

400 N. 15th Street
Palatka, Florida 32177
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Palatka Housing Authority

PROCUREMENT and CONTRACTS

2016

PHA-16-IFB-LMS-01

LAWN MAINTENANCE SERVICE

BID PACKAGE

Striving for Excellence

**Due By: 11:00 a.m. on Thursday
April 21, 2016**

BID DOCUMENT CHECKLIST

EACH BIDDER SHALL PROVIDE THE FOLLOWING DOCUMENTS IN THEIR BID.

1. CERTIFICATE OR COPY OF THEIR CONTRACTOR'S/BUSINESS LICENSE
2. CURRENT COPY OF THEIR CERTIFICATE OF LIABILITY INSURANCE AND WORKMAN'S COMP INSURANCE
3. HUD FORM 5369 REPRESENTATIONS & CERTIFICATIONS OF BIDDERS
4. HUD FORM 2530 PREVIOUS PARTICIPATION FORM
5. NON-COLLUSIVE AFFIDAVIT (Requires Notary)
6. DAVIS-BACON WAGE RATE FORM
7. PUBLIC ENTITY CRIME SWORN STATEMENT (Requires Notary)
8. BID PRICE PROPOSAL FORM (Signed and Dated)

INSURANCE, LICENSE, TAX REQUIREMENTS

The Contractor shall take out and maintain throughout the contract period insurance in the following **minimum** requirements.

GENERAL LIABILITY INSURANCE: Shall be maintained with limits for bodily injury or death of not less than \$1,000,000.00 aggregate per policy, and with limits for property damage of not less than \$250,000.00 per occurrence and not less than \$1,000,000.00 aggregate for the policy.

AUTOMOBILE LIABILITY INSURANCE: All motor vehicles used in connection with the contract whether owned, non-owned, or hired, shall have limits for bodily injury or death of not less than \$50,000.00 per person and not less than \$50,000.00 for each occurrence, and not less than \$250,000.00 per aggregate.

WORKER'S COMPENSATION AND EMPLOYERS LIABILITY INSURANCE: All employees including owner or partners shall be covered by the following minimum limits. However partners or owner that qualifies for exemption under the workman compensation law can submit the proper exemption certificate. Listed below are the minimum limits of insurance.

1. Bodily injury by accident, \$100,000.00 each accident.
2. Bodily injury by disease, \$100,000.00 each person.
3. Policy limit \$500,000.00

The Contractor shall furnish to the Palatka Housing Authority a Certificate of Insurance showing the name of **the insurance company, type** of insurance, amount of coverage, policy number, effective date and expiration date of the policy. This certificate must be signed by a representative of the insurance company and must include the provision that no change in, or cancellation of any policy listed in the certificate will be made prior to written notice to the owner. The Contractor shall furnish to the Palatka Housing Authority the Certificate of Insurance before the commencement of work.

TAXES

FEDERAL, STATE, AND LOCAL PAYROLL TAXES

No Federal, State, local income tax or payroll tax of any kind shall be withheld or paid by the Local Authority on behalf of the Contractor or the employees of the Contractor. The Contractor shall not be treated as an employee with respect to the services performed hereunder for Federal, State, or local tax purposes.

The Contractor understands that the Contractor is responsible to pay, according to law, the Contractor's income taxes. If the Contractor is not a corporation, the Contractor further understands that the Contractor may be liable for self-employment (social security) tax, to be paid by the Contractor according to law.

HUD REQUIREMENTS

The Contractor agrees to abide by all applicable HUD regulations as well as Federal, State, and Local Laws and regulations that may apply to the work or services provided. The Contractor has reviewed and agrees to follow the State of Florida, current Davis-Bacon Wage Determination Rate for all employees. The Contractor is responsible for obtaining any and all permits or regulatory authorizations prior to commencement of the work or Contract.

NON-COLLUSIVE AFFIDAVIT

STATE OF _____
COUNTY OF _____

_____, Being first duly sworn, deposes and says:

That he/she is _____
(A partner or officer of the firm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid price of Affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Palatka Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:

Bidder, if bidder is an individual

Partner, if the bidder is a partnership

Officer, if the bidder is a corporation

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My Commission expires: _____

**ACKNOWLEDGEMENT
DAVIS-BACON WAGE RATE FORM**

I, ACKNOWLEDGE THAT I HAVE READ AND WILL ADHERE TO ALL FEDERAL WAGE AND PAY RATE GUIDELINES FOUND IN THE ATTACHED DAVIS-BACON WAGE RATE DOCUMENT.

FIRM: _____

PRINTED NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

Bid or Contract No. PHA-16-IFB-LMS-01

SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths)

STATE OF _____
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, who, being by me first duly sworn, made the following statement:

1. The business address of _____ (name of bidder or contractor) is _____.

2. My relationship to _____ (name of bidder or contractor) is _____.
(relationship such as sole proprietor, partner, president, vice president)

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member, or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

(Draw a line through paragraph 6 if paragraph 7 below applies)

7. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member, or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidder or the contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement.

(Draw a line through paragraph 7 if paragraph 6 above applies)

Sworn to and subscribed before me in the state and county first mentioned above on the _____ day of _____, 20 ____.

Notary Public My Commission Expires _____

**BID PROPOSAL FORM
LAWN MAINTENANCE SERVICES
PHA-16-IFB-LMS-01**

THE PROPOSED BID IS SUBMITTED TO: Willie Mae Thomas CONTRACT OFFICER

ADDRESS: Palatka Housing Authority
400 North 15th Street
Palatka, Florida 32177

BID DUE DATE: Thursday April 21, 2016 at 11:00 am

SCOPE OF WORK BID/CONTRACT

SCOPE: The undersigned, hereinafter referred to as “Bidder”, having visited the site of the proposed project, hereby proposes to furnish all labor, materials, equipment, and other items, facilities, and services for the proper execution and completion of;

**LAWN MAINTENANCE SERVICES FOR PHA PROPERTIES
(please provide annual amounts)**

BID AMOUNT \$ PHA SMALL DEVELOPMENTS (only): \$ _____

BID AMOUNT PHA LARGE DEVELOPMENTS (only): \$ _____

(If bidding on both, please submit one bid below)

BID AMOUNT FOR BOTH PROJECTS \$ _____

NAME OF BIDDER: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____ DATE: _____

