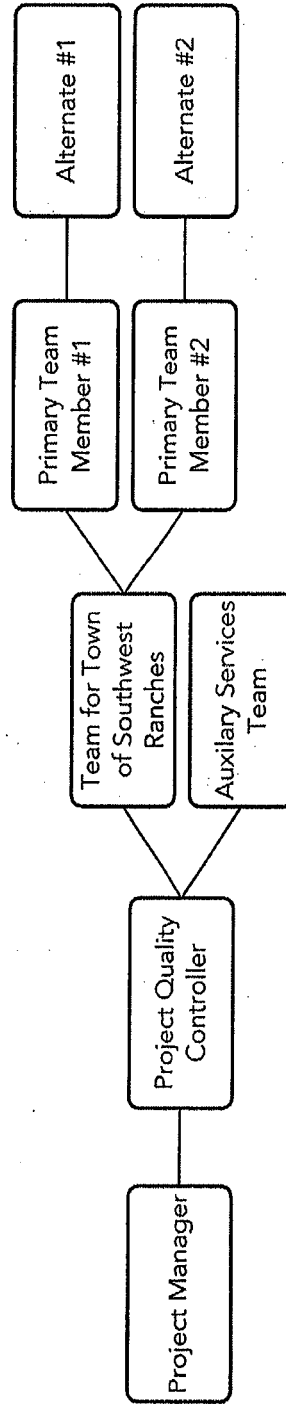
**Performance Incentives:** We try to offer significant incentives to our employees to reduce turnover and make their work more rewarding. We offer opportunities for advancement to employees who are motivated and able to take on more responsibility and move up to a supervisory or floor work position.

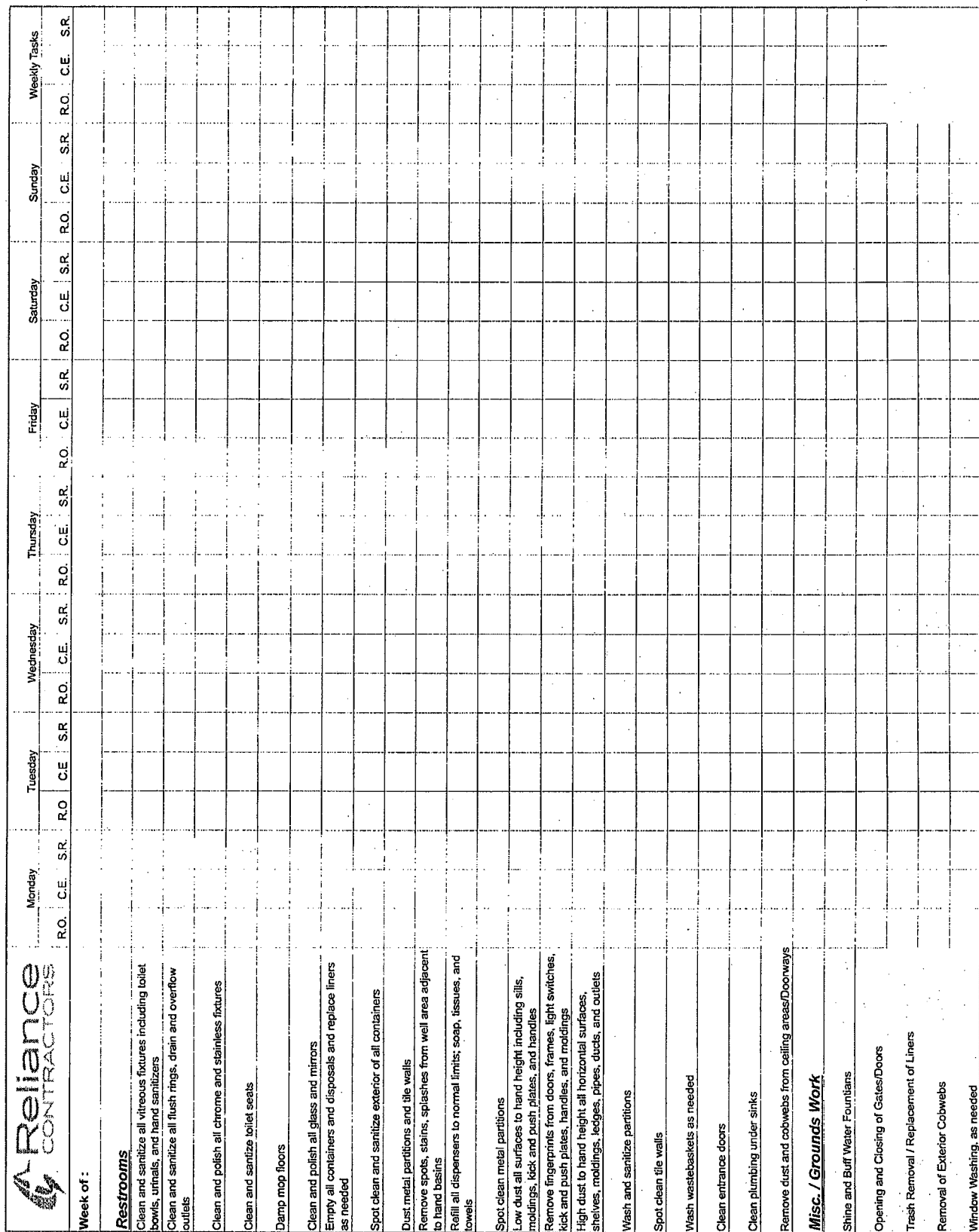
## Quality Control Plan Cont.

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**Proper Equipment and Cleaning Supplies:** Cleaning personnel cannot clean efficiently and well without the proper equipment, tools and cleaning products to help them do good work. We want our employees to take pride in their work. When they know that they have the best tools and products at their disposal, it encourages them to do better work. We make a huge effort to keep our carts clean and tidy and the janitorial supply areas organized. Cleaning tools should be in good condition, and most importantly we service our vacuums regularly to ensure that they are in good condition. A damaged or improperly cared for vacuum will not adequately remove dirt from carpets and mats.

**OSHA Compliance and Ergonomics Awareness:** We make sure that our cleaning products are properly labeled and that MSDS forms are at each site along with very specific building specifications. We educate our employees to understand what cleaning chemicals they use, and how to work safely and avoid illness and injury on the job. We want our employees to be safe and to be able to do janitorial work without risk to their health and well-being.







---

Town of Southwest Ranches  
Event Attendant Form

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

Attendant Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Liaison Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Timeframe of Event: \_\_\_\_\_

What Vendors are present?

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

Are they verified?

\_\_\_\_\_

Alcohol Present?

\_\_\_\_\_

If so, approved?

\_\_\_\_\_

Closing Notes: (Please Include Event Ending Time and Any Observations)

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



### Attendant Checklist

- Vendors present are listed
- Renter is Set-Up in Approved Areas
- Renter has been identified
- 11pm ALL music OFF
- The Following is Prohibited:
  - Stapling
  - Taping
  - Tacking
  - Balloons
  - Glitter
  - Sequins
  - Confetti
  - Nails
  - Tape
  - Staples
  - Pins
  - Adhesive
- No Outdoor Decorations, unless approved by Town
- No Open Flames
- No Smoking Inside the Building
- All Doors will remain Closed
- No Garbage Left Outside corresponding receptacles
- ALL parking is to be on Designated Area
- ALL Cleaning tools to be provided by Renter

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Time: \_\_\_\_\_

## **Joshua Becker**

60 SW 13<sup>th</sup> St. Apt. 3021 Miami, FL 33130

### **Experience**

#### **Reliance Contractors Inc.**

**2014-Current**

- Oversee daily operations, project planning, and special events, working closely with project contact
- Personnel management (recruitment, hiring, training, evaluation and termination of staff)
- Develop and manage the annual budget
- Program development
- Supervision of current projects
- Develop network of support for our future contracts
- Proficient in Service Contract Labor Standards

#### **The Vehicle Outlet**

**2007- Current**

- Maintain Constant presence on sales floor to address customer needs
- Implement a whole business strategy
- Oversee ALL employees and departments

### **Education**

#### **Florida International University**

**2009-2011**

Bachelors Degree of Science, focusing in Chemistry

#### **Miami Dade College**

**2007-2009**

Associate of Arts

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**TRASH RECEPTACLE.** Any park fixture for the collection of trash and debris. Is to be maintained by daily or weekly removal of trash to a location specified by the Town.

**WORK.** The result of performing services, furnishing labor, furnishing and incorporating materials and equipment, as required by the RFP, Contract Documents and addendums.

**APPENDIX "A"**  
**PROPOSAL RESPONSE FORM**

**TOWN-WIDE FACILITIES MAINTENANCE SERVICES (RFP No. 20-005)**

**\*\*This signature page must be completed by an Authorized Person (See Section 1.7 of RFP)\*\***

Type or print proposer's contact information below:

Name: Joshua Becker

Title: President

Company Name: Reliance Contractors Inc.

Address: 1800 SW 1st. Ave. Suite 605

City/State/ZIP: Miami, FL 33129

Telephone No: (877) 499-9267 Fax No: (877) 499-9267

Signature: 

**\*\*\*You must affix a corporate seal or have the signature on this Proposal Response Form notarized.\*\*\***

(Corp. Seal)

OR:

BEFORE ME the undersigned on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
personally appeared \_\_\_\_\_, who is personally known to me or  
who has produced \_\_\_\_\_ as identification and who did take an  
oath.

STATE OF \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary)

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
(Notary's Printed Name)

My Commission Expires: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**MAINTENANCE PROPOSAL: PRICE LIST BY ZONE / SERVICE CATEGORY (BASE PROPOSAL):**  
**PARKS AND OTHER FACILITIES MAINTENANCE**

Service Category	Location/Zone #	Location Name	Unit Price	Annual Price – (Frequencies as per “Maintenance Frequencies” sheets)
D	33	Trailside Park <sup>1</sup> -	\$ 65.00/Mo	\$ 780.00
D	34	Sunshine Ranches Equestrian Park-	\$1740.00/Mo	\$ 20880.00
D	35	Calusa Corners Park <sup>1</sup> -	\$ 300.00/Mo	\$ 3600.00
D	36.a.	Southwest Meadows Sanctuary Park <sup>2</sup> -	\$ 65.00/Mo	\$ 780.00
D	37.a.	Rolling Oaks Park-	\$ 2140.00/Mo	\$ 25680.00
D	37.b.	Rolling Oaks Park Butterfly Garden Maintenance <sup>1</sup> -	\$ 60.00/Mo	\$ 720.00
D	38	Frontier Trails Park <sup>1</sup> -	\$ 65.00/Mo	\$ 780.00
D	39	Town Hall <sup>4</sup> -(10,500 sq. ft.)	\$ 0.12/SqFt	\$ 0.12/SqFt
D	40	Public Safety Facility <sup>4</sup> -(2,880 sq. ft.)	\$ 0.12/SqFt	\$ 0.12/SqFt
D	41	Stirling Rd. at SW 185th Way “pocket park” <sup>1</sup> -	\$ 65.00/Mo	\$ 780.00
D	42	Country Estates Park-	\$ 740.00/Mo	\$ 8880.00
D	43	Broadwing Building <sup>1</sup> -	\$ 60.00/Mo	\$ 720.00

\*All counts/frequencies are approximate. The Town reserves the right to add or delete the quantity/frequency of service.

- 1 As applicable, based on Maintenance needed for amenities on site
- 2 Probable future addition to Contract.
- 3 Possible future addition to Contract.
- 4 Potential for future addition to contract. Proposer may offer "unit price per square foot.

<b>GRAND TOTAL – MAINTENANCE PROPOSAL: PRICE LIST BY ZONE (BASE PROPOSAL):</b>	<b>\$ 63600.00</b>
--------------------------------------------------------------------------------	--------------------

PROPOSER'S SIGNATURE

Joshua Becker

COMPANY NAME:

Reliance Contractors Inc.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**MAINTENANCE PROPOSAL: PRICE LIST BY ZONE / SERVICE CATEGORY  
(AUXILLARY SERVICES): PARKS AND OTHER FACILITIES MAINTENANCE**

Item #	Maintenance Service Category	Unit (Proposer to specify "per location," "per service," "per hour," etc., as applicable)	Unit Price
<b>General Town Property Maintenance</b>			
	<b>Security</b>		
5.6.4.	Security/Open & Close	Per Hour	\$ 19.00
<b>Interior Maintenance</b>			
6.1.12.	Floor maintenance: stripping, polishing, waxing, and/or refurbishing	Per Square Foot	\$ 0.30
6.1.13.	Ceiling maintenance and tile replacement	Per Hour	\$ 19.00
6.1.14.	Drywall repairs	Per Hour	\$ 19.00
6.1.15.	Unclog Drains	Per Hour	\$ 19.00
<b>Exterior Maintenance</b>			
6.2.6.	EQ Rings/Trails Maint.	Per Hour	\$ 19.00
6.2.7.	Pressure Cleaning of Site Structures and Furnishings	Per Hour	\$ 50.00
6.2.8.	Shade Structures	Per Hour	\$ 19.00
6.2.9.	Cement, Brick Paver Cleaning & Sealing	Per Square Foot	\$ 0.90
6.2.10.	Screen and Fenced Enclosures Cleaning	Per Hour	\$ 19.00
6.2.11.	Debris Haul Away	Per Cubic Yard	\$ 80.00

PROPOSER'S SIGNATURE



COMPANY NAME:

Reliance Contractors Inc.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**MAINTENANCE PROPOSAL: PRICE LIST BY ZONE / SERVICE CATEGORY  
(AUXILLARY SERVICES): PARKS AND OTHER FACILITIES MAINTENANCE**

Item #	Maintenance Service Category	Unit (Proposer to specify "per location," "per service," "per hour," etc., as applicable)	Unit Price
<b>6.3. Other Routine and Incidental Maintenance</b>			
6.3.2.	Damage/Vandalism/Graffiti Reporting/Repair	Per Hour	\$ 19.00
6.3.8.	Pre Party & Event Setup	Per Hour	\$ 19.00
6.3.9.	Private Party & Town Event Clean-up	Per Hour	\$ 19.00
6.3.11.	Storm Clean up	Per Hour	\$ 19.00
6.3.12.	24/7 Emergency Services	Per Hour	\$ 35.00
6.3.13.	Installation, removal, assembly and disassembly of site furnishings and appliances	Per Hour	\$ 19.00
6.3.14.	Construction Clean-up	Per Hour	\$ 19.00
6.3.15.	Repair/Handyman/Carpentry	Per Hour	\$ 19.00
6.3.16.	Painting	Per Hour	\$ 19.00
<b>MISCELLANEOUS CODE ENFORCEMENT SERVICES</b>			
6.4.	Debris Removal:	Per Cubic Yard	\$ 80.00

PROPOSER'S SIGNATURE: \_\_\_\_\_

COMPANY NAME: Reliance Contractors Inc.

## APPENDIX B- PROPOSAL SCHEDULE

[illegible]

Proposer Reliance Contractors Inc.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

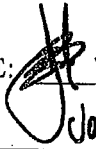
PROPOSAL SIGNATURE

The Proposer offers the preceding completed Proposal Forms for providing all labor, materials equipment, etc., to perform Town Wide Facilities Maintenance Services in accordance with the specifications herein.

PROPOSER'S SIGNATURE:

PROPOSER'S NAME:

COMPANY NAME:



Joshua Becker

Reliance Contractors Inc.



TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

PROPOSER INFORMATION

NAME: Reliance Contractors Inc.

ADDRESS: 1800 SW 1st. Ave. Suite 605, Miami, FL 33129

FEIN: 47-1911014

LICENSE NUMBER: 7176046

STATE OR COUNTY: Miami-Dade

LICENSE TYPE: Service Business Tax License

(Attach copy of license)

LICENSE LIMITATIONS, IF ANY: \_\_\_\_\_

(Attach a separate sheet, if necessary)

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

LICENSEE NAME: Reliance Contractors Inc.

PROPOSER'S SIGNATURE: \_\_\_\_\_

PROPOSER'S NAME: Joshua Becker

PROPOSER'S ADDRESS: 1800 SW 1st. Ave. Suite 605, Miami FL 33129

PROPOSER'S PHONE NUMBER: Office (877) 499-9267 Cell: (305) 575-9149

PROPOSER'S EMAIL ADDRESS: jbecker@reliancecontractors.com

By: Joshua Becker - President

Reliance Contractors Inc.

Name of Corporation/Entity

1800 SW 1st Ave. Suite 605, Miami FL 33129

Address of Corporation/Entity

\_\_\_\_\_  
Signature of President or Authorized Principal

By: Joshua Becker

Title: President

(If Proposer is a Corporation, affix corporate seal)

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX C- DISCLOSURE OF OWNERSHIP INTEREST AFFIDAVIT**

**TO: TOWN OF SOUTHWEST RANCHES  
OFFICIALLY DESIGNATED REPRESENTATIVE**

**STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_**

BEFORE ME, the undersigned authority, this day personally appeared Joshua Becker, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant appears herein as:

[ ] an individual or

☒ the President of Reliance Contractors Inc.

[position—e.g., sole proprietor, president, partner, etc.] [name & type of entity—e.g., ABC Corp., XYZ Ltd. Partnership, etc.]. The Affiant or the entity the Affiant represents herein seeks to do business with the Town of Southwest Ranches through its the Town Council.

2. Affiant's address is:

1800 SW 1st. Ave. Suite 605, Miami, FL 33129

3. Attached hereto as Exhibit "A" is a complete listing of the names and addresses of every person or entity having a five percent (5%) or greater interest in the Affiant's corporation, partnership, or other principal. Disclosure does not apply to profit corporations, government agencies, or to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.


4. Affiant acknowledges that this Affidavit is given to comply with the Town of Southwest Ranches' policy, and will be relied upon by the Town of Southwest Ranches. Affiant further acknowledges that he or she is authorized to execute this document on behalf of the entity identified in paragraph one, if any.

5. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.

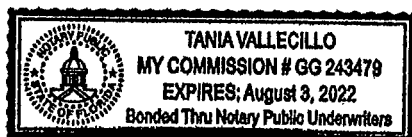
TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

6. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief it is true, correct and complete.

AFFIANT FURTHER SAYETH NAUGHT.

  
\_\_\_\_\_  
Joshua Becker, Affiant  
(Print Affiant Name)

The foregoing instrument was acknowledged before me this 27th day of January, 2020, by Joshua Becker, [ ] who is personally known to me or [ ] who has produced Florida Driver License as identification and who did take an oath.



  
\_\_\_\_\_  
Notary Public

Tania Vallecillo  
(Print Notary Name)  
State of Florida at Large  
My Commission Expires: 03 August 2022

## Disclosure of Ownership Interests

Name

Joshua Becker

60 SW 13th St. Apt. 3021, Miami, FL 33129

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX D- DRUG FREE WORKPLACE**

Proposer must certify that they will provide a drug-free workplace. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
- 5) Impose a sanction on (or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community), any employee who is so convicted or takes a plea.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

PROPOSER'S SIGNATURE: \_\_\_\_\_



PROPOSER: Reliance Contractors Inc.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX E SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a)  
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

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 Town of Southwest Ranches  
by Joshua Becker  
for Reliance Contractors Inc.  
whose business address is 1800 SW 1st. Ave. Suite 605, Miami, FL 33129

and (if applicable) its Federal Employer Identification Number (FEIN) is 47-1911014

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 with the United States, including, but not limited to, any bid, proposal, reply or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Para. 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, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Para. 287.133(1) (a), Florida Statutes, means:

(i). A predecessor or successor of a person convicted of a public entity crime; or

(ii). 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 market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

5. I understand that a "person" as defined in Para. 287.133(1) (e), 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 Proposals or applies to Proposal 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. 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.

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 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 SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[Signatures on next page]

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

PROPOSER: Reliance Contractor Inc.

By: [Signature]  
Joshua Becker

(Printed Name)

Owner / President  
(Title)

Sworn to and subscribed before me this 27th day of January, 20 20

Personally known —

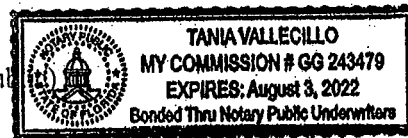
Or Produced Identification Florida Driver License  
(Type of Identification)

Notary Public - State of Florida

[Signature]  
Notary Signature

My Commission Expires 23 August 2022

(Printed, typed, or stamped commissioned name of notary public)





TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX F  
NON-COLLUSION AFFIDAVIT**

State of Florida ) ss:

County of Miami-Dade )

Joshua Becker being first duly sworn deposes and says that:

- (1) He/She is the Owner (Owner, Partner, Officer, Representative or Agent) of Reliance Contractors Inc., the proposer that has submitted the attached Proposal;
- (2) He/She is fully informed with respect to the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Bid price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work; and
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

[Signatures on next page]

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

PROPOSER: Reliance Contractors Inc.

By [Signature]

Joshua Becker  
(Printed Name)

Owner / President  
(Title)

Sworn to and subscribed before me this 27th day of January, 20 20

Personally known —

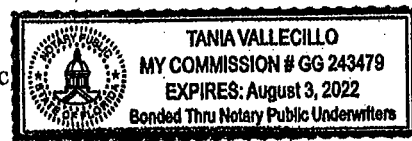
Or Produced Identification Florida Driver License  
(Type of Identification)

Notary Public - State of Florida

[Signature]  
Notary Signature

My Commission Expires 23 August 2022

(Printed, typed, or stamped commissioned name of notary public)



TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

APPENDIX G  
OFFEROR'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: Town of Southwest Ranches  
Venessa Redman, Sr. Procurement & Budget Officer

ADDRESS: 13400 Griffin Road  
Southwest Ranches, Florida 33330

SUBMITTED BY: Joshua Becker - Reliance Contractors Inc.

CIRCLE ONE

Corporation

Limited Liability Company

Joint Venture

Partnership

Other

NAME: Joshua Becker

Individual

ADDRESS: 1800 SW 1st. Ave. Suite 605, Miami, FL 33129

TELEPHONE NO. (877) 499-9267

FAX NO. (877) 499-9267

E-MAIL ADDRESS: jbecker@reliancecontractors.com

1. State the true, exact, correct and complete name of the partnership, corporation, limited liability company, joint venture, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Offeror is: Reliance Contractors Inc.

The address of the principal place of business is:

1800 SW 1st. Ave. Suite 605, Miami, FL 33129

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

2. If Offeror is a corporation, answer the following:

Date of Incorporation: 09/14/2014  
State of Incorporation: Florida  
President's name: Joshua Becker  
Vice President's name: \_\_\_\_\_  
Secretary's name: \_\_\_\_\_  
Treasurer's name: \_\_\_\_\_

- g. Name and address of Resident Agent:

Joshua Becker  
1800 SW 1st. Ave. Suite 605,  
Miami, FL 33129  
\_\_\_\_\_

3. If Offeror is an individual or a partnership, answer the following:

a. Date of organization: \_\_\_\_\_

- b. Name, address and ownership units of all partners:

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

- c. State whether general or limited partnership: \_\_\_\_\_

4. If Offeror is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

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

5. If Offeror is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?  
6 Years

- a. Under what other former names has your organization operated?

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

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of this Letter. Please attach certificate of competency and/or state registration.

Miami-Dade County Business Tax License: 7176046

State of Florida, Division of Corporations, Document Number: P14000078366

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

No.

9. State the names, telephone numbers and last known addresses of three (3) owners, individuals or representatives of owners with the most knowledge of work which you have performed or goods you have provided, and to which you refer (governmental entities are preferred as references).

Please See Attached Documentation.

(name)	(address)	(phone number)
--------	-----------	----------------

(name)	(address)	(phone number)
--------	-----------	----------------

(name)	(address)	(phone number)
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10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

Please See Attached Documentation.

11. State the name of the individual who will have personal supervision of the work:

Joshua Becker

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

12. Provide a list of all litigation, including arbitration proceedings, in which offeror was or is a party, plaintiff or defendant, within the last five years, including the style the case, local of the case, and whether the case is still pending.

None.

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TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

THE OFFEROR ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY OFFEROR TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE OFFEROR'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE LETTER, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

  
Signature

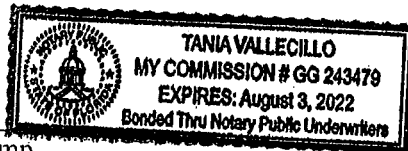
State of Florida  
County of Miami-Dade

The foregoing instrument was acknowledged before me this 27th day of January, 2020 by Joshua Becker of Belliance Contractors Inc., who is personally known to me or who has produced Florida as identification and who did (did not) take an oath. Driver License

WITNESS my hand and official seal.

  
NOTARY PUBLIC

Tania Vallecillo  
(Name of Notary Public: Print, Stamp,  
or type as Commissioned)



TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

APPENDIX K  
OFFEROR'S CERTIFICATION WHEN OFFEROR IS A CORPORATION, LIMITED  
LIABILITY COMPANY OR OTHER BUSINESS ENTITY

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

IN WITNESS WHEREOF, the Offeror hereto has executed this Form this 27th day of January, 2020.

(CORPORATE SEAL)

ATTEST:

By \_\_\_\_\_  
Secretary

State of Florida  
County of Miami Dade

The foregoing instrument was acknowledged before me this 27th day of January, 2020 by Joshua Becker (Name), President (Title) of Reliance Contractors Inc. of Florida Company who is personally known to me or who has produced Florida Driver License as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

Tania Vallecillo  
(Name of Notary Public: Print, Stamp or type as Commissioned)





TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX M**  
**CERTIFICATE OF AUTHORITY (If Corporation or Limited Liability Company)**

State of Florida )

) ss:

County of Miami-Dade )

I HEREBY CERTIFY that a meeting of the Board of Directors of a corporation or authorized representatives of a Limited Liability Company existing under the laws of the State of Florida, held on September 14, 2014, the following resolution was duly passed and adopted:

"RESOLVED, that Joshua Becker, as President of the Corporation or authorized representative of a Limited Liability Company, be and is hereby authorized to execute the Proposal dated, January 27th, 2020, to the Town of Southwest Ranches and this Corporation or Limited Liability Company and his execution thereof, attested by the Secretary of the Corporation or Limited Liability Company, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation or Limited Liability Company."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Corporation or Limited Liability Company this 27th day of January, 2020.

  
Secretary / President.

(SEAL)

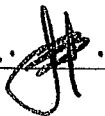
PROPOSER: Reliance Contractors Inc.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX Q**  
**GOVERNMENTAL CONTACT INFORMATION**

Please list NAME OF AGENCY, ADDRESS, PHONE NUMBER, AND CONTACT PERSON of any other Governmental Agencies or Quasi-governmental agencies for which you have conducted business on similar project within the past five years.

NAME OF AGENCY	ADDRESS	PHONE NUMBER	CONTACT PERSON
United States Department of Agriculture: Forest Service	Rio Grande National Forest	(719) 852-6211	Kim Decker Contracting Officer
United States Department of Agriculture: Forest Service	Bankhead National Forest	(205) 489-5111, Ext. 105	Rita Patterson Contracting Officer
United States Coast Guard	DHS, United States Coast Guard SILC-BSS-COB2-WEST Building 54c, Coast Guard Island Alameda, California 94501	(510) 437-5980	Marcella V. Brown, BSB/A Contract Specialist Contracting Officer
Department of Homeland Security: Customs and Border Protection		(317) 381-5403	Mistelle Watkins Border Enforcement Contracting Division
Bureau of Land Management U.S. Department of the Interior	176 East D.L. Sargent Drive Cedar City, Utah 84721	(435) 865-3048	Josèph Petersen Contracting Specialist
U.S. Fish & Wildlife Service	P.O. Box 1306, Room 5108; 500 Gold Ave., SW, Albuquerque, NM 87103-1306	(505) 248-6797	Lisa Rodriguez Contract Specialist Acquisition Goods and Services Operations

PROPOSER: Reliance Contractors Inc. 

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

APPENDIX R  
ACKNOWLEDGMENT OF CONFORMANCE WITH O.S.H.A. STANDARDS

TO THE TOWN OF SOUTHWEST RANCHES:

Reliance Contractors Inc., hereby acknowledges and agrees that as Contractor for the Town of Southwest Ranches within the limits of the Town of Southwest Ranches, Florida, we have the sole responsibility for compliance with all requirements of the Federal Occupational Safety and Health regulations, and agree to indemnify and hold harmless the Town of Southwest Ranches, including its Council Members, officers and employees, from and against any and all legal liability or loss the Town may incur due to Reliance Contractors Inc.'s failure to comply with such regulations.

Reliance Contractors Inc.

ATTEST

Reliance Contractors Inc.

CONTRACTOR

BY: 

Joshua Becker

Print Name

Date: 01/28/2020

PROPOSER: Reliance Contractors Inc.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX S**  
**PROPOSER CONFIRMATION OF QUALIFICATIONS**

The Contract will be awarded only to a responsible and eligible proposer, qualified by experience and capable of providing required insurance, and bonds and in a financial position to do the Work specified within the Request For Proposals, and which can complete the Work within the time schedule specified.

At the time of the Proposal, the proposer shall hold all Contractor and other qualification certificates and licenses required to be held by the Contractor by Florida Statutes or ordinances of the Town of Southwest Ranches and Broward County in order to perform the Work which is the subject of this Request For Proposals.

All license, certificate and experience requirements must be met by the proposer (as opposed to the Subcontractor) at the time of Proposal submission. Proposals submitted by proposer who do not directly hold required licenses and certificates or who rely on a Subcontractor to meet the license, certificate or experience criteria will be rejected. By executing this Form and submitting its Proposal, proposer represents that it meets the requirements set forth above, and as set forth in the Proposal Documents, and acknowledges and understands that such representation is material and that the Town shall be relying on this representation with respect to a Contract award.

Proposer: Reliance Contractors Inc.

Proposer's Name: Joshua Becker

Proposer's Address: 1800 SW 1st. Ave. Suite 605  
Miami, FL 33129

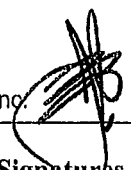
Proposer's Phone Number: (877) 499-9267

Proposer's Email: jbecker@reliancecontractors.com

Contractor's License and License number(s) (attach copies of license(s) required for the work described in this RFP):

Miami-Dade County Business Tax License: 7176046

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

PROPOSER: Reliance Contractors Inc. 

**[Signatures on next page]**

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

State of Florida

County of Miami Dade

The foregoing instrument was acknowledged before me this 27th day of January, 2020  
by Joshua Becker of Reliance Contractors Inc. (Proposer), who is personally  
known to me or who has produced Florida Driver License as identification and who did (did  
not) take an oath.

WITNESS my hand and official seal,

NOTARY Public Records of Miami Dade County, Florida

  
Notary Signature



Name of Notary Public: (Print, Stamp, or type as Commissioned)

PROPOSER: Reliance Contractors Inc. 

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX T**  
**PROPOSER EXPERIENCE QUESTIONNAIRE**

The proposer's response to this questionnaire will be utilized as part of the Town's Proposal Evaluation and Contractor selection. Proposer must have current licensures applicable to this type of work and must have experience on comparable work.

List comparable contract experience and client references:

Project Name: Please See Attached Documentation: Past Performance Data Sheets.

Contract Amount: \_\_\_\_\_

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

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Person Tel. No.: \_\_\_\_\_

Project Name: Please See Attached Documentation: Past Performance Data Sheets.

Contract Amount: \_\_\_\_\_

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

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Person Tel. No.: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

Project Name: Please See Attached Documentation: Past Performance Data Sheets.

Contract Amount: \_\_\_\_\_


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

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Person Tel. No.: \_\_\_\_\_

PROPOSER: Reliance Contractors Inc. 

## PAST PERFORMANCE DATA SHEET

Complete one table for each project.

Project Name	DLA Disposition Services: Camp Pendleton, CA Military Installation
Name of Contracting Activity	Janitorial Services
Contract Number	SP4510-19-P-0004
Contract Type (fixed price, etc)	Firm-Fixed Price
Total Contract Value	\$95,100.00
Completion Date or Anticipated Completion Date	Anticipated Completion Date: March 2024
Contracting Officer (Name/phone number/email)	Randy Powell / (269)961-5721 / randy.powell@dla.mil
Project Manager or Contracting Officer's Representative (COR) (Name/phone number/email)	Pedro Perez / (760)829-9196 / pedro.perez@dla.mil
Project Description	Janitorial Services
<p><i>(Describe in detail what the project was and the skills, abilities, processes you used to complete the project and how relevant)</i></p> <p>This is a currently running project.</p>	



## PAST PERFORMANCE DATA SHEET

Complete one table for each project.

Project Name	United States Coast Guard - IPF South Weymouth
Name of Contracting Activity	Janitorial Services
Contract Number	23-20-240PBB010
Contract Type (fixed price, etc)	Firm-Fixed Price
Total Contract Value	\$16,800.00
Completion Date or Anticipated Completion Date	Anticipated Completion Date: September 2020
Contracting Officer (Name/phone number/email)	Vicente Ramirez / (617) 223-3151 / Vicente.J.Ramirez@uscg.mil
Project Manager or Contracting Officer's Representative (COR) (Name/phone number/email)	Peter Hooper / (781)340-1373 / Peter.B.Hooper@uscg.mil
Project Description	Janitorial Services
<p><i>(Describe in detail what the project was and the skills, abilities, processes you used to complete the project and how relevant)</i></p> <p>This is a currently running project.</p>	

## PAST PERFORMANCE DATA SHEET

Complete one table for each project.

Project Name	BLM - Palomino Valley Center
Name of Contracting Activity	Janitorial Services
Contract Number	L17PX00733
Contract Type (fixed price, etc)	Firm-Fixed Price
Total Contract Value	\$36,300.00
Completion Date or Anticipated Completion Date	Anticipated Completion Date: June 2022
Contracting Officer (Name/phone number/email)	Shad Stoddard / (775)861-6531 / sastoddard@blm.gov
Project Manager or Contracting Officer's Representative (COR) (Name/phone number/email)	Jeb Beck / (775)475-2222 / J1beck@blm.gov
Project Description	Janitorial Services
<p><i>(Describe in detail what the project was and the skills, abilities, processes you used to complete the project and how relevant)</i></p> <p>This is a currently running project.</p>	

## PAST PERFORMANCE DATA SHEET

Complete one table for each project.

Project Name	USFS - Bankhead National Forest - Bankhead Ranger District Office
Name of Contracting Activity	Janitorial Services
Contract Number	AG-4146-C-17-0001-0005
Contract Type (fixed price, etc)	Firm-Fixed Price
Total Contract Value	\$51,600.00
Completion Date or Anticipated Completion Date	Anticipated Completion Date: September 2021
Contracting Officer (Name/phone number/email)	Paula Reinhard / (334)241-8169 / paula.reinhard@usda.gov
Project Manager or Contracting Officer's Representative (COR) (Name/phone number/email)	Rita Patterson / (205)489-5111 Ext. 105 / rita.patterson@usda.gov
Project Description	Janitorial Services
<p><i>(Describe in detail what the project was and the skills, abilities, processes you used to complete the project and how relevant):</i></p> <p>This is a currently running project.</p>	

## PAST PERFORMANCE DATA SHEET

Complete one table for each project.

Project Name	Customs and Border Protection - Swanton Border Patrol Station (BPS)
Name of Contracting Activity	Janitorial Services
Contract Number	HSBP1017P00350P00003
Contract Type (fixed price, etc)	Firm-Fixed Price
Total Contract Value	\$281,190.00 (Base + 4 Options)
Completion Date or Anticipated Completion Date	Anticipated Completion Date: July 2021
Contracting Officer (Name/phone number/email)	Mistelle Watkins / (317)381-5403 / Mistelle.watkins@dhs.gov
Project Manager or Contracting Officer's Representative (COR) (Name/phone number/email)	Charles Rockwell / (207)532-5646 / charles.rockwell@cbp.dhs.gov
Project Description	Janitorial Services
<p><i>(Describe in detail what the project was and the skills, abilities, processes you used to complete the project and how relevant)</i></p> <p>This is a currently running project.</p>	

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX U**  
**SUB-CONTRACTOR LIST**

In the form below, the proposer shall list all subcontractors to be used on this project if the proposer is awarded the Contract for this project. This list shall not be amended without the prior written consent of the Town.

<u>CLASSIFICATION OF WORK</u>	<u>NAME</u>	<u>ADDRESS</u>
None.		

PROPOSER: Reliance Contractors Inc.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005


**APPENDIX V**  
**ACKNOWLEDGEMENT OF ADDENDA**

Proposer shall indicate receipt of any addendum by initialing below for each addendum received.

Addendum No.1  \_\_\_\_\_

Addendum No.2  \_\_\_\_\_

Addendum No.3  \_\_\_\_\_

Addendum No.4  \_\_\_\_\_

[Remainder of page intentionally left blank]

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX W**  
**LIABILITY CLAIMS**

Please list the following information for all Liability Claims for the past ten (10) years:

1. Name and Location of project: None.  
\_\_\_\_\_
2. Contact information for Project Owner:
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Phone: \_\_\_\_\_
  - d. Email: \_\_\_\_\_
3. Nature of Claim: \_\_\_\_\_  
\_\_\_\_\_
4. Date of Claim: \_\_\_\_\_
5. Resolution Date of Claim and how resolved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. If applicable:
  - a. Court Case Number: \_\_\_\_\_
  - b. County: \_\_\_\_\_
  - c. State: \_\_\_\_\_

PROPOSER: Reliance Contractors Inc.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

APPENDIX Z  
ANTI-LOBBYING CERTIFICATION FORM

1. The prospective participant certifies to the best of his or her knowledge and belief, that:
  - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.


Organization: Reliance Contractors Inc.

Street address: 1600 SW 1st Ave. Suite 605

City, State, Zip: Miami, FL 33129

Certified By: Joshua Becker  
(type or print)

Title: President

Signature: 

Date: Jan. 26, 2020




## 2020 Details — Business Tax Account RELIANCE CONTRACTORS INC

Business Tax Account #7176046

 Print this page

 Account details

 Account history

 Get bills by email

2020	2019	2018	2017	2016	2015
------	------	------	------	------	------

Paid	Paid	Paid	Paid	Paid	Paid
------	------	------	------	------	------

Account number:

7176046

Mailing address:

RELIANCE CONTRACTORS INC  
C/O JOSHUA D BECKER  
25 SE 2ND AVE STE 319  
MIAMI, FL 33131

Business start date:

10/01/2014

Physical business location:

MIAMI

Business address:

RELIANCE CONTRACTORS INC  
25 SE 2ND AVE STE 319  
MIAMI, FL 33131

Owner(s)

RELIANCE CONTRACTORS INC  
C/O JOSHUA D BECKER  
1801 CORAL WAY 304  
MIAMI, FL 33145


### Receipts And Occupations

Receipt 7455796

Service business/multiple service business or Passenger transportation services  
SERVICE BUSINESS  
CLEANING/LANDSCAPING

10/01/2019-09/30/2020

NAICS code: 561720  
Units: 1

 Print this bill

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Reliance Contractors Inc.</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. <b>1800 SW 1st Ave. Suite 605</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Miami, FL 33129</b>	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
4	7		-	1	9	1	1	0 1 4

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <b>Joshua Becker</b>	Date ► <b>11/12/19</b>
-----------	-------------------------------------------------	------------------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/28/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Accurate Group 8300 West Flagler Suite 114 Miami, FL 33144 Phone (305) 226-8727 Fax (305) 226-8767		<b>CONTACT NAME:</b> Lucia Estrella <b>PHONE (A/C, No., Ext.):</b> (305) 226-8727 <b>FAX (A/C, No.):</b> (305) 226-8767 <b>E-MAIL ADDRESS:</b> accurate.certificates@gmail.com	
<b>INSURED</b> Reliance Contractors Inc. 1801 Coral Way #304 Miami FL 33145-		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Mt. Hawley Insurance Company <b>NAIC #</b> 37974 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDSUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	Y	GGL0007977	04/26/2019	04/26/2020	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

All policies insuring the Contractor, which relate to the activities of such Contractor and the Town of Southwest Ranches, are endorsed to provide the Town of Southwest Ranches and Broward County with not less than thirty (30) days' written notice of cancellation, lapse, restriction, material modification or alteration.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Southwest Ranches 13400 Griffin Road Southwest Ranches, FL 33330	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
--------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/28/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Accurate Group 8300 West Flagler Suite 114 Miami, FL 33144 Phone (305) 226-8727 Fax (305) 226-8767		<b>CONTACT NAME:</b> Lucia Estrella <b>PHONE (A/C, No, Ext):</b> (305) 226-8727 <b>FAX (A/C, No):</b> (305) 226-8767 <b>E-MAIL ADDRESS:</b> accurate.certificates@gmail.com	
<b>INSURED</b> Reliance Contractors Inc. 1801 Coral Way #304 Miami FL 33145-		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Mt. Hawley Insurance Company <b>NAIC #</b> 37974 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	Y	GGL0007977	04/26/2019	04/26/2020	<b>EACH OCCURRENCE</b> \$ 1,000,000.00 <b>DAMAGE TO RENTED PREMISES (Ea occurrence)</b> \$ 100,000.00 <b>MED EXP (Any one person)</b> \$ 5,000.00 <b>PERSONAL &amp; ADV INJURY</b> \$ 1,000,000.00 <b>GENERAL AGGREGATE</b> \$ 2,000,000.00 <b>PRODUCTS - COMP/OP AGG</b> \$ 2,000,000.00
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY  <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<b>COMBINED SINGLE LIMIT (Ea accident)</b> \$ <b>BODILY INJURY (Per person)</b> \$ <b>BODILY INJURY (Per accident)</b> \$ <b>PROPERTY DAMAGE (Per accident)</b> \$ <b>EACH OCCURRENCE</b> \$ <b>AGGREGATE</b> \$
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N	A			<input type="checkbox"/> <b>PER STATUTE</b> <input type="checkbox"/> <b>OTHER</b> <b>E.L. EACH ACCIDENT</b> \$ <b>E.L. DISEASE - EA EMPLOYEE</b> \$ <b>E.L. DISEASE - POLICY LIMIT</b> \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

All policies insuring the Contractor, which relate to the activities of such Contractor and the Town of Southwest Ranches, must be endorsed to provide the Town of Southwest Ranches and Broward County with not less than thirty (30) days' written notice of cancellation, lapse, restriction, material modification or alteration.

## CERTIFICATE HOLDER

BROWARD COUNTY BOARD  
OF COUNTY COMMISSIONERS  
115 S Andrews Avenue  
Fort Lauderdale, FL

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
07/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

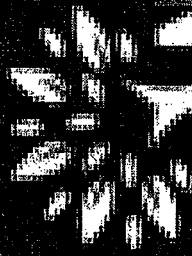
<b>PRODUCER</b> <b>PAYCHEX INSURANCE AGENCY, INC.</b> 150 SAWGRASS DRIVE ROCHESTER, NY 14620	<b>CONTACT</b> NAME: Paychex Insurance Agency Inc PHONE (A/C, NO., EXT): 877-266-6850 FAX (A/C, No): 585-389-7426 E-MAIL: Certs@paychex.com ADDRESS:														
<b>INSURED</b> RELIANCE CONTRACTORS INC 1801 CORAL WAY STE 304 CORAL GABLES, FL 33145--279	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: NorGUARD Insurance Company</td> <td>31470</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: NorGUARD Insurance Company	31470	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: NorGUARD Insurance Company	31470														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
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<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	REWC016367	06/30/2019	06/30/2020	<input checked="" type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ 500,000.00 E.L. DISEASE - EA EMPLOYEE \$ 500,000.00 E.L. DISEASE - POLICY LIMIT \$ 500,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b> TOWN OF SOUTHWEST RANCHES Attention: Andrew D. Berns, Town Administrator 13400 Griffin Road Southwest Ranches, FL 33330	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> <div style="text-align: right;"> </div>
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**NRPA**

NATIONAL  
RECREATION  
PARK ASSOCIATION

**MEMBER**

**Joshua Becker**

**MEMBER NUMBER:**

**401245**

**VALID THRU:**

**1/31/2021**

www.nrpa.org/membership | 1.800.525.NRPA



**IFMA**<sup>TM</sup>

International Facility Management Association  
Empowering Facility Professionals Worldwide

# Certificate of Membership

Presented to the

**Joshua Becker**

Joined the International Facility Management Association

January 28, 2020

Cassandra Warholak  
MST

ID Number 1115932



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& PARK ASSOCIATION

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The section below displays open orders and invoices that are 1 year old or less, and closed orders and invoices that are 60 days old or less

Member Type	Join	Effective	Expire	Order#	Order Status	Order Date	Total	Invoice#	Primary	Action
Citizen	1/28/2020	1/28/2020	12/31/2020	8111240	Closed	1/28/2020	\$40.00	7093590	✓	Renew Now

## Membership Groups

The Section below displays membership discussion groups. Click on the name to be redirected to the group.  
Membership  
There are no results to display.





Department of State / Division of Corporations / Search Records / Detail By Document Number /

## Detail by Entity Name

Florida Profit Corporation

RELIANCE CONTRACTORS INC.

### Filing Information

Document Number P14000078366  
 FEI/EIN Number 47-1911014  
 Date Filed 09/22/2014  
 Effective Date 09/18/2014  
 State FL  
 Status ACTIVE

### Principal Address

25 SE 2nd Ave.  
 Suite 305  
 Miami, FL 33131

Changed: 04/30/2019

### Mailing Address

25 SE 2nd Ave.  
 Suite 305  
 Miami, FL 33131

Changed: 04/30/2019

### Registered Agent Name & Address

BECKER, JOSHUA D  
 25 SE 2nd Ave.  
 Suite 305  
 Miami, FL 33131

Address Changed: 04/30/2019

### Officer/Director Detail

#### **Name & Address**

Title P

BECKER, JOSHUA D  
 25 SE 2nd Ave.  
 Suite 305  
 Miami, FL 33131

### Annual Reports

Report Year Filed Date

**Southwest Ranches Council**  
Mayor Doug McKay  
Vice Mayor Dee Schroeder  
Delsa Amundson  
Bob Hartman  
Gary Jablonski



**Town Administrator**  
Andrew D. Berns

## **REQUEST FOR PROPOSALS**

**RFP No. 20-005**

Town of Southwest Ranches  
is seeking proposals for:

### **TOWN-WIDE FACILITIES MAINTENANCE SERVICES**

**Date issued/available for distribution: December 13, 2019**

Proposer shall submit one (1) unbound original, six (6) bound copies of the completed proposal, and one (1) electronic copy of the proposal, *excluding the price proposal*, in a PDF or similar format, which must be received by the Office of the Procurement no later than **Wednesday, January 29, 2020, at 11:00 a.m. local time**. See Section 1.6 for mailing instructions.

**Mandatory Pre-Proposal Conference : Wednesday, January 8, 2020 at 10:00 a.m.** local time. See Section 1.3, of this RFP for the location of the Pre Proposal Conference.

### **ENVELOPE MUST BE IDENTIFIED WITH THE DEADLINE DATE FOR SUBMISSION OF PROPOSALS AND THE RFP NUMBER**

#### **CAUTION**

Amendments to this Request for Proposals will be posted on the Southwest Ranches Procurement Department's website, which can be accessed at <http://southwestranches.org/procurement>. As they are issued, all amendments to solicitations will be posted under the applicable solicitation on our system. It is Proposer's sole responsibility to routinely check the system for any amendments that may have been issued prior to the deadline for submission of Proposal.

Southwest Ranches shall not be responsible for the completeness of any RFP document, amendment, exhibit or attachment that was not downloaded from the system or obtained directly from the Procurement Department.

IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY BE REQUESTED  
IN AN ALTERNATIVE FORMAT.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**NOTICE TO CONTRACTORS**

Sealed Proposals will be received by the Town of Southwest Ranches, Florida (“Town”), in the Budget and Procurement office, 13400 Griffin Road, Southwest Ranches, Florida, 33330, up to 11:00 a.m., local time, and opened in the Grand Oak Conference Room on Wednesday, January 29, 2020, for all material, labor, equipment and supplies necessary for:

**TOWN-WIDE FACILITIES MAINTENANCE SERVICES**

To better manage document disbursement for the Proposal process, the Town will make Proposal documents available on the Southwest Ranches Procurement Department’s website which can be accessed at:

<http://southwestranches.org/procurement>.

To review the Proposal documents for this project, go to the above URL and click on the project hyperlink. Contractors may then download and print the Proposal documents, or contact Venessa Redman at (954) 434 0008 ext. 7467, or e mail at [vredman@southwestranches.org](mailto:vredman@southwestranches.org).

It is recommended that all Proposers download and submit a disclosure form for the project of interest. This information is used to notify Proposers via email of project information updates (Addendums, Proposal date changes, etc.). The disclosure form download is also available on the website listed above.

All Proposals shall be submitted in accordance with General Provisions, Section 2 and accompanied by the documentation referenced therein, at a minimum.

The Mandatory Pre-Proposal Conference will be held on Wednesday, January 8, 2020 at 10:00 a.m., in the Grand Oak Conference Room, 13400 Griffin Road, Southwest Ranches, Florida 33330.

Proposals requested shall be set forth in the Proposal and the Proposal Form attached to and forming a part of the Specifications.

Prior to execution of a contract, Proposer shall submit to Town a copy of its non-discrimination policy, which shall be consistent with the non-discrimination requirements of the contract. In the event that Proposer does not have a written non-discrimination policy, Proposer shall be required to sign a statement affirming their non-discrimination policy conforms with Section 2.35, of the Request For Proposals.

The Town reserves the right to reject any or all Proposals.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

CONTRACT DATA

Contract Title: Town-Wide Facilities Maintenance Services

Contract Number: RFP No.: 20-005

Contract Owner: Town of Southwest Ranches

Contract Address: 13400 Griffin Road  
Southwest Ranches, FL 33330

Owner's Representative: Andrew D. Berns, Town Administrator  
13400 Griffin Road  
Southwest Ranches, FL 33330  
Phone: 954-434-0008  
Fax: 954-434-1490

Designated Contract Manager: December Lauretano-Haines, Parks Recreation  
and Open Space Manager  
13400 Griffin Road  
Southwest Ranches, FL 33330  
Phone: 954-434-0008  
Fax: 954-434-1490

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

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TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

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TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

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TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

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## **SECTION 1 GENERAL INFORMATION**

### **1.1 ISSUING OFFICE**

This Request for Proposals (“RFP”) is issued by the Town of Southwest Ranches, a political subdivision of the State of Florida (the “Town”), by and through its Procurement Department (the “Department”). The Department is the sole point of contact concerning this RFP. All communications regarding this RFP must be done through the Department (*See* Section 1.7, Contact Person).

### **1.2 PURPOSE OF THE PROJECT**

The Department is soliciting proposals from qualified and experienced firms for all material, labor, tools, equipment, machinery and supplies necessary for town-wide facilities maintenance services.

The Department is soliciting proposals from qualified and experienced firms for the Town-wide Facilities Maintenance Services including the furnishing of all labor, materials, tools, equipment, machinery and services for proper maintenance which for the purposes of this RFP, shall include, but is not limited to litter, trash, janitorial services, trail maintenance, daily park opening and closing services, pressure cleaning, repair park equipment, playground surface replacement, equipment inspection and reports, emergency preparedness services, posting of notices, raking, sweeping, debris removal and proper disposal, and miscellaneous Code Enforcement maintenance services and other work as described herein.

### **1.3 MANDATORY PRE-PROPOSAL CONFERENCE**

All Proposers are **required** to have a representative attend a Mandatory Pre-Proposal Conference, which will be held in the Town’s Grand Oak Conference Room or Council Chambers located at Town Hall on **Wednesday, January 8, 2020 at 10:00 a.m. local time.**

There will be a Town representative available to answer questions relative to this RFP however, proposers should not rely on any representations, statements or explanations other than those made by this RFP or a formal Amendment to the RFP. Any questions or comments arising subsequent to the Pre-Proposal Conference must be presented, in writing, to the Contact Person (*See* Section 1.8) prior to the date and time stated in the Timetable (*See* Section 1.6).

#### **A PROPOSERS FAILURE TO ATTEND THE MANDATORY PRE-PROPOSAL CONFERENCE SHALL RESULT IN DISQUALIFICATION OF ITS PROPOSAL.**

All proposers shall be required to sign an attendance sheet, which will be collected at the end of the Mandatory Pre-Proposal Conference. Those arriving after the attendance sheet has been collected shall be considered as not in attendance for purposes of the Mandatory Pre-Proposal Conference.

In accordance with the provisions of ADA, auxiliary aids or services will be provided upon request with at least five (5) days’ notice.

#### **1.4 QUALIFICATIONS OF PROPOSERS**

Evidence that the Proposer holds appropriate licenses to perform the work subject to this Proposal, and as required by Florida Statutes and local law, must be submitted along with Proposal. Proposers must also have insurance and bonding capacity sufficient to satisfy the requirements of this solicitation, as set forth herein.

All work shall comply with the American National Standards Institute (ANSI) safety standards. Additionally, each member of Contractor's staff shall be trained in the safety practices required for the job they perform. The Contractor shall ensure staff is knowledgeable about known potential hazards related to their job and the corresponding emergency action plan required. The Town shall require documentation, verifying each staff member has received and understood the training required by this paragraph. The contractor shall prepare and maintain records which contain the identity of each of its employees serving this contract, dates of training, and the means used to verify that the employee understood the training. The contractor shall assure that each of its employees follows the safety rules and safe work practices set forth by OSHA for the working environments comprising this contract.

Proposer's site supervisor must:

- A. Demonstrate competency in building evaluations including: structure, exterior, and interior;
- B. Demonstrate ability to manage service/repair requests;
- C. Demonstrate ability to evaluate site furnishings and equipment;
- D. Demonstrate an ability to manage maintenance and cleaning of site furnishings and equipment.

#### **1.5 OPPORTUNITY OFFERED**

The initial contract for services ("Contract") is for a five (5) year term. The Contract may be renewed upon mutual agreement of the parties, subject to the terms and conditions of the Contract. Extensions of the Contract may not exceed ten (10) years.

Upon completion of the initial term of the Contract, the maximum annual fee may be increased, on annual basis, at the Town's discretion. Such increase shall not exceed five percent (5%) of the annual fee of the existing Contract.

Proposer acknowledges that the annual fee is the maximum amount payable to the contractor and limits the Town's monetary obligation under the Contract. The monetary limitation does not constitute a limitation upon Contractor's obligation to perform services under the Contract.

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## 1.6 TIMETABLE

The anticipated schedule and deadline for this RFP and award is as follows:

Activity	Date, Time and Location
RFP available for download on website	<b>On or about: December 13, 2019 at:</b> <a href="http://southwextranches.org/procurement">http://southwextranches.org/procurement</a>
Mandatory Pre-Proposal Conference	10:00 a.m. local time, on Wednesday, January 8, 2020 at Town's Grand Oak Conference Room located at Town Hall.
Deadline for Submission of Written Comments/Questions	Wednesday, January 22, 2020, the Budget and Procurement Office, 13400 Griffin Road, Southwest Ranches, FL 33330.
Deadline for Submission of Proposals	<b>11:00 a.m. local time, on Wednesday, January 29, 2020</b> , at the Procurement Office, 13400 Griffin Road, Southwest Ranches, FL 33330.
Public Opening	<b>11:00 a.m. local time, on Wednesday, January 29, 2020</b> , at the Town's Grand Oak Conference Room or Council Chambers located at the Town Hall.
Selection Committee meeting(s); and  Oral Presentations (by invitation, if necessary)	Tuesday, February 4, 2020, 1:00 p.m. Wednesday, February 5, 2020, beginning at 1:00 p.m.
Award Date	February 27, 2020

\*The Town reserves the right to modify the timetable. Upon modification of the Timetable, notice will be provided to all proposers.

## 1.7 PROPOSAL SUBMISSION

Proposals must be accompanied by a Cashier's Check or Proposal Bond made payable to the Town of Southwest Ranches in an amount not less than five percent (5%) of the base Proposal to guarantee a contract is promptly executed, Payment Bond, Performance Bond and Insurance Certificates are furnished. The return of Cashier's Checks or other cash security to Proposers shall be subject to the time periods for payment in the Florida Prompt Payment Act, Section 287.70, *et seq.* It is anticipated that Proposals will be opened at 11:00 a.m. at the Southwest Ranches Town Hall located at 13400 Griffin Road, Southwest Ranches, FL 33330 on Wednesday, January 29, 2020.

All proposals must be submitted on 8 ½" x 11" inch size paper. One (1) unbound original and six (6) bound hard copies of the complete proposal must be received by the Town no later than 11:00 a.m. local time on Wednesday, January 29, 2020. Proposer must also submit an electronic copy of the proposal on a CD or flash drive in a PDF or similar format. Refer to Section 3 for specific

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details. The original and all copies must be submitted in a sealed envelope or container. Proposer's *complete return address* must be included on the outer envelope or wrapper enclosing any materials submitted in response to this RFP. The outer envelope or wrapper should be addressed as follows:

Town of Southwest Ranches  
Venessa Redman, Sr. Procurement & Budget Officer  
Procurement Department  
13400 Griffin Road  
Southwest Ranches, FL 33330

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Due Date: January 29, 2020

Hand-carried proposals may be delivered to the above address **ONLY** between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, excluding holidays observed by the Town.

Proposer is responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring the required address information appears on the outer wrapper or envelope.

The Proposal Response Forms, located in the appendices, must be signed by an officer of the proposing entity or other authorized person ("Authorized Person").

The submission of a signed proposal by a proposer will be considered by the Town as constituting a legal offer by the proposer to provide services required by this RFP at the proposed price identified therein.

No proposals will be accepted after the deadline for submission of proposals or at any location other than the location designated in this RFP.

Facsimile or email submittals will not be accepted. Proposals delivered or received after 11:00 a.m. local time on the above referenced date will not be accepted under any circumstances. Any uncertainty regarding the time a Proposal is delivered or received will be resolved against the Proposer.

## **1.8 CONTACT PERSON**

The individual designated as "Contact Person" for this RFP is:

Venessa Redman, Sr. Procurement & Budget Officer  
13400 Griffin Road  
Southwest Ranches, Florida 33330  
Phone: 954-434-0008 Ext. 7467

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Fax: (954) 434-1490

Email: [vredman@southwestranches.org](mailto:vredman@southwestranches.org)

## **1.9 ADDITIONAL INFORMATION/AMENDMENT(S)**

Any questions, comments (i.e., additional information or clarifications) must be made, in writing via fax, e-mail, or U.S. Mail no later than Wednesday, January 22, 2020, to the address listed in this RFP Timetable (*See* Section 1.6) or fax number or e-mail address listed for the Contact Person (*See* Section 1.7). The request must contain the proposer's name, address, phone number, facsimile number and e-mail address.

Changes to this RFP, when necessary, will be completed by written Amendment(s) issued prior to the deadline for submission of proposals. The proposer should not rely on any representations, statements, or explanation other than those made by this RFP or in any amendment to this RFP. Where there appears to be a conflict between this RFP and any amendment issued, the last amendment issued shall prevail.

Amendments to this RFP will be posted on the Town of Southwest Ranches Purchasing website which can be accessed at <http://southwestranches.org/procurement/>.

It is the sole responsibility of the proposer to routinely check for any amendments which may have been issued prior to the deadline for submission of proposals. The Town shall not be responsible for the completeness of any RFP package not downloaded from this website or purchased directly from the Department. A proposer may verify with the designated Contact Person (*See* Section 1.7), that proposer has received all amendments to this RFP prior to the submission of its proposal.

Proposers should not rely on any oral representations, statements or explanations other than those made by this RFP or a formal amendment to RFP.

## **1.10 PROCUREMENT CODE**

Article IX of the Town's Code of Ordinances establishes specific directions and guidelines for employees and agents of the Town to use in purchasing commodities and services. All requests for commodities and/or services, and all purchases shall be for a public purpose and in accordance with this code. This code provides the policies and procedures which frame the purchasing of contractual services and commodities starting with defining the procurement and proceeding through award of the contract or purchase order. The Town is committed to a system which provides quality, integrity and competition in a professional manner. Generally, purchasing procedures provide a mechanism to allow commodities and services to be purchased at the lowest possible cost, and consistent with the quality needed to meet the requirements of the town.

In addition to the procedures set forth in this code, the Town shall also adhere to the requirements of Florida Statutes, to the extent applicable to the Town.

### **1.11 CONE OF SILENCE**

The Cone of Silence means a prohibition on any communication regarding this RFP between a potential vendor, service provider, proposer, bidder, lobbyist, or proposer and the Town Council members, the Town's professional staff, including, but not limited to, the Town Administrator and his or her staff, or any member of the Town's selection or evaluation committee and the procurement consultant. See Article IX, Sec. 2-208(c) for additional information, including permitted exceptions to the Cone of Silence.

The Cone of Silence shall be imposed at the time of the advertisement of this RFP and shall terminate at the beginning of the Town Council meeting at which the Town Administrator makes his or her written recommendation to the Town Council. However, if the Town Council refers the solicitation back to the administrator, staff or committee for further review, the Cone of Silence shall be re-imposed until such time as the administrator makes a subsequent written recommendation and commencement of the Council meeting. The Cone of Silence shall also terminate in the event the Town Administrator cancels the solicitation.

During the effective period of the Cone of Silence, any party that will be subject to evaluation under the terms of this RFP, shall not have any communication with the members of the selection committee, the procurement consultant, Herb Hyman, CPPO, CPPB and/or the Town Council relative to this RFP, except as may be permitted or required during public meetings of the Town Council.

Prior to an award, violation of this the Cone of Silence shall result in the disqualification of the proposer from further consideration. Discovery of a violation after an award by a particular proposer shall render any RFP award to said proposer voidable by the town, and in the Town's sole discretion.

### **1.12 PUBLIC OPENING**

A public opening, of Proposals, will take place on Wednesday, January 29, 2020, at 11:00 a.m. local time in the Town Grand Oak Conference Room.

The identity of the Proposers and respective total Proposal price shall be read aloud. However, no additional information set forth in the Proposal shall be made public until the time of a notice of an "Intended award" or 30 days from the Proposal Opening, whichever is earlier, and in accordance with Florida Statutes, Chapter 119.

After opening of Proposals, the Town will look for any unbalanced Proposals to ensure that unit prices are within industry standards and that the Proposers are not charging excessive unit prices for those items the Town will utilize. The Town intends to award a Contract to the lowest, responsive and responsible Proposer in accordance with the terms of this RFP and the Town's Procurement Code.

In the award of a Contract pursuant to this RFP, the services shall be provided on a "non-exclusive" basis, and the Town may utilize the services of other vendors as may be deemed necessary at the Town's discretion.

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### **1.13 DISCLAIMER**

All documents and information, whether written, oral or otherwise, provided by the Town, relating to this RFP, are being provided solely as an accommodation and for informational purposes only, and the Town is not making any representations or warranties of any kind as to the truth, accuracy, or completeness of such documents or information, or as to the sources thereof. The Town shall have no liability whatsoever relating to such documents and information. Parties shall not be entitled to rely on such documents and information, but shall have a duty to independently verify the accuracy of the information contained therein. Failure on the part of any proposer to examine, inspect and be knowledgeable of the terms and conditions of RFP, or any other relevant documents or matters, shall not relieve the selected proposer from fully complying with this RFP.

The Town reserves the right to reject any or all portions of any Proposal, to reject all Proposals, to waive any informality, non-material irregularity or technicality in any Proposal, to re-advertise for Proposals, or take any other such actions that may be deemed to be in the best interest of the Town.

No guarantee or warranty is given or implied by the Town regarding the minimum or total amount of services that may be purchased from the contract or award. The quantities and frequencies provided herein, are for proposal purposes only and, will be used for tabulation and presentation of the Proposal. The Town reserves the right to increase or decrease service quantities and frequencies, as deemed necessary to serve the best interests of the Town.

## **SECTION 2 TERMS AND CONDITIONS**

### **2.1 ADHERENCE TO REQUIREMENTS**

Proposer guarantees its commitment, compliance, and adherence to all requirements of this RFP by submission of its proposals.

### **2.2 PROPOSAL FORMAT AND CONTENT**

2.2.1 Technical Proposal. Proposals must contain all of the documents included in the appendix, each fully completed, signed and notarized, as required. Failure of a Proposer to provide the required information is considered sufficient cause to deem the proposal non-responsive.

Proposers must use the Proposal form(s) furnished by the Town and included in the appendix of the RFP. Failure to do so may cause the Proposal to be rejected. Removal or replacement of any of the Proposal documents may invalidate the Proposal. Also, Proposals having an erasure or corrections must be initialed by the Proposer in ink. Proposals shall be signed in ink; and all pricing shall be typewritten or filled in with ink. A Proposal submission in pencil will not be accepted.

All items should be submitted as a part of the proposal prior to the deadline for submission of proposals (*See* Section 1.6) or the proposal shall be deemed non-responsive.



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The Department reserves the right to request additional information to be used for evaluating responses received from any or all proposers, including, but not limited to, additional references or financial information. Further, the Department retains the right to disqualify from further consideration any proposer who fails to demonstrate sufficient ability to perform under the Agreement.

Upon request, it shall be the responsibility of the proposer to address the determined minor irregularity within a time frame specified by the Department (normally within two (2) business days of request). Failure of a proposer to provide the required information within the specified time frame is considered sufficient cause to deem the proposal non-responsive. Notwithstanding these submittal requirements, the Department reserves the right, at its sole discretion, to waive any non-minor irregularity relating to the proposal.

### **2.3 PROPOSAL SCHEDULE**

Each proposer shall submit a completed Proposal Schedule, included as Appendix "A". Pricing in the Proposal Schedule shall include all labor, equipment and materials necessary to complete the work in accordance with the contract documents, schedules, plans, and all issued addenda.

Proposer warrants that the prices, terms and conditions quoted in the Proposal Schedule will be firm for a period of ninety (90) days from the date of the Proposal opening. If there is a discrepancy in the unit and extended prices, the calculated total price based on unit prices shall prevail. Proposers are responsible for checking their calculations. Failure to do so will be at the Proposer's risk, and errors will not release the Proposer from performance of the Contract at the Proposal price.

### **2.4 MODIFIED PROPOSAL**

Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal until the deadline for submission of proposals specified in the RFP Timetable (*See* Section 1.6). The Town will only consider the latest proposal submitted.

### **2.5 WITHDRAWAL OF PROPOSAL**

A Proposal may be withdrawn, only by written notification to the Town, prior to the opening of Proposals (*See* Section 1.6). After the opening of Proposals, they shall be irrevocable for a period of one hundred and twenty (120) days. Unless withdrawn, as provided in this section, a Proposal shall be irrevocable until the time that a Contract is awarded. Proposers who unilaterally withdraw a Proposal, without permission of the Town, prior to the expiration of the 120 day timeframe may be debarred and are subject to forfeiture of the Proposal Security.

### **2.6 LATE PROPOSAL; LATE MODIFIED PROPOSAL**

Proposals and/or modifications to proposals received after the deadline for submission of proposals specified in the RFP Timetable (*See* Section 1.6) shall not be considered.



## **2.7 RFP POSTPONEMENT/CANCELLATION**

Notwithstanding any provision of this RFP to the contrary, the Town, in its sole and absolute discretion, shall have the right to reject any and all, or parts of any and all proposals; commence a new solicitation process; postpone or cancel this RFP process; and/or waive any non-material irregularities in this RFP or the proposals received as a result of this RFP. In addition, the Town of Southwest Ranches Town Council may reject any proposal prior to award.

Failure on the part of the awarded Proposer to comply with the terms of this RFP, to execute and deliver any required Contract Documents, bonds, and insurance, will result in the cancellation or rescission of the award, and a forfeiture of the Proposal security. In that event, the Town may proceed to award the contract to the next lowest, responsive and responsible Proposer, or to re-advertise the project, in its sole discretion

## **2.8 COSTS INCURRED BY PROPOSER**

All expenses incurred with the preparation and submission of a proposal to the Town, or any work performed in connection therewith, shall be borne by the proposer.

## **2.9 PROPRIETARY/CONFIDENTIAL INFORMATION**

Proposer is hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after the opening of proposals, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the “Public Records Law” and the “Government in the Sunshine Law” respectively.

## **2.10 RIGHT TO PROTEST**

For purposes of this RFP, the term “Purchasing Code” shall mean Chapter 2, Article IX, of the Town of Southwest Ranches Code. Section 2-213 of the Code is hereby incorporated into this RFP by reference (“Bid Protest”). By responding to this RFP, the proposer agrees that the Bid Protest procedures set forth in the Code are applicable to this RFP and shall comply with said procedures.

Any proposer may protest a recommendation of award, by submitting a written protest to the Director of Purchasing within five (5) business days after posting the Notice of Award Recommendation. Protests must be submitted in writing, addressed to the Director of Purchasing at 13400 Griffin Road, Southwest Ranches, FL 33330 and delivered via hand delivery, or mail.

## **2.11 RULES; REGULATIONS; LICENSING REQUIREMENTS**

Proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including, but not limited to, those applicable to conflict of interest and collusion. Proposer is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations which may in any way affect the services offered, including, but not limited to, Executive Order No. 11246 entitled “Equal Employment Opportunity” as amended by

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Executive Order No. 11375, and as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

The Town, at its discretion, reserves the right to inspect Proposer's facilities to determine their capability of meeting the requirements of this RFP and the Contract Award. Also, price, responsibility, and responsiveness of Proposer, including the financial position, experience, staffing, equipment, materials, references of Proposer, and past history of service by Proposer to the Town and/or with other units of state, and/or local government in Florida, or comparable private entities, may be taken into consideration in the award of a Contract. If the project involves services or costs based upon a unit price or ongoing services, the Town reserves the right to reduce the level of service, within its sole discretion.

## **2.12 EVALUATION OF PROPOSALS**

Proposals will be evaluated by the Selection Committee (the "SC") process. The SC will evaluate and rank the Proposals received in accordance with the requirements of this RFP and the Town's Procurement Code. The SC will analyze Proposals to ensure that unit prices are within industry standards and that the Proposers are not charging excessive unit prices. The SC may require an interview or presentation to assist their evaluation of the services and prices being offered.

Proposals shall be evaluated based on the following point system:

<b>Evaluation Criteria</b>	<b>Points</b>
1. Price (Proposal Forms);	<b>40</b>
2. Experience and tenure of Proposer's assigned Project Manager or Work Crew Supervisor relative to this Proposal for Town Wide Facilities Maintenance Services and demonstrated ability to comply with the requirements of 2 CFR 200;	<b>25</b>
3. Proposed Management Plan for the Town, including commitment of dedicated crews and equipment, structure of services to be provided, including table of organization and auxiliary services offered;	<b>10</b>
4. Past and present performance including information disclosed by references;	<b>10</b>
5. Price of auxiliary services from Maintenance Proposal: Price List by Service;	<b>10</b>
6. Professional certifications and memberships.	<b>5</b>
<b>TOTAL POINTS</b>	<b>100</b>

## **2.13 PROFESSIONAL ORGANIZATIONS**

In accordance with the evaluation factors (*See* Section 2.12), preference shall be given to Contractors' proposals evidencing the following professional certifications and memberships in good standing:

- A. International Facility Management Association (IFMA);

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- B. National Recreation and Park Association (NRPA);
- C. Florida Recreation and Park Association (FRPA).

Additional weight will be given to Contractors whose employees hold any or all of the following licenses or certifications:

- A. Certified Playground Safety Inspector issued by the National Program for Playground Safety.
- B. Certified Outdoor Play Inspector issued by the National Program for Playground Safety.
- C. Facility Management Professional issued by the International Facility Management Association (IFMA).
- D. Certified Facility Manager issued by the International Facility Management Association (IFMA).
- E. Sustainability Facility Professional issued by the International Facility Management Association (IFMA).

## **2.14 CONTRACT AWARD**

The Town intends to award a contract to the lowest, responsive and responsible Proposer whose Proposal meets the requirements of this RFP, and in accordance with the Town's Procurement Code.

The Town reserves the right to award the Contract on a split order basis, group by group, or item by item, or such combination as will best serve the interests of the Town. Final determination and award of Contract shall be made by the Town Council.

In the award of a Contract, the services shall be provided on a "non-exclusive" basis, and the Town may utilize the services of other vendors as may be deemed necessary at the Town's discretion.

## **2.15 WRITTEN CONTRACT**

The successful Proposer shall be required to enter into a written Contract with the Town, the Contract form shall be prepared by the Town, and shall incorporate the terms of this RFP, the accepted Proposal, and include a termination for convenience clause and other terms which may be required by the Town or its Procurement Code, and acceptable to the Town Council. The Contract shall be substantially in the form attached to this RFP. No Work shall be performed or payment due unless a written Contract is fully executed and has been approved by the Town Council.

## **2.16 ASSIGNMENT**

This RFP and any contract awarded pursuant hereto shall be binding upon and shall inure to the benefit of the Town and to any and all of its successors and assigns, whether by merger,

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consolidation, and transfer of substantially all assets or any similar transaction. Notwithstanding the foregoing, the Contract is personal to the Proposer, and Proposer may not, either directly or indirectly, assign its rights or delegate its obligations to the Town hereunder without first obtaining the Town's consent in writing. Any such attempted assignment or delegation shall be deemed of no legal force and effect whatsoever.

## **2.17 CANCELLATION**

Failure on the part of the awarded Proposer to comply with the terms of this RFP and to execute and deliver any required Contract Documents and insurance, will result in the cancellation or rescission of the award. In that event, the Town may proceed to award the Contract to the responsive and responsible Proposer with the next highest ranking by the selection committee, or to re-advertise the RFP, in its sole discretion.

## **2.18 RELATION TO PARTIES**

It is understood and agreed that nothing contained in this RFP or the Contract shall be deemed to create a partnership or joint venture with the Town. Proposer shall be in the relation of an independent contractor and is to have entire charge, control and supervision of the Work to be performed hereunder.

## **2.19 COMPLIANCE WITH LAW**

Proposer shall comply with all applicable laws, regulations and ordinances of any Federal, State, or Local Governmental authority having jurisdiction, with respect to this RFP and any contract awarded, and shall obtain and maintain any and all material permits, licenses, approvals and consents necessary for the lawful conduct of the activities contemplated hereunder.

## **2.20 WAIVER OF LIABILITY**

The Town shall not in any way be answerable or accountable for any violations of applicable laws or for any injury, loss or damage arising from the negligence, acts or omissions of Proposer or any one of its employees, subcontractors or agents, or anyone else for whose actions Proposer may be responsible.

## **2.21 INDEMNIFICATION**

To the fullest extent permitted by Florida law, including Florida Statutes, Section 725.06, Proposer hereby agrees to and shall indemnify, defend and hold harmless the Town, its officers and employees, from liabilities, damages, losses, costs, and expenses including, but not limited to, reasonable attorneys' fees (at both the trial and appellate levels), to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Proposer and persons employed or utilized by Proposer in the performance of the Contract or anyone else for whose actions Proposer may be responsible, regardless of the partial fault of any party indemnified hereunder.

## **2.22 SECONDARY/OTHER VENDORS**

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The Town reserves the right, in the event the primary vendor cannot provide an item(s) or service(s) in a timely manner as requested, to seek other sources without violating the intent of the RFP or any contract awarded.

## **2.23 DEFAULT PROVISION**

In case of default by Proposer, the Town may procure the articles or services from other sources and hold Proposer/Contractor responsible for any excess costs occasioned or incurred thereby.

## **2.24 GOVERNING LAW**

The validity of this RFP and the Contract awarded and the interpretation and performance of all of their respective terms shall be construed and enforced in accordance with the laws of the State of Florida. The location of any action or proceeding commenced under, pursuant, or relating to this RFP or the Contract shall be in the State Courts of Florida located in Broward County, Florida.

## **2.25 DISPUTES**

After an award of the Contract, disputes shall be resolved as set forth in the Contract form which is attached to this RFP. Any default under this RFP shall subject Proposer to liability for any and all damages to Town caused thereby. Proposer agrees to reimburse Town for all costs and expenses, including attorney's fees and costs, incurred by the Town by reason of such default whether or not suit is brought, and in any litigation commenced, at both the trial and appellate levels.

## **2.26 REMEDIES FOR BREACH**

Should the selected proposer fail to perform after Contract execution, the Town shall notify Proposer in writing of such failure to perform and Proposer shall have fourteen (14) days to cure such failure or such shorter time as may be set forth in the Contract. If Proposer fails to cure, then the Town shall have the right to immediately terminate the Contract for cause. In that event, the Town shall also be free to sue Proposer for damages, in addition to any other right or remedy that it may have under the Contract, at law or in equity. Nothing herein shall be construed as precluding the Town's right to terminate the Contract for convenience, and as set forth in the Contract.

## **2.27 PUBLIC RECORDS LAW**

The Town is subject to Chapter 119, Florida Statutes, "Public Records Law." No claim of confidentiality or proprietary information, in all or any portion, of a response will be honored unless a specific exemption from the Public Law exists and is cited in the response. An incorrectly claimed exemption does not disqualify the firm, only the exemption claimed. Proposer acknowledges the public shall have access, at all reasonable times, to all documents and information pertaining to the Town's contracts, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the Town and the public to all documents subject to disclosures under applicable law.

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To the extent that Proposer has been provided access to or has received security sensitive information, as defined by Florida Statutes, Section 119.071, and/or has executed a Confidential Information Acknowledgement and Agreement as part of the RFP process, Proposer shall keep and maintain the security-sensitive information as confidential and exempt from public disclosures, as required by Florida Statutes.

Proposer agrees to keep and maintain public records required by the Town to perform the service in Proposer's possession or control in connection with Proposer's performance under this RFP and any Contract awarded, and upon the request from the Town's custodian of public records, to provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable amount of time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. Proposer shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law for the duration of the contract term and following completion of the Contract, if Proposer does not transfer the records to the Town.

Upon completion of the Contract, Proposer agrees, at no cost to the Town, to transfer to the Town all public records in possession of Proposer or keep and maintain public records required by the Town to perform the service. If Proposer transfers all public records to the Town upon completion of the Contract, Proposer shall destroy any duplicate public records which are exempt or confidential and exempt from public records disclosure requirements. If Proposer keeps and maintains public records upon completion of the Contract, Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology system of the Town.

Proposer's failure or refusal to comply with the provisions of this section shall result in the immediate termination for cause of the Contract by the Town.

IF THE PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PHONE: (954) 434-0008; EMAIL: RMUNIZ@SOUTHWESTRANCHES.ORG; RUSSELL MUNIZ, ASSISTANT TOWN ADMINISTRATOR/TOWN CLERK, TOWN OF SOUTHWEST RANCHES, 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FLORIDA, 33330.

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.

Proposer shall comply with the requirements of 2 CFR §200.321 as applicable to this RFP. Proposer's failure or refusal to comply with the provisions of this section shall result in the immediate termination for cause of the Contract by the Town.

**2.28 CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.**

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Proposer shall comply with the requirements of 2 CFR §200.321 as applicable to this RFP. Proposer's failure or refusal to comply with the provisions of this section shall result in the immediate termination of the Contract for cause.

## **2.29 CONTRACT PROVISIONS**

2.29.1 Agreement. The selected proposer will be required to execute a contract in a form and substance similar to the attached example agreement (Exhibit "A"), subject to negotiated exceptions.

2.29.2 Authorization to Sign. In addition to executing an agreement, the selected proposer will be required to complete a corporate resolution or notarized statement, indicating that the person having executed the Contract is authorized to legally bind the proposing entity. Additionally, if a selected proposer is a partnership, all general partners must sign the Contract and the notarized statement. If the selected proposer is a joint venture, all members of the joint venture must sign the Contract and the notarized statement.

## **2.30 LICENSING, PERMITS, INSPECTIONS AND LIABILITY INSURANCE**

Where a Proposer is required to enter onto the Town of Southwest Ranches property to deliver materials or to perform work or services as a result of a Proposal award, the Proposer will assume the full duty, obligation, and expense of obtaining all necessary licenses, permits, inspections, and insurance required. The Proposer shall be liable for any damage or loss to the Town occasioned by negligence, intentional acts, or omissions of the Proposer, his agents, subcontractors, or any person the Proposer utilizes in the completion of his contract. Proposer shall be required to furnish a certified copy of all licenses, certificates of competency or other licensure requirements necessary to practice his profession as required by Florida Statutes, Florida Building Code, Broward County, or Town of Southwest Ranches Code. These documents shall be furnished to the Town along with the Proposal response. Failure to furnish these documents or to have required licensure will be grounds for rejecting the Proposal as non-responsive.

The Proposal shall include Certificate(s) of Insurance or written proof of the ability to provide the required insurance by an insurance company authorized to do business in the State of Florida or otherwise secured in a manner satisfactory to the Town in an amount equal to 100% of the requirements.

## **2.31 INSURANCE REQUIREMENTS**

It shall be the responsibility of the selected proposer to provide evidence of the minimum amounts of insurance coverage as specified herein. The selected proposer shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the term of the Contract, insurance coverages and limits (including endorsements) as described herein. Failure to maintain the required insurance shall be considered a material default of the Contract. The requirements contained herein, as well as the Town's acceptance of insurance maintained by the selected proposer, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the selected proposer under the Contract.



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All insurance policies shall name and endorse the following as additional named insureds:

TOWN OF SOUTHWEST RANCHES  
Attn: Andrew D. Berns, Town Administrator  
13400 Griffin Road.  
Southwest Ranches, FL 33330

and

Broward County Board of County Commissioners  
115 S. Andrews Avenue  
Fort Lauderdale, FL 33301

The additional named insured endorsement shall be reflected on the Certificate of Insurance.

All insurance shall be issued by companies rated “A-” or better per A.M. Best's Key Rating Guide, latest edition, and authorized to issue insurance in the State of Florida. It shall be the responsibility of the vendor and insurer to notify the Town Administrator of cancellation, lapse, or material modification of any insurance policies insuring the vendor, which relate to the activities of such vendor and the Town.

Such notification shall be in writing, and shall be submitted to the Town Administrator within thirty (30) days prior to cancellation of such policies. This requirement shall be reflected on the Certificate of Insurance.

Proposer is required to submit a list of claims presently outstanding and claims within the past ten (10) years against its liability coverage. This information must be provided by and signed by the agent of the insurance carrier. If no outstanding claims exist, a statement of this fact must be signed by the agent of the insurance carrier.

Failure to fully and satisfactorily comply with the Town's insurance requirements set forth herein will authorize the Town Administrator to implement a rescission or cancellation of the Proposal award within thirty (30) days of awarding. Proposer hereby holds the Town harmless and agrees to indemnify the Town and covenants not to file a Proposal protest or sue the Town by virtue of such cancellation or rescission.

## **2.32 INSURANCE COVERAGE**

The selected proposer will maintain, during the period of the contract, minimum insurance coverage as follows:

- (a) Worker's Compensation and Employer's Liability Insurance. Worker's Compensation Insurance is to apply to all employees in compliance with the “Workers’ Compensation Law” of the State of Florida and all applicable federal laws. Proposer shall carry Worker’s Compensation Insurance with



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the statutory limits, which shall include employer's liability insurance with a limit of not less than One Hundred Thousand Dollars (\$100,000) for each incident, and One Hundred Thousand Dollars (\$100,000) for each disease. Policy(ies) must be endorsed with waiver of subrogation against the Town.

- (b) Comprehensive General Liability Insurance Proposer shall carry Commercial General Liability Insurance with limits of not less than Five Hundred Thousand Dollars (\$500,000) per occurrence combined single limit for bodily injury and property damage, and not less than One Million Dollars (\$1,000,000) in the aggregate. The insurance policy must include coverage that is no more restrictive than the latest edition of the commercial general liability policy, without restrictive endorsements as filed by the Insurance Service Office (ISO). and the policy must include coverage's for premises and/or operations, independent contractors, products and/or completed operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, and personal injury. Personal injury coverage shall include coverage that has the employee and contractual exclusions removed. The ISO form of the policy must be acceptable to the Town.
- (c) Comprehensive Automobile Liability Insurance. Proposer shall carry business automobile liability insurance with minimum limits listed below. The policy must be no more restrictive than the latest edition of the business automobile liability policy without restrictive endorsements, as filed by the Insurance Services Office, and must include all owned vehicles and all hired or non-owned vehicles.

\$500,000	Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence
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## **2.33 SECURITY AND BONDING REQUIREMENTS**

Simultaneous with the delivery of an executed Proposal to the Town, Proposers shall furnish a Proposal Security in an amount equal to five percent (5%) of the total gross amount of the Proposal. The Proposal Security shall be issued in the form of a bond issued by a Surety authorized to transact business in the State of Florida, having an agent in the State of Florida, or in the form of Money Order or Cashier's payable to the Town of Southwest Ranches, Florida and drawn on a Florida bank, or in the form of an irrevocable letter of credit. Bonds shall be submitted on the forms provided herein by the Town. Failure to supply Proposal Security with the Proposal at the time of Proposal opening shall automatically disqualify the Proposer as non-responsive.

## **2.34 COMMENCEMENT OF WORK**

The Town shall have no obligations whatsoever to any Proposer by virtue of this RFP or any negotiations conducted hereunder. The Town's obligations shall not commence until an Agreement is approved and executed by the Council. The Town will not be responsible for any

work conducted by a Proposer, even if performed in good faith, if such work occurs prior to the approval and execution of the Agreement by the Town Council.

### **2.35 NON-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY**

Proposer shall not discriminate against any employee or applicant for employment because of race, religion, age, color, sex, sexual orientation, national origin, physical or mental handicap, or marital status. Proposer shall take affirmative action to ensure all applicants are employed, and all employees are treated during their employment without regard to their race, religion, age, color, sex, sexual orientation, national origin, physical or mental handicap, or marital status. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Proposer agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Proposer further agrees that he/she/it will ensure that subcontractors, if any, will be made aware of and will comply with this non-discrimination clause.

Proposer understands and agrees that a material violation of this clause shall be considered a material breach of any resulting contract and may result in termination of the Contract, disqualification or debarment of Proposer from participating in the Town contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

### **2.36 DISCLOSURE OF OWNERSHIP INTEREST**

The Disclosure of Ownership Interest Affidavit (“DOIA”) (Appendix “C”) must be completed on behalf of any individual or business entity that seeks to do business with the Town, when applicable. Disclosure does not apply to nonprofit corporations, government agencies, or to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

### **2.37 CONFLICT OF INTEREST**

The award of any Contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Proposer must disclose, with its Proposal, the name of any officer, director, partner, associate, agent, advisory board member or client/customer who is also an officer, former officer, or employee of the Town of Southwest Ranches or its agencies.

### **2.38 PUBLIC ENTITY CRIMES/DENIAL OR REVOCATION OF THE RIGHT TO TRANSACT BUSINESS WITH PUBLIC ENTITIES**

Pursuant to the provisions of 287.133(2)(a), Florida Statutes:

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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, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 s. 287.017 for Category Two for a period of thirty six (36) months following the date of being placed on the convicted vendor list.

Proposer shall complete the attached Sworn Statement on Public Entity Crimes (Appendix "E"), and submit it with its proposal.

### **SECTION 3 CONTRACT**

#### **3.1 UNIT PRICES**

The Contractor is advised that the contract is a unit price contract. As such, the intent of the contract is to include all labor, materials, transportation, equipment, fuel, and all other items necessary to complete the item of work, in the unit price for the item. All items incidental to or necessary for the completion of the proposal item shall be included in the unit price for the item.

#### **3.2 CONTRACT DOCUMENTS**

The Contract Documents comprise the entire agreement between the Town and Contractor concerning the Work. Any Work, materials or equipment that may be reasonably inferred from the Contract Documents as being required to produce the intended result will be supplied whether or not specifically called for. Reference to standard specifications, manuals or codes of any technical society, organization or association, or to the laws or regulations of any governmental authority, or to any permits and conditions thereof, shall mean the latest standard specification, manual, code, laws, regulations or permit in effect at the time of executing the Contract, unless otherwise specifically stated.

If during the performance of the Work, Contractor finds a conflict, error or discrepancy in the Contract Documents, Contractor shall immediately report findings to the Town in writing, and shall obtain a written interpretation or clarification from the Town, before proceeding with the Work affected by the findings. Failure to obtain such written interpretation or clarification before proceeding, shall result in a conclusive forfeiture and abandonment of any claim by Contractor for additional compensation and/or time, which could have been avoided by such interpretation or clarification, and Contractor shall bear all costs associated with removal, replacement, correction, repair or restoration of such Work.

#### **3.3 CHANGES IN THE WORK**

Without invalidating the Contract and without notice to any surety, the Town may, issue a Change Order or Change Directive. Upon receipt of a Change Order or written Change Directive,

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Contractor shall promptly proceed with the Work included in the Change Order or Change Directive.

The Town and Contractor shall execute appropriate Change Orders or Change Directives which may include: 1) additions, deletions or revisions to the scope of services; 2) acceptance of, or correction of defective Work included in section 3.4– “Warranty and Guarantee, Correction, Removal or Acceptance of Defective Work”.

**If notice of any change affecting the general scope of the Work or the provisions of the Contract Documents is required to be given to a surety, the giving of such notice will be Contractor’s responsibility, and the amount of each applicable Bond may be adjusted accordingly.**

### **3.4 CHANGE IN THE CONTRACT PRICE OR CONTRACT TIME**

The Proposal price constitutes the total compensation, subject to authorized adjustments, payable to the Contractor for the complete and timely performance of the Work. All duties, responsibilities and obligations assigned to or undertaken by Contractor shall be at his expense without change in the Contract Price or Contract Time.

Quantities shown in the Proposal and Proposal Form are approximate only and are subject to either increase or decrease. The quantities indicated are estimates based on the scope of the project. Unless authorized by the Town, via Change Order or Change Directive, variation in the estimated quantities shall not be a basis for the Contractor to seek payment beyond the price stipulated in the Proposal, Proposal Form and Contract.

3.4.1 Change Order. The Contract may be changed only by a Change Order or Change Directive approved by the Town. Any increase or decrease in the Contract Price or adjustment in the Contract Time shall be based on written notice, by the Contractor to the Town. All claims for adjustment in the Contract Price or Contract Time shall be determined by the Town. Contractor acknowledges and agrees that no claim for an adjustment in the Contract Price or Contract Time will be valid or enforceable if not submitted in strict accordance with this paragraph.

The value of any Work covered by a Change Order or of any claim for change in the Contract Price or Contract Time shall be determined by: 1) mutual acceptance of a lump sum or 2) by application of unit prices contained in the Contract Documents to the quantities of the items involved. The Town in its sole discretion, shall decide, whether to issue a written Change Order.

3.4.2 Unit Prices. Where the Contract Documents provide that all or part of the Work is to be Unit Price Work, the Contract Price will be deemed to include all Unit Price Work, in an amount equal to the sum of the established unit price item multiplied by the quantity. The estimated quantities of items are not guaranteed. Each unit price shall be deemed to include Contractor’s overhead and profit.

### **3.5 WARRANTY AND GUARANTEE; CORRECTION, REMOVAL OR ACCEPTANCE OF DEFECTIVE WORK**

Contractor warrants and guarantees that all work will be in strict accordance with the Contract Documents and will be free from defects. The quality and acceptance of workmanship will be determined during site inspections by the Town. Any and all defective Work may be rejected, corrected, or accepted, as provided below.

**3.5.1 Owner May Stop the Work.** If Work is defective, Contractor fails to supply sufficiently skilled workers, suitable materials or equipment, fails to furnish or perform the Work in a manner that will result in Work that strictly conform to the Contract Documents, the Town may order Contractor to Stop the Work, until the cause for such order has been eliminated. However, the Town's right to stop Work shall not give rise to any duty on the part of Town to exercise this right for the benefit of Contractor or any other party.

**3.5.2 Correction or Removal of Defective Work.** If required by Town, Contractor shall within twenty four (24) hours and at its sole expense, correct all defective Work. Contractor shall bear all direct, indirect and consequential costs of such correction or removal nor shall Contractor be entitled to any time extension in connection therewith.

**3.5.3 Acceptance of Defective Work.** Instead of requiring correction or removal and replacement of defective Work, the Town may accept the defective work. Contractor shall bear all direct, indirect and consequential costs attributable to Town's evaluation of and determination to accept such defective Work. If such acceptance occurs prior to final payment, a Change Order will be issued incorporating the necessary revisions in the Contract Documents and Town shall be entitled to an appropriate decrease in Contract Price. If the parties are unable to agree as to the amount thereof, Town may make a claim as provided in Section 3.3 – "Change in the Contract Price or Contract Time". If the acceptance occurs after final payment, an appropriate amount, consistent with the above will be promptly paid by the Contractor to the Town.

**3.5.4 Town May Correct Defective Work.** If the Town issues notice, requiring correction of defective work and Contractor fails to do so within twenty four (24) hours of notice, the Town may take all action necessary to correct the defect. In exercising the rights and remedies under this paragraph Town shall proceed expeditiously. The Town reserves the right to deduct the cost to correct unacceptable workmanship along with \$100 per hour administrative costs from the Contractor's monthly invoice. Unacceptable work shall be deducted from the monthly invoice based on line items in the Proposal Forms.

**3.5.5 Contractor's Failure to Perform.** Should Contractor fail to perform, Town shall notify Contractor in writing of such failure and Contractor shall have fifteen (15) days thereafter to cure such failure. If Contractor is unable or unwilling to cure such Failure to Perform, then Town shall receive a refund equal to the actual cost of a third party to cure such failure and may immediately terminate any contract award for default. In the event of any litigation arising out of or relating hereto, the prevailing party shall be entitled to an award of its attorney's fees and costs at both the trial and appellate levels.

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**3.5.6 Termination for Convenience.** The Town shall have the right to terminate the contract for convenience upon thirty (30) days written notice. In the event of a Termination for Convenience, the Town shall pay for services provided by the Contractor through the effective date of the termination, but shall have no further liability or responsibility to the Contractor. Contractor hereby waives any and all claims for additional compensation and damages, including but not limited to loss of anticipated profits on work not performed. In the event a termination for default is later determined by a court of competent jurisdiction to be wrongful or without cause, the termination shall automatically be deemed one for convenience and Contractor's sole compensation shall be in accordance with this section. Nothing herein shall be construed as precluding the Town's right to terminate the Contract for convenience, as set forth in the Contract.

### **3.6 PAYMENT**

The payment to Contractor is for all materials, labor, services, equipment and all else necessary to fully complete the Work. The Work includes all accessories, appurtenances or other work required for completion of the Contract.

Contractor shall render all Work to the Town at the quoted price stipulated in the Proposal and Proposal Form and Town shall pay Contractor for the satisfactory and timely completion of the Work in strict accordance with the Contract Documents at prices stipulated in Proposal Form.

In no event shall Town be liable for any cost increases or price escalations associated with labor, services, materials, equipment, or any other charges that may arise during the performance of the Work, regardless of any delays in the Work, whether occasioned by Town or Contractor, or both. In the event the cost of the Work exceeds the amounts set forth and included in the Contract Price, Contractor shall pay such excess from its own funds and Town shall not be required to pay any part of such excess. The only exception shall be adjustments to the Contract Price pursuant to any written Change Order executed by Town and Contractor in accordance with the terms and conditions of this RFP and the Contract.

Town and Contractor agree that payment under the Contract will be subject to (a) the delivery of an appropriate invoice or payment application by Contractor to Town, and (b) verification by Town that the Work is acceptable and has been performed in strict accordance with the Contract. Upon verification by Town that the invoiced Work has been satisfactorily performed in strict accordance with the Contract, Town shall have thirty (30) days thereafter to pay the invoice, or such undisputed portion as Town determines in its sole discretion.

No payment will be made for Work performed by the Contractor to replace defective work and for work which is not shown or ordered, and which is outside the limits shown or ordered, or additional work performed by Contractor without prior written approval of Town. Nothing herein shall be construed as authorizing or consenting to waive sovereign immunity or permitting liens to be asserted against the Town's property.

The Town Administrator may withhold, in whole or in part, payment for Work deemed inadequate or defective which has not been remedied in a manner satisfactory to the Town Administrator. The amount withheld shall not be subject to payment of interest by Town. Payment may be withheld for Contractor's failure to comply with terms, conditions or requirements of the Agreement.

### **3.7 METHOD OF PAYMENT**



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The method of payment (check/credit card) is at the Town's discretion. The Town may choose to compensate vendors for goods and/or services via a Town Purchasing Card ("P-CARD"). Payments made by P-CARD shall be accepted on a "same as cash" basis. No other costs, including but not limited to, service charge, fee, or penalty shall be billed to the Town, for payments rendered by P-Card.

### **3.8 PHYSICAL CONDITIONS**

The Town shall furnish the lands upon which the Work is to be performed, including all applicable rights-of-way and easements. Proposer shall have full responsibility with respect to physical conditions in or relating to existing surface structures. By submitting its Proposal, Proposer represents that it has visited the Site and/or otherwise become generally familiar with such conditions, including any local conditions affecting the Work, and has accounted for same within its Proposal.

Proposer shall, promptly after becoming aware and before performing any Work, notify the Town of any differing site conditions or conflicts at the site. The Town will review the pertinent conditions with respect to any deletions or revisions in the Work and any potential modifications to the terms and conditions as outlined in Section 3.2 – "Changes in the Work".

In the event that during the course of the Work, Contractor encounters subsurface or concealed conditions which differ materially from those shown within the Contract Documents, from those ordinarily encountered, or of an unusual nature, Contractor, without disturbing the conditions and before performing any Work, shall within twenty-four (24) hours of their discovery, notify Contract Manager in writing of the existence of the differing conditions. Contract Manager shall investigate the site conditions identified by Contractor. If, in the sole opinion of Contract Manager, the conditions do materially differ and cause an increase or decrease in Contractor's cost of, or the time required for, the performance of any part of the Work, Contract Manager may recommend an equitable adjustment to the Contractor's compensation hereunder. If Contract Manager and Contractor cannot agree on an adjustment in the compensation, the adjustment shall be referred to the Town Administrator for determination. No request by Contractor for an equitable adjustment to the Agreement under this provision shall be allowed unless Contractor has given written notice to the Contract Manager in strict accordance with the provisions of this Section.

It shall be Proposers responsibility to locate any underground or overhead utility lines or equipment.

## **SECTION 4 RESPONSIBILITIES**

### **4.1 PROPOSER'S RESPONSIBILITIES**

4.1.1 Meeting with the Town. The Contractor's President/Chief Operating Officer must be available to attend meetings with the Town and/or it's designee within 24 hours of notification.

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4.1.2 Coordination with Town. The Project Manager or Work Crew Supervisor of the Contractor must be available by telephone within thirty (30) minutes to respond to the needs and requests of the Town Designee in an efficient manner, Monday through Friday, 7:00 a.m. to 4:00 p.m. The Contractor shall confer with the Town's Designee on a daily basis. Work hours in the Town are between 7:00 a.m. and 5:00 p.m. Upon execution of the contract, the Town will provide the Contractor with after-hours/emergency contact information for the Town's Designee(s).

4.1.3 On Call. The Contractor, or an employee of the Contractor approved by the Town, must be on 24 hour call, at all times, for emergency purposes.

4.1.4 Supervision of Work. Proposer shall supervise and direct the Work competently and efficiently, devoting such attention and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. Proposer shall be solely responsible for the means, methods, techniques, sequences, procedures, and safety precautions necessary for the Work. Proposer shall also be responsible to see that the finished Work strictly complies with the Contract Documents.

4.1.5 Communication. For purposes of communicating the Town's needs, a Project Manager or Work Crew Supervisor must be able to read, write, and speak English. The President/Chief Operating Officer of the contracting firm must be available to attend meetings with the Town and/or its designee within 24 hours of notification.

4.1.6 Completion of Task. The Contractor shall complete any specific maintenance item, task, or auxiliary service requested by the Town within 24 hours of notification, unless otherwise agreed upon by Town's Designee.

4.1.7 Additional Services. Additional services required shall be evaluated by both the Town and the Contractor for the mutual determination of a fair unit cost, to be based upon similar service rendered at similar sites.

4.1.8 Repairs. The Contractor shall notify the Town, within the same work day as discovered, of any items in need of repair, restoration and/or replacement. The Town may request a proposal for the repair, restoration and/or replacement of the material. The Town reserves the right to seek alternate proposals and to engage the services of others to perform repairs.

4.1.9 Staging. The Contractor shall be prohibited from having his vehicles enter Work Sites without the prior consent of the Town's Designee. The Contractor shall provide a written staging location plan for the Town's approval prior to commencement of any work.

4.1.10 Force Majeure. In the event of an emergency including but not limited to: storm, tornado, hurricane, auto accident, or any other emergency, the contractor shall be available on a first priority basis (within 24 hours).

4.1.11 Emergency. In the event of a natural disaster or other type of emergency which may disrupt the scheduled work or work sites, the Town reserves the right to adjust, modify or suspend services at any and all locations.



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4.1.12 Safety Precautions. The Proposer shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work and shall comply with all O.S.H.A. safety requirements while performing the Work. At a minimum, all personnel performing the work subject to the RFP and Contract awarded will be required to wear safety equipment and clothing appropriate for the work, which may, for example, include Level 2 International Safety Equipment Association (ISEA) approved vests. Any personnel improperly prepared shall be dismissed until proper equipment is secured.

4.1.13 Uniforms. At all times while performing the work subject to RFP, all of the Contractor's personnel shall be required to wear uniforms (e.g. work shirts, etc.) clearly identifying the Contractor's company name, and a Contractor-supplied name and photo identification badge. Working without a shirt and proper identification is not permitted and shall be grounds for removal from Town property.

4.1.14 Disposal. No fuel, oils, solvents, or similar materials are to be disposed of in any catch basins or on the ground. The Contractor must closely adhere to all local, state, and Federal Environmental Protection Agency requirements, and is responsible for all non-compliance penalties, and any site cleanup. Contractor further agrees to indemnify, defend and hold Town harmless from any penalties, injury or damage resulting from non-compliance.

4.1.15 Debris Removal. All debris removed from the Town must be legally disposed of according to the Town's Code of Ordinances and in accordance with local, state and federal regulations. Proposer hereby agrees to and shall indemnify, defend and hold harmless the Town, its officers and employees, from liabilities, damages, losses, costs, and expenses, including, but not limited to, reasonable attorney's fees, at both the trial and appellate levels, caused by Proposer's improper disposal, site cleanup or failure to comply with any applicable environmental laws.

4.1.16 Vandalism. In the event the Contractor discovers or is made aware of damage, vandalism or theft at a Site specified herein, the Contractor shall notify the Town's Designee within 30 minutes of such discovery.

4.1.17 Traffic. The Contractor will be responsible for design, set-up and Maintenance of Traffic (MOT) operations for work being performed within public rights-of-way. MOT plans are to be submitted to the Town for approval prior to implementation. MOT plans shall be prepared by MOT-certified personnel and must be in accordance with and conform to the current edition of the FDOT Roadway and Traffic Design Standards Indexes, the Standard Specifications for Road and Bridge Construction and the Manuals on Uniform Traffic Control Devices, as minimum criteria.

4.1.18 Sub-Contractor. If the Proposer intends to use sub-contractors to perform any work pursuant to the RFP, the sub-contractors are subject to prior approval by the Town. Proposer shall be fully responsible to the Town for all acts and omissions of any sub-contractors, suppliers, other persons and organizations performing or furnishing any of the Work under the Contract to the same extent in which Proposer is responsible for Proposer's own acts and omissions. Nothing in the Contract Documents shall create any contractual relationship between Town and any such sub-

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contractor, supplier or other person or organization, nor shall it create any obligation on the part of the Town to pay or see to payment of any monies due any such sub-contractor, supplier or other person or organization.

4.1.19 Site Conditions. All Work shall be done according to local laws and ordinances and shall be performed during regular working hours. During the progress of the Work, Proposer shall keep the Work Site and premises free from accumulations of waste materials, rubbish and other debris resulting from the Work. At the completion of the Work, Proposer shall remove all waste materials, rubbish and debris from and about the premises as well as all tools, construction equipment and machinery, and surplus materials and shall leave the site clean and ready for use by the Town.

4.1.20 Loss Prevention. Proposer shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to other property at the Work Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, utilities and other items.

4.1.21 Sales Tax. As set forth in the terms of this RFP, Proposer shall pay all sales, consumer, use and other similar taxes and should not include taxes in Proposal prices. The Town is exempt from Florida sales tax on direct purchases of tangible property or services. Also, it is the responsibility of the Proposer to procure all necessary permits and licenses the cost of which shall be deemed included in the Proposal price.

4.1.22 Equipment. All equipment shall be maintained in an efficient and safe operating condition while performing Work under the Contract. Equipment shall have all proper safety devices required by law, properly maintained and in use at all times. If equipment does not contain proper safety devices and/or is being operated in an unsafe manner, the Town may direct the Contractor to remove such equipment and/or the operator until the deficiency is corrected; provided however, that nothing in this paragraph shall create a duty by the Town to Contractor or anyone else to exercise this right. The Contractor shall be solely responsible and liable for injury to persons, and/or property damage caused by performance of the Work and operation of the equipment.

4.1.23 Equipment Storage and Mobilization. The Contractor must be fully capable of servicing the Town's needs and providing all of the materials and equipment to fulfill the requirements of the Contract Documents, and shall be responsible for the storage of all materials and equipment at Contractor's sole expense. Storage shall not be permitted at any of the sites specified herein or at/on any other Town properties.

4.1.24 Damage by Contractor. Any damage to the road, facilities, sewers, utilities, irrigation systems, neighboring or adjacent properties or vegetation caused by the Contractor shall be repaired at the expense of the Contractor to the satisfaction of the Town. Failure to restore said damages within three (3) working days following written notification shall result in a deduction from Contractor's next invoice of the Town's expenses for labor, material, services or equipment, including all related Administrative costs incurred by the Town to restore the property to its original condition. Said notification shall be by letter, fax or email.

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4.1.25 Contractor's Personnel. Contractor shall employ personnel competent to perform the work specified herein. The Town reserves the right to request the removal of a Contractor's employee from performing maintenance upon the Town's property where such employee's performance or actions are detrimental to the Town. Contractor shall immediately remove any employee engaged in conduct involving drugs, alcohol consumption or use or possession of firearms/weapons on Town premises. (See Drug-Free Workplace Certification Form).

4.1.26 Contractor's Vehicles. Contractor's vehicles shall be in good repair, free from leaking fluids, properly registered, of uniform color and shall bear the company name on each side in not less than 1-½ inch letters. In addition, vehicles shall bear a magnetic sign on each side stating "Contractor for Southwest Ranches Public Works" when performing work hereunder.

4.1.27 Chemicals. All work involving the use of chemicals shall be in compliance with all federal, state and local laws and will be accomplished by a person holding a valid Florida Certified Pesticide Applicators License. Application shall be in strict accordance with all governing regulations.

- A. List. A written list of proposed chemicals shall include commercial name, application rates, type of usage along with the Material Safety Data Sheet for each chemical shall be submitted to the Town's Designee prior to commencement of the work. All proposed chemicals shall be approved by the Florida Department of Agriculture and used as per manufacturer's label. The Contractor will be required to maintain a copy of all documents, including all Material Safety Data Sheets, in his possession whenever applying chemicals within the Town.
- B. Records. Records must be kept and retained (with copies provided to the Town's Designee along with the monthly invoice) as prescribed by law for the use of pesticides of all operations stating dates, times, methods of applications, chemical formulations, applicators names and weather conditions.
- C. Application. Chemicals shall be applied using methods which prevent drifting onto adjacent property and preventing any toxic exposure to persons or property whether or not they are in or near the Project. No spray applications are permitted when prevailing wind speeds exceed five (5) miles per hour.
- D. Caution. No chemical with a signal word higher than caution shall be used at any time.
- E. Flags. It is also required that when applying any chemicals to areas of heavy pedestrian traffic, spray application warning flags shall be utilized to designate areas in clear sight and removed within 24 hours once sufficient time period has elapsed.
- F. Indemnification. The hold harmless and indemnification provisions of this RFP shall be applicable to any damages to persons and/or property arising out of or in connection with Contractor's use of chemicals, as a result of a contract award.

4.1.28 Site Supervisor. Must:

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- A. Demonstrate knowledge evaluating building structures, exteriors, and permanent interiors.
- B. Demonstrate ability to manage service/repair requests, and maintenance, requirements of the Town's Facilities.
- C. Demonstrate ability to evaluate site furnishings and equipment performance.
- D. Demonstrate ability to manage the maintenance and cleaning of site furnishings and equipment.

**SECTION 5**  
**SCOPE OF SERVICES**

**5.1 PROJECT LIMITS**

This RFP pertains to the maintenance of publicly-owned properties throughout the Town, including but not limited to Parks and Recreational Trail. The maintenance area is bounded on the north by Griffin Road, the south by Sheridan Street, the east by Flamingo Road and to the west slightly beyond US 27. See Maintenance Locations /Zones list for all delineated areas to be maintained. See Maintenance Locations/zones list for more specific information.

**5.2 ADDITIONS OR DELETIONS OF MAINTENANCE AREA**

At the Town's discretion, it may add new maintenance areas, delete maintenance areas, reduce the frequency of service, discontinue service by Contractor or request the resumption of service to a previously discontinued area, at any given time during the life of the Contract. Evaluation of costs for areas that are to be added or deleted shall be calculated based upon unit prices in the Proposal Forms. Upon the Town's written request to the Contractor to add a new maintenance area to the Contract or resume service to a previously terminated maintenance area, Contractor shall commence maintenance to said area within ten (10) days. Service to locations deleted by the Town for durations less than the remaining life of the contract may be resumed at any time for the originally proposed contract value.

At the Town'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 Town shall give the Contractor ten (10) calendar day's 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 using unit prices in the proposal forms.

**5.3 QUALIFICATIONS**

Evidence that the Proposer holds appropriate licenses to perform the work subject of this Proposal, and as required by Florida Statutes and Local law, must be submitted along with Proposal. Proposers must also have insurance and bonding capacity sufficient to satisfy the requirements of this solicitation, as set forth herein.

All work to comply with current A.N.S.I. Standards. Additionally, each member of Contractor's proposed personnel shall be trained in the work practices necessary to perform his/her job. The

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Contractor shall assure that its employees are instructed in the known potential hazards related to his/her job and the processes and applicable provisions of any emergency action plan required. The contractor shall document that each of its employees has received and understood the training required by this paragraph. The contractor shall prepare and maintain records which contain the identity of each of its employees serving this contract, dates of training, and the means used to verify that the employee understood the training. The contractor shall assure that each of its employees follows the safety rules and safe work practices set forth by OSHA for the working environments comprising this contract.

#### **5.4 QUANTITY AND FREQUENCY OF MAINTENANCE SERVICES**

Areas specified in this contract shall be maintained in accordance with frequencies set forth in the Maintenance Frequencies herein.

The area and limits of maintenance have been previously established and are distinguishable in the field. Areas have been inventoried and calculated as to quantity and provided as a courtesy. It shall be the responsibility of the Contractor to verify the quantity of maintenance to be accomplished. Any discrepancies or disagreements concerning quantities shall be mutually resolved in writing prior to beginning work in any area in question. The Contractor shall submit written schedules of maintenance defining frequencies and locations. Contractor's failure to notify the Town in advance of any discrepancies or disagreements shall result in a waiver of any claims by Contractor relating thereto.

#### **5.5 MAINTENANCE AND FREQUENCY STANDARDS**

On the contract commencement date, as part of Contractor's complete written proposal, Contractor shall submit a written proposal of his plan for accomplishing the required work.

Each maintenance cycle is to be completed prior to commencement of the next cycle. All maintenance shall be completed within limits worked at the conclusion of the work day. Contractor shall leave work sites clean and ready for use. The Contractor shall exercise the necessary care to preclude any source of litter by his operations. The Contractor shall exercise the necessary care to preclude any source of litter by his operations.

#### **5.6 GENERAL FACILITIES MAINTENANCE REQUIREMENTS**

Contractor shall maintain the Town facilities as required in the Maintenance Categories specified below, at the frequency rates prescribed in the Scope of Services – Maintenance Frequencies, including:

5.6.1 Interior Maintenance. As set forth below, inspection and routine maintenance service for all interior facilities and systems.

5.6.2 Exterior Maintenance. As set forth below, inspection and routine maintenance of facilities' exteriors and surrounding grounds, including but not limited to paint, glass, signs, site furnishings, fencing, windows, and lighting; and repair or reporting to Town of same as described herein or as needed.

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5.6.3 Other Routine and Incidental Maintenance. As set forth below, routine or incidental interior and/or exterior facilities maintenance tasks to be performed on schedule or as need arises.

5.6.4 Security/Daily Opening and Closing: The Contractor is responsible for daily (7 days per week) opening and closing (lock-up) of public access areas of parks, including main gates, trail gates, and restrooms, currently included or anticipated for inclusion within the Contract Term (one half hour after sunrise and one half hour before sunset). The Contractor shall be responsible for the safety and security of all facilities, including but not limited to daily opening and closing of all public access areas, daily inspection and weekly reporting.

**SECTION 6**  
**MAINTENANCE SERVICE CATEGORIES**

Maintenance as defined for the purposes of this procurement shall include but not be limited to the following and shall be performed during each maintenance visit or as specified in the Scope of Services – Maintenance Frequencies schedule (Exceptions to the specified schedule may be granted by the Town’s Designee.):

**6.1 INTERIOR MAINTENANCE**

- 6.1.1 Restroom cleaning with germicidal disinfectant shall include walls, floors, and fixtures;
- 6.1.2 Refill paper products, and soap dispensers with supplies furnished by the Town;
- 6.1.3 Empty all trash receptacles and dispose of debris in dumpster or solid waste pickup toters;
- 6.1.4 Vacuuming, carpet and furniture upholstery;
- 6.1.5 Dusting;
- 6.1.6 Base-board cleaning;
- 6.1.7 Clean appliances;
- 6.1.8 Polish Wood;
- 6.1.9 Clean ceiling fans and light fixtures;
- 6.1.10 Preparation of supply inventory and order requisitions, deliver supplies to site, and stock supply closet;
- 6.1.11 Damp and dry mopping;

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6.1.12 Floor maintenance: polish concrete and vinyl flooring. Strip, polish, wax and/or refurbish vinyl composite flooring (VCT);

6.1.13 Ceiling maintenance and tile replacement;

6.1.14 Drywall repairs; and

6.1.15 Unclog Drains.

## **6.2 EXTERIOR MAINTENANCE**

### **6.2.1 Recreational Equipment Maintenance and Reporting:**

- 6.2.1.a. The Contractor shall perform routine daily inspections of each playground, fitness circuit, recreational amenity and shall provide inspection report forms for each inspection. Completed inspection report forms shall be submitted to the Town's Designee on a weekly basis, unless otherwise noted below.
- 6.2.1.b. Contractor shall perform routine daily inspections of each amenity to determine if there are any obvious safety concerns or vandalism. Remove glass, trash, debris and rake wood surface material back into the fall zones of the equipment. Sweep walkways to ensure removal of slip or fall hazards.
- 6.2.1.c. Contractor shall inspect each piece of equipment for safety concerns or vandalism, twisted swing chairs, swing seat damage, protruding hardware, exposed concrete footers, loose rails, stairs, bolts, improperly closed loop components, depth of loose fill surfacing material, sharp points, missing or damaged protective caps, trip hazards, user modifications to equipment (such as string or rope tied to equipment, swings looped over rails, etc.), entrapment hazards and any potentially hazardous condition.
- 6.2.1.d. Contractor shall report any component determined to be unsafe, damaged, vandalized or which presents a safety concern by telephone within one (1) hour of discovery.
- 6.2.1.e. Contractor shall render such components temporarily unusable by barricading affected areas from public use, and maintain barricades daily until repairs are completed.
- 6.2.1.f. When Contractor determines the existence of an unsafe or hazardous condition, Contractor shall provide an inspection form on the same business day the condition is discovered.

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- 6.2.1.g. Items of Incidental repair/replacement for damage or vandalism will be performed on an “as needed” basis.
- 6.2.1.h. Unpainted surfaces of equipment or site furnishings shall be pressure cleaned or washed as per the frequencies set forth within the Scope of Services – Maintenance Frequencies.
- 6.2.1.i. Contractor shall notify the Town in writing of the need for replenishment of surface material. Surface material shall be replenished with, Town-approved, engineered wood fiber product or an equivalent product. These services shall be provided as an add/alternate line item.
- 6.2.2. Contractor shall clean Drinking Fountains with a germicidal disinfectant on a weekly basis or as necessary.
- 6.2.3. Coordination of waste removal: Place pickup totes curbside within the park for pick up by Town’s solid waste hauler and subsequently return totes to storage area prior to the end of the workday.
- 6.2.4. Grounds cleaning, litter, debris, and trash removal.
- 6.2.5. Sidewalk and parking lot Sweeping and/or Cleaning.
- 6.2.6. Equestrian Rings/Trail Maintenance (monthly).
  - 6.2.6.a. On a monthly basis, Contractor will level the surface of the Trails Show and Practice Rings by dragging. Additional dragging maintenance may be requested with forty-eight (48) hour notice.
- 6.2.7. Pressure Cleaning of site structures, furnishings, fences, playground equipment, recreational equipment, signs, sidewalks and other structures, as set forth herein or as directed by Town’s designee:
  - 6.2.7.a. Fencing and site structures shall be pressure cleaned or washed on all sides using a mixture of water and chemical to remove any and all extraneous materials including mineral deposits.
- 6.2.8. Shade structures – Prior to tropical storm warnings and/or tropical storm force winds, the contractor will coordinate with the Town to remove, store, and re-install the shade canvas above structures.
- 6.2.9. Concrete, brick paver cleaning and sealing.
- 6.2.10. Screen and fence enclosure cleaning.
- 6.2.11. Occasional debris removal and haul-away services.



### **6.3 OTHER ROUTINE AND INCIDENTAL MAINTENANCE**

- 6.3.1. Inspection of all facilities and facility systems including but not limited to buildings, site furnishings, fencing, air-conditioning units, time clocks, lights, waste disposal, electricity, and water.
- 6.3.2. Incidence of damage/vandalism will be reported to the Town's Designee within two (2) hours. Repair services for damage/vandalism will be based upon labor rates included and materials rates to be proposed separately.
  - 6.3.2.a. Graffiti inspections and cleaning each maintenance visit.
  - 6.3.2.b. Graffiti removal and repainting, (paint provided by the Town).
- 6.3.3. Establish and manage Recycling program.
- 6.3.4. Lighting and lighting time clock Maintenance.
  - 6.3.4.a. The Contractor shall monitor all lighting, replacement bulbs and/or lenses supplied by the Town.
  - 6.3.4.b. Contractor shall be responsible to ensure proper daily operation of time clocks which control the building lighting system. Regular verification that time clocks are accurate is required.
- 6.3.5. Vent cleaning.
- 6.3.6. Window washing.
- 6.3.7. Air Conditioner Filter cleaning or replacement.
- 6.3.8. Pre-private party or Town event set-up.
- 6.3.9. Post-private party or Town event clean-up.
- 6.3.10. Private party Attendant Services: on-site staffing to ensure compliance with policies, procedures and reporting.
- 6.3.11. Bulletin Board maintenance; notice posting.
- 6.3.12. Storm clean up.
- 6.3.13. 24/7 Emergency Services.
- 6.3.14. Installation, removal, assembly and disassembly of site furnishings and appliances.

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6.3.15. Construction clean-up.

6.3.16. Interior/exterior repairs, handyman and carpentry services as needed.

6.3.17. Painting.

**6.4. MISCELLANEOUS CODE ENFORCEMENT MAINTENANCE REQUIREMENTS:**

At the Request of Town's Designee, Contractor shall provide services including debris removal, at designated properties under Enforcement Action. All Code Enforcement maintenance shall be performed at attached unit prices and require 4" X 6" color before and after photos.

1. Debris Removal: When debris removal is required as directed by Code or Town Designee, Contractor shall remove and properly dispose of items required to be removed on a per cubic yard basis, documenting work with before and after photos.

**SECTION 7  
DEFINITIONS**

ADDENDA. Written or graphic instruments which clarify, correct or revise the proposal documents or the Contract Documents for Request for Proposal 20-005.

PROPOSAL. The offer or proposal to perform all services required in Request for Proposal 20-005.

BIMONTHLY MAINTENANCE. Maintenance performed twice a month.

BIWEEKLY MAINTENANCE. Maintenance performed twice a week.

BOND. Proposal, performance and payment bonds which guarantee performance of obligations specified in the Contract.

CHANGE ORDER. A document which amends the scope of services, scheduling or pricing within the executed Contract.

CODE ENFORCEMENT. Tasks assigned by Code Enforcement Department or Town Designee separate and distinct from Contract Work to remediate specific private property non-maintenance.

CONTRACT. A written Agreement with the Town which incorporate the terms of this RFP, the accepted Proposal, and delineates the Work to be performed and other terms which may be required by the Town or its Procurement Code, and acceptable to the Town Council.

CONTRACT DOCUMENTS. The Contract, Addenda, Contractor's Proposal (including documentation accompanying the Proposal), the Bonds if required, these General Conditions, and any Drawings, Exhibits and Attachments referenced in this RFP, together with all amendments, modifications and supplements issued on or after the Effective Date of the Contract.

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CONTRACT PRICE. The monies payable by Town for services provided by the Contractor and in compliance with Contract standards.

CONTRACTOR. The person or entity with whom Town has entered into the Contract with for performance of the Work, as described in RFP 20-005.

DAY. Shall mean calendar day, unless otherwise specified.

DEFECTIVE. An adjective which when modifying the word Work refers to Work that is unsatisfactory, faulty, or deficient, or does not conform to the Contract Documents, or does not meet the requirements of any inspection, reference standard, applicable codes, test or approval referred to in the Contract Documents, or has been damaged prior to Town's final payment.

DEFECTIVE WORK. Work that fails to comply with industry standards, contract provisions, or does not pass inspection.

EMERGENCY PREPAREDNESS SERVICES. Seasonal hurricane and disaster preparedness including but, not limited to securing or removal of park equipment and replacement following the storm's passing.

EFFECTIVE DATE OF CONTRACT. The latest execution date of the Contract.

FINAL COMPLETION. Work completed in compliance with industry standards, contract provisions, and passed final inspection.

LITTER REMOVAL. Collection and proper disposal of all trash and debris, including but not limited to items such as paper, cans, bottles, auto parts and dead animals in the Right-of-way.

NOTICE POSTING. Routine posting of notices and events on Town bulletin boards

PRIVATE PARTY ATTENDANT SERVICES. Services including but not limited to on site staffing for private parties at park facilities to ensure adherence with park policies, procedures, and timely conclusion of events.

PRESSURE CLEANING. A process utilizing chemicals and water to clean structures and fences. Proposer must supply water.

PROJECT. The whole or any part of the Work to be provided under this RFP and the Contract Documents.

PROPOSAL. The offer or proposal of a Proposer submitted on the prescribed form(s) and including all information and submission required by the RFP.

SERVICE CATEGORY. Specific type or style of maintenance services indicated by location or zone (some zones are not applicable and therefore not included in this RFP), as follows:

Service Category D: Type or style of maintenance as defined in this RFP located within Maintenance Zones 33 through 43, Parks and Other Town Property Maintenance.

SITE. An area of ground within the Town, requiring maintenance. (e.g. "Sunshine Ranches Equestrian Park").

SITE INSPECTIONS. Inspections made by the Town to verify the quality of the Work performed or to verify that deficient work has been corrected.

TOWN. Town of Southwest Ranches, Florida.

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TRASH RECEPTACLE. Any park fixture for the collection of trash and debris. Is to be maintained by daily or weekly removal of trash to a location specified by the Town.

WORK. The result of performing services, furnishing labor, furnishing and incorporating materials and equipment, as required by the RFP, Contract Documents and addendums.

**APPENDIX "A"**  
**PROPOSAL RESPONSE FORM**

**TOWN-WIDE FACILITIES MAINTENANCE SERVICES (RFP No. 20-005)**

**\*\*This signature page must be completed by an Authorized Person (See Section 1.7 of RFP)\*\***

**Type or print proposer's contact information below:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/ZIP:** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**\*\*\*You must affix a corporate seal or have the signature on this Proposal Response Form notarized.\*\*\***

(Corp. Seal)

OR:

BEFORE ME the undersigned on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
personally appeared \_\_\_\_\_, who is personally known to me or  
who has produced \_\_\_\_\_ as identification and who did take an  
oath.

STATE OF \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary)

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
(Notary's Printed Name)

My Commission Expires: \_\_\_\_\_

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**ZONES / LOCATIONS / MAINTENANCE SERVICE CATEGORIES / FREQUENCIES**  
**SERVICECATEGORY D: PARKS AND OTHER FACILITIES MAINTENANCE –**  
**ZONES 33-43**

Zone #	Location/Zone Name	Size	Amenities Subject to Maintenance*	Maintenance Service Category/ies*	Frequency/ies*
D 33.	Trailside Park (“TP”)	4 Acres	Benches, Picnic Pavilion, sidewalk	5.6, 6.2, 6.3, as applicable	Weekly
D 34.	Sunshine Ranches Equestrian Park (“SREP”)	20 Acres	Restroom, Picnic Pavilion, Playground, Equestrian Rings (2), Parking Lot, 5416 Linear Ft. of Vinyl Fencing, Sidewalks	5.6, 6.1 - 6.3 (ALL), as applicable; Daily open and close	Daily/Weekly/ Monthly
D 35.	Calusa Corners Park (“CCP”)	12 Acres	1000 Linear Ft. of Vinyl Fencing, Picnic Pavilion, Playground, Parking	5.6, 6.2, 6.3, as applicable	Daily/Weekly/ Monthly
D 36.a.	Southwest Meadows Sanctuary Park (“SWMSP”)	25.5 Acres	Fencing 3 <i>Other amenities planned</i>	6.3	Weekly
D 36.b.	Southwest Meadows Sanctuary Park Landscape Area (“SWMSP-LS”)	1 Acre	Not applicable (Included solely for continuity of Zones/locations context)	N/A	N/A
D 37.a.	Rolling Oaks Park (“ROP”)	45.5 Acres	Community Room, Meeting Room, Restroom, Parking Lot, 2950 Linear Ft. of Vinyl Fencing	5.6, 6.1 - 6.3 (ALL), as applicable; Daily open and close	Daily/Weekly/ Monthly
D 37.b.	Rolling Oaks Park Butterfly Garden (“ROP-BG”)	1 Acre	Fitness Circuit	5.6, 6.2, 6.3, as applicable	Daily/Weekly
D 38.	Frontier Trails Park (“FTP”)	30 Acres	Fencing, Picnic Pavilion, Sidewalk	5.6, 6.2, 6.3, as applicable	Weekly
D 39.	Town Hall (“TH”)	< 2 Acres	4 Approx. 10,000 Sq. Ft. Administrative Office Building w/ Meeting Chambers, Parking Lot, Sidewalks <sup>4</sup>	5.6, 6.2, 6.3, as applicable, <u>if added to schedule</u>	As needed
D 40.	Public Safety Facility (“PSF”)	< 1 Acre	4 Modular and permanent buildings, Parking Lot, Sidewalks <sup>4</sup>	5.6, 6.2, 6.3, as applicable, <u>if added to schedule</u>	As needed

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D 41.	Stirling Rd. at SW 185 Way “pocket park” (“PP”)	1.6 Acres	Fencing <i>No other amenities planned at this time</i>	6.3 inspection and reporting	Weekly
D 42.	Country Estates Park (“CEP”)	16 Acres	Restroom, Picnic Pavilion, Playground, Parking Lot, Sidewalks	5.6, 6.1 - 6.3 (ALL), as applicable; Daily open and close	Daily/Weekly/ Monthly
D 43.	Broadwing Building (“BWB”)	1.77 Acres	Storage building and fencing <sup>4</sup>	5.6, 6.1-6.3, as applicable, <u>if added to schedule</u>	Monthly

\*All counts/frequencies are approximate. The Town reserves the right to add or delete the quantity/frequency of service.

1. As applicable, based on Maintenance Service Categories needed for amenities on site
2. Probable future addition to Contract. As applicable, based on Maintenance Service Categories needed for amenities planned when added due to completion of construction and opening of facility to public use
3. Possible future addition to Contract. As applicable based on Maintenance Service Categories needed for amenities on site; if added due to completion of construction and opening of facility to public use.
4. Potential for future addition to contract. As applicable based on Maintenance Service Categories needed for amenities on site; if added to Contract.

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**MAINTENANCE FREQUENCIES\***

Item #	Maintenance Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
<b>General Town Property Maintenance</b>													
5.6.1. & 6.1	Interior Maintenance	Daily/Weekly/ Monthly											
5.6.2. & 6.2	Exterior Maintenance	Daily/Weekly/ Monthly											
5.6.3. & 6.3	Other Routine and Incidental Maintenance	Daily/Weekly/ Monthly											
5.6.4	Security/Open and Close	Daily											
<b>6.1 Interior Maintenance</b>													
6.1.1.	Restroom Cleaning	Daily											
6.1.2.	Dispenser refilling	Daily (As Needed)											
6.1.3.	Empty Trash Receptacles	Daily											
6.1.4.	Vacuuming	Weekly, as applicable											
6.1.5.	Dusting	Weekly											
6.1.6.	Base-board Cleaning	Monthly											
6.1.7.	Appliance cleaning	Monthly											
6.1.8.	Wood polishing	Monthly											
6.1.9.	Lighting & ceiling fan cleaning	Monthly											
6.1.10.	Supply ordering / inventory management and organization	Monthly (As Needed)											
6.1.11.	Floor maintenance: Damp & dry mopping	Weekly, or as needed after events											
6.1.12.	Floor maintenance: stripping, polishing, waxing, and/or refurbishing	Quarterly (As Needed)											
6.1.13.	Ceiling maintenance and tile replacement	As Needed											
6.1.14.	Drywall repairs	As Needed											
6.1.15.	Unclog Drains	As Needed											

\*All counts/frequencies are approximate. The Town reserves the right to add or delete the quantity/frequency of service.

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**MAINTENANCE FREQUENCIES\***

Item #	Maintenance Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
<b>6.2 Exterior Maintenance</b>													
6.2.1.	Recreational Equipment Maint. and Reporting	Daily/Weekly											
6.2.2.	Drinking Fountains Cleaning	Weekly											
6.2.3.	Coordination of waste removal	Weekly											
6.2.4.	Grounds Cleaning	Weekly (As Needed)											
6.2.5.	Sidewalk and Parking Lot Sweeping and Cleaning	Weekly (As Needed)											
6.2.6.	EQ Rings/Trails Maint.	Bimonthly											
6.2.7.	Pressure Cleaning of Site Structures and Furnishings	Quarterly (As Needed)											
6.2.8.	Shade Structures	As Needed											
6.2.9.	Cement, Brick Paver Cleaning & Sealing	Quarterly (As Needed)											
6.2.10.	Screen and Fenced Enclosure Cleaning	Quarterly (As Needed)											
6.2.11.	Debris Haul Away	As Needed											

\*All counts/frequencies are approximate. The Town reserves the right to add or delete the quantity/frequency of service.



TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**MAINTENANCE FREQUENCIES\***

Item #	Maintenance Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
<b>6.3. Other Routine and Incidental Maintenance</b>													
6.3.1.	Facility Inspections	Daily/Weekly											
6.3.2	Damage/Vandalism/Graffiti Reporting/Repair	Daily/Weekly											
6.3.3.	Recycling Program Establishment and Management	Weekly											
6.3.4.	Lighting/Time Clock Maintenance	Weekly											
6.3.5.	Vent Cleaning	Weekly											
6.3.6.	Window Washing	Monthly											
6.3.7.	A/C Filter Cleaning or Replacement	Monthly											
6.3.8.	Pre Party & Town Event Setup	Per Event											
6.3.9.	Private Party & Town Event Clean-up	Per Event											
6.3.10.	Private Party Attendant Services	Per Event											
6.3.11.	Bulletin Board Maint./Notice Posting	As Needed											
6.3.12.	Storm Clean-up	As Needed											
6.3.13	24/7 Emergency Services	As Needed											
6.3.14	Installation, removal, assembly and disassembly of site furnishings and appliances	As Needed											
6.3.15	Construction Clean-up	As Needed											
6.3.16	Repair/Handyman/Carpentry	As Needed											
	Painting	As Needed											

\*All counts/frequencies are approximate. The Town reserves the right to add or delete the quantity/frequency of service.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**MAINTENANCE PROPOSAL: PRICE LIST BY ZONE / SERVICE CATEGORY (BASE PROPOSAL):  
PARKS AND OTHER FACILITIES MAINTENANCE**

Service Category	Location/Zone #	Location Name	Unit Price	Annual Price – (Frequencies as per “Maintenance Frequencies” sheets)
D	33	Trailside Park-	\$	\$
D	34	Sunshine Ranches Equestrian Park-	\$	\$
D	35	Calusa Corners Park-	\$	\$
D	36.a.	Southwest Meadows Sanctuary Park-	\$	\$
D	37.a.	Rolling Oaks Park-	\$	\$
D	37.b.	Rolling Oaks Park Butterfly Garden Maintenance-	\$	\$
D	38	Frontier Trails Park-	\$	\$
D	39	Town Hall-	\$	\$
D	40	Public Safety Facility-	\$	\$
D	41	Stirling Rd. at SW 185th Way “pocket park”-	\$	\$
D	42	Country Estates Park-	\$	\$
D	43	Broadwing Building-	\$	\$

\*All counts/frequencies are approximate. The Town reserves the right to add or delete the quantity/frequency of service.

- 1 As applicable, based on Maintenance needed for amenities on site
- 2 Probable future addition to Contract.
- 3 Possible future addition to Contract.
- 4 Potential for future addition to contract.

<b>GRAND TOTAL – MAINTENANCE PROPOSAL: PRICE LIST BY ZONE (BASE PROPOSAL):</b>	\$
--------------------------------------------------------------------------------	----

**PROPOSER’S SIGNATURE:** \_\_\_\_\_ **COMPANY NAME:** \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**MAINTENANCE PROPOSAL: PRICE LIST BY ZONE / SERVICE CATEGORY  
(AUXILLARY SERVICES): PARKS AND OTHER FACILITIES MAINTENANCE**

Item #	Maintenance Service Category	Unit (Proposer to specify “per location,” “per service,” “per hour,” etc., as applicable)	Unit Price
<b>General Town Property Maintenance</b>			
	<b>Security</b>		
5.6.4.	Security/Open & Close		\$
<b>Interior Maintenance</b>			
6.1.12.	Floor maintenance: stripping, polishing, waxing, and/or refurbishing		\$
6.1.13.	Ceiling maintenance and tile replacement		\$
6.1.14.	Drywall repairs		\$
6.1.15.	Unclog Drains		\$
<b>Exterior Maintenance</b>			
6.2.6.	EQ Rings/Trails Maint.		\$
6.2.7.	Pressure Cleaning of Site Structures and Furnishings		\$
6.2.8.	Shade Structures		\$
6.2.9.	Cement, Brick Paver Cleaning & Sealing		\$
6.2.10.	Screen and Fenced Enclosures Cleaning		\$
6.2.11.	Debris Haul Away		\$

**PROPOSER’S SIGNATURE:** \_\_\_\_\_ **COMPANY NAME:** \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**MAINTENANCE PROPOSAL: PRICE LIST BY ZONE / SERVICE CATEGORY  
(AUXILLARY SERVICES): PARKS AND OTHER FACILITIES MAINTENANCE**

Item #	Maintenance Service Category	Unit (Proposer to specify "per location," "per service," "per hour," etc., as applicable)	Unit Price
<b><u>6.3. Other Routine and Incidental Maintenance</u></b>			
6.3.2.	Damage/Vandalism/Graffiti Reporting/Repair		\$
6.3.8.	Pre Party & Event Setup		\$
6.3.9.	Private Party & Town Event Clean-up		\$
6.3.11.	Storm Clean up		\$
6.3.12.	24/7 Emergency Services		\$
6.3.13.	Installation, removal, assembly and disassembly of site furnishings and appliances		\$
6.3.14.	Construction Clean-up		\$
6.3.15.	Repair/Handyman/Carpentry		\$
6.3.16.	Painting		\$
<b>MISCELLANEOUS CODE ENFORCEMENT SERVICES</b>			
6.4.	Debris Removal:		\$

**PROPOSER'S SIGNATURE:** \_\_\_\_\_ **COMPANY NAME:** \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**PROPOSAL SIGNATURE**

The Proposer offers the preceding completed Proposal Forms for providing all labor, materials equipment, etc., to perform Town Wide Facilities Maintenance Services in accordance with the specifications herein.

**PROPOSER'S SIGNATURE:** \_\_\_\_\_

**PROPOSER'S NAME:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

The quantities indicated in the Proposal and Proposal Forms are estimates of the work. The Town does not guarantee the quantities shown on the Proposal form. Bidder/Proposer shall refer to the Contract Documents, exhibits and specifications for additional information.

The undersigned, as Proposer, hereby declares that the only person or persons interested in the Proposal as Principal or Principals is/are named herein and that no other person than herein mentioned has any interest in this Proposal or in the Contract to be entered into; that this Proposal is made without connection with any other person, company or parties making a proposal; and that it is in all respects fair and in good faith without collusion or fraud.

The Proposer shall furnish prices for all Proposal items. Failure to do so may render the Proposal invalid and cause its rejection. Also, evidence that the Proposer holds appropriate licenses to perform the Work which is the subject of this Proposal, and as required by Florida Statutes and Local law, must be submitted along with the Proposal. Proposers must also have the insurances and any applicable bonding capacity sufficient to satisfy the requirements of this solicitation, as set forth herein.

All applicable federal, state and local taxes, permit fees, insurance, and performance and payment bonds are included in the Proposal price. In the event of any discrepancy in the line item amounts, the calculated total shall control.

Both the Proposer and the licensee shall fill in the information on next page, pursuant to chapter 489, Florida Statutes. Licensee is defined as the person who is the licensed Contractor who qualifies the Proposing Company, Corporation or Partnership. If the Proposer is an individual, he must be licensed. (Please print or type, excluding signatures).

**[Remainder of page intentionally left blank]**

## APPENDIX B- PROPOSAL SCHEDULE

[illegible]

Proposer\_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

PROPOSER INFORMATION

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

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

FEIN: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_ STATE OR COUNTY: \_\_\_\_\_

LICENSE TYPE: \_\_\_\_\_  
(Attach copy of license)

LICENSE LIMITATIONS, IF ANY: \_\_\_\_\_  
(Attach a separate sheet, if necessary)

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

LICENSEE NAME: \_\_\_\_\_

PROPOSER'S SIGNATURE: \_\_\_\_\_

PROPOSER'S NAME: \_\_\_\_\_

PROPOSER'S ADDRESS: \_\_\_\_\_

PROPOSER'S PHONE NUMBER: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

PROPOSER'S EMAIL ADDRESS: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Name of Corporation/Entity

\_\_\_\_\_  
Address of Corporation/Entity

\_\_\_\_\_  
Signature of President or Authorized Principal

By: \_\_\_\_\_

Title: \_\_\_\_\_ (If Proposer is a Corporation, affix corporate seal)



TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX C- DISCLOSURE OF OWNERSHIP INTEREST AFFIDAVIT**

**TO: TOWN OF SOUTHWEST RANCHES  
OFFICIALLY DESIGNATED REPRESENTATIVE**

**STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_**

BEFORE ME, the undersigned authority, this day personally appeared \_\_\_\_\_, hereinafter referred to as “Affiant,” who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant appears herein as:

☐ an individual or

☐ the \_\_\_\_\_ of \_\_\_\_\_.

[position—e.g., sole proprietor, president, partner, etc.] [name & type of entity—e.g., ABC Corp., XYZ Ltd. Partnership, etc.]. The Affiant or the entity the Affiant represents herein seeks to do business with the Town of Southwest Ranches through its the Town Council.

2. Affiant’s address is:

\_\_\_\_\_

3. Attached hereto as Exhibit “A” is a complete listing of the names and addresses of every person or entity having a five percent (5%) or greater interest in the Affiant’s corporation, partnership, or other principal. Disclosure does not apply to profit corporations, government agencies, or to an individual’s or entity’s interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

4. Affiant acknowledges that this Affidavit is given to comply with the Town of Southwest Ranches’ policy, and will be relied upon by the Town of Southwest Ranches. Affiant further acknowledges that he or she is authorized to execute this document on behalf of the entity identified in paragraph one, if any.

5. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

6. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief it is true, correct and complete.

*AFFIANT FURTHER SAYETH NAUGHT.*

\_\_\_\_\_  
\_\_\_\_\_, Affiant  
(Print Affiant Name)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, [ ] who is personally known to me or [ ] who has produced \_\_\_\_\_ as identification and who did take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Print Notary Name)  
State of \_\_\_\_\_ at Large  
My Commission Expires:\_\_\_\_\_



**APPENDIX D- DRUG FREE WORKPLACE**

Proposer must certify that they will provide a drug-free workplace. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
- 5) Impose a sanction on (or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community), any employee who is so convicted or takes a plea.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

**PROPOSER'S SIGNATURE:** \_\_\_\_\_

**PROPOSER:** \_\_\_\_\_

**APPENDIX E SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a)  
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

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 \_\_\_\_\_  
by \_\_\_\_\_  
for \_\_\_\_\_  
whose business address is \_\_\_\_\_

\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

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 with the United States, including, but not limited to, any bid, proposal, reply or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Para. 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, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Para. 287.133(1) (a), Florida Statutes, means:

(i). A predecessor or successor of a person convicted of a public entity crime; or

(ii). 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 market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

5. I understand that a “person” as defined in Para. 287.133(1) (e), 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 Proposals or applies to Proposal 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. 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.

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 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 SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

**[Signatures on next page]**

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

PROPOSER: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Personally known \_\_\_\_\_

Or Produced Identification \_\_\_\_\_  
(Type of Identification)

Notary Public - State of \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

My Commission Expires \_\_\_\_\_

(Printed, typed, or stamped commissioned name of notary public)

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX F**  
**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_ ) ss:

County of \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn deposes and says that:

- (1) He/She is the \_\_\_\_\_ (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_, the proposer that has submitted the attached Proposal;
- (2) He/She is fully informed with respect to the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Bid price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work; and
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

**[Signatures on next page]**



TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

PROPOSER: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Personally known \_\_\_\_\_

Or Produced Identification \_\_\_\_\_  
(Type of Identification)

Notary Public - State of \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

My Commission Expires \_\_\_\_\_

(Printed, typed, or stamped commissioned name of notary public)

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX G**  
**OFFEROR'S QUALIFICATION STATEMENT**

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: Town of Southwest Ranches  
Venessa Redman, Sr. Procurement & Budget Officer

ADDRESS: 13400 Griffin Road  
Southwest Ranches, Florida 33330

SUBMITTED BY: \_\_\_\_\_

CIRCLE ONE  
Corporation  
Limited Liability Company  
Joint Venture  
Partnership  
Other

NAME: \_\_\_\_\_ Individual

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

TELEPHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

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

1. State the true, exact, correct and complete name of the partnership, corporation, limited liability company, joint venture, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Offeror is: \_\_\_\_\_

The address of the principal place of business is: \_\_\_\_\_

\_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
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2. If Offeror is a corporation, answer the following:

Date of Incorporation: \_\_\_\_\_  
State of Incorporation: \_\_\_\_\_  
President's name: \_\_\_\_\_  
Vice President's name: \_\_\_\_\_  
Secretary's name: \_\_\_\_\_  
Treasurer's name: \_\_\_\_\_

- g. Name and address of Resident Agent:

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

3. If Offeror is an individual or a partnership, answer the following:

a. Date of organization: \_\_\_\_\_

- b. Name, address and ownership units of all partners:

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

c. State whether general or limited partnership: \_\_\_\_\_

4. If Offeror is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

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

5. If Offeror is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

\_\_\_\_\_

- a. Under what other former names has your organization operated?

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

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

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7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of this Letter. Please attach certificate of competency and/or state registration.

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8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

---

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9. State the names, telephone numbers and last known addresses of three (3) owners, individuals or representatives of owners with the most knowledge of work which you have performed or goods you have provided, and to which you refer (governmental entities are preferred as references).

(name)	(address)	(phone number)
<hr/>		
(name)	(address)	(phone number)
<hr/>		
(name)	(address)	(phone number)
<hr/>		

10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

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11. State the name of the individual who will have personal supervision of the work:

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TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

12. Provide a list of all litigation, including arbitration proceedings, in which offeror was or is a party, plaintiff or defendant, within the last five years, including the style the case, local of the case, and whether the case is still pending.

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TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

THE OFFEROR ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY OFFEROR TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE OFFEROR'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE LETTER, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ of \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or type as Commissioned)

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX H**  
**OFFEROR'S CERTIFICATION WHEN OFFEROR IS AN INDIVIDUAL**

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

IN WITNESS WHEREOF, the Offeror hereto has executed this Form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Individual

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Town/State/Zip

\_\_\_\_\_  
Business Phone Number

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_  
as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or type as Commissioned)

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX I OFFEROR'S CERTIFICATION WHEN OFFEROR IS A SOLE  
PROPRIETORSHIP OR OPERATES UNDER A FICTITIOUS OR TRADE NAME**

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

IN WITNESS WHEREOF, the Offeror hereto has executed this Form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed Name of Firm

By: \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Individual

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Town/State/Zip

\_\_\_\_\_  
Business Phone Number

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_  
as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or type as Commissioned)



TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX J**  
**OFFEROR'S CERTIFICATION WHEN OFFEROR IS A PARTNERSHIP**

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

IN WITNESS WHEREOF, the Offeror hereto has executed this Form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed Name of Partnership

By: \_\_\_\_\_  
Signature of General or Managing Partner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Partner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Town/State/Zip

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
State of Registration

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
by \_\_\_\_\_ (Name), \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of  
Company who is personally known to me or who has produced \_\_\_\_\_  
as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or type as Commissioned)

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX K**  
**OFFEROR'S CERTIFICATION WHEN OFFEROR IS A CORPORATION, LIMITED**  
**LIABILITY COMPANY OR OTHER BUSINESS ENTITY**

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

IN WITNESS WHEREOF, the Offeror hereto has executed this Form this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Printed Name of Corporation or Company

\_\_\_\_\_  
Printed State of Incorporation

By: \_\_\_\_\_  
Signature of President or other authorized officer

(CORPORATE SEAL)

\_\_\_\_\_  
Printed Name of President or other authorized officer

ATTEST:

\_\_\_\_\_  
Address of Corporation or Company

By \_\_\_\_\_  
Secretary

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Business Phone Number

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_,  
by \_\_\_\_\_ (Name), \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of  
Company who is personally known to me or who has produced \_\_\_\_\_  
as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or type as Commissioned)

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX L**  
**CERTIFICATE OF AUTHORITY (If Individual/Sole Proprietor)**

State of \_\_\_\_\_ )

) ss:

County of \_\_\_\_\_ )

I HEREBY CERTIFY that \_\_\_\_\_, as Principal or Owner of (Company name) \_\_\_\_\_, is hereby authorized to execute the Proposal dated \_\_\_\_\_ 20\_\_\_\_, to the Town of Southwest Ranches and his execution thereof, attested by the undersigned, shall be the official act and deed of \_\_\_\_\_ (Company Name)

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary:

(SEAL)

PROPOSER:\_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX M**  
**CERTIFICATE OF AUTHORITY (If Corporation or Limited Liability Company)**

State of \_\_\_\_\_ )

) ss:

County of \_\_\_\_\_ )

I HEREBY CERTIFY that a meeting of the Board of Directors of a corporation or authorized representatives of a Limited Liability Company existing under the laws of the State of \_\_\_\_\_, held on \_\_\_\_\_, 20\_\_\_\_, the following resolution was duly passed and adopted:

“RESOLVED, that \_\_\_\_\_, as President of the Corporation or authorized representative of a Limited Liability Company, be and is hereby authorized to execute the Proposal dated, \_\_\_\_\_, 20\_\_\_\_, to the Town of Southwest Ranches and this Corporation or Limited Liability Company and his execution thereof, attested by the Secretary of the Corporation or Limited Liability Company, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation or Limited Liability Company.”

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Corporation or Limited Liability Company this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary:

(SEAL)

PROPOSER:\_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX N**  
**CERTIFICATE OF AUTHORITY (If Partnership)**

State of \_\_\_\_\_)

) ss:

County of \_\_\_\_\_ )

I HEREBY CERTIFY that a meeting of the Partners of the \_\_\_\_\_

\_\_\_\_\_

A partnership existing under the laws of the State of \_\_\_\_\_, held on \_\_\_\_\_, 20\_\_\_\_, the following resolution was duly passed and adopted:

“RESOLVED, that, \_\_\_\_\_, as of the Partnership, be and is hereby authorized to execute the Proposal dated \_\_\_\_\_, 20\_\_\_\_, to the Town of Southwest Ranches and this partnership and that his execution thereof, attested by the \_\_\_\_\_ shall be the official act and deed of this Partnership.”

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_, day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary:  
(SEAL)

PROPOSER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX O**  
**CERTIFICATE OF AUTHORITY (If Joint Venture)**

State of \_\_\_\_\_ )  
 ) ss:  
County of \_\_\_\_\_ )

I HEREBY CERTIFY that a meeting of the Partners of the \_\_\_\_\_

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

A corporation existing under the laws of the State of \_\_\_\_\_, held on \_\_\_\_\_, 20\_\_\_\_, the following resolution was duly passed and adopted:

“RESOLVED, that, \_\_\_\_\_, as of the Joint Venture, be and is hereby authorized to execute the Proposal dated \_\_\_\_\_, 20\_\_\_\_, to the Town of Southwest Ranches and this partnership and that his execution thereof, attested by the \_\_\_\_\_ shall be the official act and deed of this Joint Venture.”

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_, day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary:  
(SEAL)

PROPOSER:\_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX P  
PROPOSAL BOND**

**Bond No.** \_\_\_\_\_

**BID BOND**

State of \_\_\_\_\_ )

) ss:

County of \_\_\_\_\_ )

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_

\_\_\_\_\_, as Principal, and \_\_\_\_\_

\_\_\_\_\_, as Surety, are held and firmly bound unto the Town of Southwest Ranches, a municipal corporation of the State of Florida, in the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying Proposal, dated \_\_\_\_\_ 20\_\_ for:

**RFP No.: 20-005:  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES**

NOW, THEREFORE,

- (a) If said Proposal shall be rejected, or in the alternate
- (b) If said Proposal shall be accepted and the Principal shall properly execute and deliver to said town the appropriate Contract Documents, including any required insurance and bonds, and shall in all respects fulfill all terms and conditions attributable to the acceptance of said Proposal, then this obligation shall be void; otherwise, it shall remain in force and effect, it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the amount of this obligation as herein stated.

IN WITNESS WHEREOF, the above bonded parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the name and the corporate seal of each corporate party being hereto affixed and these presents being duly signed by its undersigned representative.

**[Signatures on next page]**

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

PROPOSER: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

IN PRESENCE OF: \_\_\_\_\_

(Individual or Partnership Principal)

(SEAL)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Business Phone)

SURETY: \_\_\_\_\_

By: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Business Phone)

**IMPORTANT**

Surety companies executing bonds must appear on the Treasury Department's most current list (circular 570 as amended) and be authorized to transact business in the State of Florida.

Countersigned by Florida Agent:

\_\_\_\_\_

Name: \_\_\_\_\_

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



TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX Q**  
**GOVERNMENTAL CONTACT INFORMATION**

Please list NAME OF AGENCY, ADDRESS, PHONE NUMBER, AND CONTACT PERSON of any other Governmental Agencies or Quasi-governmental agencies for which you have conducted business on similar project within the past five years.

<b>NAME AGENCY</b>	<b>OF</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>	<b>CONTACT PERSON</b>

PROPOSER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX R**  
**ACKNOWLEDGMENT OF CONFORMANCE WITH O.S.H.A. STANDARDS**

TO THE TOWN OF SOUTHWEST RANCHES:

\_\_\_\_\_, hereby acknowledges and agrees that as Contractor for the Town of Southwest Ranches within the limits of the Town of Southwest Ranches, Florida, we have the sole responsibility for compliance with all requirements of the Federal Occupational Safety and Health regulations, and agree to indemnify and hold harmless the Town of Southwest Ranches, including its Council Members, officers and employees, from and against any and all legal liability or loss the Town may incur due to \_\_\_\_\_'s failure to comply with such regulations.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
CONTRACTOR

BY: \_\_\_\_\_

\_\_\_\_\_  
Print Name

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

PROPOSER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX S**  
**PROPOSER CONFIRMATION OF QUALIFICATIONS**

The Contract will be awarded only to a responsible and eligible proposer, qualified by experience and capable of providing required insurance, and bonds and in a financial position to do the Work specified within the Request For Proposals, and which can complete the Work within the time schedule specified.

At the time of the Proposal, the proposer shall hold all Contractor and other qualification certificates and licenses required to be held by the Contractor by Florida Statutes or ordinances of the Town of Southwest Ranches and Broward County in order to perform the Work which is the subject of this Request For Proposals.

All license, certificate and experience requirements must be met by the proposer (as opposed to the Subcontractor) at the time of Proposal submission. Proposals submitted by proposer who do not directly hold required licenses and certificates or who rely on a Subcontractor to meet the license, certificate or experience criteria will be rejected. By executing this Form and submitting its Proposal, proposer represents that it meets the requirements set forth above, and as set forth in the Proposal Documents, and acknowledges and understands that such representation is material and that the Town shall be relying on this representation with respect to a Contract award.

Proposer: \_\_\_\_\_

Proposer's Name: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

\_\_\_\_\_

Proposer's Phone Number: \_\_\_\_\_

Proposer's Email: \_\_\_\_\_

Contractor's License and License number(s) (attach copies of license(s) required for the work described in this RFP):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPOSER: \_\_\_\_\_

**[Signatures on next page]**

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ of \_\_\_\_\_ (Proposer), who is personally  
known to me or who has produced \_\_\_\_\_ as identification and who did (did  
not) take an oath.

WITNESS my hand and official seal.

NOTARY Public Records of \_\_\_\_\_ County, Florida

\_\_\_\_\_  
Notary Signature

Name of Notary Public: (Print, Stamp, or type as Commissioned)

PROPOSER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX T**  
**PROPOSER EXPERIENCE QUESTIONNAIRE**

The proposer's response to this questionnaire will be utilized as part of the Town's Proposal Evaluation and Contractor selection. Proposer must have current licensures applicable to this type of work and must have experience on comparable work.

List comparable contract experience and client references:

Project Name: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

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

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Person Tel. No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

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

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Person Tel. No.: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

Project Name: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

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

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Person Tel. No.: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX U**  
**SUB-CONTRACTOR LIST**

In the form below, the proposer shall list all subcontractors to be used on this project if the proposer is awarded the Contract for this project. This list shall not be amended without the prior written consent of the Town.

<u><b>CLASSIFICATION OF WORK</b></u>	<u><b>NAME</b></u>	<u><b>ADDRESS</b></u>

PROPOSER:\_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX V**  
**ACKNOWLEDGEMENT OF ADDENDA**

Proposer shall indicate receipt of any addendum by initialing below for each addendum received.

Addendum No.1 \_\_\_\_\_

Addendum No.2 \_\_\_\_\_

Addendum No.3\_\_\_\_\_

Addendum No.4\_\_\_\_\_

**[Remainder of page intentionally left blank]**



TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX W**  
**LIABILITY CLAIMS**

Please list the following information for all Liability Claims for the past ten (10) years:

1. Name and Location of project: \_\_\_\_\_  
\_\_\_\_\_
2. Contact information for Project Owner:
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Phone: \_\_\_\_\_
  - d. Email: \_\_\_\_\_
3. Nature of Claim: \_\_\_\_\_  
\_\_\_\_\_
4. Date of Claim: \_\_\_\_\_
5. Resolution Date of Claim and how resolved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. If applicable:
  - a. Court Case Number: \_\_\_\_\_
  - b. County: \_\_\_\_\_
  - c. State: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX X**  
**W-9**

**INSERT W-9**

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX Y**  
**PROOF OF INSURANCE**

INSERT PROOF OF INSURANCE

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX Z**  
**ANTI-LOBBYING CERTIFICATION FORM**

1. The prospective participant certifies to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

Organization: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Certified By: \_\_\_\_\_  
(type or print)

Title: \_\_\_\_\_

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

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**APPENDIX AA**  
**STATEMENT OF NO RESPONSE**

Recipients of this solicitation may elect not to respond. The Town is interested in learning the reason(s) for non-response. If you elect not to respond with an offer to this solicitation, the Town requests that the reason(s) are indicated below and this form is returned to:

Venessa Redman, Senior Procurement and Budget Officer  
Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, FL 33330  
or  
Email: [vredman@southwestranches.org](mailto:vredman@southwestranches.org)

REASONS

1. \_\_\_\_\_ Do not offer this product/service or equivalent.
2. \_\_\_\_\_ Schedule would not permit.
3. \_\_\_\_\_ Insufficient time to respond to solicitation.
4. \_\_\_\_\_ Unable to meet specifications / scope of work.
5. \_\_\_\_\_ Specifications "too tight" (i.e. geared to specific brand or manufacturer).
6. \_\_\_\_\_ Specifications not clear.
7. \_\_\_\_\_ Unable to meet bond and / or insurance requirements.
8. \_\_\_\_\_ Solicitation addressed incorrectly, delayed in forwarding of mail.
9. \_\_\_\_\_ Other (Explanation provided below or by separate attachment).

Explanation: \_\_\_\_\_

---

The Town may delete the names of those persons or businesses who fail to respond to three (3) solicitations, who fail to return this Statement, or as requested.

Desire to receive future Town solicitations?    ☐ Yes    ☐ No

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

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

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

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

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

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ DATE: \_\_\_\_\_

**APPENDIX BB**  
**OTHER FEDERAL, STATE AND LOCAL REQUIREMENTS**  
**(2 CFR 200 COMPLIANCE)**

The Contractor must adhere to all requirements and regulations established by the Federal Emergency Management Agency (FEMA), the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Natural Resources Conservation Service (NRCS), U.S. Army Corps of Engineers (USACE) and any other governmental agency with jurisdiction over emergency/disaster response and recovery actions. Notwithstanding anything in this Agreement to the contrary, Contractor also agrees to comply, subject to applicable professional standards, with the provisions of any and all applicable federal, state, county and the Town orders, statutes, ordinances, rules and regulations which may pertain to the services required under the Agreement, including but not limited to:

**A. ACCESS BY THE GRANTEE, SUBGRANTEE, FEDERAL GRANTOR AGENCY AND COMPTROLLER GENERAL**

The Contractor shall allow access by the grantee, sub grantee, Federal grantor agency and Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts and transcriptions.

**B. FEDERAL CLEAN AIR AND WATER ACTS**

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387), and will report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).

**C. CONTRACT WORK HOURS AND SAFETY STANDARDS**

The Contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3702-3704) as supplemented by Department of Labor regulations (29 CFR Part 5).

**D. COMPLIANCE WITH THE COPELAND ANTI-KICKBACK ACT**

(1) Contractor. The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

(2) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

(3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

**E. BUY AMERICAN ACT**

The Contractor shall comply with all applicable standards, orders, or requirements regarding the Buy American Act. (42 U.S.C 5206 - extended until 2023).

**F. SUSPENSION AND DEBARMENT**

Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

**G. ANTI-LOBBYING**

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the recipient.

This provision is applicable to all Federal-aid contracts and to all related subcontracts which exceed \$100,000 (49 CFR 20).

**H. EQUAL EMPLOYMENT OPPORTUNITY**

The Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or sub-grantees). Additionally, all contractors and subcontractors performing work in connection with this Agreement shall provide equal opportunity for employment because of race, religion, color, age, sex, national origin, sexual preference, disability or marital status. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in a conspicuous place available for employees and applicants for employment, such notices as may be required by the Dade



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County Fair Housing and Employment Commission, or other authority having jurisdiction over the Work setting forth the provisions of the nondiscrimination law.

**I. NONDISCRIMINATION**

During the performance of this Agreement, Contractor agrees to not discriminate against any employee or applicant for employment because of race, religion, color, sex, handicap, marital status, age or national origin, and will take affirmative action to ensure that they are afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not be limited to, recruitment, employment, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training. By entering into this Agreement with the Town, the Contractor attests that it is not in violation of the Americans with Disabilities Act of 1990 (and related Acts). If the Contractor or any owner, subsidiary or other firm affiliated with or related to the Contractor is found by the responsible enforcement agency or the Town to be in violation of the Act, such violation shall render this Agreement void. This Agreement shall be void if the Contractor submits a false affidavit or the Contractor violates the Act during the term of this Agreement, even if the Contractor was not in violation at the time it submitted its affidavit.

**J. OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)**

The Contractor shall comply with OSHA as applicable to this Agreement.

**K. ENVIRONMENTAL PROTECTION AGENCY (EPA)**

The Contractor shall comply with all laws, rules and regulations promulgated by, for, or related to the EPA as applicable to this Agreement.

**L. CONFLICTS OF INTEREST**

The Contractor shall comply with "Conflicts of Interest" Section 1-19 of the Broward County Code, and Ordinance 2011-19.

**M. FLORIDA BUILDING CODE (FBC)**

The Contractor shall comply with all applicable provisions of the Florida Building Code ("FBC").

**N. VIOLATIONS OF LAW**

Notwithstanding any other provision of the Agreement, Contractor shall not be required pursuant to the Agreement to take any action or abstain from taking any action if such action or abstention would, in the good faith determination of the Contractor, constitute a violation of any law or regulation to which Contractor is subject, including, but not limited to, laws and regulations requiring that Contractor conduct its operations in a safe and sound manner.

**O. VERIFICATION OF EMPLOYMENT STATUS**

Any contractor/proposer assigned to perform responsibilities under its contract with a State agency is required to utilize the U.S. Department of Homeland Security's E-Verify system (per the State of Florida Executive Order Number 11-02 "Verification of Employment Status") to verify the employment eligibility of: (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to the contract with the State agency. U.S. Department of Homeland Security's E-Verify System Affirmation Statement should be completed and submitted to the Town for any individuals performing work for Contractor under the Agreement.

**P. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

Contractors shall comply with the requirements of 2 CFR §200.321 as applicable to this Agreement. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination for cause by the Town.

**Q. PROCUREMENT OF RECOVERED MATERIALS**

Contractors shall comply with the requirements of 2 CFR §200.321, as applicable to this Agreement. Respondents must be able and willing to comply with the Town's FEMA Compliant documentation submission requirements.

**R. DAVIS-BACON ACT REQUIREMENTS**

Contractors shall comply with the requirements of the Davis-Bacon Act, as amended (40 U.S.C. §3141-3148), and as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"), as applicable to this Agreement.

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**EXHIBIT “A”**



AGREEMENT  
BETWEEN THE  
TOWN OF SOUTHWEST RANCHES  
AND

---

**FOR**

**RFP NO.: 20-005**

**TOWN-WIDE FACILITIES MAINTENANCE SERVICES**

**AGREEMENT FOR**

**“RFP No.: 20-005 TOWN-WIDE FACILITIES MAINTENANCE SERVICES**

THIS IS AN AGREEMENT (the “Contract”) made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Town of Southwest Ranches, a Municipal Corporation of the State of Florida, (hereinafter referred to as the “Town”), and \_\_\_\_\_ (hereinafter referred to as “Contractor”).

**WHEREAS**, the Town desires to contract for Town-wide Facilities Maintenance Services (the “Project”); and

**WHEREAS**, the Town advertised a Request For Proposals, RFP No. 20-005 on \_\_\_\_\_, 20\_\_\_\_ (“RFP”); and

**WHEREAS**, \_\_ Proposals were received by the Town on \_\_\_\_\_, 20\_\_\_\_; and

**WHEREAS**, the Town has adopted Resolution No. 201\_\_\_\_- \_\_\_\_ at a public meeting of the Town Council approving the recommended award and has selected \_\_\_\_\_ for award of the Project; and

**WHEREAS**, Contractor’s Proposal is attached to this Contract as Exhibit “A-1” and made a part hereof.

**NOW THEREFORE**, in consideration of the foregoing promises and the mutual terms and conditions herein, the Town and Contractor hereby agree as follows:

**Section 1: Scope of Services**

- 1.1 Upon execution of this Contract, Contractor agrees to perform the duties and responsibilities as defined herein and in the RFP to which this Contract is EXHIBIT “A” and which is made a part hereof by this reference (the “Work”). This Contract, as well as all Exhibits, the RFP, Contractor’s Proposal, including all forms attached thereto, and all addenda, specifications, drawings and plans, shall be hereinafter collectively referred to as the “Contract Documents” and incorporated herein by reference. To the extent of any conflict among the Contract Documents, the more stringent criteria relative to Contractor’s performance of the Work shall govern over the less stringent criteria.
- 1.2 All Work rendered pursuant to this Contract by Contractor shall be performed in accordance with the applicable standard of care for persons or entities performing similar work in Broward County, Florida. Contractor shall perform the Work in strict accordance with the requirements of this Contract, all of the Contract Documents, good workman practices for right-of-way maintenance services performed in Broward County, Florida and all applicable codes, ordinances, rules, laws and regulations governing the Work.
- 1.3 By submitting its Proposal and entering into this Contract, Contractor represents that it has informed itself of the conditions that exist at the sites and difficulties associated with the execution of the Work. The existing site conditions have been accounted for within the Contract Price. Furthermore, all costs for the proper disposal of excess material generated onsite in the performance of the Work have likewise been included and accounted for within the Contract Price.

**Section 2: Term of this Contract and Contract Time**

- 2.1 The Town and Contractor agree that Contractor shall perform all Work under this Contract for: Contractor

**“RFP No.: 20-005 TOWN-WIDE FACILITIES MAINTENANCE SERVICES**

- 2.2 The Town shall have the ability to terminate this Contract as provided in “Section 18: Termination.”
- 2.3 Contractor shall not be entitled to any claim for damages against the Town on account of hindrance or delays from any cause whatsoever. If, however, Contractor is delayed in the prosecution of the Work occasioned by an act of God, or by act or omission on the part of the Town, or due to changes ordered in the Work by the Town which expand the scope and costs of the Work, such act, hindrance, or delay shall only entitle Contractor to receive an extension of time as its sole and exclusive remedy for such hindrance or delay, and Contractor waives any and all other claims against the Town.

**Section 3: Compensation & Method of Payment**

- 3.1 Contractor shall render all Work to the Town under the Contract for a total, not to exceed, \$\_\_\_\_\_ Dollars (“Contract Price”).
- 3.2 The Town shall not be liable for any cost increases or escalation associated with labor, services, materials, equipment or any other costs that may arise during the performance of the Work. In the event, the cost of the Work exceeds the amounts defined in Section 3.1, Contractor shall pay such excess from its own funds and the Town shall not be liable for any excess. The only exception shall be adjustments to the Contract Price pursuant to written Change Orders, duly executed by the Town and Contractor in accordance with the terms and conditions of this Contract, and with the same formality and dignity afforded the original Contract.
- 3.3 The Town and Contractor agree that payment will be subject to (a) the delivery of an invoice by Contractor to the Town once every thirty (30) days, and (b) confirmation by the Town, that the Work included in the invoice has been performed in accordance with this Contract. Upon verification by the Town that the invoiced Work has adequately been performed, the Town shall have thirty (30) days thereafter to pay the invoice.
- 3.4 Each invoice must be accompanied by all supporting documentation and other information reasonably requested by the Town. Nothing herein shall be construed as a waiver of sovereign immunity or authority for imposition of liens against public property. Subject to other requirements of the Contract Documents, retainage shall be released after final completion of the Work and the Town’s receipt of acceptable reports and other documentation, including certification of payment to subcontractors, if any, as well as satisfaction of the conditions included in Section 3.5 of this Contract.
- 3.5 A final payment invoice must be accompanied by written notice from Contractor that the Work is complete. Contractor’s obligation to perform and complete the Work in strict accordance with the Contract Documents shall be absolute. The Town may refuse payment if (a) the Work is defective or damaged requiring correction, (b) it becomes necessary for

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the Town to correct defective Work, or (c) liens, claims, or other items have been asserted against the Town in connection with Contractor's performance of the Work entitling the Town to a set-off the amount due. No payment will be made for Work performed by Contractor to replace defective work, for work which is not shown or ordered in the Contract Documents, or additional work performed by Contractor without prior written approval of the Town.

**Section 4: Assignment**

- 4.1 No assignment of this Contract or the Work hereunder shall be valid without the express written consent of the Town, which may be given or withheld, in the Town's sole discretion. All Work to be performed pursuant to this Contract shall be performed by Contractor, and no Work shall be subcontracted to other parties or firms without the prior written consent and approval of the Town Administrator.

**Section 5: Insurance**

- 5.1 Throughout the term of this Contract and during applicable statute of limitation periods, Contractor shall maintain, in full force and effect, all of insurance coverages required within the Contract and RFP.
- 5.2 All Insurance Policies shall be issued by companies that (a) are authorized to transact business in the State of Florida, (b) have agents upon whom service of process may be made in Broward County, Florida, and (c) have a rating of "A-" or better in accordance with A.M. Best's Key Rating Guide.
- 5.3 All Insurance Policies shall name and endorse the following as an additional named insured:
- Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, FL 33330-2628
- 5.4 All Insurance Policies shall be endorsed to provide that (a) Contractor's insurance is primary to any other insurance available to the Town or any other additional insured with respect to claims covered under the policy and (b) Contractor's insurance applies separately to each insured, against whom claims are made or suit is brought, and (c) that the inclusion of more than one insured shall not operate to increase the insurer's limit of liability. Self-insurance by Contractor shall not be acceptable for providing the required insurance coverages of this Contract.
- 5.5 If Contractor fails to submit the required insurance certificate, in the manner prescribed within the executed Contract, at the time of execution of this Contract, Contractor shall be deemed in default, and the Contract shall be cancelled or rescinded without liability of the Town.
- 5.6 Contractor shall carry the following minimum types of insurance:
- A. **WORKER'S COMPENSATION:** Worker's Compensation Insurance is to apply to all employees in compliance with the "Workers' Compensation Law" of the State of Florida and all applicable federal laws. Contractor

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shall carry Worker's Compensation Insurance with the statutory limits, which shall include employer's liability insurance with a limit of not less than **One Hundred Thousand Dollars (\$100,000)** for each incident, and **One Hundred Thousand Dollars (\$100,000)** for each disease. Policy(ies) must be endorsed with waiver of subrogation against the Town.

- B. **BUSINESS AUTOMOBILE LIABILITY INSURANCE:** Contractor shall carry business automobile liability insurance with minimum limits of **Five Hundred Thousand Dollars (\$500,000)** per occurrence, combined single limits bodily injury liability and property damage. The policy must be no more restrictive than the latest edition of the business automobile liability policy without restrictive endorsements, as filed by the Insurance Services Office, and must include all owned vehicles and all hired or non-owned vehicles.
- C. **COMMERCIAL GENERAL LIABILITY:** Contractor shall carry Commercial General Liability Insurance with limits of not less than **Five Hundred Thousand Dollars (\$500,000)** per occurrence combined single limit for bodily injury and property damage, and not less than **One Million Dollars (\$1,000,000)** in the aggregate. The insurance policy must include coverage that is no more restrictive than the latest edition of the commercial general liability policy, without restrictive endorsements as filed by the Insurance Service Office (ISO), and the policy must include coverages for premises and/or operations, independent contractors, products and/or completed operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, personal injury and explosion, collapse and underground (X-C-U). Personal injury coverage shall include coverage that has the employee and contractual exclusions removed. The ISO form of the policy must be acceptable to the Town.

- 5.7 Contractor shall provide the Town with a copy of the Certificates of Insurance or endorsements evidencing the types of insurance and coverages required by this Section prior to beginning Work under this Contract and, at any time thereafter, upon request by the Town.
- 5.8 Contractor's Insurance Policies shall be endorsed to provide the Town with at least thirty (30) calendar days' prior written notice of cancellation, non-renewal, restrictions, or reduction in coverages or limits. Notice shall be sent to:

Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, Florida 33330

And

Keith M. Poliakoff, Esq.

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Saul Ewing Arnstein & Lehr LLP  
200 East Las Olas Boulevard, Suite 1000  
Fort Lauderdale, Florida 33301

- 5.9 Contractor's Commercial General Liability Insurance policy shall be on an "occurrence" basis only and shall not be a "claims-made" policy.
- 5.10 If any of Contractor's insurance policies include a general aggregate limit and provides that claims investigation or legal defense costs are included in the general aggregate limit, the general aggregate limit that is required shall be at least five (5) times the occurrence limits specified above in this article.
- 5.11 Contractor shall not commence operations, and/or labor to complete any of the Work pursuant to this Contract until certification or proof of insurance issued directly by the insurance company underwriting department or insurance agent, detailing terms and provisions of coverage, has been received and approved by the Town.
- 5.12 If any of Contractor's initial insurance expires prior to the completion of the Work, renewal copies of Policies shall be furnished to the Town at least thirty (30) days prior to the date of their expiration, and the Town shall be an additional named insured by endorsement on all of Contractor's applicable renewal policies.
- 5.13 **UPON EXECUTION OF THIS CONTRACT, CONTRACTOR SHALL SUBMIT TO THE TOWN COPIES OF ITS CERTIFICATE(S) OF INSURANCE EVIDENCING THE REQUIRED COVERAGES REQUIRED HEREIN AND SPECIFICALLY PROVIDE THE ENDORSEMENT TO THE POLICIES THAT SHOWS THE TOWN OF SOUTHWEST RANCHES IS AN ADDITIONAL NAMED INSURED WITH RESPECT TO THE REQUIRED COVERAGES AND CONTRACTOR'S WORK UNDER THE CONTRACT.**
- 5.14 The official title of the owner is the Town of Southwest Ranches. This official title shall be used in all insurance policies and documentation.
- 5.15 All required insurance policies shall preclude any insurer's or underwriter's rights of recovery or subrogation against the Town with the express intention of the parties being that the required insurance coverage protects both parties as the primary coverage for any and all losses covered by the above described insurance.
- 5.16 Contractor shall ensure that any company issuing insurance to satisfy the requirements contained in this Contract agrees that it shall have no recourse against the Town for payment or assessments in any form on any policy of insurance.
- 5.17 The clauses "Other Insurance Provisions" and "Insured Duties in the Event of an Occurrence, Claim or Suit" as it appears in any policy of insurance in which the Town is named as an additional named insured shall not apply to the Town in any respect. The Town shall use its best efforts to provide written notice of occurrence within thirty (30) working days after the Town's actual notice of such event.
- 5.18 Notwithstanding any other provisions of this Contract, Contractor's obligation to maintain all required insurance as specified in this Section of the Contract shall survive the expiration or earlier termination of this Contract.



**Section 6: Copyrights and Patent Rights**

Contractor warrants that there has been no violation of copyrights, trademarks, or patent rights in manufacturing, producing, and/or selling the item(s) ordered or shipped as a result of this Contract. Contractor agrees to indemnify and hold harmless the Town, its employees, agents, or servants against any and all liability, loss, or expense resulting from any such violation(s).

**Section 7: Laws and Regulations**

Contractor agrees comply with all applicable federal, state, county, and local laws, rules, regulations, ordinances and codes in performing all Work under this Contract.

**Section 8: Taxes and Costs**

All federal, state and local taxes relating to Contractor's Work under this Contract and, similarly, all costs for licenses, permits, or certifications to perform the Work under this Contract shall be paid by Contractor.

**Section 9: Indemnification**

To the fullest extent permitted by Florida law, Contractor shall indemnify, defend and hold harmless the Town, its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, at both trial and appellate levels, to the extent caused by the negligence, recklessness, or willful misconduct of Contractor and persons employed or utilized by Contractor in the performance of the Work or anyone else for whose actions Contractor may be responsible, regardless of the partial fault of any party indemnified hereunder. Notwithstanding any other provisions of this Contract, Contractor's duty to indemnify, defend and hold the Town harmless shall survive the termination or earlier expiration of this Contract.

**Section 10: Non-discrimination**

Contractor shall not discriminate against any client, employee or applicant for employment because of race, gender, age, color, religion, sex, sexual orientation, national origin, physical or mental disability, or marital status. Contractor shall take affirmative action to ensure that applicants, subcontractors, independent contractors, and employees are treated without discrimination in regard to their race, gender, age, color, religion, sex, sexual orientation, national origin, physical or mental disability, or marital status. Contractor shall comply with all applicable sections of the Americans with Disabilities Act. Contractor agrees that compliance with this Article constitutes a material condition to this Contract, and that it is binding upon Contractor, its successors, transferees, and assigns for the period during which Work is provided. Contractor further assures that all subcontractors and independent contractors are not in violation of the terms of this Section of the Contract.

**Section 11: Sovereign Immunity**

Nothing in this Contract is intended, nor shall it be construed to waive or modify the Town's Sovereign Immunity defense or the Town's immunities and limitations on liability, as provided for in Florida Statutes, as worded or amended, and all Florida case law interpreting same.

**Section 12: Prevailing Party Attorneys' Fees**

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In the event either party to this Contract incurs legal fees, legal expenses or costs to enforce the terms of this Contract on trial or on appeal, the prevailing party shall be entitled to recover reasonable costs of such action so incurred, including, without limitation, reasonable attorney's fees and costs and expert witness fees and costs incurred.

**Section 13: No Third Party Beneficiaries**

This Contract is solely for the benefit of the parties hereto, and is not entered into for the benefit of any other person or entity. Nothing in this Contract shall be deemed or construed to create or confer any benefit, right or cause of action for any third party or entity.

**Section 14: Funding**

The obligation of the Town for payment to Contractor for the Work is limited to the availability of funds appropriated in a current fiscal period, and continuation of any contractual relationship into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

**Section 15: Manner of Performance**

Contractor agrees to perform all Work in a professional manner and in accordance with local, state, county, and federal laws, rules, ordinances, regulations and codes. Contractor agrees that the Work provided shall be provided by employees that are legally employed, educated, trained, experienced, certified, and licensed in all areas encompassed within their designated duties. Contractor agrees to furnish to the Town any and all documentation, certification, authorization, license, permit, or registration currently required by applicable laws, rules, and regulations. Contractor further certifies that it and its employees will keep all licenses, permits, registrations, authorizations, or certifications required by applicable laws or regulations in full force and effect during the term of this Contract. Contractor represents that all persons performing Work under this Contract have the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth herein in a professional manner. Failure of Contractor to comply with this paragraph shall constitute a material breach of this Contract.

**Section 16: Public Records**

The Town is subject to Chapter 119, Florida Statutes, "Public Records Law." No claim of confidentiality or proprietary information in any portion of a response will be honored unless a specific exemption from the Public Law exists and is cited in the response. An incorrectly- claimed exemption does not disqualify the firm, only the exemption claimed. Contractor acknowledges the public shall have access, at all reasonable times, to all documents and information pertaining to the Town's contracts, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the Town and the public to all documents subject to disclosures under applicable law.

To the extent that Contractor has been provided access to or has received security sensitive information, as defined by Florida Statutes, Section 119.071 and/or has executed a Confidential Information Acknowledgement and Agreement as part of the RFP process, Contractor shall keep and maintain the security sensitive information as confidential and exempt from public disclosures, as required by Florida Statutes.

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Contractor agrees to keep and maintain public records required by the Town to perform the service in Contractor's possession or control in connection with Contractor's performance under this RFP and any contract awarded, and upon the request from the Town's custodian of public records, to provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable amount of time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract if Contractor does not transfer the records to the Town.

Upon completion of the Contract, Contractor agrees, at no cost to the Town, to transfer to the Town all public records in possession of Contractor or keep and maintain public records required by the Town to perform the service. If Contractor transfers all public records to the Town upon completion of the Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the Contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology system of the Town.

Contractor's failure or refusal to comply with the provisions of this Section shall result in the immediate termination for cause of the Contract by the Town.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSTRUCTION'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PHONE: (954) 434-0008; EMAIL: RMUNIZ@SOUTHWESTRANCHES.ORG; RUSSELL MUNIZ, ASSISTANT TOWN ADMINISTRATOR/TOWN CLERK, TOWN OF SOUTHWEST RANCHES, 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FLORIDA 33330.**

**Section 17: Termination**

The Contract may be terminated upon the following events:

- A. **Termination by Mutual Agreement.** In the event the parties mutually agree, in writing, this Contract may be terminated on the terms and dates stipulated therein.
- B. **Termination for Convenience.** This Contract may be terminated for convenience by the Town upon the Town providing Contractor with **thirty (30) calendar days'** written notice of the Town's intent to terminate this Contract for convenience. In the event that this Contract is terminated by the Town for convenience, Contractor shall be paid ONLY for Work performed and approved by the Town as of the date that this Contract is terminated, plus any direct and reasonable expense sustained up to the date of receipt of the written notice. In no event shall the Town be liable for consequential damages, including, but not limited to, lost profits on Work not yet performed, and no other compensation or damages, other than as set forth in this Section, shall be paid to or recovered by Contractor in any legal proceeding against the Town. Upon being notified of the Town's election to terminate, Contractor shall immediately cease performing any further Work or incurring

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additional expenses. Contractor acknowledges and agrees that Ten Dollars (\$10.00) of the compensation to be paid by the Town, the adequacy of which is hereby acknowledged by Contractor, is given as specific consideration to Contractor for the Town's right to terminate this Contract for convenience.

- C. **Termination for Cause.** In the event of a material breach by Contractor, the Town shall provide Contractor written notice of its material breach. Contractor shall thereafter have fourteen (14) days from the date of its receipt of such notification to cure such material breach. If Contractor does not cure the material breach within that time period, the Town may terminate this Contract immediately. Material breaches shall include, but are not limited to, Contractor's violations of governing standards, failure to carry out the work in strict accordance with the Contract Documents, failure to supply sufficient work forces, violations of State or Federal laws, violation of the Town's policies and procedures, or violation of any of the terms and conditions of this Contract. In the event that the Town elects to terminate Contractor for cause, as provided for in this Section, and the Town's termination for cause is later determined by a court of competent jurisdiction to be improper, or in any other way wrongful or in breach of this Contract, the termination will be automatically deemed converted to one for convenience, and Contractor shall solely be paid and Contractor's damages are solely limited to the compensation Contractor would be entitled to pursuant to subparagraph (B) of this Section.
- D. **Termination for Lack of Funds.** In the event the funds to finance the Work under this Contract become unavailable, the Town may provide Contractor with thirty (30) days written notice of termination. Nothing in this Contract shall be deemed or construed to prevent the parties from negotiating a new contract in this scenario. In the event that the Town elects to terminate Contractor for lack of funds as provided for in this Section, and the Town's termination for lack of funds is later determined by a court of competent jurisdiction to be improper, or in any other way wrongful or in breach of this Contract, the termination will be automatically deemed converted to one for Convenience, and Contractor shall solely be paid and Contractor's damages are solely limited to the compensation Contractor would be entitled to pursuant to subparagraph (B) of this Section.
- E. **Immediate Termination by the Town.** In addition to any other grounds stated herein, the Town, in its sole discretion, may terminate this Contract immediately upon the occurrence of any of the following events:
1. Contractor's violation of the Public Records Act;
  2. Contractor's insolvency, bankruptcy or receivership;
  3. Contractor's violation or non-compliance with Section 11 of this Contract;
  4. Contractor's failure to maintain any Insurance required by Section 6 of this Contract; or
  5. Contractor's violation of Section 18 of this Contract.

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If Contractor's services are terminated, the termination will not affect any rights or remedies of the Town against Contractor, then existing, or which may thereafter accrue. Any retention or payment of moneys due Contractor by the Town will not release Contractor from liability.

**Section 18: Public Entity Crimes Information Statement**

Pursuant to Florida Statutes, Section 287.133: "A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list." Violation of this Section by Contractor shall result in the Town's immediate termination of this Contract.

**Section 19: Use of Awarded Proposal by Other Governmental Units**

Contractor agrees that this Contract may be utilized by other governmental entities or units to provide the specified services. The Town does not become obligated, in any way, to pay for or become, in any way, responsible or liable for Contractor's provision of Work or services to any other governmental unit.

**Section 20: Change Orders and Modification of Contract**

The Town and Contractor may request changes that would increase, decrease or otherwise modify the scope of Work to be provided under this Contract. Such changes only become part of this Contract and increase, decrease or otherwise modify the Work or the Contract Price under this Contract if evidenced by a written Change Order executed by the Town and Contractor, with the same formality and of equal dignity associated with the original execution of the Contract.

**Section 21: No Waiver of Rights**

Neither the Town's review, approval or payment for any of the Work required under this Contract shall be construed to operate as a waiver of any of the Town's rights under this Contract or of any causes of action arising out Contractor's performance of the Work under this Contract, and Contractor shall be and remain liable to the Town for all damages to the Town caused by Contractor's negligent or improper performance of any of the Work furnished under this Contract, irrespective of the Town's review, approval or payment for any of the Work under this Contract. The rights and remedies of the Town provided for, under this Contract, are in addition to all other rights and remedies provided to the Town by law.

**Section 22: Jurisdiction and Venue**

The exclusive venue for any litigation arising from or relating to the Contract shall be in a court of competent jurisdiction in the 17th Judicial Circuit in and for Broward County, Florida. This Contract shall be governed by the substantive laws of the State of Florida.

**Section 23: WAIVER OF RIGHT TO JURY TRIAL**

**By entering into this Contract, CONTRACTOR and the TOWN hereby expressly waive any rights either party may have to a trial by jury in any civil litigation related to, or arising out of THIS Contract.**

**Section 24: Gender**

Wherever the context shall so require, all words herein in the masculine gender shall be deemed to include the feminine, and all words herein in the feminine gender shall be deemed to include the masculine. All singular words shall include the plural, and all plural words shall include the singular.

**Section 25: Time is of the Essence**

Time is of the essence for all of Contractor's obligations under this Contract.

**Section 26: Days**

The terms "days" as referenced in this Contract shall mean consecutive calendar days.

**Section 27: Written Mutual Agreement**

This Contract is binding upon the parties hereto, their successors and assigns, and replaces and supersedes any and all prior agreements or understandings between the parties hereto, whether written or oral, which are merged herein.

**Section 28: No Amendment or Waiver**

This Contract may not be changed, altered or modified, except by an instrument in writing signed by all parties hereto, with the same formality and of equal dignity as the execution of this Contract prior to the initiation of any Work reflecting such change.

**Section 29: Severability**

In the event any term or provision of this Contract shall be determined by appropriate judicial authority to be illegal or otherwise invalid, such provision shall be given its nearest legal meaning so as to remain in full force and effect, or be deemed severed from the Contract so as not to affect the validity or enforceability of the remaining provisions of the Contract. In case any one or more of the provisions of this Contract shall be determined by appropriate judicial authority to be invalid, illegal or unenforceable, in any respect, the validity of the remaining provisions of this Contract shall be in no way affected, prejudiced, or disturbed thereby.

**Section 30: Resolution of Disputes; Florida Statutes, Chapter 558 Not Applicable**

To prevent litigation, it is agreed by the parties hereto that the Town Administrator shall solely decide all questions, claims, difficulties and disputes of, whatever nature, which may arise relative to this Contract, including, but not limited to, Contractor's fulfillment of its obligations under this Contract as to the character, quality, amount and value of any Work done or proposed, to be done or furnished, under or by reason of, the Contract. Further, to the extent required or permitted by the agreement between the Town and its professional for this Project, the professional shall have access to the Work, the right to conduct testing or inspections, to reject non-conforming work, and to review pay applications. The Town Administrator's decision shall be reduced to writing, and a copy furnished to Contractor within a reasonable time following submission to the Town of the

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

question, claim, difficulty or dispute as referenced above. The Town Administrator's decision shall be final and conclusive.

During the pendency of any dispute and after a determination thereof, Contractor and the Town shall act in good faith to mitigate any potential damages.

Any party objecting to a dispute determination must notify the other party in writing within ten (10) calendar days of receipt of the written determination. The notice must state the basis of the objection, any adjustment claimed, and reason the party believes it entitled to an adjustment as a result of the determination. Within sixty (60) calendar days thereafter, the parties shall participate in mediation to address all objections to any dispute determination. Neither party shall commence litigation prior to the expiration of the sixty (60) day mediation period. The mediator shall be mutually agreed upon by the parties. Should any objection not be resolved in mediation, the parties retain all their legal rights and remedies provided under State law. A PARTY SPECIFICALLY WAIVES ALL OF ITS RIGHTS, INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR PRICE ADJUSTMENTS, PROVIDED IN THE CONTRACT DOCUMENTS, INCLUDING ITS RIGHTS AND REMEDIES UNDER STATE LAW, IF SAID PARTY FAILS TO COMPLY IN STRICT ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION. Contractor and the Town hereby waive any rights to a trial by jury.

**Section 31: Notice**

Whenever either party desires to give notice unto the other, such notice must be in writing by certified or registered mail, postage prepaid, return receipt requested, hand delivery, or facsimile transmission prior to 5:00 p.m. on the date of transmission (e.d.t. or e.s.t. as applicable), or via overnight express courier service. For the present, the parties designate the following individuals as the respective parties and places for giving of notice:

**If to the Town:**

Town of Southwest Ranches  
Town Administrator  
13400 Griffin Road  
Southwest Ranches, Florida 33330

**With a copy to:**

Keith M. Poliakoff, Esq.  
Saul Ewing Arnstein & Lehr LLP  
200 East Las Olas Boulevard  
Suite 1000  
Fort Lauderdale, Florida 33301

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

If to Contractor:

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**Section 32: Miscellaneous**

- A. Ownership of Documents.** Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Contract by Contractor and all persons or entities employed or otherwise retained by Contractor are and shall remain the property of the Town. In the event of termination of this Contract for any reason, any reports, photographs, surveys and other data and documents prepared by Contractor, whether finished or unfinished, shall become the property of the Town and shall be delivered by Contractor to the Town Administrator within seven (7) days of termination of this Contract for any reason. Any compensation due to Contractor shall be withheld until all documents are received by the Town as provided herein.
- B. Audit and Inspection Rights and Retention of Records.** The Town shall have the right to audit the books, records and accounts of Contractor that are related to this Contract. Contractor shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Contract.

Contractor shall preserve and make available, at reasonable times for examination and audit by the Town, all financial records, supporting documents, statistical records, and any other documents pertinent to this Contract for the required retention period of the Florida Public Records Act (Chapter 119, Florida Statutes), if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after expiration or earlier termination of this Contract, unless Contractor is notified in writing by the Town of the need to extend the retention period. Such retention of such records and documents shall be at Contractor's sole expense. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by the Town to be applicable to Contractor's records, Contractor shall comply with all requirements thereof.

However, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by Contractor. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for the Town's disallowance and recovery of any payment upon such entry. In addition, Contractor shall respond to the reasonable inquiries of successor Contractors and allow successor Contractors to receive working papers relating to matters of continuing significance. In addition, Contractor shall provide a complete copy of all working papers to the Town, prior to final payment by the Town under this Contract.

- C. Independent Contractor.** Contractor is an independent contractor of the Town under this Contract. Services provided by Contractor pursuant to this Contract shall be subject to the supervision of Contractor. In providing such services, neither Contractor nor its agents



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TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
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shall act as officers, employees or agents of the Town. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to the Work and services rendered under this Contract shall be exclusively and solely those of Contractor. This Contract shall not constitute or make the Town and Contractor a partnership or joint venture.

- D. Conflicts.** Neither Contractor nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Contractor's loyal and conscientious exercise of judgment related to its performance under this Contract. Contractor agrees that none of its officers or employees shall, during the term of this Contract, serve as an expert witness against the Town in any legal or administrative proceeding in which he or she is not a party, unless compelled by court process. Further, Contractor agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of the Town in connection with any such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude Contractor or any other persons from representing themselves in any action or in any administrative or legal proceeding.

In the event Contractor is permitted to utilize subcontractors to perform any services required by this Contract, Contractor agrees to prohibit such subcontractors, by written contract, from having any conflicts within the meaning of this Section.

- E. Contingency Fee.** Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract. For a breach or violation of this provision, the Town shall have the right to terminate this Contract without liability and, at its discretion, to deduct from the Contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.
- F. Materiality and Waiver of Breach.** The Town and Contractor agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Contract and, therefore, is a material term hereof. The Town's failure to enforce any provision of this Contract shall not be deemed a waiver of such provision or modification of this Contract. A waiver of any breach of a provision of this Contract shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Contract.
- G. Joint Preparation.** The Town and Contractor both acknowledge that they have sought and received whatever competent advice and legal counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Contract has been their joint effort. The language agreed to herein

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

express their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

- H. Drug-Free Workplace.** Contractor shall maintain a drug-free workplace.
- I. Headings.** Headings are for convenience of reference only and shall not be considered in any interpretation of this Contract.
- J. Binding Authority.** Each person signing this Contract on behalf of either party individually warrants that he or she has full legal power to execute this Contract on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Contract.
- K. Truth-in-Negotiation Certificate.** Signature of this Contract by Contractor shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Contract are accurate, complete, and current at the time of contracting.

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TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**IN WITNESS WHEREOF**, the parties have made and executed this Contract on the respective dates under each signature: \_\_\_\_\_ and the TOWN OF SOUTHWEST RANCHES, signing by and through its Mayor duly authorized to execute same by Council action on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**WITNESSES:**

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

**CONTRACTOR:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**TOWN OF SOUTHWEST RANCHES**

By: \_\_\_\_\_

Doug McKay, Mayor

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Andrew D. Berns,  
Town Administrator

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Russell Muñiz, Assistant Town Administrator/Town Clerk

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
Keith M. Poliakoff, Town Attorney



SW 185th Way "Pocket Park  
(at Stirling Road Right of Way)

# Broadwing Building



Highlighted area = maintenance





























☐ Depicts Park

[illegible]

## SUNSHINE RANCHES EQUESTRIAN PARK

TOWNWIDE LANDSCAPE  
MAINTENANCE PROJECT

5840 SW 148 Avenue  
South West Ranches, FL 33330

TOWN OF SOUTHWEST RANCHES

APPROVED BY:

DATE:



**R.J.Behar & Company, Inc.**  
Engineers • Planners

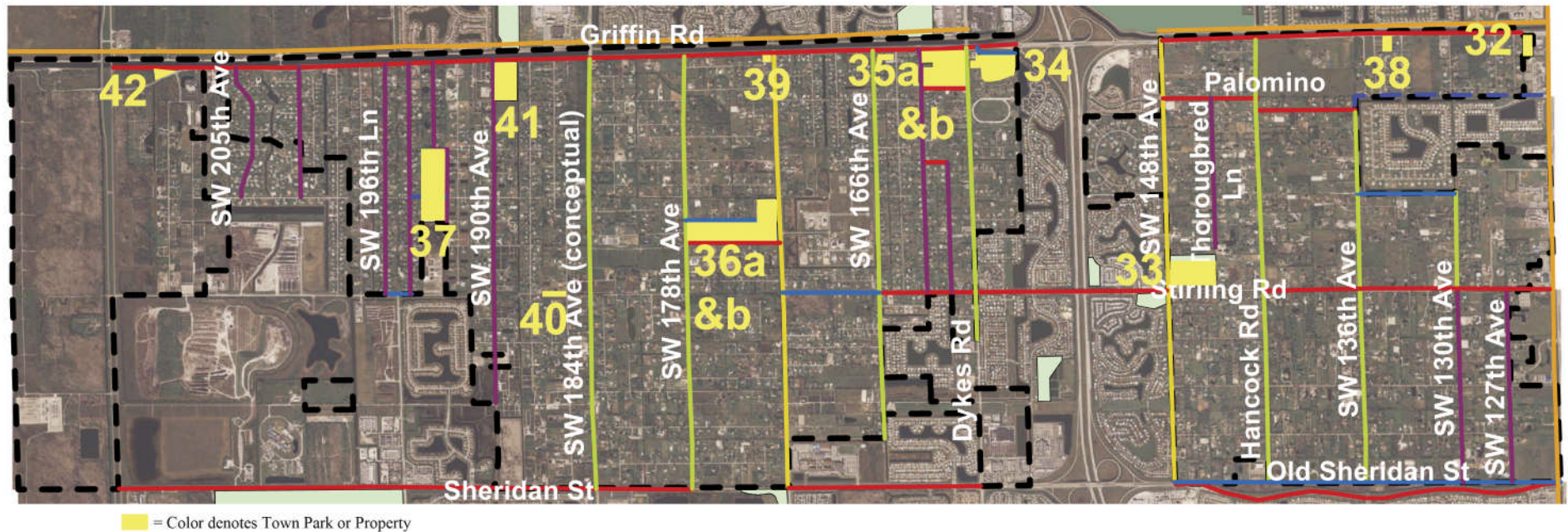
9891 S.W. 196TH AVENUE, SUITE 302  
Pembroke Pines, Florida • 33332  
(954) 680-7771 • Fax: (954) 680-7781

DL	MU	JF
DES.	DWL	CH
PROJECT / FILE NO.		
04040		
DRAWING NO.		
1		
DATE DRAWN		1/1
9-06-07		SH





Southwest Ranches Town Hall  
13400 Griffin Road  
Southwest Ranches, FL 33330



- Zone 32. Trailside Park: 12498 Griffin Road
- Zone 33. Sunshine Ranches Equestrian Park: 5840 SW 148 Avenue
- Zone 34. Calusa Corners Park: SE Corner Hawke's Bluff Avenue (Griffin Road) at SW 160 Avenue (Dykes Road)
- Zone 35.a. Southwest Meadows Sanctuary Park: SW Corner Griffin Road at SW 160 Avenue (Dykes Road)
- Zone 35.b. Southwest Meadows Sanctuary Park: (interior of property above)
- Zone 36.a. Rolling Oaks Park: 17630 SW 56 Street
- Zone 36.b. Rolling Oaks Park: (interior of property above)
- Zone 37. Frontier Trails Park: SW 193rd Lane at SW 51 Manor
- Zone 38. Town Hall: 13400 Griffin Road
- Zone 39. Public Safety Facility: 17220 Griffin Road
- Zone 40. Stirling Rd. at SW 185 Way "Pocket Park"
- Zone 41. Country Estates Park: 18900 Griffin Road
- Zone 42. Broadwing Building: 20951 Griffin Road







# **ADDENDUMS**



TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**ZONES / LOCATIONS / MAINTENANCE SERVICE CATEGORIES / FREQUENCIES**  
**SERVICECATEGORY D: PARKS AND OTHER FACILITIES MAINTENANCE –**  
**ZONES 33-43**

Zone #	Location/Zone Name	Size	Amenities Subject to Maintenance*	Maintenance Service Category/ies*	Frequency/ies*
D 33.	Trailside Park (“TP”)	4 Acres	Benches, Picnic Pavilion, sidewalk	5.6, 6.2, 6.3, as applicable	Weekly
D 34.	Sunshine Ranches Equestrian Park (“SREP”)	20 Acres	Restroom, Picnic Pavilion, Playground, Equestrian Rings (2), Parking Lot, 5416 Linear Ft. of Vinyl Fencing, Sidewalks	5.6, 6.1 - 6.3 (ALL), as applicable; Daily open and close	Daily/Weekly/ Monthly
D 35.	Calusa Corners Park (“CCP”)	12 Acres	1000 Linear Ft. of Vinyl Fencing, Picnic Pavilion, Playground, Parking	5.6, 6.2, 6.3, as applicable	Daily/Weekly/ Monthly
D 36.a.	Southwest Meadows Sanctuary Park (“SWMSP”)	25.5 Acres	Fencing 3 <i>Other amenities planned</i>	6.3	Weekly
D 36.b.	Southwest Meadows Sanctuary Park Landscape Area (“SWMSP-LS”)	1 Acre	Not applicable (Included solely for continuity of Zones/locations context)	N/A	N/A
D 37.a.	Rolling Oaks Park (“ROP”)	45.5 Acres; 3861 sq. ft. under air	Community Room, Meeting Room, Restroom, Parking Lot, 2950 Linear Ft. of Vinyl Fencing	5.6, 6.1 - 6.3 (ALL), as applicable; Daily open and close	Daily/Weekly/ Monthly
D 37.b.	Rolling Oaks Park Butterfly Garden (“ROP-BG”)	1 Acre	Fitness Circuit	5.6, 6.2, 6.3, as applicable	Daily/Weekly
D 38.	Frontier Trails Park (“FTP”)	30 Acres	Fencing, Picnic Pavilion, Sidewalk	5.6, 6.2, 6.3, as applicable	Weekly
D 39.	Town Hall (“TH”)	< 2 Acres; 10500 sq. ft. under air	Approx. 10,000 Sq. Ft. Administrative Office Building w/ Meeting Chambers, Parking Lot, Sidewalks <sup>4</sup>	5.6, 6.2, 6.3, as applicable, <u>if added to schedule</u>	As needed
D 40.	Public Safety Facility (“PSF”)	< 1 Acre; 2880 sq. ft. under air	Modular and permanent buildings, Parking Lot, Sidewalks <sup>4</sup>	5.6, 6.2, 6.3, as applicable, <u>if added to schedule</u>	As needed

TOWN OF SOUTHWEST RANCHES, FLORIDA  
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D 41.	Stirling Rd. at SW 185 Way “pocket park” (“PP”)	1.6 Acres	Fencing <i>No other amenities planned at this time</i>	6.3 inspection and reporting	Weekly
D 42.	Country Estates Park (“CEP”)	16 Acres	Restroom, Picnic Pavilion, Playground, Parking Lot, Sidewalks	5.6, 6.1 - 6.3 (ALL), as applicable; Daily open and close	Daily/Weekly/ Monthly
D 43.	Broadwing Building (“BWB”)	1.77 Acres	Storage building and fencing <sup>4</sup>	5.6, 6.1-6.3, as applicable, <u>if added to schedule</u>	Monthly

\*All counts/frequencies are approximate. The Town reserves the right to add or delete the quantity/frequency of service.

1. As applicable, based on Maintenance Service Categories needed for amenities on site
2. Probable future addition to Contract. As applicable, based on Maintenance Service Categories needed for amenities planned when added due to completion of construction and opening of facility to public use
3. Possible future addition to Contract. As applicable based on Maintenance Service Categories needed for amenities on site; if added due to completion of construction and opening of facility to public use.
4. Potential for future addition to contract. As applicable based on Maintenance Service Categories needed for amenities on site; if added to Contract.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
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**MAINTENANCE PROPOSAL: PRICE LIST BY ZONE / SERVICE CATEGORY (BASE PROPOSAL):  
PARKS AND OTHER FACILITIES MAINTENANCE**

Service Category	Location/Zone #	Location Name	Unit Price	Annual Price – (Frequencies as per “Maintenance Frequencies” sheets)
D	33	Trailside Park <sup>1</sup> -	\$	\$
D	34	Sunshine Ranches Equestrian Park-	\$	\$
D	35	Calusa Corners Park <sup>1</sup> -	\$	\$
D	36.a.	Southwest Meadows Sanctuary Park <sup>2</sup> -	\$	\$
D	37.a.	Rolling Oaks Park-	\$	\$
D	37.b.	Rolling Oaks Park Butterfly Garden Maintenance <sup>1</sup> -	\$	\$
D	38	Frontier Trails Park <sup>1</sup> -	\$	\$
D	39	Town Hall <sup>4</sup> -(10,500 sq. ft.)	\$	\$
D	40	Public Safety Facility <sup>4</sup> -(2,880 sq. ft.)	\$	\$
D	41	Stirling Rd. at SW 185th Way “pocket park” <sup>1</sup> -	\$	\$
D	42	Country Estates Park-	\$	\$
D	43	Broadwing Building <sup>1</sup> -	\$	\$

\*All counts/frequencies are approximate. The Town reserves the right to add or delete the quantity/frequency of service.

- 1 As applicable, based on Maintenance needed for amenities on site
- 2 Probable future addition to Contract.
- 3 Possible future addition to Contract.
- 4 Potential for future addition to contract. Proposer may offer "unit price per square foot.

<b>GRAND TOTAL – MAINTENANCE PROPOSAL: PRICE LIST BY ZONE (BASE PROPOSAL):</b>	\$
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**PROPOSER’S SIGNATURE:** \_\_\_\_\_ **COMPANY NAME:** \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
TOWN-WIDE FACILITIES MAINTENANCE SERVICES  
RFP NO. 20-005

**MAINTENANCE PROPOSAL: PRICE LIST BY ZONE / SERVICE CATEGORY (BASE PROPOSAL):  
PARKS AND OTHER FACILITIES MAINTENANCE**

Service Category	Location/Zone #	Location Name	Unit Price	Annual Price – (Frequencies as per “Maintenance Frequencies” sheets)
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D	36.a.	Southwest Meadows Sanctuary Park <sup>2</sup> -	\$	\$
D	37.a.	Rolling Oaks Park-	\$	\$
D	37.b.	Rolling Oaks Park Butterfly Garden Maintenance <sup>1</sup> -	\$	\$
D	38	Frontier Trails Park <sup>1</sup> -	\$	\$
D	39	Town Hall <sup>4</sup> -(10,500 sq. ft.)	\$	\$
D	40	Public Safety Facility <sup>4</sup> -(2,880 sq. ft.)	\$	\$
D	41	Stirling Rd. at SW 185th Way “pocket park” <sup>1</sup> -	\$	\$
D	42	Country Estates Park-	\$	\$
D	43	Broadwing Building <sup>1</sup> -	\$	\$

\*All counts/frequencies are approximate. The Town reserves the right to add or delete the quantity/frequency of service.


- 1 As applicable, based on Maintenance needed for amenities on site
- 2 Probable future addition to Contract.
- 3 Possible future addition to Contract.
- 4 Potential for future addition to contract. Proposer may offer "unit price per square foot.

<b>GRAND TOTAL – MAINTENANCE PROPOSAL: PRICE LIST BY ZONE (BASE PROPOSAL):</b>	\$
--------------------------------------------------------------------------------	----

**PROPOSER’S SIGNATURE:** \_\_\_\_\_ **COMPANY NAME:** \_\_\_\_\_

\_\_\_\_\_



 = town park or property

**Zone 33 Trailside Park: 12498 Griffin Road**

**Zone 34 Sunshine Ranches Equestrian Park: 5840 SW 148 Avenue**

**Zone 35 Calusa Corners Park: 4701 Hawke's Bluff Avenue (SE Corner Griffin Road at SW 160 Avenue/Dykes Road)**

**Zone 36.a. Southwest Meadows Sanctuary Park: SW Corner Griffin Road at SW 160 Avenue/Dykes Road)**

**Zone 36.b. Southwest Meadows Sanctuary Park: (planted areas of property above)**

**Zone 37.a. Rolling Oaks Park: 17630 SW 56 Street**

**Zone 37.b. Rolling Oaks Park butterfly garden**

**Zone 38. Frontier Trails Park: SW 193rd Lane at SW 51 Manor**

**Zone 39. Town Hall: 13400 Griffin Road**

**Zone 40. Public Safety Facility: 17220 Griffin Road**

**Zone 41. Stirling Rd. at SW 185 Way "Pocket Park"**

**Zone 42. Country Estates Park: 18900 Griffin Road**

**Zone 43. Broadwing Building: 20951 Griffin Road**



1 0.5 0 1 Miles

