

**ESCAMBIA COUNTY FLORIDA
INVITATION TO BID
BIDDER'S CHECKLIST
ESCAMBIA COUNTY FLORIDA PARKS AND RECREATION GROUNDS MOWING AND TRIMMING
FOR ATHLETIC PARKS
SPECIFICATION PD 16-17.016**

- **HOW TO SUBMIT YOUR BID**

PLEASE REVIEW THIS DOCUMENT CAREFULLY. OFFERS THAT ARE ACCEPTED BY THE COUNTY ARE BINDING CONTRACTS. **INCOMPLETE BIDS ARE NOT ACCEPTABLE.** ALL DOCUMENTS AND SUBMITTALS SHALL BE RECEIVED BY THE OFFICE OF PURCHASING ON OR BEFORE DATE AND HOUR FOR SPECIFIED FOR RECEIPT. LATE BIDS WILL BE RETURNED UNOPENED.

** Documents submitted with Bids are to be on the forms provided in the Invitation to Bid and photocopies of other required documents*

THE FOLLOWING DOCUMENTS SHALL BE RETURNED WITH BID:

- SOLICITATION, OFFER AND AWARD FORM ORIGINAL SIGNATURE
- BID FORM WITH ORIGINAL SIGNATURE
- QUALIFICATIONS STATEMENT

THIS BID CONTAINS SIX (6) BID FORMS AND IS BASED ON GROUNDS MOWING AND TRIMMING FOR 6 SPECIFIC ZONES AS IDENTIFIED IN THE BID DOCUMENTS. BIDS WILL BE RECEIVED FOR EACH ZONE SEPARATELY AND AT SPECIFIED DATES AND TIMES BY ZONES 1 THROUGH 6. BIDS MUST BE SUBMITTED PER THE INSTRUCTIONS CONTAINED HEREIN. BIDS NOT IN COMPLIANCE WITH BID INSTRUCTIONS WILL NOT BE ACCEPTED.

THE FOLLOWING DOCUMENTS SHOULD BE RETURNED WITH BID

- LETTER FROM INSURANCE CARRIER AS SPECIFIED IN THE "INSURANCE REQUIREMENTS"
- SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON ENTITY CRIMES
- DRUG-FREE WORKPLACE FORM
- INFORMATION SHEET FOR TRANSACTIONS AND CONVEYANCES CORPORATE IDENTIFICATION
- CERTIFICATE OF AUTHORITY TO DO BUSINESS FROM THE STATE OF FLORIDA
OCCUPATIONAL LICENSE
- FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION – LICENSE(S),
CERTIFICATION(S) AND/OR REGISTRATION(S)
- BEFORE YOU SUBMIT YOUR BID, HAVE YOU:
PLACED YOUR BID WITH ALL REQUIRED SUBMITTAL ITEMS IN A SEALED ENVELOPE CLEARLY MARKED FOR SPECIFICATION NUMBER, PROJECT NAME, NAME OF BIDDER, AND DUE DATE AND TIME OF BID RECEIPT?

- **MANDATORY PRE BID MEETING;**
PLEASE NOTE THAT THIS BID CONTAINS A REQUIREMENT TO ATTEND ONE OF THE TWO PRE-BID MEETINGS. ATTENDANCE IS MANDATORY FOR ALL BIDDERS.

- **PRE-BID MEETINGS SCHEDULED AS FOLLOWS:**

MANDATORY PRE-BID CONFERENCES WILL BE HELD AT THE PARKS AND RECREATION
DEPARTMENT, 1651 E. NINE MILE ROAD, PENSACOLA, FLORIDA 32514:

DATE: WEDNESDAY, JANUARY 4, 2017

TIME: 8:00 AM CST

TIME: 3:30 PM CST

BIDS WILL NOT BE ACCEPTED FROM BIDDERS WHO WERE NOT IN ATTENDANCE AT ONE OF THE PRE-BID MEETINGS

**THIS FORM IS FOR YOUR CONVENIENCE TO ASSIST IN FILLING OUT YOUR
BID ONLY.**

DO NOT RETURN WITH YOUR BID

**ESCAMBIA COUNTY
FLORIDA
INVITATION TO BID**

**ESCAMBIA COUNTY FLORIDA PARKS AND RECREATION
GROUNDS MOWING AND TRIMMING FOR ATHLETIC PARKS**

SPECIFICATION NUMBER PD 16-17.016

BIDS FOR ZONE 1 WILL BE RECEIVED UNTIL: 2:00 p.m., CST Friday, January 13, 2017
BIDS FOR ZONE 2 WILL BE RECEIVED UNTIL 2:00 pm CST Tuesday, January 17, 2017
BIDS FOR ZONE 3 WILL BE RECEIVED UNTIL 2:00 pm Wednesday, January 18, 2017
BIDS FOR ZONE 4 WILL BE RECEIVED UNTIL 2:00 pm Thursday, January 19, 2017
BIDS FO ZONE 5 WILL BE RECEIVED UNTIL 2:00 pm Friday, January 20, 2017
BIDS FOR ZONE 6 WILL BE RECEIVED UNTIL 2:30 pm Friday, January 20, 2017

At the

**Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32591-1591**

Board of County Commissioners

**Douglas B. Underhill, Chairman
Gary Bergosh, Vice Chairman
Steven Barry
Lumon J. May
Grover Robinson IV**

**From:
Claudia Simmons
Purchasing Manager**

Procurement Assistance:

Claudia Simmons
Purchasing Manager
Office of Purchasing
2nd Floor, Matt Langley Bell, III Building
213 Palafox Place
Pensacola, FL 32502
Tel: (850) 595-4980
Fax: (850) 595-4805

Technical Assistance:

Michael Rhodes,
Department Director
Parks and Recreation
1651 E. Nine Mile Road
Pensacola, FL 32514
Tel: (850) 475-5220

SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening.

NOTICE

<p>It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.</p>
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NOTICE

In accordance with Sec. 46-110(e) of the Escambia Code of Ordinances, all bid solicitation documents shall include the following notice to vendors of the local vendor preference policy:

(revised 1/21/2016)

Sec. 46-110.-Local Preference in Bidding

(d) Preference in purchase of commodities and services by means of competitive bid.

Except where federal or state law, or any other funding source, mandates to the contrary, Escambia County may give preference to local businesses in the following manner:

Competitive bid (local price match option). Each formal competitive bid solicitation (i.e. sealed bids) shall clearly identify how the price order of the bids received will be evaluated and determined.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$50,000.00 and \$249,999.00, and the bid submitted by one or more qualified and responsive local businesses is within **five percent** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$50,000.00 and \$249,999.00, and the bid submitted by one or more qualified and responsive local businesses with a fixed office or distribution point located in a designated Community Redevelopment Area (CRA) is within **seven percent** of the price submitted by the non-local business, then the local business located in a designated CRA with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$250,000.00 and \$999,999.00, and the bid submitted by one or more qualified and responsive local businesses is within **three percent** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$250,000.00 and \$999,999.00, and the bid submitted by one or more qualified and responsive local businesses with a fixed office or distribution point located in a designated CRA is within **five percent** of the price submitted by the non-local business, then the local business located in a designated CRA with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount in excess of \$1,000,000.00, and the bid submitted by one or more qualified and responsive local businesses is within **two percent** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount in excess of \$1,000,000.00, and the bid submitted by one or more qualified and responsive local businesses with a fixed office or distribution point located in a designated CRA is within **four percent** of the price submitted by the non-local business, then the local business located in a designated CRA with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

In such instances, staff shall first verify whether the lowest non-local bidder and the lowest local bidder are in fact qualified and responsive bidders. Next, the purchasing department shall invite the lowest local bidder in writing to submit a matching offer which shall be submitted in writing to the office of purchasing within five business days thereafter.

If the lowest local bidder does not respond or otherwise submits a written offer that does not fully match the lowest bid from the lowest non-local bidder tendered previously then award shall be made to the lowest overall qualified and responsive non-local bidder.

In the event a local bidder is awarded a contract pursuant to this section, any requests for change orders increasing the cost of the project must be approved by the board of county commissioners.

- (e) *Notice.* All bid solicitation documents shall include notice to vendors of the local preference policy.
- (f) *Waiver of the application of local preference.* The application of local preference to a particular purchase or contract for which the board of county commissioners is the awarding authority may be waived upon approval of the board of county commissioners.
- (g) *Limitations.*
 - (1) The provisions of this section shall apply only to procurements which are above the formal bid threshold as set forth in the Escambia County Purchasing Code.
 - (2) The provisions of this section shall not apply where prohibited by federal or Florida law or where prohibited under the conditions of any grant.
 - (3) The provisions of this section shall not apply to any purchase exempted from the provisions of the Escambia County Purchasing Code.
 - (4) The provisions of this section shall not apply to contracts made under the Consultants Competitive Negotiation Act (CCNA), F.S. § 287.055.

Effective July 1, 2015, the County **may not** use a local preference “for a competitive solicitation for **construction services** in which **50 percent or more** of the cost will be paid from state appropriated funds which have been appropriated at the time of the competitive solicitation. For any such solicitation, the County must disclose in the bid package that “any applicable local ordinance or regulation does not include any local preference...” See §255.0991, Florida Statutes.

**ESCAMBIA COUNTY FLORIDA PARKS AND RECREATION
GROUNDS MOWING AND TRIMMING FOR ATHLETIC PARKS
PD 16-17.016**

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Forms marked with a (Double Asterisk) should be returned with Offer.**

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SIGN AND RETURN THIS FORM WITH YOUR BIDS**

SOLICITATION, OFFER AND AWARD FORM

SUBMIT OFFERS TO:

CLAUDIA SIMMONS

Purchasing Manager

Office of Purchasing, 2nd Floor, Room 11.101

213 Palafox Place, Pensacola, FL 32502

Post Office Box 1591, Pensacola, FL 32591-1591

Phone No: (850)595-4980 Fax No: (850) 595-4805

ESCAMBIA COUNTY FLORIDA

Invitation to Bid

PD 16-17.016

ESCAMBIACOUNTY

**FLORIDA GROUNDS MOWING AND
TRIMMING FOR ATHLETIC PARKS**

SOLICITATION

MAILING DATE: Monday, December 19, 2016

MANDATORY PRE-BID CONFERENCE: Wednesday, January 4, 2017 at 8:00am CST and 3:30 pm CST

Escambia County Parks and Recreation, 1651 E. Nine Mile Road, Pensacola, FL 32514

OFFERS WILL BE RECEIVED BY 2:00 PM CST; BY ZONE BEGINNING WITH ZONE 1 ON FRIDAY, JANUARY 13, 2017 AND ENDING WITH ZONES 5 AND 6 ON FRIDAY, JANUARY 20, 2017 IN THE OFFICE OF PURCHASING, 213 PALAFOX PLACE, PENSACOLA, FLORIDA 32502. OFFERS WILL NOT BE ACCEPTED FROM BIDDERS NOT ATTENDING ONE OF THE TWO PRE-BID CONFERENCES ON JANUARY 4, 2017.

POSTING OF SOLICITATION TABULATIONS

Solicitation tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

OFFER (SHALL BE COMPLETED BY OFFEROR)

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

TERMS OF PAYMENT:

Net 30

DELIVERY DATE WILL BE _____ DAYS AFTER RECEIPT OF PURCHASE ORDER.

VENDOR NAME: _____

ADDRESS: _____

CITY, ST. & ZIP: _____

PHONE NO.: (____) _____

TOLL FREE NO.: (____) _____

FAX NO.: (____) _____

REASON FOR NO OFFER: _____

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the offeror and that the offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the offeror agrees that if the offer is accepted, the offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion such assignment shall be made and become effective at the time the County tenders final payment to the offeror.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER

(TYPED OR PRINTED)

**

SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER
(MANUAL)

****Failure to execute this Form binding the bidder/proposer's offer shall result in this bid/proposal being rejected as non-responsive.**

AWARD

Upon certification of award the contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing. The terms and conditions of this solicitation and the bid response of the awarded contractor is incorporated by reference herein and made a part of this contract.

BID FORM

Specification Number **PD16-17.016**

Escambia County Florida Parks and Recreation Grounds Mowing and Trimming for Athletic Parks ZONE 1

Board of County Commissioners
Escambia County, Florida
Pensacola, Florida 32502

Date: _____

Commissioners:

In accordance with your "Invitation for Bids" and "Instructions to Bidders" for **PD16-17.016 ESCAMBIA COUNTY PARKS AND RECREATION GROUNDS MOWING AND TRIMMING ZONE 1** as described and listed in this Invitation for Bids, and subject to all conditions thereof, I, undersigned, hereby propose to provide at the following price:

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Acreage</u>	<u>Times Cut/Year</u>	<u>Cost Per Mowing</u>	<u>Extended Amount</u>
Bradberry	4760 Highway 99A	Molino	7	40	\$ _____	\$ _____
Ernest Ward	7650 Highway 97	McDavid	2	40	\$ _____	\$ _____
Travis Nelson	4525 W. Hwy 4.	Bratt	40	40	\$ _____	\$ _____

Total for Zone 1 \$ _____

CONTRACTOR REQUIREMENTS

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

(PLEASE TYPE INFORMATION BELOW)

SEAL IF BID IS BY CORPORATION

BY: _____

Signature: _____

Title: _____

Address: _____

State of Florida Department of State Certificate of Authority Is your company located in an Escambia County
CRA District? ____Yes No____

Document Number _____

Occupational License No. _____

Person to contact concerning this bid:

Phone/Toll Free/Fax # _____

BID FORM

Specification Number **PD16-17.016**

Escambia County Florida Parks and Recreation Grounds Mowing and Trimming for Athletic Parks ZONE 2

Board of County Commissioners
Escambia County, Florida
Pensacola, Florida 32502

Date: _____

Commissioners:

In accordance with your "Invitation for Bids" and "Instructions to Bidders" for **PD16-17.016 ESCAMBIA COUNTY PARKS AND RECREATION GROUNDS MOWING AND TRIMMING ZONE 2** as described and listed in this Invitation for Bids, and subject to all conditions thereof, I, undersigned, hereby propose to provide at the following price:

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Acreage</u>	<u>Times Cut/Year</u>	<u>Cost Per Mowing</u>	<u>Extended Amount</u>
Cantonment	681 Well Line Rd	Cantonment	30	40	\$ _____	\$ _____
Quintette	2490 Quintette Ln.	Cantonment	18	40	\$ _____	\$ _____
Molino	2320 Crabtree Church	Molino	12	40	\$ _____	\$ _____

Total for Zone 2 \$ _____

CONTRACTOR REQUIREMENTS

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

(PLEASE TYPE INFORMATION BELOW)

SEAL IF BID IS BY CORPORATION

BY: _____

Signature: _____

Title: _____

Address: _____

State of Florida Department of State Certificate of Authority

Is your company located in an Escambia County
CRA District? ____ Yes No ____

Document Number _____

Occupational License No. _____

Person to contact concerning this bid:

_____ Phone/Toll Free/Fax # _____

BID FORM

Specification Number **PD16-17.016**

Escambia County Florida Parks and Recreation Grounds Mowing and Trimming for Athletic Parks ZONE 3

Board of County Commissioners
Escambia County, Florida
Pensacola, Florida 32502

Date: _____

Commissioners:

In accordance with your "Invitation for Bids" and "Instructions to Bidders" for **PD16-17.016 ESCAMBIA COUNTY PARKS AND RECREATION GROUNDS MOWING AND TRIMMING ZONE 3** as described and listed in this Invitation for Bids, and subject to all conditions thereof, I, undersigned, hereby propose to provide at the following price:

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Acreage</u>	<u>Times Cut/Year</u>	<u>Cost Per Mowing</u>	<u>Extended Amount</u>
Brent	4711 N. "W" Street	Pensacola	30	40	\$ _____	\$ _____
Raymond Riddle	1704 N. "W": Street.	Pensacola	5	40	\$ _____	\$ _____
Mayfair	50 S. Garfield	Pensacola	5	40	\$ _____	\$ _____

Total for Zone 3 \$ _____

CONTRACTOR REQUIREMENTS

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

(PLEASE TYPE INFORMATION BELOW)

SEAL IF BID IS BY CORPORATION

BY: _____

Signature: _____

Title: _____

Address: _____

State of Florida Department of State Certificate of Authority Is your company located in an Escambia County
CRA District? Yes No _____

Document Number _____

Occupational License No. _____

Person to contact concerning this bid:

Phone/Toll Free/Fax # _____

BID FORM

Specification Number **PD16-17.016**

Escambia County Florida Parks and Recreation Grounds Mowing and Trimming for Athletic Parks ZONE 4

Board of County Commissioners
Escambia County, Florida
Pensacola, Florida 32502

Date: _____

Commissioners:

In accordance with your "Invitation for Bids" and "Instructions to Bidders" for **PD16-17.016 ESCAMBIA COUNTY PARKS AND RECREATION GROUNDS MOWING AND TRIMMING ZONE 4** as described and listed in this Invitation for Bids, and subject to all conditions thereof, I, undersigned, hereby propose to provide at the following price:

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Acreage</u>	<u>Times Cut/Year</u>	<u>Cost Per Mowing</u>	<u>Extended Amount</u>
Bellview	2750 Longleaf Ave	Pensacola	20	40	\$ _____	\$ _____
Lewis Powell	7000 Rolling Hills	Pensacola	2	40	\$ _____	\$ _____
Myrtle Grove	99 N. 61 st Ave.	Pensacola	17	40	\$ _____	\$ _____

Total for Zone 4 \$ _____

CONTRACTOR REQUIREMENTS

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

(PLEASE TYPE INFORMATION BELOW)

SEAL IF BID IS BY CORPORATION

BY: _____

Signature: _____

Title: _____

Address: _____

State of Florida Department of State Certificate of Authority Is your company located in an Escambia County
CRA District? _____ Yes No _____

Document Number _____

Occupational License No. _____

Person to contact concerning this bid:

Phone/Toll Free/Fax # _____

BID FORM

Specification Number **PD16-17.016**

Escambia County Florida Parks and Recreation Grounds Mowing and Trimming for Athletic Parks ZONE 5

Board of County Commissioners
Escambia County, Florida
Pensacola, Florida 32502

Date: _____

Commissioners:

In accordance with your "Invitation for Bids" and "Instructions to Bidders" for **PD16-17.016 ESCAMBIA COUNTY PARKS AND RECREATION GROUNDS MOWING AND TRIMMING ZONE 5** as described and listed in this Invitation for Bids, and subject to all conditions thereof, I, undersigned, hereby propose to provide at the following price:

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Acreage</u>	<u>Times Cut/Year</u>	<u>Cost Per Mowing</u>	<u>Extended Amount</u>
Brosnaham Park	10370 Ashston Brosnaham	Pensacola	110	40	\$ _____	\$ _____
John R. Jones	555 E. Nine Mile Rd	Pensacola	20	40	\$ _____	\$ _____

Total for Zone 5 \$ _____

CONTRACTOR REQUIREMENTS

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

(PLEASE TYPE INFORMATION BELOW)

SEAL IF BID IS BY CORPORATION

BY: _____

Signature: _____

Title: _____

Address: _____

State of Florida Department of State Certificate of Authority Is your company located in an Escambia County
CRA District? ____ Yes No ____

Document Number _____

Occupational License No. _____

Person to contact concerning this bid:

Phone/Toll Free/Fax # _____

BID FORM

Specification Number **PD16-17.016**
Escambia County Florida Parks and Recreation Grounds Mowing and Trimming for Athletic Parks
ZONE 6

Board of County Commissioners
Escambia County, Florida
Pensacola, Florida 32502

Date: _____

Commissioners:

In accordance with your "Invitation for Bids" and "Instructions to Bidders" for **PD16-17.016 ESCAMBIA COUNTY PARKS AND RECREATION GROUNDS MOWING AND TRIMMING ZONE 6** as described and listed in this Invitation for Bids, and subject to all conditions thereof, I, undersigned, hereby propose to provide at the following price:

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Acreage</u>	<u>Times Cut/Year</u>	<u>Cost per Mowing</u>	<u>Extended Amount</u>
Southwest Complex	2020 Bauer Rd	Pensacola	217	40	\$ _____	\$ _____
Baars	13001 Sorrento Rd	Pensacola	8	40	\$ _____	\$ _____

Total for Zone 6 \$ _____

CONTRACTOR REQUIREMENTS

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

(PLEASE TYPE INFORMATION BELOW)

SEAL IF BID IS BY CORPORATION

BY: _____

Signature: _____

Title: _____

Address: _____

State of Florida Department of State Certificate of Authority Is your company located in an Escambia County
CRA District? _____ Yes No _____

Document Number _____

Occupational License No. _____

Person to contact concerning this bid _____

Phone/Toll Free/Fax # _____

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

1. This sworn statement is submitted to _____
(print name of the public entity)

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control 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 a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- c. I understand that a "person" as defined in Paragraph 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 binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

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

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THOROUGH 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.

(signature)

Sworn to an subscribed before me this _____ day of _____, 20 _____

Personally known _____

OR produced identification _____

Notary Public - State of _____

My commission expires _____

(Type of identification)

(Printed typed or stamped commissioned name of notary public)

Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that
_____ does:

Name of Business

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, 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 bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, 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.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

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

_____ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

Offeror's Signature

Date

**Information Sheet
for Transactions and Conveyances
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

Is this a Florida Corporation (Please Circle One)
Yes or No

If not a Florida Corporation,

In what state was it created: _____
Name as spelled in that State: _____

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

**Authorized to transact business
in Florida:**

Yes or No

State of Florida Department of State Certificate of Authority Document No.: _____

Does it use a registered fictitious name: Yes or No

Names of Officers:

President: _____	Secretary: _____
Vice President: _____	Treasurer: _____
Director: _____	Director: _____
Other: _____	Other: _____

Name of Corporation (As used in Florida):

(Spelled exactly as it is registered with the state or federal government)

Corporate Address:

Post Office Box: _____
City, State Zip: _____
Street Address: _____
City, State, Zip: _____

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

Federal Identification Number: _____
(For all instruments to be recorded, taxpayer's identification is needed)

Contact person for company: _____ E-mail: _____
Telephone Number: _____ Facsimile Number: _____

Name of individual who will sign the instrument on behalf of the company:

(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

Title of the individual named above who will sign on behalf of the company:

END

(850) 488-9000 Verified by: _____ Date: _____

ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS

The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing Home Page (see Bid Information), by telephoning the Office of Purchasing at (850) 595-4980 or by Fax at (850)595-4805.

NOTE: Any and all Special Terms and Conditions and specifications referenced within the solicitation which vary from these General Terms and Conditions shall have precedence. Submission of the Bidder/Proposal Solicitation, Offer and Award Form and Bid/Proposal Form(s) in accordance with these General Terms and Conditions and Special Terms and Conditions constitutes an offer from the offeror. If any or all parts of the offer are accepted by Escambia County Florida, an authorized representative of the county shall affix his signature hereto, and this shall then constitute a written agreement between parties. The conditions incorporated herein become a part of the written agreement between the parties.

Bid Information See Home Page URL: <http://www.myescambia.com>
Click on **ON-LINE SOLICITATIONS**

1. **Sealed Solicitations**
2. **Execution of Solicitation**
3. **No Offer**
4. **Solicitation Opening**
5. **Prices, Terms and Payment**
 - 5.01 **Taxes**
 - 5.02 **Discounts**
 - 5.03 **Mistakes**
 - 5.04 **Condition and Packaging**
 - 5.05 **Safety Standards**
 - 5.06 **Invoicing and Payment**
 - 5.07 **Annual Appropriations**
6. **Additional Terms and Conditions**
7. **Manufacturers' Name and Approved Equivalents**
8. **Interpretations/Disputes**
9. **Conflict of Interest**
 - 9.01 **County Procedure on Acceptance of Gifts**
 - 9.02 **Contractors Required to Disclose any Gift Giving**
 - 9.03 **Gratuities**
10. **Awards**
11. **Nonconformance to Contract Conditions**
12. **Inspection, Acceptance and Title**
13. **Governmental Restrictions**
14. **Legal Requirements**
15. **Patents and Royalties**
16. **Price Adjustments**
17. **Cancellation**
18. **Abnormal Quantities**
19. **Advertising**
20. **Assignment**
21. **Liability**
22. **Facilities**
23. **Distribution of Certification of Contract**

ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS
The following General Terms and Conditions are incorporated by reference (continued).

- 24. **The Successful Bidder(s) must Provide**
- 25. **Addition/deletion of Items**
- 26. **Ordering Instructions**
- 27. **Public Records**
- 28. **Delivery**
- 29. **Samples**
- 30. **Additional Quantities**
- 31. **Service and Warranty**
- 32. **Default**
- 33. **Equal Employment Opportunity**
- 34. **Florida Preference**
- 35. **Contractor Personnel**
- 36. **Award**
- 37. **Uniform Commercial Code**
- 38. **Contractual Agreement**
- 39. **Payment Terms/Discounts**
- 40. **Improper Invoice; Resolution of Disputes**
- 41. **Public Entity Crimes**
- 42. **Suspended and Debarred Vendors**
- 43. **Drug-Free Workplace Form**
- 44. **Information Sheet for Transactions and Conveyances**
- 45. **Copies**
- 46. **License and Certifications** - For access to Certification/Registration Form for doing Business in Florida go to the Department of State, Division of Corporations,
URL:<http://ccfcorp.dos.state.fl.us/corpweb/inquiry/search.html>
- 47. **Execution of Contract**
- 48. **Purchase Order**
- 49. **No Contingent Fees**
- 50. **Solicitation Expenses**
- 51. **On-Line Auction Services**

SPECIAL TERMS AND CONDITIONS

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgment is from the lowest and most responsible and responsive offeror(s).

Instructions to Offerors

1. General Information

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed to 213 Palafox Place, Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a sealed envelope clearly marked:

Specification Number PD 16-17.016, ZONE NUMBER, Name of Submitting Firm, Time and Date due.

Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark airbill and envelope or box with Specification Number and Project Name.

Regardless of the method of delivery, each offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the offeror(s).

The following policy will apply to all methods of source selection:

Conduct of Participants

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

Definitions

Blackout period means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

Lobbying means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

Sanctions

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

1. Summary of Work

Escambia County is seeking responsible contractors to perform mowing and trimming services at 16 Athletic Parks subdivided into 6 zones associated with maintaining the grounds according to County specifications and based on league specific requirements. The purpose of this solicitation is to obtain a contract for Grounds Mowing and Trimming for each zone and to obtain 6 different contractors to perform the services. No one contractor will be awarded a contract for multiple zones. The Parks and Recreation Department is the Administrator of the contracts and will direct the scheduling and timing of the work and review and inspect the work prior to approving payment requests. All contractors must be licensed to do business in Escambia County.

The mowing specifications and duties include:

- 1. Mowing at a length of no more than 1 ¾ inches each week.
 - 2. Edging fence lines and sidewalks, and other building areas.
 - 3. Weed eating
 - 4. Blowing on same days as the mowing, edging, and weed eating is performed.
- Work must be completed by 4:30PM at respective facilities to avoid conflicts with practice and games schedules.

2. Procurement Questions

Procurement questions may be directed to Claudia Simmons, Manager Office of Purchasing, TEL: (850)595-4987. Technical questions may be directed to Michael Rhodes, Director Parks and Recreation Department TEL: (850) 475-5220.

3. Bid Forms

This Solicitation contains a Solicitation, Offer and Award Form and six (6) Bid Forms. Bids will be received separately for each Zone at the specified date and time for each Zone. The Bid Form and the Offer and Award Form shall be submitted in a sealed envelope, with Original signatures in indelible ink signed in the proper spaces. Responses on other forms will not be accepted.

***Note: BIDS WILL NOT BE ACCEPTED FROM BIDDERS WHO DID NOT ATTEND ONE OF THE MANDATORY PRE-BID MEETINGS.**

(Revised 6/04)

4. Pre-Solicitation Conference

Mandatory Pre-Bid Conferences will be held at Parks and Recreation, **1651 E. Nine Mile Road**

in large Conference Room on Wednesday, January 4, 2017 at 8:00 am CST and at 3:30 pm. CST. Attendance is required at one of the two meetings.

****Note All offerors must be present at one of the two meetings. Offers received from any firm(s) that did not attend the Mandatory Pre-Solicitation Conference will be returned unopened.**

5. **Inspection of Grounds**

It is the offer or's responsibility to become fully informed as to location and condition of the athletic fields and parks associated with this solicitation. Site location information in more detail will be provided at the mandatory pre-bid meetings.

6. **Compliance with Occupational Safety and Health**

Offeror certifies that all material, equipment, etc., contained in his offer meets all Occupational Safety and Health Administration (OSHA) requirements.

Offeror further certifies that, if he is the awarded vendor, and the material, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the vendor.

7. **Safety Regulations**

Equipment shall meet all state and federal safety regulations for grounding of electrical equipment.

8. **Codes and Regulations**

The awarded vendor shall strictly comply with all federal, state and local building and safety codes.

9. **Payment**

Invoices are to be prepared bi-weekly and submitted per the instructions found in the Vendor Information Section of this document.

10. **Protection of Property/Security**

The awarded vendor shall provide all barricades and take all necessary precautions to protect buildings and personnel.

All work shall be completed in every respect and accomplished in a professional manner and awarded vendor shall provide for removal of all debris from county property.

The awarded vendor shall at all times guard against damage or loss to property of Escambia County, or of other vendors or contractors, and shall be held responsible for replacing or repairing any such loss or damage.

The County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the awarded offeror or his agent.

The awarded vendor shall at all times guard against injury to Escambia County employees. The vendor shall properly fence and secure the construction site(s) at all times, including evenings and weekends.

The awarded vendor must, at all times, comply with State of Florida and Occupational Safety and Health Administration (OSHA) safety regulations.

11. **Emergency Services**

The contractor resulting from this solicitation is for services that are required during **EMERGENCY** situations such as hurricanes, major fires, etc. Time is of the essence during these situations and

(Revised 12/21/01)

the vendor awarded this contract should be able to be contacted at any time, day or night.

The Bid Form provides for the emergency information to be supplied. Please be sure to include **all** this information when returning your bid.

12. **Compliance with Governing Laws and Regulations**

The offeror or contractor will be required to fully comply with all applicable federal, state, and local regulations. The offeror should carefully review these requirements which are detailed in this solicitation.

Contract Information

NOTICE

<p>It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awarded vendor until such time as the contract is executed by the last party to the transaction.</p>
--

13. **Contract Term/Renewal/Termination**

- A. The contracts resulting from this Solicitation shall commence effective upon execution by both parties and extend for a period of twelve (12) months. The contract may be renewed for additional twelve (12) months periods, up to a maximum thirty-six (36) months upon mutual agreement of both parties. If any such renewal results in changes in the terms or conditions, such changes shall be reduced to writing as an addendum to this contract and such addendum shall be executed by both parties and approved by the Board of County Commissioners.

Renewal of the contract shall be subject to appropriation of funds by the Board of County Commissioners.

- B. The initiation County department(s) shall issue release (purchase) orders against the term contract on an annual basis.
- C. The contract may be canceled by the awarded vendor, for good cause, upon ninety (90) days prior written notice.
- D. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.
- E. In the event of termination by either party as provided herein, the awarded vendor shall be paid for services performed through the date of termination.

14. **Contract Term/Renewal**

The contract resulting from this solicitation shall commence effective upon execution by both parties and extend for a period of twelve (12) months. The County may unilaterally renew the contract for the periods specified on the bid/proposal form for thirty-six (36) months. An additional six (6) months extension may also be unilaterally exercised at the County's discretion.

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15. **Interim Extension of Performance**

After all options have been exercised, and it is determined that interim performance is required to allow for the solicitation and award of a new contract, the County may unilaterally extend the contract for a maximum period of six months. Pricing, delivery and all other terms and conditions of the contract shall apply during this period.

16. **Price Adjustment**

The contract resulting from this Solicitation may include provisions for 12 month, price adjustments. Written request for price adjustment may be made every 12 months, no less than 30 days prior to the requested effective date. Any increase price adjustment(s) shall be accompanied by written justification attesting that the request is a bonafide cost increase to the vendor. All price adjustments shall be reviewed by the County's designated representative. If an adjustment in price is approved, it shall be accomplished by written amendment to this contract and approved by the Board of County Commissioners.

Fair Labor Standards Act Exemption

This clause shall be applicable only to the enactment of any federally mandated minimum wage increase which may become effective after contract award. In no way shall it be construed as a basis for negotiation prior to the effective date of any such proposed wage increase.

17. **Changes - Service Contracts**

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of performance (i.e., hours of the day, days of the week, etc.)

If additional work or other changes are required in the areas described above, an offer will be requested from the contractor. Upon negotiation of the offer, execution and receipt of the change order, the contractor shall commence performance of the work as specified.

The contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the office of purchasing. If the contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

18. **Termination**

- A. The contract may be canceled by the contractor, for good cause, upon ninety (90) days prior written notice.
- B. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.
- C. In the event of termination by either party as provided herein, the awarded vendor shall be paid for services performed through the date of termination.

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19. **Ordering**

The County will issue release (purchase) orders against the contract on an annual basis for the services listed on the bid form.

20. **Qualification of Offerors**

This solicitation shall be awarded to a responsible, responsive offeror, qualified by experience to provide the work specified. The offeror shall submit the following information with his offer:

- 1. List and brief description of similar work satisfactorily completed with location, dates of contract, names and addresses of owners.
- 2. List of equipment and facilities available to do the work.
- 3. List of personnel, by name and title, contemplated to perform this work

Failure to submit the above requested information may be cause for rejection of your offer.

21. **Licenses, Certifications, Registrations**

The offeror shall at any time of bid/proposal submission meet the license, certification, registration and any other requirements of the State, County, City and/or any other agency of authority with jurisdiction in such matters as necessary to perform the contractual services requested in this solicitation.

Copies of such licenses, certifications, registrations and any other requirements should be provided with the bid/proposal submission; and, the offeror shall provide follow-up evidence that as the contractor they maintain such credentials throughout the period of agreement.

22. **Offer and Award per Zone**

An offer shall constitute an irrevocable offer for a period of ninety (90) days from the solicitation opening date or until the date of award, whichever is earlier. This solicitation contains the opportunity to make offers on Ground Mowing and Trimming Services on all six (6) zones, however a contractor may only be awarded the contract for one zone. Offers will be accepted on one zone at a time. Offers will not be accepted from the bidder or bidders previously selected for an award of a zone. In the event that an offer is made and not accepted by the county, the offeror may continue to submit offers on zones yet to be awarded. In no event, may an offerer withdraw his winning low bid in order to continue submit on other zones.

23. **Award**

Award of each of the six (6) contracts shall be made on an "all-or-none total" basis per zone. Each contract awarded from this solicitation will be made for a single zone.

No contractor will be awarded contracts for more than one zone as represented in this solicitation.

24. **Termination**

The purchase order or contract will be subject to immediate termination if either product or service does not comply with specifications as stated herein or fails to meet the county's performance standards. In the event that any of the provisions of the contract are violated by awarded vendor, Escambia County may serve written notice upon the awarded vendor of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate contract. The liability of the vendor for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

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25. **Termination (Services)**

The Contract Administrator shall notify the Office of Purchasing of unsatisfactory performance and/or deficiencies in service that remain unresolved or recurring. The Office of Purchasing shall notify the contractor, in writing, of such unresolved or recurring deficiencies within five (5) working days of notification by the Contract Administrator.

Upon the third such written notification of unsatisfactory performance and/or deficiencies to the contractor by the Office of Purchasing within a four (4) month period; or the sixth such notification within any contract term, shall result in issuance of written notice of immediate contract termination to the contractor by the Office of Purchasing. Such termination may also result in suspension or debarment of the contractor.

26. **As Specified**

All services performed shall meet the specifications herein. Services performed not as specified will be returned at no expense by Escambia County.

Insurance Requirements

Standard Insurance Requirements and Certificates

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements contained herein with their insurance agents before submitting offers. Certificates of Insurance will be required prior to contract award.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror's insurance carrier will be required within 24 hours as evidence that the offeror will be able to obtain the levels of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be selected to be awarded the contract.

The contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the

completion of that subcontractor's work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor.

The County does not represent these types or amounts of insurance to be sufficient or
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adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the county, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

Workers Compensation Coverage

The contractor shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Contractor shall also purchase any other coverages required by law for the benefit of employees.

General, Automobile and Excess or Umbrella Liability Coverage

The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

General Liability Coverage - Occurrence Form Required

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

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Business Auto Liability Coverage

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, nonowned and hired automobiles and employee nonownership use.

Evidence/Certificates of Insurance

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverage(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability policy.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:
Escambia County
Attention: Claudia Simmons, CPPO
P.O. Box 1591
Pensacola, FL 32591-1591
Fax (850) 595-4805
5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the county, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the contractor shall furnish complete copies of the contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage the contractor shall, at the option of the

County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.



Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

ERNEST WARD

Zone 1

**Address: 7650 Highway 97
McDavid, FL 32568**

Description: 1 Football Field





Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

BRADBERRY

Zone 1

**Address: 4760 Highway 99A
Molino, FL 32577**

Total Acres: 7

Description:

- ▶ **5 Fields**
- ▶ **Common Areas**



Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

Travis Nelson Park

Zone 1

**Address: 4525 West Highway 4
Bratt , FL 32535**

Total Acres: 40

**Description: Large Walking track and common
areas**





Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

CANTONMENT YOUTH ATHLETIC PARK

Zone 2

**Address: 681 Well Line Rd.
Cantonment, FL 32533**

Total Acres: 30

Description:

- ▶ **12 baseball and softball fields, one football field**
- ▶



Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

QUINTETTE

Zone 2

**Address: 2490 Quintette Lane
Cantonment, FL 32533**

Total Acres: 18

Description:

- ▶ **Two softball fields**
- ▶ **Common Areas**



Parks and Recreation Department
Escambia County, Florida
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Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

MOLINO

Zone 2

**Address: 2320 Crabtree Church Rd.
Molino, FL 32577**

Total Acres: 12

Description:

- ▶ **Five baseball and softball fields**
- ▶ **Covered pavilion, playground, and picnic area**



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Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

BRENT ATHLETIC PARK

Zone 3

**Address: 4711 N. "W" Street
Pensacola, FL 32505**

Total Acres: 30

Description:

- ▶ **12 baseball fields, a football field, and covered pavilions and common areas**
- ▶



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Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

RAYMOND RIDDLES

Zone 3

**Address: 1704 N. "W" St.
Pensacola, FL 32505**

Total Acres: 5

Description:

- ▶ **Five baseball fields and all common areas**
- ▶



Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

MAYFAIR

Zone 3

**Address: 50 S. Garfield
Pensacola, FL 32505**

Total Acres: 5

Description:

- ▶ **Two softball fields**
- ▶ **Covered pavilion and playground**
- ▶ **A 1/4 mile walk path, basketball court, and picnic area**



Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

BELLVIEW

Zone 4

**Address: 2750 Longleaf Dr.
Pensacola, FL 32526**

Total Acres: 20

Description:

- ▶ **Nine baseball and softball fields, and 2 football fields and common areas**





Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

LEWIS POWELL

Zone 4

**Address: 7000 Rolling Hills Rd.
Pensacola, FL 32505**

Total Acres: TBA

Description:

- ▶ **One youth baseball field and one tee-ball field and large common areas**
- ▶



Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

MYRTLE GROVE

Zone 4

**Address: 99 N. 61st Avenue
Pensacola, FL 32506**

Total Acres: 17

Description:

- ▶ **Nine baseball and softball fields, football field, and common areas.**
- ▶



Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

BROSNAHAM ATHLETIC PARK

Zone 5

**Address: 10370 Ashston Brosnaham
Pensacola, FL 32534**

Total Acres: 110

Description:

- ▶ **11 soccer fields and common areas**
- ▶ **Heavily used Park**



Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

JOHN R. JONES, JR

Zone 5

**Address: 555 E. Nine Mile Rd.
Pensacola, FL 32514**

Total Acres: 63

Description:

- ▶ **14 youth baseball fields and 2 football field and common areas**



Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

SOUTHWEST COMPLEX

Zone 6

**Address: 2020 Bauer Rd.
Pensacola, FL 32506**

Total Acres: 217

Description:

- ▶ **A 17- field athletic complex is comprised of Baseball, Softball, Soccer, and Football fields**
- ▶ **All median and common areas**



Parks and Recreation Department
Escambia County, Florida
1651 E. Nine Mile Rd.
Pensacola, Florida 32514

ATHLETIC PARK DEMOGRAPHICS

BAARS FIELD

Zone 6

**Address: 13001 Sorrento Rd.
Pensacola, FL 32507**

Total Acres: 8

Description:

► **Multiple open space play areas used for various sports and common areas off Gulf Beach Hwy and Sorrento Road.**

Escambia County Florida

Parks and Recreation

Grounds Mowing and Trimming



Mowing Specifications

**ESCAMBIA COUNTY
PARKS AND RECREATION
GROUNDS MOWING AND TRIMMING
MOWING SPECIFICATIONS**

**Board of County Commissioners
Escambia County, Florida
Pensacola, Florida 32501**

1. **General Conditions:** The following general conditions will apply to all areas.
 - a. **Trash Removal Prior to Mowing.** Contractor will be responsible for policing the area to be mowed and remove any trash to prevent the cutting of trash as part of the mowing process and prevent further problems in the parks or grounds area.
 - b. **Cleanup.** The Contractor is responsible for the cleanup of any trash cut by mowers as well as grass clippings, cleaning of sidewalks, street areas, curb and gutter areas and other non-turf areas within the park. Cleaning methods suitable for clippings are blowers, brooms, rakes, as deemed appropriate by the Contractor.
 - c. **Damage Repair.** The Contractor will be responsible for repairing, at Contractors expense, any damage to any of the existing structures and facilities determined to be caused by the Contractor in the process of mowing the grounds, this includes sprinkler heads.
 - d. **Keys and Locks.** Contractor will be provided with keys to all locks on gates and other entrance areas to parks, grounds and areas to be mowed by Escambia County. To prevent unauthorized access in specific areas, gates shall be locked by the Contractor prior to leaving the property. Any damage incurred and/or property stolen due to unsecured locks and/or chains will be paid for by Contractor.
 - e. **Insurance Requirements.** See Special Terms and Conditions.
 - f. **License and Certification Requirements.** Contractor will have required license and certifications as required by State law.
 - g. **Reports and Follow-up.** Contractor will provide a weekly report to the Escambia County Parks and Recreation Department personnel on the previous week's activities and the next week's planned schedule. Reports shall be faxed to (850) 475-5224, emailed to jfeisenzimmer@myescambia.com, hand-delivered, or mailed to the Parks and Recreation Department at 1651 E. Nine Mile Road, Pensacola, FL 32514. At the discretion of the Contract Management Supervisor during any point in the term of the contract, the reporting may be reduced to once every two weeks or once per month, depending upon the activity and/or schedule with the Contractor.
 - h. **NPDES Reporting.** Contractor will provide a weekly report to Parks and Recreation Department on previous week activities and denote all maintenance on drainage systems (holding ponds, drainage swale, etc.) in accordance with the requirements for NPDES Reporting.
 - i. **Limitations.** A Contractor may be awarded no more than any one of the 6 zones.

2. **Mowing Frequency.** Mowing will be performed once every seven days, depending on the mowing frequency schedule. Premature mowing or billing will not be allowed. *Special Note: Mowing frequencies can be increased or decreased due to climatic weather or other special factors as determined by the Contract Management Supervisor.*

3. **Specifications by Type.**

a. **Game Surface Areas, Athletic Fields, and Common Areas.**

These areas are generally Bermuda or Centipede turf areas and will be maintained at a high level of maintenance during the playing season in order to promote improved playability among the users. High speed rotary mowers will be required for this type mowing. The following specifications will apply to mowing areas:

i. **Frequency:** Once per week during growing season as directed by Contract Supervisor.

ii. **Type of Mower:** High speed rotary mower.

iii. **Cutting Height:** Maximum 1 ¾ inches for athletic turf. Anti-scalp rollers must be in place on mower decks. No more than 1/3 of the grass height shall be cut off at any one mowing.

iv. **Edging and Trimming:** Maximum two-inches, minimum one-inch height or equal to the mowing if using a string or blade trimmer. ***All paved surfaces/grass areas shall be trimmed at each mowing. Failure to do so will cause forfeiture of payment for that facility.***

v. **Fence Lines:** Chemical treatment (Round-Up) shall be applied to no greater than six-inches either side of the fence or adjacent to other structures such as light poles, building, etc.

vi. **Direction of Mowing:** On baseball fields with grass infields, the direction of mowing shall be such as to not allow grass trimmings to fall on the infield dirt surfaces. This is true also for softball fields with skinned infields. Alteration of mowing direction should be done as good mowing practice. Contractor is responsible for blowing grass clippings off of sidewalks, parking areas, playgrounds or any other areas that require a neat appearance. ***Failure to do so will cause forfeiture of payment for that facility.***

In addition, Contractor should disperse accumulated grass clippings on athletic turf fields.

**Escambia County Florida
Parks and Recreation**

Grounds Mowing and Trimming



Vendor Information

All new vendors doing business with Escambia County BOCC must complete and submit a New Vendor Packet that consists of the following documents:

- Vendor/Payee Taxpayer's Identification Number/Entity Type Form
- W-9 Form

The completed vendor packet must be faxed or e-mailed to Tammara Johnson at 850.475.5224 or Tammara_Johnson@myescambia.com. Upon receipt, you and/or your company will be set up as a vendor with Escambia County BOCC.

****If awarded bid for Escambia County BOCC property that is located on or near Escambia County School Board property fingerprinting and badges are required.**

NOTE: Escambia County School District does not accept security credentials or fingerprint results of any other school district.

Contractual personnel include owners, employees, and/or agents of any vendor, organization, or entity under contract to conduct business with the School Board of Escambia County, including sub-contractual personnel.

Contractual personnel must meet the Level 2 screening if they:

- Are permitted access on school grounds when students have the potential to be present
- Have potential or direct contact with students
- Have access to or control of school funds

For questions regarding the fingerprinting process, please call (850).439.2641 or (850).430.7450

REMIT INVOICES TO:

- **U.S. Mail** Escambia County Parks & Recreation Department
 Attention: Tammara Johnson – Accounts Payable
 1651 E. Nine Mile Road, Pensacola, FL 32514

~OR~

- **Email** Tammara_Johnson@myescambia.com
- **Office** 850.475.5220
- **Direct Line** 850.475.5565
- **Fax** 850.475.5224

We would like to offer your business an option to receive ACH deposit. This option would provide almost immediate access to expected funds through your banking establishment. If this is an option you are interested in, please complete the Vendor ACH Authorization Agreement form. If you have any questions, feel free to direct them to the Clerk's office representative as stated in the Pam Childers Clerk of the Circuit Court and Comptroller, Escambia memorandum.

Invoicing questions, please direct them to me via email or phone using the information provided above. Thanks in advance for your continued support and I look forward to a positive and professional relationship. We appreciate your business!!

When submitting invoice's please include the following:

- Submittal preferred on business letterhead
- Legible invoice number
- Date of invoice
- Purchase Order Number, once provided
- Date(s) services were rendered per location

Please provide name and contact information for the individual who will be directly responsible for preparing your companies invoices to Tammara Johnson.

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

The Internal Revenue Service (IRS) codes require us to have the Taxpayer's Identification Number on file for vendors/payees receiving payments after January 1, 1984. There are substantial IRS penalties if we do not comply. Furthermore, under Federal Income Tax Law, you are subject to certain penalties if you do not provide us with your correct Social Security Number (SSN) or Employer Identification Number (EIN). For assistance in determining proper name and number to report, refer to the IRS for W-9.

IMPORTANT: THIS COMPLETED FORM MUST BE RETURNED WITHIN 10 DAYS TO:
ESCAMBIA COUNTY CLERK OF CIRCUIT COURT
ACCOUNTS PAYABLE
221 PALAFOX PLACE SUITE 140
PENSACOLA, FL 32502

1. IF YOU ARE AN INDIVIDUAL OR NONCORPORATE COMPANY, PLEASE PRINT THE FOLLOWING INFORMATION:

Company/Individual's
Name _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

2. IF YOUR COMPANY IS INCORPORATED, PLEASE PRINT THE FOLLOWING INFORMATION:
DOES OPERATE IN CORPORATE FORM.

(Corporate Name) _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

Employer identification number

				-							
--	--	--	--	---	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below).

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 on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor

Dear Vendor:

The Escambia County Clerk and Comptroller is pleased to offer the option for Escambia County Board of County Commissioners' vendors to receive payment of invoices via ACH funds transfer. Instead of receiving a paper check through the mail, a deposit will be made directly to your authorized bank account. Going paperless is an easy way to gain efficiencies and convenience for your office including more immediate access to your cash. There will be no more checks lost in the mail, no waiting in bank lines to deposit your check, and no waiting for the check to clear the bank. Switching from paper checks benefits the environment too.

When a payment is processed, an email will be sent from AccountsPayable@EscambiaClerk.com to the email address you provide on the ACH authorization form. The email will include an attachment of a remittance advice containing the same detailed information currently on a check stub. Please ensure that you include an email address on the authorization form, otherwise no remittance information will be sent.

To participate in the ACH payment method, all an authorized officer for your company needs to do is complete and return the enclosed Vendor ACH Authorization Agreement. If you have any questions regarding this information, please email jstanley@escambiaclerk.com or contact Judy-Ann Stanley at 850.595.4844.

Sincerely,

Pam Childers
Clerk of the Circuit Court and Comptroller

PC/js

Escambia County Board of County Commissioners
Vendor ACH Authorization Agreement

*Upon completing this form, submit the signed original to the Clerk of Circuit Court
and Comptroller, Finance Department, 221 Palafox Place, Suite 140, Pensacola, FL 32502.
If you have questions, please contact Accounts Payable at 850.595.4841.*

ACH Account (Please Check One Option)		
New Agreement <input type="checkbox"/>	Change to Current Agreement <input type="checkbox"/>	Cancel ACH <input type="checkbox"/>

Vendor Information	
Vendor Number:	
Vendor Name:	
Street Address:	
City, State, Zip:	
e-mail for Remittance Advice:	

Vendor Contact Information	
Name:	
e-mail Address:	
Phone Number:	

Financial Institution Information	
Account Type:	<input type="checkbox"/> Checking
Name of Financial Institution:	
Phone Number:	
Bank Routing Number (max 15 digits):	
Account Number:	

Vendor Agreement: I, the undersigned, hereby authorize and request the Escambia County Clerk of Circuit Court and Comptroller's ("Clerk") Office to initiate credit entries, and if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the above-named financial institution. This ACH is to remain in effect until changed by: (a) an officer of the vendor; (b) the vendor's legal representative; (c) the above-named financial institution; or (d) the Clerk's Office. Any change must be in writing and must be transmitted in a timely manner for any change to take effect. An ACH Remittance Advice will be emailed to my remittance email when a deposit occurs. If no email address is provided, I understand that no remittance information will be sent. The Clerk's Office will not be responsible for any loss that arises solely by reason of error, mistake, or fraud regarding information provided on this form.

Note: Please make sure you notify the Clerk's Office prior to closing your account. If a change to your bank account occurs without the Clerk's Office receiving prior written authorization, a delay of funds may occur (up to 10 business days).

Signature of Company Official

Date

Printed Name

Title

For Internal Clerk's Office use only:

Verified by Clerk's Accounts Payable:

Clerk's Accounts Payable