



REQUEST FOR SERVICE RFS No. 12-03

Request Date: March 15th, 2012
Requestor: Pieter A. Bockweg, Executive Director
Purpose: CRA Landscape Maintenance Services

SCOPE OF SERVICES

Provide two proposals (one (1) proposal for the landscape maintenance identified in the Omni Redevelopment Area; and one (1) proposal for the landscape maintenance identified in the Southeast Overtown/Park West Redevelopment Area) for landscape maintenance services on CRA owned/maintained properties as identified below. The Bidder must be a licensed landscape contractor in the State of Florida with all valid business licenses/tax receipts, as may be required by applicable law. The proposals shall provide a fixed monthly-rate (2 maintenance cycles per month) per property for the on-going landscape maintenance. The maintenance agreement will be for a one-year period with the possibility of renewal(s) as deemed necessary by the CRA. Photographs of the properties and locations are available at the CRA office.

Landscape Maintenance Locations

Omni Redevelopment Area

- Miami Entertainment Complex 50 NW 14 Street (29 NW 13 Street) – CRA owned building
- Future CRA Offices - 1401 N. Miami Avenue – CRA owned building/parking lot

Southeast Overtown/Park West Redevelopment Area

- 119 NW 11 Street – CRA owned vacant lot (7,500 SF)
- Grand Promenade – 1020 N Miami Ave – 1034 NE 2 Avenue pedestrian/vehicular alley/vacant land (83,650 SF)
- NW 7th Street btw NW 1st Court and NW 3rd Avenue pedestrian greenway/vehicular pathway
- NW 9th Street btw NW 1st Avenue and NW 3rd Avenue pedestrian greenway/vehicular pathway
- 249 NW 6 Street- CRA owned vacant lot (3.44 acres)
- 919 NW 2 Avenue – CRA owned parking lot (2.23 acres)
- 250 and 262 NW 10 Street – CRA owned vacant lots (11,000 SF)
- 345 NW 10 Street – CRA owned parking lot (40,383 SF)
- NW 3rd Avenue Mini-Park 1016 NW 3 Avenue – CRA owned mini park (5,000 SF)
- 300 NW 11 Street – CRA owned building
- 316, 324 and 334 NW 11 Street – CRA owned vacant lots (22,500 SF)
- 276 NW 9 Street- CRA owned vacant lot (7,500 SF)
- 901 and 915 NW 3rd Avenue – CRA owned vacant lots (13,750 SF)
- 249 NW 9 Street and 910/916 NW 2nd Court – CRA owned building, parking and vacant lot (16,500 SF)
- 240 NW 9 Street – CRA owned vacant lot (15,000 SF)
- 909 NW 2 Court – CRA owned vacant lot (5,500 SF)
- 1201 NW 3rd Avenue and 247/231/229 NW 12 Street CRA owned building and parking lot (31,662 SF)
- 1141 NW 3rd Avenue and 224 NW 12 Street CRA owned vacant lots (14,881 SF)
- 402 NW 8 Street and 734/728 NW 4 Avenue CRA owned building and vacant lots (15,000 SF)
- Black Police Precinct – 480 NW 11 Street CRA owned building and parking lot (26,572 SF)
- 142 NW 11 Street and 1025 NW 2 Avenue CRA owned vacant lots (5,500 SF)
- Overtown Shopping Center – 1490 NW 3 Avenue CRA owned building and parking lot (+/- 2 acres)

The scope of services shall include the following on a twice a month basis:

- Cutting of grass, edge trimming, tree trimming/pruning, hedging and shrub trimming to provide a well manicured property.
- Providing herbicides, pesticides and fertilizer as required to keep the grass, plants, shrubs and trees in good condition.
- Providing herbicides to paved areas, sidewalks, curbs, etc to prevent the growth of weeds.
- Provide mulch on a quarterly basis to insure that all plant beds and tree pits are properly mulched.
- Collection and disposal of debris, trash, paper, tree trimmings, shrub trimmings and any other debris related to the maintenance work performed.
- Inspect, test and repair all sprinkler systems including but not limited to all sprinkler heads, piping, timers, vacuum breakers and rain sensors to insure proper sprinkler system operation.
- Contractor shall provide all plant materials including trees, shrubs, ground coverings and sod to replace any and all damaged, withered or diseased plant materials during the maintenance cycles.
- Contractor shall be responsible for providing all labor, materials and equipment to comply with the requirements.

The CRA has various properties that require maintenance. The Bidder is responsible for reviewing, observing and inspecting the above listed properties prior to submitting a proposal. It is recommended that the Bidder visits the identified sites to ensure that any question or concern is addressed prior to the proposal submission due date.

All maintenance work will be evaluated by CRA personnel for quality control purposes before any payment request is approved. The CRA retains the right to terminate the contract at any time.

Instructions

The proposal must be accompanied by: (a) current proof of liability insurance; (b) current copy of contractor's license; (c) list of five recent similar jobs and references; (d) list of personnel to be working at jobsite; (e) a W-9 Form; and (f) a detailed bid. Bidders should affix an envelope to the outside of any boxes or packages containing samples, back-up documents, etc. Said envelope shall include all required documents under this request for services and shall be clearly marked on the outside to read "CRA Landscape Maintenance Services– RFS No. 12-03." The proposal must be submitted, in a sealed envelope, no later than **Friday, April 13th, 2012 @ 2:00pm** at the Office of the City Clerk located at 3500 Pan American Drive, Miami, Florida 33133. The proposals will be evaluated by our staff and the selected contractor will be notified by mail and phone. For questions, contact Mr. Mark Spanioli, P.E. at (305) 679-6800 or mspan@miamigov.com during normal business hours (M-F 8:00am through 5:00pm).

General Conditions

The CRA reserves the right to accept or reject any or all Responses or to select the Bidder(s) that, in the opinion of the CRA is/are the most advantageous to the CRA. The CRA also reserves the right to reject the Response of any Bidder(s) that has/have failed to perform under the terms and conditions of previous contracts, and are not in a position to perform the requirements defined in this request for services. The CRA reserves the right to waive any irregularities and technicalities and may, at its discretion, withdraw this request for services, or re-advertise this request for services, or both.

The Bidder, by submitting a proposal, certifies that its proposal is made without previous understanding, agreement, or connection with any person, firm or corporation submitting a proposal for the same services, or with the CRA. The Bidder certifies that its proposal is fair, without control, collusion, fraud, or other illegal action. The Bidder further certifies that it is in compliance with the conflict of interest and code of ethics laws set forth in Chapter 2, Article V, Code of the City of Miami, and Section 2-11.1 of the Code of Miami-Dade County, as the same exist or may be amended from time to time. The CRA will investigate all situations where collusion may have occurred and the reserves the right to reject any and all proposals where collusion may have occurred.