



**REVISED
INVITATION TO QUOTE**
City of North Miami
Purchasing Department
776 NE 125th Street Room 303
North Miami, Florida 33161

**THIS IS NOT
AN ORDER**

QUOTATION NO.: 29-17-18

TITLE: Palm Road and Alamanda Drive Landscape Island

DUE DATE: ~~Monday, March 5, 2018~~ Wednesday, March 7, 2018 **TIME:** 3:30 PM

CONTACT PERSON: Heylicken Espinoza
PHONE: (305) 895.9886
E-MAIL: purchasing@northmiamifl.gov

QUOTES SHOULD BE SUBMITTED TO:

City of North Miami
Purchasing Department
776 NE 125 ST – 3rd Floor
Room 303
North Miami, FL 33161

Or via e-mail to: purchasing@northmiamifl.gov

METHOD OF AWARD: Award will be made to the lowest responsive and responsible bidder whose quote is in the best interest of the City. Local preference will be applied as applicable (see below).

LOCAL PREFERENCE

In accordance with the City of North Miami Code of Ordinances Sec. 7-151, regarding preference to local businesses, a preference of ten percent (10%) of the total evaluation points or ten percent (10%) of the total bid price shall be given to a local business. Respondents must submit forms A-3 and A-3(a) (if applicable) with their submittal to receive local preference. Failure to submit required documentation may render the Respondent ineligible for local preference.

The offeror, supplier, or contractor seeking the local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City.

All referenced forms can be found on the City's website at
<http://www.northmiamifl.gov/departments/purchasing/forms.aspx>

1. SCOPE OF WORK

The City of North Miami is requesting quotes from qualified vendors to supply and deliver one (1) yellow tabebuia tree, 220 units of Florida-native butterfly-attracting shrubs, and 110 units of Florida-native butterfly-attracting groundcover for the landscape island located at the intersection of Alamanda Drive and Palm Road in the City of North Miami in accordance with the plan provided in **Attachment 1** of this Invitation to Quote (ITQ).

2. TREE CRITERIA

The following is a description of minimum requirements for the tree to be installed. Trees in excess of these requirements which meet Florida No. 1 standards are preferred. **Any tree which does not meet these minimum requirements will be rejected at delivery.**

Botanical Name	Common Name	Clear Trunk	Caliper	Overall Height	Spread
Tabebuia heterophylla	Yellow Tabebuia	Minimum 4 ft.	Minimum 3 in.	Minimum 16 ft.	Minimum 5 ft.

3. SHRUB AND GROUNDCOVER CRITERIA

The following types of plants and sizes are requested. In the event that any of the plants listed below are unavailable, other Florida-native, butterfly-attracting plants of the same container size and minimum height may be substituted. All substitutions must be clearly identified on the quote form included with this ITQ:

SHRUBS			
Scientific Name	Common Name	Minimum Height	Container Size
Asclepias perennis	Milkweed	30 in.	3-7 gallons
Gaillardia pulchella	Indian Blanket	30 in.	3-7 gallons
Pityopsis graminifolia	Narrowleaf Silkgrass	30 in.	3-7 gallons
Zamia pumila	Florida Coontie	30 in.	3-7 gallons
Lantana camara	Lantana	30 in.	3-7 gallons

NOTE: At a minimum, Vendor must quote at least five (5) different types of shrubs. No more than forty-four (44) units of each shrub type will be permitted.

GROUNDCOVER			
Scientific Name	Common Name	Minimum Height	Container Size
Mimosa strigillosa	Sunshine Mimosa	10-12 in.	1-3 gallons
Verbena maritima	Beach Verbena	10-12 in.	1-3 gallons
Scutellaria havanensis	Havana Skullcap	10-12 in.	1-3 gallons

NOTE: At a minimum, Vendor must quote at least three (3) different types of groundcover. No more than thirty-seven (37) units of each groundcover type will be permitted.

4. OPTIONAL ITEMS

The City is requesting that additional pricing be submitted and guaranteed for sixty (60) days following the deadline to receive quotes stipulated on page 1 of this ITQ for the items listed below.

These items are optional and may or may not be included as part of this project. Award of this ITQ will be based on the total cost for tree, shrubs and groundcover.

- Ornamental Boulders – minimum 4ft x 3ft x 2ft (length x width x height)
- Mulch – enough to provide adequate coverage for 600 square feet of space. **No cypress mulch will be accepted.**

5. LOCATION

See “Attachment 1” of this ITQ for a map of proposed locations for planting. This attachment is included for informational purposes only. **Installation is not being requested as part of this ITQ.**

6. MATERIALS

All **shrubs and groundcover** shall meet or exceed Florida No.1 standards described in *Florida Grades and Standards for Nursery Plants 2015*; said standards include, but are not limited to, freedom from: pest infestation, weak or poorly-formed branches, misshapen foliage, and roots lacking in health or vigor.

The **tree** shall be free of scars, lesions, non-uniform rings, receding trunk around root initiation zone, penciling, etc. All plant material shall meet or exceed Florida No.1 standards described in *Florida Grades and Standards for Nursery Plants 2015*.

A copy of *Florida Grades and Standards for Nursery Plants 2015* can be found at the link below:

<https://www.freshfromflorida.com/es/Divisions-Offices/Plant-Industry/Business-Services/Florida-Grades-and-Standards-for-Nursery-Plants-2015>

7. DELIVERY

Delivery shall be made within the normal working hours of the City, Monday through Friday, excluding holidays, unless otherwise authorized by the City. Delivery must be made to the City within ten (10) business days of receipt of a purchase order. **The Vendor shall coordinate with City staff to establish a delivery date and location.** All costs associated with the delivery of the items requested in this ITQ must be included in the unit cost of each item.

8. ACCEPTANCE OF PRODUCT BY THE CITY

The product(s) to be provided hereunder shall be delivered to the City in full compliance with the specifications and requirements set forth in this ITQ. If a Vendor-provided product is determined by the City to not meet the specifications and requirements of this ITQ, either prior to acceptance or upon initial inspection, the item will be returned, at Vendor’s expense, to the Vendor. At the City’s sole option, the Vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The Vendor shall not assess any additional charge(s) for any conforming action taken by the City under this paragraph.

9. INSURANCE AND INDEMNIFICATION

Respondents must submit with their Responses, proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a Contract:

a) **COMMERCIAL GENERAL LIABILITY**

With minimum limits of \$1 Million per occurrence for bodily injury and property damage. This coverage shall also include personal, advertising injury and medical expense Commercial General Liability Insurance – preferably written on an occurrence form

with \$1,000,000 for each occurrence, to include contractual liability, personal & advertising injury, and products/completed operations.

The general liability limits can be extended through the purchase of an Excess/Umbrella Liability insurance (occurrence form).

b) BUSINESS AUTOMOBILE LIABILITY (COVERING OWNED, NON-OWNED & HIRED VEHICLES)

Comprehensive Automobile Liability Insurance with not less than five hundred thousand dollars (\$500,000.00) for each occurrence combined single limit for bodily injury and property damage including coverage for owned, hire and non-owned vehicles as applicable. The Contractor and any of its approved sub-contractors shall take out and maintain this insurance coverage against claims for damages resulting from bodily injury, including wrongful death and property damage which may arise from the operations of any owned, hired or non-owned automobiles and/or equipment used in any capacity in connection with the carrying out of this Agreement. The City shall be named as an additional insured.

c) WORKER'S COMPENSATION

As required by the State of Florida with statutory limits, and Employer's Liability with a minimum limit of \$1,000,000 per accident for bodily injury or disease (if 4 or more employees). Proof of exemption must be submitted if no Worker's Compensation coverage is carried.

Liability insurance shall name the City of North Miami as an additional insured. All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry.

All insurance policies required by the Contract shall be maintained in full force and effect throughout the term period. The insurance carriers shall have a minimum of a rating based on the latest rating publication for Property and Casualty Insurers such as A.M. Best Company (or its equivalent). All insurers must be lawfully admitted to conduct business within the State of Florida. Required insurance coverage must be approved by the City's Risk Manager prior to signing of Contract. Contractor may produce any insurance under a "blanket" or "umbrella" insurance policy, provided that such policy or a certificate of such policy specify the amount(s) of the total insurance allocated to this Contract. Coverage limits shall equal or exceed the amount(s) required by this agreement and shall not be reduced for claims made on other Projects undertaken by Contractor.

The Contractor must submit, prior to signing of Contract, a Certificate of Insurance naming the City as additional insured for Commercial General Liability and Auto Liability Insurance. Contractor shall guarantee all required insurances remain current and in effect throughout the term of Contract.

Contractor shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an Agreement by the Contractor or its employees, agents, servants, partners principals or Subcontractors.

Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon.

Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided.

The Contractor must submit a Certificate of Insurance naming the City of North Miami as “additional insured” for the above coverages prior to issuance of a Purchase Order by the City.

10. MINIMUM REQUIREMENTS:

Please provide a copy of the following documentation:

- Copy of Sunbiz report with your company registered as active (if required)
- Copy of your Local Business Tax Receipt (Occupational License)
- Copy of Certificate of Usage, if applicable.

11. VENDOR REGISTRATION:

All vendors must be registered with the City of North Miami prior to commencement of the work. A copy of the City’s vendor registration form can be found at the link below:

http://www.northmiamifl.gov/departments/purchasing/vendor_registration.aspx#registration

ATTACHMENTS:

- Attachment 1 – Maps of Planting Locations
- Attachment 2 – Contract Forms (A-3, A-3(a))



QUOTE FORM

Palm Road and Alamanda Drive Landscape Island

ITQ No. 29-17-18

Description of Work: Items are listed below per the requirements detailed in this Invitation to Quote. Pricing for all items shall include materials, labor, supervision, equipment, delivery and other required related services to successfully furnish and deliver the requested items. The prices contained therein shall, to the nearest degree possible, represent the final invoice price.

In the event that any of the shrubs or groundcover specified below are unavailable, other Florida-native, butterfly-attracting plants of the same size may be substituted. Any proposed substitution(s) must be indicated in the rows labelled “substitution” in the tables below and satisfy the terms described in this ITQ. No substitutions will be accepted for the Yellow Tabebuia tree.

TREE						
Botanical Name	Common Name	Description			Quantity	Total
Tabebuia heterophylla	Yellow Tabebuia	4 ft. Minimum Clear Trunk 3 in. Minimum Caliper 16 ft. Minimum Overall Height 5 ft. Minimum Spread			1	\$
Sub-Total for Tree:						\$
SHRUBS						
<i>Note: At a minimum, Vendor must quote at least five (5) different types of shrubs. No more than 44 units of each shrub type will be permitted.</i>						
Botanical Name	Common Name	Minimum Height	Container Size	Unit Cost	Quantity	Total
Asclepias perennis	Milkweed	30 in.	3-7 gallons	\$		\$
Gaillardia pulchella	Indian Blanket	30 in.	3-7 gallons	\$		\$
Pityopsis graminifolia	Narrowleaf Silkgrass	30 in.	3-7 gallons	\$		\$
Zamia pumila	Florida Coontie	30 in.	3-7 gallons	\$		\$
Lantana camara	Lantana	30 in.	3-7 gallons	\$		\$
Substitute:				\$		\$
Substitute:				\$		\$

Substitute:				\$		\$
Substitute:				\$		\$
Substitute:				\$		\$
Sub-Total for Shrubs:					220 units	\$
<u>GROUNDCOVER</u>						
<i>Note: At a minimum, Vendor must quote at least three (3) different types of groundcover. No more than 37 units of each groundcover type will be permitted.</i>						
Botanical Name	Common Name	Minimum Height	Container Size	Unit Cost	Quantity	Total
Mimosa strigillosa	Sunshine Mimosa	10-12 in.	1-3 gallons	\$		\$
Verbena maritima	Beach Verbena	10-12 in.	1-3 gallons	\$		\$
Scutellaria havanensis	Havana Skullcap	10-12 in.	1-3 gallons	\$		\$
Substitute:				\$		\$
Substitute:				\$		\$
Substitute:				\$		\$
Sub-Total for Groundcover:					110 units	\$
TOTAL COST (Tree + Shrubs + Groundcover):						\$

Optional Items: As part of your quote, the City requests that the vendor provide additional pricing to be guaranteed for sixty (60) days from the date the quotation is due for the items below. These items are optional and may or may not be included as part of this project. Award of this ITQ will be based on the total cost for tree, shrubs and groundcover.

Item	Unit Cost	Quantity	Total
Ornamental Boulders – minimum 4'x3'x2' (length x width x height)	\$_____ea	5	\$
Mulch – enough to provide adequate coverage for 600 square feet of space. No cypress mulch will be accepted.			\$
Total Add Alternate Quote:			\$

[Continued on next page]

It is hereby certified and affirmed that the respondent shall accept any awards made as a result of this Invitation to Quote. Respondent further agrees that prices quoted will remain fixed for a period of sixty (60) days from date quotation is due.

Authorized Signature: _____ **Title:** _____

Print/Type Name: _____ **Phone:** _____

E-mail: _____ **Fax:** _____

Firm Name: _____ **F.E.I.D. No.:** _____

Address: _____ **City:** _____ **State:** _____

NOTES:

- 1. All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified***
- 2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award***