

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250133
Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:
3/6/2025
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
 Must Have Board Approval over \$100,000.00

Date Submitted: 1/31/2025

Name of Contract Initiator: Elaine Barton-Weeks Telephone #: 336-6738

School/Dept Submitting Contract: Purchasing Cost Center # 9056

Vendor Name: Agrow Pro LLC & Rotolo Consultants, Inc.

Contract Title: Service Agreement for RFP 24-MA-333 Athletic Field Maintenance Services (Agrow Pro LLC & Rotolo Consultants, Inc)

Contract Type: New Renewal Amendment Extension Previous Year Contract # _____

Contract Term: 4/1/2025 - 3/31/2028 Renewal Option(s): Renew in writing by both parties

Contract Cost: Varies based on the services request

BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT
Funding Source: Budget Line # District Budget for School Grounds estimated \$76,000
Funding Source: Budget Line # _____

NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

Completed Contract Review Form

SBAO Template Contract or other Contract (NOT SIGNED by District / School)

SIGNED Addendum A (if not an SBAO Template Contract) - **When using the Addendum A, this Statement MUST BE included in the body of the Contract: "The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."**

Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.
General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.
Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).
Workers' Compensation = \$100,000 Minimum
[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].

State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)

Release and Hold Harmless (If Applicable)

RECEIVED
By Bertha Staefe at 1:25 pm, Jan 31, 2025

****AREA BELOW FOR DISTRICT PERSONNEL ONLY ****

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department REVIEWED By Bertha Staefe at 2:15 pm, Jan 31, 2025	<u>SBCC RFP 24-MA-333 solicitation & Service Agreement</u> <u>Priority of controlling documents shall be as follows: Service Agreement,</u> <u>the RFP 24-MA-333 solicitation, any addenda, and Contractor's response to the solicitation.</u> <u>Note: Service Agreement & Priority of Documents used for the last awarded RFP 20-MA-319</u>
School Board Attorney JPS Review Date: <u>2/6/25</u>	<u>Approved.</u>
Other Dept. as Necessary Review Date	

PENDING STATUS: YES NO **IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**

FINAL STATUS: **TENTATIVELY APPROVED** Pending 3/6/25 Board /s/ _____



SCHOOL BOARD OF CLAY COUNTY

900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043

SERVICE AGREEMENT

By and Between

The School Board of Clay County, Florida

And

Rotolo Consultants, Inc.

This Agreement ("Agreement") is made by and between The School Board of Clay County, Florida, a political subdivision of the State of Florida, located at 900 Walnut Street, Green Cove Springs, FL 32043, hereinafter referred to as "SBCC," and Rotolo Consultants, Inc. whose business address is 38001 Brownsvillage Road, Slidell, LA 70460, hereinafter referred to as "Contractor," each individual referred to as a "Party" and, collectively, the "Parties."

WITNESSETH:

WHEREAS, SBCC desires to secure a contractual relationship for the purpose of providing ATHLETIC FIELD MAINTENANCE SERVICES for Clay County District Schools, as outlined in Exhibit "A," Scope of Services ("Services"), and

WHEREAS, these Services have been competitively solicited pursuant to Request for Proposal, which has been assigned to RFP # 24-MA-333 by SBCC for tracking purposes.

NOW THEREFORE, for good and valuable consideration and the mutual promises contained herein, the Parties agree as follows:

1. DEFINITIONS

The following definitions of terms associated with this Agreement are provided to establish a common understanding between both Parties to this Agreement, as to the intended application, interpretation, and usage of terms in connection with this Agreement.

- 1.1. **"AGREEMENT"** refers to the executed Agreement by and between SBCC and Contractor.
- 1.2. **"AMENDMENT"** means a written document authorized by the parties to this Agreement which, when executed by both parties, sets forth any changes to that certain scope of services ("Services"), attached hereto as Exhibit "A" and incorporated herein by reference, that contemplates a change in the Services, work, and materials to be provided and performed by Contractor pursuant to this Agreement, sets forth the basis of compensation due to Contractor of, and sets forth the time period and/or schedule for performance and completion thereof.
- 1.3. **"CONFIDENTIALITY"** For purposes hereof, "Confidential Information" shall mean any non-public information of the other party that is designated as confidential, or that the receiving party knew or reasonably should have known was confidential because it derives independent value from not being generally known to the public. Confidential Information shall not include any information which: (i) a party can demonstrate was rightfully in its possession prior to the date of disclosure to it by the other party; (ii) at the time of disclosure or later, is published or becomes part of the public domain through no act or failure to act on the part of a party; (iii) a party has developed independently without reference to any Confidential Information of the other party; (iv) a party can demonstrate such information came into its possession from a third-party who had a bona fide right to make such information available; or (v) is subject to the Florida Public Records Law, Chapter 119, F.S., or any other information required to be disclosed by a valid court order or agency of government.

- 1.4. "**CONTRACTOR**" means Rotolo Consultants, Inc., a Party hereto, who is authorized to conduct business in the State of Florida, offering Services hereunder, which has executed this Agreement, and which shall be legally obligated, responsible, and liable for providing and performing any and all of the Services, work, and materials, including services and/or work of any approved sub-contractors, required under the covenants, terms, and provisions contained in this Agreement and any and all Amendments thereto. "Contractor" may be used interchangeably with Bidder.
- 1.5. "**FUNDS**" shall mean payment made by SBCC to Contractor hereunder.
- 1.6. "**SBCC**" shall mean Clay County District Schools and may be used interchangeably with SBCC or District or The School Board of Clay County, Florida.
- 1.7. "**PARTIES**" shall mean the parties entering into this Agreement, SBCC and Contractor, respectively.
- 1.8. "**SBCC**" shall mean The School Board of Clay County, Florida, a political subdivision of the State of Florida, and may be used interchangeably with SBCC or District or Clay County District Schools.
- 1.9. "**SERVICES**" shall mean the services as set forth and required, pursuant to the Agreement and described in further detail in Exhibit "A," attached hereto and incorporated herein by reference.

2. AMENDMENTS AND MODIFICATIONS

No Amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

3. TERM AND TERMINATION

- 3.1. The initial term of this Agreement will cover the period beginning April 1, 2025 through March 31, 2028. This agreement may be renewed for either three additional one (1) year contract periods, or one additional three (3) year contract period, upon mutual agreement by all parties, in writing.
- 3.2. In the event, the awarded bidder violates any of the provisions of this RFP or fails to perform their obligation under this contract in a manner satisfactory to the SBCC as per specifications, the Supervisor of Purchasing shall give written notice to the Contractor setting forth the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation shall be made to the SBCC for immediate cancellation of the contract. Failure of the Contractor to correct deficiencies shall give the SBCC the right to cancel this contract, but failure by the SBCC to exercise this right, in any instance, shall not prevent the subsequent exercise of this right by the SBCC or prejudice its claim for damages resulting from such default, violations, breach of contract or other failures whether or not an expressed written agreement exists for the provision of such goods and/or service. Upon cancellation, hereunder the SBCC may pursue any and all legal remedies as provided herein and pursuant to the contract and by law. The SBCC reserves the right to terminate any contract resulting from this invitation at any time for cause, upon giving seven (7) days prior written notice to the other party. If said contract should be terminated for cause or convenience as provided herein, the SBCC shall be relieved of all obligations under said contract. The SBCC shall only be required to pay to the award bidder that amount of the contract actually satisfactorily performed to the date of termination and shall not be responsible for any consequential damage, future damages or damages caused by lost profits, inconvenience or overhead expense to the Contractor. The SBCC may cancel the contract upon ninety (90) days written notice for reasons other than cause and Contractor shall have no legal recourse or cause of action against the SBCC damages resulting from said cancellation.

4. PAYMENT

SBCC agrees to provide Funds for the Agreement as outlined in Exhibit "B," Fee Schedule, which is attached hereto and incorporated herein. Contractor shall be paid in accordance with the Florida Prompt Payment Act, Florida Statutes Chapter 218, upon submission of invoices to the SBCC at the prices stipulated on the contract at the time the order is placed, less deductions if any, after services rendered and accepted by SBCC in accordance with the Florida Prompt Payment Act. An original invoice referencing a SBCC purchase order number shall be submitted for payment to SBCC Accounts Payable Department, 814 Walnut Street, Green Cove Springs, FL 32043. Failure to follow these instructions may result in delay in processing invoices for payment.

5. AVAILABILITY OF FUNDS

The obligations of SBCC under this Agreement are subject to the availability of Funds lawfully appropriated for its purpose by the State of Florida and SBCC. In the event sufficient budgeted funds are not available for a new fiscal period, the purchasing department shall notify the Contractor of such an occurrence and the RFP and any resulting contract shall terminate on the last day of the current fiscal period without penalty or expense to the SBCC.

6. PERSONNEL

- 6.1. All of the Services herein shall be performed by Contractor or under its supervision, and all personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under applicable state and local law to perform such Services. All employees and/or sub-contractors of the Contractor shall be considered to be at all times the sole employees and responsibility of Contractor under their sole direction and not an employee or agent of SBCC. The contractor shall supply competent employees and/or sub-contractors and the SBCC may require the Contractor to remove an employee and/or sub-contractor whose presence on SBCC property is not in the best interest of the SBCC. Each employee and or sub-contractor of contractor shall have and wear proper identification while on SBCC property and are required to sign in/out at main office or other designated place upon arrival and when leaving job site, if applicable.
- 6.2. In accordance with the Jessica Lunsford Act the bidder and all their employees, as required by law, shall undergo and pass a Level II fingerprinting and background check as required by F.S. 1012.465,467 or 468 and possess a SBCC fingerprinting clearance card prior to entry upon SBCC property. All costs associated with obtaining fingerprinting and background check shall be at no expense to the SBCC.
- 6.3. E-Verify: Contractor named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the Contractor certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The Contractor must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the Contractor that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the Contractor, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a Contractor pursuant to sec. 448.095(2)(c), F.S., the Contractor will not be awarded a public contract for at least one year after the date of such termination.

7. FEDERAL AND STATE TAX

- 7.1. SBCC does not pay Federal Excise and State taxes. Tax exemption number is on the Purchase Order. Contractor shall not be exempted from paying applicable sales tax to State of Florida and/or federal government, as case may be, for the purchase of materials to fulfill contractual obligations with SBCC, nor shall Contractor be authorized to use SBCC's tax exemption number in securing such materials.
- 7.2. Contractor shall be responsible for payment of its own FICA and social security benefits with respect to this Agreement.

8. DOCUMENTATION AND REPORTING

In the performance of this Agreement, Contractor shall maintain books, records, and accounts of all activities in compliance with standard accounting procedures. Documentation in connection with the description of the Services as set forth in Exhibit "A" attached hereto shall be provided.

9. INSURANCE

At its sole expense, Contractor shall take out and maintain all insurance policies required below with companies authorized to do business under the laws of the State of FL. and satisfactory to the School Board. **The Contractor**

SHALL ensure that any sub-Contractor they use maintain the same level of insurance coverage. Insurer shall be rated A- with an FSC V or better in the current AM Best Guide through the life of the contract to include any renewal periods. Insurance shall remain in effect for the term of this Agreement and such insurance will apply to Contractor, its employees, agents, and subcontractors.

- 9.1 **WORKERS' COMPENSATION INSURANCE:** Contractor is responsible for assuring that valid Worker's Compensation Insurance as required by Chapter 440, Florida Statutes is maintained for all of their employees and sub-Contractors employed at the site of the project. Such insurance shall comply fully with Florida Worker's Compensation Law. In case any class of employees engaged in hazardous work under this Contract at the site of the project is not protected under the Workers' Compensation Statute the Contractor shall provide adequate insurance satisfactory to the Owner, for protection of his employees not otherwise protected. SBCC shall accept an approved Certificate of Election to be Exempt from Florida's Workers' Compensation Law.

<u>State</u>	<u>Employer's Liability</u>	
- Statutory	- Per Accident	\$100,000.00
	- Disease, Policy Limit	\$500,000.00
	- Disease, Each Employee	\$100,000.00

- 9.2 **COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE:** Including Premises Operation, Independent Contractor's Protective, Products and Completed Operation Board Form, Contractual Liability in at least the following amounts and coverage's:

<u>Bodily Injury</u>	<u>Property Damage</u>	<u>Personal Injury</u>
- Each Occurrence \$1,000,000.00	- Each Occurrence \$1,000,000.00	- Annual Aggregate \$1,000,000.00
- Annual Aggregate \$2,000,000.00	- Annual Aggregate \$2,000,000.00	
- Completed Operations and Products Liability shall be maintained for one (1) year after final payment		

- 9.3. **AUTOMOBILE INSURANCE:** Including all owned, non-owned and hired vehicles used in connection with the work in at least the following amounts and coverage's:

<u>Bodily Injury</u>	<u>Property Damage</u>
- Each Person \$1,000,000.00	- Each Occurrence \$1,000,000.00
- Each Occurrence \$1,000,000.00	
- Each Accident – Single Limit – Bodily Injury and Property Damage combined one million dollars (\$1,000,000.00)	

- 9.4 **Contractor agrees to the following as it relates to all above required insurance:**

9.4.1. Contractor shall furnish, prior to commencement of performance under this contract, to the SBCC Purchasing Department, Certificate(s) of Insurance which clearly indicate the insurance coverage required above have been obtained. **Certificate(s) of Insurance shall be submitted directly from Contractor's Insurance Agent and Mark All Certificates Attn: SBCC Purchasing Department, as Certificate Holder (with 30 day Notice of Cancellation or Change in Coverage) and list The School Board of Clay County as Additional Insured.** Receipt of proof of insurance shall not be construed as an approval of Contractor's insurance or a release or waiver of Contractor's obligation to provide required insurance.

9.4.2. To the extent permitted by law, Contractor's insurance shall contain a waive rights to recover from SBCC or its insurance.

10. STANDARD OF CARE

In providing Services under this Agreement, Contractor will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice by SBCC, Contractor will correct those Services not meeting such a standard.

11. INDEMNIFICATION

Notwithstanding any contrary contractual language, nothing in any agreement shall be construed or interpreted to increase the scope or dollar limit of the School's or School Board's liability beyond that which is set forth in 768.28 Fla. Stat. , or to otherwise waive School's or School Board's sovereign immunity, or to require School or School Board to indemnify the Contractor or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts other than the negligent acts of School or School Board or its agents or employees. Contractor shall, in addition to any other statutory or common law obligation to indemnify the School

Board of Clay County, Florida, indemnify, defend and hold harmless the School Board of Clay County, Florida, its agents, officers, elected officials and employees against all claims, actions, liabilities, damages, losses, costs, fines punitive damages and expenses of any kind or nature whatsoever, including but not limited to attorney's fees and legal costs, brought against the School Board of Clay County, Florida, and/or its agents, officers, elected officials, employees and assigns, by any individual, corporation, consortium or any other legal person or entity, arising out of or caused by acts or omissions, negligence, recklessness, intentional wrongful misconduct, violations of laws, statutes, ordinances, government administration orders, rules or regulations of the contractor, contractor's employees, officers, agents, subcontractors, sub-subcontractors, material man or agents of any tier or their respective employees. This indemnification clause shall not be construed to require any indemnitor to indemnify the School Board of Clay County, Florida, for any negligence on the part of the School Board of Clay County, Florida, its agents or employees. The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation, or benefits payable by or for the contractor or any subcontractor under workers' compensation acts, disability benefit acts, other employee benefits acts or any statutory bar. This indemnification/hold harmless provision shall survive the termination of any contract with the School Board of Clay County, Florida.

12. SUCCESSORS AND ASSIGNS

The successful Contractor(s) shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or of any or all rights, title or interest herein, or their power to execute such contract to any person, company or corporation without prior written consent of the School Board. The successful Contractor(s) have the sole and exclusive responsibility for furnishing services in accordance with this contract. The successful Contractor(s) obligations cannot be delegated.

13. GOVERNING LAW AND REMEDIES

- 13.1. This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary arising out of the Agreement will have its venue in the state courts located in Clay County, Florida and the Agreement, shall conform to applicable Florida Statutes, and be interpreted according to the laws of Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.
- 13.2. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an dispute, breach, default, or misrepresentation in connection with any provision of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

14. CONFLICT OF INTEREST

Contractor represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of Services required hereunder, as provided for in Section 112.311, F.S. Contractor further represents that no person having any interest shall be employed for said performance of services. Contractor shall promptly notify SBCC in writing by certified mail of all potential conflicts of interest for any prospective business association, interest, or other circumstances which may influence or appear to influence Contractor's judgment or quality of Services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstances and the nature of work that Contractor may undertake. Contractor shall request an opinion by SBCC as to whether the association, interest, or circumstance would, in the opinion of SBCC, constitute a conflict of interest if entered into by Contractor. SBCC agrees to notify Contractor of its opinion by certified mail within thirty (30) calendar days of receipt of notification by Contractor. If, in the opinion of SBCC, the prospective business association, interest, or circumstance would not constitute a conflict of interest by Contractor, SBCC shall so state in its response, and Contractor may, at its option, enter into said association, interest, or circumstance and it shall be deemed not a conflict of interest with respect to the Services provided to SBCC by Contractor under the terms of this Agreement. If SBCC, in its sole discretion, determines that there is a conflict, Contractor shall not enter into or if already entered into, will immediately terminate such arrangement or Agreement with the subject business associate.

15. INDEPENDENT CONTRACTOR RELATIONSHIP

- 15.1. Contractor is, and shall be, in the performance of all Services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of SBCC. All persons engaged in any of the work or Services performed pursuant to this Agreement shall at all times, and in all places, be subject to Contractor's sole direction, supervision, and control. Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects to Contractor's relationship and the relationship of its employees to SBCC shall be that of an independent contractor and not as employees or agents of SBCC. Contractor does not have the power or authority to bind SBCC in any promise, agreement, or representation.
- 15.2. Nothing contained herein shall be deemed to create an association, partnership, joint venture, or relationship of principal and agent or master and servant among the Parties or any affiliate thereof, or to provide any Party hereto with the right, power, or authority whether expressed or implied, to create any such duty or obligation on behalf of any other Party.

16. ARREARS

Contractor shall not pledge SBCC's credit or make it a guarantor of payment or surety for any agreement, debt, obligation, judgment, lien, or any form of indebtedness. Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

17. PUBLIC RECORDS

- 17.1. This Agreement is subject to and governed by the laws of the State of Florida, including without limitation Chapter 119, F.S., which generally makes public all records or other writings made by or received by the Parties. Contractor acknowledges its legal obligation to comply with Section 119.0701, F.S. Contractor shall keep and maintain public records, as that phrase is defined in the Florida Public Records Act, which would be required to be kept and maintained by SBCC in order to perform the scope of services. Contractor shall comply with all requirements for retaining public records and shall transfer, at no cost to SBCC, all public records in the possession of Contractor upon a request for such public records. See Section 119.0701(2)(b)4, F.S., for additional record keeping requirements.
- 17.2. A request to inspect or copy public records relating to SBCC's contract for services must be made directly to SBCC's Custodian of Public Records. If SBCC does not possess the requested records, SBCC's Custodian of Public Records shall immediately notify Contractor of the request. Contractor must provide a copy of the records to SBCC or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S. If Contractor does not timely comply with SBCC's request for records, SBCC shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.
- 17.3. Should Contractor fail to provide the requested public records to SBCC within a reasonable time, Contractor understands and acknowledges that it may be subject to penalties under Sections 119.0701(3)(c) and 119.10, F.S.
- 17.4. Contractor shall not disclose public records that are exempt, or confidential and exempt, from public records disclosure unless specifically authorized by law for the duration of this Agreement term and following the completion, expiration, or termination of same if Contractor does not transfer the records to SBCC. Upon completion, expiration, or termination of this Agreement, Contractor shall transfer, at no cost to SBCC, all public records in its possession or keep and maintain public records required by SBCC to perform the services. If Contractor transfers all public records to SBCC, Contractor shall destroy any duplicate public records that are exempt, or confidential and exempt, from public records disclosure requirements. If Contractor keeps and maintains public records upon completion, expiration, or termination of this Agreement, Contractor shall meet all applicable requirements for retaining public records and provide requested records to SBCC pursuant to the requirements of this Article. All public records stored electronically must be provided to SBCC in a format that is compatible with the information technology systems of SBCC.
- 17.5. **IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR CONTRACTOR'S DUTY TO**

PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTRACTOR SHALL CONTACT THE SCHOOL DISTRICT'S CUSTODIAN OF PUBLIC RECORDS AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, OR AT 904-336-6500, OR AT: PRR@MYONECLAY.NET

18. CONTINGENT FEES

Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

19. ACCESS AND AUDITS

Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the services. All Contractors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the Contractor which are directly pertinent to this specific RFP/contract for the purpose of making audit, examination, excerpts and transcriptions. All Contractors, contractors and subcontractors shall retain all records pertaining to this RFP/contract for three (3) years after SBCC makes final payment and all other pending matters closed.

20. NONDISCRIMINATION

Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity, or expression, and genetic information or any other category of persons protected pursuant to Florida law.

21. SURVIVAL

All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby. The insurance and indemnity provisions set forth in the Agreement shall survive the termination of the Agreement.

22. AUTHORITY

Contractor hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

23. COMPLIANCE WITH LAWS

Contractor agrees it shall comply with all applicable Federal, State, and Local laws, codes, ordinances, permitting, and regulations as well as applicable SBCC policies and regulations, rules, and guidelines in connection with the Services to be provided hereunder. Contractor shall obtain and possess throughout the term of this Agreement all licenses and permits required for its operations under Federal, Florida, and local laws and shall comply with all fire, health, and other applicable regulatory codes. SBCC agrees it shall comply with all applicable laws, codes, ordinances, permitting, and regulations in connection with the Services to be provided hereunder.

24. SEVERABILITY

In case of any one or more of the provisions contained in this RFP shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this RFP shall be considered as if such invalid.

25. NAMES; TRADEMARKS

Contractor shall acquire no rights under the Agreement to, and shall not use, The School Board of Clay County, either alone or in conjunction with or as part of any other name, word, mark, picture, logo, design, and/or trademark in any of Contractor's advertising, publicity, or promotion; to express or imply any endorsement by SBCC of its Services; or in any other manner without the prior review and written approval by SBCC. This clause shall survive the expiration or sooner termination of this Agreement.

26. PROTECTION AND HANDLING OF DATA

- 26.1. **Data Confidentiality** - Contractor shall implement appropriate measures designed to ensure the confidentiality and security of Protected Information. Contractor will provide SBCC with written notice before disclosing information so that SBCC may seek an appropriate protective order or other remedy. Contractor shall exercise commercially reasonable efforts to keep the Protected Information confidential.
- 26.2. **Safekeeping and Security** - As part of the Services, Contractor will be responsible for safekeeping all keys, access codes, combinations, access cards, personal identification numbers, and similar security codes and identifiers issued to Contractor's employees, agents, or subcontractors. Contractor agrees to require its employees to promptly report a lost or stolen access device or information.
- 26.3. **Non-Disclosure** - Contractor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants, and auditors on a need-to-know basis only, provided that all such subcontractors, agents, consultants, and auditors have written confidentiality obligations to Contractor and SBCC.

27. NON-EXCLUSIVE AGREEMENT

The Parties understand and agree this Agreement is a non-exclusive agreement and the Parties hereto may participate in other comparable services to and from any other person or entity.

28. ENTIRETY OF AGREEMENT

SBCC and Contractor agree that this Agreement and any documents made a part thereof, sets forth the entire agreement between the Parties, that there are no promises or understandings other than those stated herein. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the Parties hereto. In the event a conflict arises, the Parties shall discuss any such conflict and the priority of controlling documents shall be as follows: this Agreement, the RFP 24-MA-333 solicitation, any addenda, and Contractor's response to the solicitation. Note that SBCC reserves the exclusive right to rectify any conflicts in its sole discretion.

29. CONSTRUCTION OF AGREEMENT

Each Party has participated in negotiating and drafting this Agreement, so if an ambiguity or a question of intent or interpretation arises, this Agreement is to be construed as if the Parties had drafted it jointly, as opposed to being construed against a Party because it was responsible for drafting one or more provisions of this Agreement.

30. OTHER CONDITIONS

- 30.1. **Legal Authority** - It is understood that those signing this Agreement have the legal authority to enter into binding Agreements. Contractor hereby certifies he/she is an authorized representative, officer or employee having authority to legally bind the company or firm by submitting the following information as firm's (Bidder and/or Contractor) RFP. Bidder agrees to complete and unconditional acceptance of the contents of all pages in its Request For Proposal (RFP), and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms, conditions contained in RFP, and any released Addenda and understands that the following are requirements of RFP; Bidder certifies its offer was made without prior understanding, agreement, or connection with any corporation, firm, business entity or person submitting an offer for the same services(s), and is in all respects fair and without collusion or fraud. Bidder acknowledges that all information contained herein is part of the public record as defined by State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this RFP are true and accurate.

30.2. **Terms and Conditions** - This Agreement and RFP 24-MA-333 contain all the terms and conditions agreed upon by the Parties. Items incorporated by reference are physically attached hereto. No other Agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the Parties hereto.

31. NON-WAIVER

The failure of either Party to exercise or delay in exercising any right, power, or privilege provided for hereunder shall not be deemed a waiver thereof; nor shall any single or partial exercise of any such right, power, or privilege preclude any other or further exercise thereof, or the exercise of any other right, power, or privilege under this Agreement. No Party shall be deemed to have waived a right, power, or privilege provided for herein, unless such waiver is in writing and signed by the waiving Party.

32. FORCE MAJEURE

Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

33. NOTICE

All formal notices, proposed changes, and determinations between the Parties hereto including, but not limited to, changes to the notification addresses set forth below, shall be in writing and shall be sufficient if mailed by United States mail, postage prepaid, to the parties at the contact information listed below:

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA
Attention: Purchasing Department
800 Center Street
Green Cove Springs, FL 32043

ROTOLO CONSULTANTS, INC.
Attention: Brian Rotolo
38001 Brownsvillage Road
Slidell, LA 70460

IN WITNESS WHEREOF, SBCC has made and executed this Agreement and Contractor has made and executed this Agreement on the day and year written below.

ROTOLO CONSULTANTS, INC.



Authorized Representative Signature

MICHAEL ROTOLO, PRESIDENT 2/13/25
Name & Title (Type or Print) Date

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

Erin Skipper Date
School Board Chair

Exhibit "A"

**SCOPE OF SERVICES
per RFP 24-MA-333**

SCOPE OF SERVICES:

The District wishes to receive proposals for selection of a Contractor(s) to provide Athletic Field Maintenance Services at various schools and facilities from the date of award through March 31, 2028, with option to renew for either three additional one (1) year contract periods, or one additional three (3) year contract period, upon mutual agreement by all parties, in writing.

The goal of SBCC and these services is to enhance the athletic fields and improve the appearance and care for all sites. Contractor(s) shall service sites and coordinate services with SBCC Representatives for each site, and inform those representatives of all treatments, services and completion status of said services.

SBCC currently has 13 sites located throughout Clay County, Florida that may require services under this RFP. Addresses and maps for those sites are included as Appendix A. Site review/visits can be arranged by contacting John Stilianou at (904)336-6946 or via email at john.stilianou@myoneclay.net. Upon written notification to the Contractor, sites shall be added, or deleted, at the sole discretion of the School Board.

These sites include baseball, softball, football and practice fields. SBCC reserves the right to add or delete sites as necessary for the duration of the contract. Contractors shall be able to perform services at any SBCC site. Pricing submitted by Contractor(s) under this RFP will be held for any additional site based upon the pricing given herein.

The majority of orders under this RFP will be placed by the SBCC Representative for each site. Any and all work ordered under this RFP is **upon request**, on an as needed basis only. Therefore, no minimum or maximum amount of work is guaranteed.

THE SERVICES:

1.1 All work performed under this RFP will be in the best interest of safety at all times, especially when students are present in and around designated areas. No power equipment shall be operated in the vicinity of students during periods such as class change, recess, after school care, fire drills, etc. Proper operation of equipment to include installed manufacturer safety devices is the awarded Contractor's responsibility. Shirts and work pants must be worn at all times.

1.2 The awarded Contractor(s) shall provide as required, all necessary labor, materials, equipment and transportation to provide complete athletic field maintenance and services as required by the SBCC, and as specified in this RFP.

1.3 The awarded Contractor(s) must comply with all local, state and federal codes and School Board Rules.

1.4 The awarded Contractor(s) shall be responsible for any damage to District property, personal property or visitor property due to negligence on the part of the awarded Contractor's employees or agents. The awarded Contractor(s) agree to repair, at own expense, any damage that was caused by the awarded Contractor(s), their employees or their agents.

1.5 The awarded Contractor(s) will be responsible for the removal of any blemish, tarnish or marking left on District grounds resulting from the awarded Contractor's equipment. Specifically, but not limited to, concrete.

1.6 The awarded Contractor(s) shall, and in addition to all other guarantees, be responsible for faulty labor or workmanship and shall promptly correct improper work, without cost to the District, within 48 hours after receipt of notification of such faulty labor or workmanship. If the awarded Contractor fails within 48 hours to correct defects, the District shall be entitled to have such work remedied and the awarded Contractor shall be fully liable for all costs and expense reasonably incurred by the District.

1.7 It is anticipated that most work will be accomplished Monday through Friday, taking into consideration holidays, or other school calendar days when the school may be closed. Any work disruptive to the operation of the school may require work to be performed after school hours or on a non-school day. Work performed on any day other than Monday through Friday must be cleared with the SBCC Representative prior to the commencement of the work.

1.8 If an unforeseen situation arises at any site that will affect the services, an authorized SBCC Representative will contact the awarded Contractor(s). The services may or may not be rescheduled, whichever is in the best interest of the District.

1.9 If conditions exist which prevent the awarded Contractor(s) from completing requested services, they must contact the appropriate SBCC Representative within 24 hours to reschedule remaining work.

1.10 TYPE OF SERVICE AND DESCRIPTION:

Contractor(s) shall be expected to perform the following types of services per the information contained herein. All of these services will be provided by the selected Contractor(s) **upon request** on any other applicable SBCC sites. This list of services is given for proposal purposes only and to inform vendors of the types of services that may be needed. This list does not limit or obligate SBCC.

- Weed Control and Management – Contractor(s) will apply both liquid and granular herbicides to all fields as required to control all broad leaf weeds, sedges and grassy weeds on all fields and in accordance with plan agreed upon with SBCC Representatives.
- Insect Control and Management – Contractor(s) will apply both liquid and granular insecticides as required to preventatively control turf damaging insects and fire ants and in accordance with plan agreed upon with SBCC Representatives.
- Fertilization – Contractor(s) will apply both liquid and granular fertilizer to all fields as required to maintain turf color and vigor and in accordance with plan agreed upon with SBCC Representatives.
- Aeration – Contractor(s) will aerate using tractor mounted equipment as required and in accordance with plan agreed upon with SBCC Representatives.
- Seed spreading and removal – Contractor(s) will apply seeds using a tractor mounted spreader or walk behind drop spreader for infields and tight spaces. Removal of perennial rye grasses will be in accordance with plan agreed upon with SBCC Representatives.
- Verticutting – Contractor(s) will verticut using tractor mounted equipment as required and in accordance with plan agreed upon with SBCC Representatives. Verticutting includes removal and disposal of debris on campus as directed by SBCC Representatives.

- Material Hauling (Infield Conditioner/Warning Track Material) – Contractor(s) will haul all material in turf friendly trailers, and provide any required material.
- Top Dressing – Contractor(s) will apply top dressing as requested by SBCC Representatives.
- Rototilling – Contractor(s) will rototill softball/baseball infields or any other needed areas.
- Fungus/Disease Control – Contractor(s) will apply required fungicides on all fields as required to control nematodes and any other fungi and in accordance with plan agreed upon with SBCC Representatives.
- Sod Removal and Replacement – Contractor(s) shall remove/add necessary sod to conform to dimensions required or as directed by SBCC. Sod will be supplied by Contractor(s).
- Optional and additional services to athletic fields as necessary as directed by SBCC. Optional services include:
 - Infield conditioner spreading
 - Warning track grading
 - Turf reconstruction
 - Replacement of sod where needed

1.11 Lead Supervisor shall meet with SBCC Representatives prior to the commencement of any project. Description of services and details for completion, methodology and any other pertinent information will be discussed.

1.12 It is the responsibility of the Contractor's Lead Supervisor to direct their crew and employees and convey all pertinent information that was expressed prior to work commencement. The SBCC Representative will not be responsible for explaining work to the crew.

SERVICE PERFORMANCE:

2.1 The Contractor(s) shall have full responsibility for systematically and professionally servicing the agreed to areas as requested. Service will be as agreed upon by SBCC and Contractor(s) and proceed in a contiguous manner. If the minimum acceptable performance is not achieved for any area of the project within a reasonable time frame following project completion, additional service shall be the responsibility of the Contractor(s) at no cost to SBCC. A reasonable time frame is dependent upon scope of work and weather conditions.

2.2 SBCC will rely on Contractor(s) to utilize the best, safe and efficient methods for performing services for each of its sites. SBCC is open to work with Contractor(s) to utilize the best possible methods to perform service with as little interference to the site as possible.

2.3 Please note that all methods for performing services shall be approved by SBCC prior to use. Any method deemed unnecessary, inefficient or dangerous to the site shall not be performed at any site.

2.4 Contractor(s) may also perform these additional miscellaneous services:

- Professional assistance to determine possible solutions to issues with Athletic Fields.
- Provide pricing proposals on athletic field maintenance as requested.

2.5 The Contractor(s) shall immediately notify the SBCC Representative upon discovery of any new or problematic issues. SBCC will be the sole determiner if action is required.

2.6 HERBICIDE/INSECTICIDE/CHEMICAL APPLICATION:

Contractor(s) will be permitted to use herbicides/insecticides/chemicals in certain areas to assist in the performance of services under this RFP. Contractor(s) will be responsible to provide any and all herbicides, insecticides or other chemicals/materials necessary to perform services. Contractor(s) shall ensure that all restricted-use pesticides/herbicides/chemicals will be applied only by employees licensed by the Florida Department of Agriculture and Consumer Services with the appropriate Commercial Applicator License. That license will be a Category 3 Ornamental and Turf Pest Control License. Contractor(s) shall provide copies of these licenses within 24 hours of request. Failure to do so will result in the proposal being considered non-responsive. Furthermore, at no time shall any chemical be applied when any students or staff members are present in the immediate area. Any violation will be cause for immediate termination of contract from site or all sites.

Contractor(s) will be expected to comply with all herbicide/insecticide/chemical labels in its applications. ALL CHEMICALS SHALL BE USED IN ACCORDANCE WITH THEIR LABEL INSTRUCTIONS. Contractors will provide SBCC Representatives with a Material Safety Data Sheet (MSDS) for any chemical they apply, every time they apply it. The Contractor(s) is liable for any penalty, fines, or damages resulting from the misuse of chemicals.

Contractor(s) shall list on the included sheet (Pricing Section D), any chemicals that will have a high usage in the work described herein. Chemical information shall include name, brand name, manufacturer, EPA Registration #, any model or MSDS # applicable and a brief description/purpose of usage. Please note it is not necessary to submit MSDs with RFP for those chemicals listed. Any and all MSDS will be collected from Contractor(s) after award and prior to usage.

Any and all chemicals must be approved by SBCC prior to usage.

While on the job site all chemicals must be kept secured at all times and handled in leak free containers per any and all applicable laws.

The Contractor(s) is responsible for any leaks, spills, environmental damage, or theft of materials from the job site and for reporting quantities to the Florida Department of Environmental Protection in such cases. The Contractor(s) shall be responsible for immediate work stoppage and clean-up operation in the event of any spill of herbicide, petroleum product or other hazardous material. The Contractor(s) shall have on site at all times, appropriate first-aid and spill kit(s).

The Contractor(s) shall properly dispose of chemical containers as set forth in the label instructions and in accordance with applicable federal, state and local requirements. SBCC dumpsters are not to be utilized at any time during the course of the contract and all empty chemical containers will be removed by Contractor(s) from site.

At no time will any chemical or spray be permitted to be used around or near playgrounds, playground equipment or on P.E. fields or equipment. Any violation will be cause for immediate termination at site and possible termination from all contracted sites.

Throughout the duration of the contract, it is understood that newly researched chemical products may become available. SBCC may consider these chemicals as they are made available. Contractor(s) shall meet with SBCC to discuss alternate products or new technologies that may increase efficiency, safety and/or be more environmentally safe at any time during the course of the contract. Any new product will be reviewed and either rejected or accepted at SBCC's discretion.

Contractor(s) will be responsible for supplying their personnel with any and all personal protective equipment for their operators. Failure to do so may be grounds for termination of contract.

2.7 ESTIMATES:

At the request of SBCC, Contractor(s) will provide estimates. At the time of the request, an authorized SBCC Representative will contact the awarded Contractor(s) and give a detailed description and further specifications of the project at hand. Contractor shall provide written, "not to exceed" estimates on all services as directed by the SBCC Representative. Contractor(s) should familiarize themselves with the extent of the work for each service/project to be performed and any conditions that may in any manner affect the work to be done and the equipment, materials and labor required. Estimates shall be priced per all pricing submitted under this RFP, to include the labor and itemized material list, number of calendar days required for project completion and lead time before work can commence. Contractor(s) should also include an assessment of any site or additional repairs to larger damaged areas or any other general observation of interest to the SBCC Representative.

After the initial contact by SBCC and response from Contractor(s), a meeting may take place prior to estimate being submitted. A meeting should be scheduled within three (3) to five (5) days from the original response. Written estimates shall be provided within five (5) business days of either the initial contact or any meeting. It shall be the Contractor(s)'s responsibility to ensure they have all information to prepare accurate estimates and to respond accordingly to SBCC. All estimates shall be clearly broken-down using pricing from this RFP.

Estimates on projects may be utilized to determine if projects are cost effective and fiscally allowable by SBCC. Contractor(s) may expect to submit estimates that may be changed, altered or rejected. When an estimate has been approved, a purchase order will be issued and authorization to commence the project will be given by the SBCC Representative. **No work shall commence without a purchase order and District authorization.**

2.8 SBCC reserves the right to add supplementary specifications to any service(s) that fall under the scope of this RFP. Supplementary specifications may be for larger or special circumstances, at the time of said project. A price may be negotiated at the time if necessary for any supplementary specifications.

2.9 In the event additional work is required outside of an approved or scheduled service or project, the Contractor(s) shall not proceed without the written approval of SBCC. This includes any emergencies that may arise. The Contractor(s) shall be forewarned that only the SBCC Representative may order or approve work to be performed.

(INTENTIONALLY LEFT BLANK)

Exhibit "B"
FEES FOR SERVICES
RFP 24-MA-333 Price Proposal

PRICING:

A. Standard Services – Fixed Labor Rates:

Contractors are expected to provide a rate for each of the specific services listed below, that shall include all supervision, labor costs, equipment, machinery, insurances, overhead, vehicle use charges, profit, travel time, mileage; and all tools or hand tools normally associated with the trade or industry standard and be exclusive of taxes as well as any other items necessary for the proper execution and completion of any services rendered under this RFP. **No additional charges or hidden costs shall be allotted during the course of the contract.** Contractors shall provide pricing for all items listed below, failure to do so shall be cause for proposal to be deemed non-responsive.

<u>Item #</u>	<u>Service</u>		<u>Cost Per Application</u>	<u>Per</u>
1	Herbicide Application	Liquid	\$ 75.00	Acre
		Granular	\$ 65.00	Acre
2	Insecticide Application	Liquid	\$ 75.00	Acre
		Granular	\$ 65.00	Acre
3	Fertilizer Application	Liquid	\$ 75.00	Acre
		Granular	\$ 65.00	Acre
4	Fungus / Disease control	Liquid	\$ 75.00	Acre
		Granular	\$ 65.00	Acre
5	Aeration – Football Stadium		\$ 225.00	Acre
6	Aeration – Baseball		\$ 225.00	Acre
7	Aeration – Softball		\$ 225.00	Acre
8	Verticutting – Football Stadium		\$ 200.00	Acre
9	Verticutting – Baseball		\$ 200.00	Acre
10	Verticutting – Softball		\$ 200.00	Acre
11	Rototill – Football Stadium		\$ 3.00	Square Foot
12	Rototill – Baseball		\$ 3.00	Square Foot
13	Rototill – Softball		\$ 3.00	Square Foot
14	Top Dressing – Football Stadium		\$ 650.00	Acre
15	Top Dressing – Baseball		\$ 650.00	Acre
16	Top Dressing – Softball		\$ 650.00	Acre
17	Sod removal / replacement		\$ 0.15	Square Foot

B. Additional Services – Fixed Labor Rates:

Contractor shall supply hourly labor rates below for any and all additional services that are similar in scope and intent of this RFP or for work at the request of SBCC. Rates shall be provided for a Lead Supervisor and technician. All labor rates shall include the use of truck, tools and all other items necessary for satisfactory service. Rates shall be provided for standard business hours (M-F, 7am to 5pm) and non-standard business hours (anytime/day outside of standard business hours). All hourly rates and times shall start on the "job site". Any travel time expenses shall be borne by the Contractor and will not be reimbursed by SBCC.

<u>Trade</u>	<u>Standard Hourly Rate</u>	<u>Non-Standard Hourly Rate</u>
Lead Supervisor	\$ 55.00	\$ 82.50
Technician	\$ 45.00	\$ 67.50
Other: Standard Laborer	\$ 35.00	\$ 52.50
Other: Equipment Operator	\$ 60.00	\$ 90.00

C. Optional Services – Fixed Labor Rates:

Contractors may provide a rate for each of the optional specific services listed herein, that shall include all supervision, labor costs, equipment, machinery, insurances, overhead, vehicle use charges, profit, travel time, mileage; and all tools, or hand tools normally associated with the trade or industry standard and be exclusive of taxes as well as any other items necessary for the proper execution and completion of any services rendered under this RFP. **No additional charges or hidden costs shall be allotted during the course of the contract.**

<u>Item #</u>	<u>Service</u>	<u>Cost</u>	<u>Per</u>
1	Warning track grading	\$ 0.20	Square Foot
2	Infield Conditioner spreading	\$ 0.50	Square Foot
3	Rye seed spreading	\$ 45.00	Acre
4	Rye Grass removal	\$ 55.00	Acre

D. Chemicals/Materials/Sand/Seed/Infield Conditioner:

Any and all chemicals, materials, sand, seeds or conditioners directly related to the services described herein shall be noted below unless otherwise noted in this RFP. Please list any below that may have high usage under this RFP, along with the markup percentage. Chemical pricing is per pound for granular and per gallon for liquid. Sand, seed and infield conditioner pricing is per 50lb bag.

<u>Name</u>	<u>Brand</u>	<u>Manufacturer</u>	<u>EPA#</u>	<u>MSDS#</u>	<u>Usage</u>	<u>Price</u>
Advion	Greencast	Syngenta	100-1483	S00027187547	Insecticide	<u>50</u> % above cost
Barricade	Greencast	Syngenta	100-1139	S1363384383	Herbicide	<u>50</u> % above cost
Celsius	Envu	Bayer	101563-141	102000022858	Herbicide	<u>50</u> % above cost
Certainty		Valent	59639-226	0514	Herbicide	<u>50</u> % above cost
Orthene		AMVAC	5481-8971	373	Insecticide	<u>50</u> % above cost
Pennant	Greencast	Syngenta	100-950	S22799952	Herbicide	<u>50</u> % above cost
Specticle		Bayer	101563-207	11249946-00002	Herbicide	<u>50</u> % above cost
						<u> </u> % above cost
						<u> </u> % above cost
						<u> </u> % above cost
						<u> </u> % above cost
						<u> </u> % above cost
List an overall % above cost to products that Contractor can supply but that are not listed above.						<u>50</u> % above cost

Company Name: Rotolo Consultants, Inc.

Brian Rotolo
(Printed Name)

Chief Financial Officer
(Title)


(Signature) CFO

1/6/2025
(Date)



SUBMIT BIDS TO:
SCHOOL BOARD OF CLAY COUNTY
PURCHASING DEPARTMENT

800 Center Street
Green Cove Springs, Florida 32043

REQUEST FOR PROPOSAL

Acknowledgement Form

Page 1 of 44 Pages	BID WILL BE OPENED AT: 2:00 P.M., January 8, 2025 and may not be withdrawn within 90 days after such date and time.	ITB NO. 24-MA-333
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POSTING TIME & DATE 10:00 A.M. November 13, 2024	PURCHASING DEPARTMENT REPRESENTATIVE Elaine L Barton-Weeks, CPPB Coordinator of Purchasing Email: elaine.bartonweeks@myoneclay.net	BID TITLE ATHLETIC FIELD MAINTENANCE SERVICES
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VENDOR NAME	<p>"NO BID" REASON FOR NOT SUBMITTING BID</p> <p>To qualify as a respondent, bidder shall submit only this bidder acknowledgement form and it shall be received no later than the stated bid opening date and hour.</p> <p>_____</p> <p>AUTHORIZED SIGNATURE (MANUAL)</p> <p>_____</p> <p>AUTHORIZED SIGNATURE (TYPED or PRINTED)</p> <p>_____</p> <p>TITLE</p>
VENDOR MAILING ADDRESS	
CITY-STATE-ZIP	
TELEPHONE NUMBER: ()	
FAX NUMBER: ()	
EMAIL ADDRESS:	

I hereby certify that I am submitting the following information as my firm's (Bidder) RFP and am authorized by Vendor/Contractor/Bidder to do so. Bidder agrees to complete and unconditional acceptance of the contents of all pages in this Request For Proposal (RFP), and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms, conditions contained in RFP, and any released Addenda and understand that the following are requirements of RFP and failure to comply will result in disqualification of RFP submitted; Bidder certifies this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity or person submitting an offer for the same materials, supplies, equipment, or services(s), and is in all respects fair and without collusion or fraud. Bidder acknowledges that all information contained herein is part of the public record as defined by State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this RFP are true and accurate.

SEALED RFP: All RFP sheets, requested documents, and this acknowledgement form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the RFP number, date and time of the RFP opening and the company name. All RFPs are subject to the conditions specified herein. Those which do not comply with these conditions are subject to RFP being considered Non-Responsive.

<p>SIGNATURE REQUIRED CHECKLIST: All Bid Documents shall be submitted with Bid</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> REQUEST FOR PROPOSAL ACKNOWLEDGEMENT FORM (Page 1) <input checked="" type="checkbox"/> SPECIAL CONDITIONS (Page 11) <input checked="" type="checkbox"/> PRICING TABLES (Page 18) <input checked="" type="checkbox"/> EDGAR CERTIFICATION (Page 38) <input checked="" type="checkbox"/> CERTIFICATION REGARDING DEBARMENT, SUSPENSION (Page 39) <input checked="" type="checkbox"/> DRUG-FREE WORKPLACE CERTIFICATION (Page 40) <input checked="" type="checkbox"/> NON-COLLUSION AFFIDAVIT (PAGE 41) <input checked="" type="checkbox"/> DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST (Page 42) <input checked="" type="checkbox"/> STATE OF FLORIDA DOCUMENTS (Page 43) <input checked="" type="checkbox"/> BIDDER'S STATEMENT PRINCIPAL PLACE BUSINESS (Page 44) 	<p>SUBMITTAL REQUIRED CHECKLIST: Documents submitted with Bid or within 24 hours upon request.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Insurance certificate(s) <input checked="" type="checkbox"/> Applicant Statement – Background Information <input checked="" type="checkbox"/> License or Permits
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GENERAL CONDITIONS

SEALED RFP REQUIREMENTS: Unless otherwise specified, bidders shall use the form(s) furnished by the Purchasing Department, of the School Board of Clay County, Florida ("SBCC" or "District") and enter information only in the spaces where a response is requested. Any modifications or alterations to the original RFP documents by the bidder, whether intentional or otherwise, may constitute grounds for rejection of a RFP. Bidders may use an attachment as an addendum to the RFP if sufficient space is not available on the original form for the bidder to enter a complete response. For purpose of evaluation, the bidder shall indicate any and all variances from specifications, terms, and/or conditions regardless of how slight. If variations are not stated in the RFP, it shall be assumed that the product or service fully complies with the specifications, terms, and conditions herein.

BIDDER'S RESPONSIBILITY: It is the responsibility of the Bidder to be certain that all numbered pages of the RFP and all attachments thereto are received and all Addendum released are received prior to submitting a RFP without regard to how a copy of this RFP was obtained. All RFPs are subject to the conditions specified herein, on the attached RFP documents, and on any Addenda issued thereto.

RFP SUBMITTED: Completed RFP must be submitted in a sealed envelope with RFP number and name clearly typed or written on the front of the envelope. **RFPs must be time stamped in SBCC Purchasing Department on or before Due Date and Time listed on Acknowledgement Form. The address for RFP submittal, including hand delivery and overnight courier delivery, is indicated as: 800 Center Street, Green Cove Springs, Florida 32043.** RFPs submitted by telegraphic, email, or facsimile transmission shall not be accepted. The Bidder is fully and completely responsible for the payment of all delivery costs associated with the delivery of their RFP or related material. Procurement and Warehousing Services shall not accept delivery of any RFP or related material requiring SBCC to pay for any portion of the delivery cost or the complete delivery cost.

EXECUTION OF RFP: RFP shall contain a manual signature of an authorized representative, officer or employee having authority to legally bind the company or firm in the space provided above. All RFPs must be completed in ink or typewritten. Use of erasable ink is not permitted.

If a price correction is necessary, draw a single line through the entered figure and enter the corrected figure or use an opaque correction fluid. All price corrections must be initialed by the person signing the RFP even when using opaque correction fluid. SBCC reserves the right to reject any RFP or RFP item completed in pencil or any RFP that contains illegible entries or price corrections not initialed.

PRICES QUOTED: Deduct discounts and quote firm net prices. Give both unit price and extended total. Prices must be stated in units to quantity specified in the RFP specification. In case of discrepancy in computing the amount of the RFP, the **Unit Price** quoted shall govern. Each item must be RFP separately and no attempt is to be made to tie any item or items in with any other item or items. All prices quoted shall be F.O.B. destination and freight prepaid (Bidder pays and bears freight charges). Awardee owns goods in transit and files any claims. Bidder is requested to offer a cash discount for prompt invoice payment, however such discounts shall not be considered in determining the lowest net cost for RFP evaluation purposes. Discount time shall be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the SBCC Accounts Payable Department, whichever is later. Cash or quantity discounts offered shall not be a consideration in determination of award of RFP(s).

TAXES: SBCC does not pay Federal Excise and State taxes. The applicable tax exemption number is shown on the Purchase Order.

MISTAKES: Bidders are expected to examine the specifications, delivery schedules, RFP prices and extensions, and all instructions pertaining to RFP. Failure to do so shall be at Bidder's risk.

CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this RFP shall be new (current production model at the time of this RFP) unless otherwise specified. All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.

SUBSTITUTIONS: SBCC **SHALL NOT** accept substitute shipments of any kind. Awardees are expected to furnish the brand quoted in their RFP once awarded by SBCC. Any substitute shipments shall be returned at the Awardee's expense.

MANUFACTURER'S NAMES AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information, and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If RFPs are based on equivalent products, indicate the manufacturer's name and product number on the RFP form. Bidder shall submit cuts, sketches, and descriptive literature and/or complete specifications with their RFP. Reference to literature submitted with a previous RFP shall not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent meets the specifications and should not be considered an exception thereto. The SBCC reserves the right to determine acceptance of item(s) as an approved equivalent. RFPs that do not comply with these requirements are subject to rejection. RFPs lacking any written indication of intent to RFP an alternate brand shall be received and considered in complete compliance with the specifications as listed on the RFP form. The Purchasing Department is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the SBCC unless evidenced by a Change Notice issued and signed by authorized SBCC representative.

SAMPLES: Samples of items, when required, must be furnished free of expense within five (5) working days of request unless otherwise stated and, if not destroyed, will, upon request, be returned at the Bidder's expense. Bidders shall be responsible for removal of all samples furnished within 30 days after RFP opening or samples shall be disposed of. Each individual sample must be labeled with Bidder's name, RFP number and item number. Failure of Bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of RFP item. Unless otherwise indicated, samples should be delivered to SBCC Purchasing Department, 800 Center Street, Green Cove Springs, FL 32043.

DELIVERY: All deliveries shall be F.O.B. indicated destination, freight fully prepaid. Title to goods shall pass to SBCC upon receipt and acceptance at the destination unless indicated otherwise herein. Until acceptance, Contractor retains the sole insurable interest in the goods. SBCC shall not accept collect freight charges. Time of delivery is an important consideration for the SBCC in making the award. SBCC reserves the right to cancel any order, or any part thereof, without obligation if delivery is not made within the time specified. Any delivery made after cancellation of the order shall be returned at the Contractor's expense. Delivery shall be within the normal working hours of the user, Monday through Friday, excluding state holidays and days during which SBCC administration is closed.

AWARDS: In the best interest of the SBCC, the SBCC reserves the right to: 1) withdraw this RFP at any time prior to the time and date specified for the RFP opening; 2) make award(s) by individual item, group of items, all or none or combination thereof with one or more suppliers; 3) to acquire additional quantities at prices quoted on this RFP unless additional quantities are not acceptable, in which case, the RFP sheets must be noted "RFP IS FOR SPECIFIED QUANTITY ONLY."; 4) to reject any and all RFPs or waive any minor irregularity or technicality in RFPs received; and 5) when it is determined there is no competition to the lowest responsible bidder, evaluation of other RFPs are not required. Bidders are cautioned to make no assumptions unless their RFP has been evaluated as being responsive. Upon award of this RFP, the successful bidder shall be notified of award configuration in writing by Purchasing Department. Bidder who is awarded this contract resulting from this RFP is cautioned not to provide goods/services to any SBCC site or to any SBCC employee prior to receiving a purchase order issued by the SBCC Purchasing Department. Notification of award is not to be construed as authorization to provide goods/services. SBCC is not obligated to pay invoices for provision of goods/services for which SBCC Purchasing Department has not issued a purchase order, or invoices resulting from purchase order changes not authorized by SBCC. All awards made as a result of this RFP shall conform to applicable Florida Statutes and shall be governed by the laws of the State of Florida, and must have venue established in state court located in Clay County, Florida.

RFP OPENING: All RFPs shall be received no later than the date and time specified on the document. All RFPs received after that time shall not be considered. It is the bidder's responsibility to assure that their RFP is delivered at the proper time and place of the RFP opening. RFPs, which for any reason are not so delivered, shall not be considered. Public opening shall acknowledge receipt of RFPs only, details concerning pricing or the offering may not be announced. All RFPs submitted shall become public record in accordance with F.S. 119.071. RFP files may be examined during normal working hours by appointment.

PROPRIETARY INFORMATION: Pursuant to Chapter 119, Florida Statutes, RFPs received as a result of this RFP shall not become public record until thirty (30) days after the date of opening or until posting of the recommendation for award, whichever occurs first. Thereafter, all RFP documents or other materials submitted by all Bidders in response to this RFP shall be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Bidder asserts any portion of its RFP is confidential and exempt, long with specific citations of the Florida Statutes establishing the confidentiality or exemption. Failure to identify the portions of the RFP claimed to be exempt or the specific statutory authority establishing the exemption shall be deemed a waiver by the Bidder that any unidentified portion of the RFP is confidential or exempt from disclosure under Chapter 119, Florida Statutes.

PUBLIC RECORDS REQUEST: All public records requests shall be administered by the District Records Office at 900 Walnut Street, Green Cove Springs, Florida 32043, phone 904.336-6500, or by email at: PRR@myoneclay.net The Public Records Request Procedure form is available online at <https://ccds.myoneclay.net/about-us/public-records-request>

INSPECTION, ACCEPTANCE & TITLE: Inspection and acceptance shall be at destination unless otherwise provided. Title to/ or risk of loss or damage to all items shall be the responsibility of the Awardee until acceptance by the buyer unless loss or damage resulting from negligence by the buyer. If the materials or services supplied to SBCC are found to be defective or not conform to specifications, SBCC reserves the right to cancel the order upon written notice to the seller and return product at Awardee's expense.

PAYMENT AND INVOICING: Contractor shall be paid in accordance with the Florida Local Government Prompt Payment Act, Florida Statutes Chapter 218, upon submission of invoices to the SBCC at the prices stipulated on the contract at the time the order is placed, less deductions if any, after delivery and acceptance of goods and services. An original invoice referencing a SBCC purchase order number shall be submitted for payment to SBCC Accounts Payable Department, 814 Walnut Street, Green Cove Springs, FL 32043. Failure to follow these instructions may result in delay in processing invoices for payment.

GENERAL CONDITIONS

INSURANCE / LICENSES / PERMITS: Bidder, by virtue of submitting a RFP, shall be in full compliance with LIABILITY INSURANCE, LICENSES AND PERMITS as specified herein. Bidder shall take special notice that SBCC shall be named as an additional insured under the General Liability policy including Products Liability.

The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- by AM Best. All policies must remain in effect during the performance of the contract.

Where Awardees are required to enter or go onto SBCC property to deliver materials or perform work or services as a result of a RFP award, the Awardee agrees to The Hold Harmless Agreement stated herein and shall assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The Awardee shall be liable for any damages or loss to SBCC occasioned by negligence of the Awardee (or agent) or any person the Awardee has designated in the completion of the Contract as a result of their RFP.

RFP BONDS / PERFORMANCE BONDS: RFP bonds, when required, shall be submitted with the RFP in the amount specified in Special Conditions. RFP bonds shall be returned to non-Awardees. After acceptance of RFP, SBCC shall notify the Awardee to submit a performance bond and certificate of insurance in the amount specified in Special Conditions. Upon receipt of the performance bond, the RFP bond shall be returned to the Awardee.

LICENSES, CERTIFICATIONS AND REGISTRATIONS: As of the RFP Opening Date, Bidder must have all Licenses, Certifications and Registrations required when performing the services as described herein, in order for RFP to be considered a responsive and responsible RFP. Licenses, Certifications and Registrations required for this RFP shall be as required by Chapter 489, Florida Statutes, as currently enacted or as amended from time to time; by the State Requirements for Educational Facilities (SREF), latest version; and by SBCC. Bidder must submit a copy of all its current Licenses, Certifications and Registrations required as described herein, either with its RFP or within 24 hours upon request by SBCC.

An Awardee who has any License, Certification or Registration either suspended, revoked or expired after the date of the RFP Opening, shall provide notice to the Supervisor of Purchasing within five working days of such suspension, revocation or expiration. However, such suspension, revocation or expiration after the date of the RFP Opening shall not relieve the Awardee of its responsibilities under this RFP.

PATENTS & ROYALTIES: The Awardee, without exception, shall indemnify and save harmless SBCC and its employees from liability of any nature or kind, including cost and expenses for any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by SBCC. If the Awardee uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the RFP prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

SAFETY STANDARDS / OSHA / MSDS: The Awardee warrants that the product supplied to SBCC shall conform in all respects to the standards set forth in the Occupational Safety and Health Act (OSHA), as amended, and the failure to comply with this condition shall be considered as a breach of contract. The bidder further certifies that if they are the successful bidder and delivered product is subsequently found to be deficient pursuant to any OSHA requirement in effect on the date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with aforementioned requirements shall be borne solely by the bidder. The Manufacturer, Importer, or Distributor of a toxic substance shall provide all Material Safety Data Sheets (MSDS) with their RFP. (See Florida's Right-To-Know Law, Chapter 442, Florida Statutes.)

ASBESTOS / FORMALDEHYDE / LEAD-FREE: All building materials, pressed boards, and furniture supplied to SBCC shall be 100% asbestos free. It is desirable that all building materials, pressed boards and furniture supplied to SBCC also be 100% formaldehyde free. Bidder, by virtue of bidding, certifies by signing RFP that, if awarded this RFP, only building materials, pressed boards, and/or furniture that is 100% asbestos free shall be supplied. All material supplied to SBCC must be 100% lead free. Bidder, by virtue of signing RFP, certifies that only materials or equipment that is 100% lead free shall be supplied to SBCC.

CONTRACT WORK HOURS & SAFETY STANDARDS ACT: (34 CFR 80.36(i)(6)): All Contractors, contractors and subcontractors shall comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Applies to all construction contracts awarded by the district and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers).

TOXIC SUBSTANCES IN CONSTRUCTION, REPAIR OR MAINTENANCE OF EDUCATIONAL FACILITIES: (Fla. Statute 1013-49: (1) All toxic substances enumerated in the Florida Substance List that are to be used in the construction, repair or maintenance of educational facilities have restricted usage provisions. (2) Before any such substance may be used the contractor shall notify the SBCC Superintendent or the SBCC Project Manager/Supervisor in writing at least three (3) working days prior to using the substance. The notification shall contain: (a) The name of the substance to be used; (b) Where the substance is to be used; and (c) When the substance is to be used. A copy of a material safety data sheet shall be attached to the notification for each such substance.

GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the supplier to notify the Purchasing Department in writing at once indicating in their submittal the specific regulation that required an alteration. The SBCC reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the SBCC.

FACILITIES: SBCC reserves the right to inspect the Awardee's facilities at any time with prior notice. RFPs shall be considered only from firms which are regularly engaged in the business of providing the goods and/or services as described in this RFP, have a record of performance for a reasonable period of time; have sufficient financial support equipment and organization to ensure that they can satisfactorily execute the services if awarded a contract under the terms and conditions herein stated. The term "equipment and organization" as used herein shall be construed to mean a fully equipped and well-established company in line with best business practices in the industry and as determined in discretion by the proper authorities of the SBCC. SBCC may use the information obtained from this in determining whether Bidder is a responsible Bidder.

SPECIAL CONDITIONS: The Superintendent or Designee has the authority to issue Special Conditions and Specifications as required for individual RFPs. Any and all Special Conditions that may vary from General Conditions shall have precedence.

DISPUTES: in the event of a conflict between the documents, the order of priority of the documents shall be as follows:

- Addenda released for this RFP, with the latest Addendum taking precedence, then;
- The RFP; then
- Bidder's submitted RFP.

In case of any other doubt or difference of opinion, the decision of SBCC shall be final and binding on both parties.

EXPENDITURE: No guarantee is given or implied as to any sums payable or the quantity or scope of any award under this RFP. SBCC is not obligated to place any order for goods/services as a result of this award. Order placement shall be based upon the needs and best interest of SBCC.

EXTENSION: In addition to any extension options contained herein, SBCC is granted the right to extend any award resulting from this RFP for the period of time necessary for SBCC to release, award and implement a replacement RFP for the goods, products and/or services provided through this RFP. Such extension shall be upon the same prices, terms and conditions as existing at the time of SBCC's exercise of this extension right. The period of any extension under this provision shall not be for a period in excess of six months from (a) the termination date of a contract entered into as a result of this RFP or (b) the termination date under any applicable period of extension under a contract entered into as a result of this RFP.

ASSIGNMENT: Neither any award of this RFP nor any interest in any award of this RFP may be assigned, transferred or encumbered by any party without the prior written consent from SBCC. There shall be no partial assignments of this RFP including, without limitation, the partial assignment of any right to receive payments from SBCC. The successful Contractors shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or of any or all rights, title or interest herein, or their power to execute such contract to any person, company, or corporation without prior written consent of SBCC. The successful Contractors have the sole and exclusive responsibility for furnishing services in accordance with this contract. The successful Contractor obligations cannot be delegated.

PURCHASE AGREEMENT: This RFP and the corresponding Purchase Orders shall constitute the complete agreement. SBCC shall not accept proposed terms and conditions that are different than those contained in this Invitation to RFP, including pre-printed text contained on catalogs, price lists, other descriptive information submitted or any other materials. By virtue of submitting a RFP, Awardee agrees to not submit to any SBCC employee, for signature, any document that contains terms and conditions that are different than those contained herein and that in the event any document containing any term or condition that differs from those contained herein is executed, said document shall not be binding on SBCC.

FISCAL NON-APPROPRIATIONS CLAUSE: In the event sufficient budgeted funds are not available for a new fiscal period, the purchasing department shall notify the Contractor of such an occurrence and the RFP and any resulting contract shall terminate on the last day of the current fiscal period without penalty or expense to the SBCC.

TIED RFP: In the event of tied or identical RFPs, preference shall be given to the RFP which certifies that a drug-free workplace has been implemented in accordance with Section 287.087 F.S. If all tied RFPs have a drug-free workplace program certification, then preference shall be given to the bidder whose business is physically located in Clay County, Florida. If neither Contractor is located in Clay County, Florida then preference shall be given to the bidder whose business is physically located in the State of Florida. If more than one tied bidder is located in Clay County, Florida or if no tied bidder or more than one tied bidder is located in the State of Florida, the award of the tied RFP shall be decided by the flip of a coin in the presence of witnesses. The coin flip shall be administered by the Supervisor of Purchasing who shall designate the calling of heads or tails.

GENERAL CONDITIONS

LOBBY: Bidders are hereby advised that they shall not lobby with any School District personnel or SBCC Members regarding this RFP. All oral or written inquiries shall be directed through the Purchasing Department. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a Board Member or School District Personnel on the award of this contract. Any bidder or any individuals that lobby on behalf of a bidder shall result in the rejection/disqualification of said RFP.

ETHICS: All bidders shall comply with the requirements of law regarding ethics as set forth in Chapter 112, Florida Statutes, and rules promulgated by the Florida Commission of Ethics.

COMPLIANCE WITH FEDERAL REGULATIONS: All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(l) and 85.510, Code of Federal Regulations and are included by reference herein.

PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES: Pursuant to Florida Statute 287.135, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local government entity for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List created pursuant to s. 215.4725 or is engaged in a boycott of Israel; or for \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing a contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to 215.473 or is engaged in business operations in Cuba or Syria.

The company/vendor certifies by submission and signature of this bid that: it is not on the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; the Scrutinized Companies that Boycott Israel list, engaged in a boycott of Israel or that it is not engaged in business operations in Cuba or Syria. Any contract for goods or services of any amount may be terminated at the option of the awarding body if the company is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel. A contract for goods and services of \$1 million or more may be terminated at the option of the awarding body if the company is found to have submitted false certification, has been placed on any of the other lists in this section or has been engaged in business operations in Cuba or Syria.

PROHIBIT ACQUISITION OF UNNECESSARY OR DUPLICATIVE ITEMS. (2CFR 200.318 (d)/7 CFR 3016.36(b): Grantee and subgrantee procedures shall provide for review of proposed procurement to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

SERVICE AND WARRANTY: Unless otherwise specified, the bidder shall define any warranty service and replacements that shall be provided during and subsequent to this contract. Bidders shall explain on an attached sheet to what extent warranty and service facilities are provided. All materials and/or services furnished under this RFP shall be warranted by the Contractor/distributor/manufacturer to be free from defects and fit for the intended use. Unless otherwise requested, the items RFP shall be new and equal to or exceed specifications. The manufacturer's standard guarantee or warranty shall apply. During the guarantee or warranty period, the successful bidder shall repair and/or replace any defects without cost to the SBCC with the understanding that all replacements shall carry the same guarantee or warranty as the original equipment. The successful bidder shall make any such repairs and/or replacements immediately upon receiving notice from the SBCC.

GOVERNING LAW: This RFP, any award(s) resulting from this RFP, and all transaction from this RFP shall be interpreted and construed in accordance with the laws of the State of Florida. Any protests arising from this RFP shall be subject to Section 120.57(3), Florida Statutes. Any disputes or controversies arising out of a contract award under this RFP shall be submitted to the jurisdiction of the state courts located in Clay County, Florida without regards to principles of conflicts of law.

PURCHASES BY OTHER GOVERNMENTAL AGENCIES (D.O.E. Regulation #6A1.012(5): With the consent and agreement of successful bidder(s), purchases may be made under this RFP by other governmental agencies within the State of Florida. Such purchases shall be governed by same terms and conditions as stated herein with exception of venue of litigation of disputes which may be changed to include only the state courts in the county in which the governmental agency is located.

USE OF OTHER CONTRACTS: SBCC reserves the right to utilize any other SBCC contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other schools, other community college/state university system cooperative RFP agreement, or to directly negotiate/purchase per SBCC and/or Rule 6A-1.012, Florida Administration Code as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this RFP if it is in its best interest to do so.

PURCHASING AGREEMENTS AND STATE TERM CONTRACTS: The purchasing agreements and state term contract available under s. 287.056 have been reviewed.

CONE OF SILENCE: Any Bidder, or lobbyist for a Bidder, is prohibited from having any communications (except as provided in this rule) concerning any solicitation for a competitive procurement with any School Board member, the Superintendent, any Evaluation Committee

Member, or any other School District employee after SBCC Purchasing Department releases a solicitation to the General Public. All communications regarding this solicitation shall be directed to the designated SBCC representative. This "Cone of Silence" period shall go into effect and shall remain in effect from the time of release of the solicitation until the contract is awarded by SBCC. Further, any Awardee, its principals, or their lobbyists shall not offer campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the Awardee is attempting to sell goods or services to SBCC. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by SBCC. **Any Bidder or lobbyist who violates this provision shall cause their RFP (or that of their principal) to be considered non-responsive and therefore be ineligible for award.**

NONCONFORMANCE TO CONTRACT CONDITIONS: Items offered may be tested for compliance with RFP conditions and specifications at any time. Items delivered, not conforming to RFP conditions or specifications, may be rejected and returned at Awardee's expense. Goods or services not delivered as per delivery date in RFP and/or Purchase Order may be rejected upon delivery and/or may be purchased on the open market. Any increase in cost may be charged against the Awardee. Any violation of these stipulations may also result in:

- For a period of two years, any RFP submitted by Awardee shall not be considered and shall not be recommended for award.
- All departments being advised not to do business with Awardee.

SEVERABILITY: In case of any one or more of the provisions contained in this RFP shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this RFP shall be considered as if such invalid.

JESSICA LUNSFORD ACT: In accordance with the Jessica Lunsford Act the bidder and all their employees, as required by law, shall undergo and pass a Level II fingerprinting and background check as required by F.S. 1012.465, 467 or 468 and possess a SBCC fingerprinting clearance card prior to entry upon SBCC property. All costs associated with obtaining fingerprinting and background check shall be at no expense to the SBCC. To obtain information on when and how to obtain fingerprinting log on to the SBCC web site at ba.myoneclay.net/purchasing click on "Jessica Lunsford Act Information" or contact the Human Resources Division at (904) 336-6716.

E-VERIFY: The Contractor named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Contract, the Contractor certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with section 895.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The Contractor must maintain a copy of such affidavit for the duration of the Contract. This section serves as notice to the Contractor that, pursuant to the terms of section 448.095(2)(c)1 and 2, Florida Statutes, the School Board shall terminate this Contract if it has a good faith belief that the Contractor has knowingly violated section 448.09(1), F.S. If the School Board has a good faith belief that the subcontractor, without the knowledge of the Contractor, has knowingly violated section 448.09(1) or 448.095(2), F.S., School board shall notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.

If the School Board terminates a contract with a Contractor pursuant to sec. 448.095(2)(c), F.S., the Contractor will not be awarded a public contract for at least one year after the date of such termination.

BIDDER'S EMPLOYEE RESPONSIBILITY: All employees and/or sub-contractors of the Contractor shall be considered to be at all times the sole employees and responsibility of Contractor under their sole direction and not an employee or agent of SBCC. The Contractor shall supply competent employees and/or sub-contractors and the SBCC may require the Contractor to remove an employee and/or sub-contractor it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on SBCC property is not in the best interest of the SBCC. Contractors and all their employees shall be in accordance with Jessica Lunsford Act. Each employee and or sub-contractor of contractor shall have and wear proper identification while on SBCC property and are required to sign in/out at main office or other designated place upon arrival and when leaving job site, if applicable. Workman using foul/abusive language or presenting an offensive appearance as determined by SBCC Representative(s) shall be asked to leave. Radios/other audio items are not to be used and Smoking is prohibited on SBCC property.

DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory Contractor list may not submit a RFP on a contract to provide goods or services to a public entity, may not submit a RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFPs on leases of real property to a public entity, may not award or perform work as a Contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

GENERAL CONDITIONS

ANTI-DISCRIMINATION: The Bidder certifies that Bidder is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134

PROTESTING: Any actual or prospective bidder who disputes the reasonableness, or competitiveness of the terms and conditions / specifications of the invitation to RFP or contract award recommendation, shall file a written Notice of Protest with the Superintendent of Schools within 72 hours of the posting of RFP solicitation or posting of the RFP tabulation with recommendation and shall file a formal written protest within ten working days following the filing of Notice of Protest. Any person who files an action protesting this RFP pursuant to FS 120.57(3)(b), shall post with the purchasing department at the time of filing the formal written protest, a bond payable to the School Board of Clay County in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$5000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check, money order or U.S. currency will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the district prevails, it shall recover all costs and charges which shall be included in the final order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protester prevails, he or she shall recover from the district all costs and charges which shall be included in the final order of judgment, excluding attorney's fees. Failure to observe such timeliness shall constitute a waiver of proceedings and of right to protest as set forth in Chapter 120, Florida Statutes. RFP Tabulation / Recommendation of Award shall be posted online at ba.myoneclay.net/purchasing with the hard copy posted in the SBCC Purchasing Department at 800 Center Street, Green Cove Springs, Florida after the intended recommendation is announced on or about **February 7, 2025**. This tabulation shall remain posted for a minimum period of 96 hours. Section 3 b, Chapter 120.57, Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based."**

CONFIDENTIAL RECORDS: Notwithstanding any provision to the contrary within this Contract, any party contracting with SBCC under this Contract shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; Family Educational Rights and Privacy Act (FERPA), and any other state or federal law or regulation regarding the confidentiality of student information and records. Each such party agrees, for itself, its officers, employees, agents, representatives, Contractors or subcontractors, to fully indemnify and hold harmless SBCC and its officers and employees for any violation of this section, including, without limitation, defending SBCC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBCC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBCC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, Contractor, or subcontractor of the party to the extent that the party or an officer, employee, agent, representative, Contractor, or subcontractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. Awardee agrees that it may create, receive from or on behalf of SBCC, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it shall: (1) hold the Confidential Records in strict confidence and shall not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the SBCC in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the SBCC, Awardee agrees to provide SBCC with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the SBCC to terminate any Agreement with Awardee.

PUBLIC ENTITY CRIMES: Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted Contractor list following a conviction for a public entity crime may not submit a RFP on a contract to provide any goods or services to a public entity, may not submit a RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFPs on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO [currently \$35,000] for a period of 36 months from the date of being placed on the convicted Contractor list.

COLLECTION, USE OR RELEASE OF SOCIAL SECURITY NUMBERS: The SBCC is authorized to collect, use or release social security numbers (SSN) of vendors, Contractors and their employees and for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):

a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement/, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]

b) Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9 [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.61091, and Fla. Stat. § 119.07(5)(a)2 and 6]

FORCE MAJEURE: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

CANCELLATION / TERMINATION: In the event, the awarded bidder violates any of the provisions of this RFP or fails to perform their obligation under this contract in a manner satisfactory to the SBCC as per specifications, the Supervisor of Purchasing shall give written notice to the Contractor setting forth the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation shall be made to the SBCC for immediate cancellation of the contract. Failure of the Contractor to correct deficiencies shall give the SBCC the right to cancel this contract, but failure by the SBCC to exercise this right, in any instance, shall not prevent the subsequent exercise of this right by the SBCC or prejudice its claim for damages resulting from such default, violations, breach of contract or other failures whether or not an expressed written agreement exists for the provision of such goods and/or service. Upon cancellation, hereunder the SBCC may pursue any and all legal remedies as provided herein and pursuant to the contract and by law. The SBCC reserves the right to terminate any contract resulting from this invitation at any time for cause, upon giving seven (7) days prior written notice to the other party. If said contract should be terminated for cause or convenience as provided herein, the SBCC shall be relieved of all obligations under said contract. The SBCC shall only be required to pay to the award bidder that amount of the contract actually satisfactorily performed to the date of termination and shall not be responsible for any consequential damage, future damages or damages caused by lost profits, inconvenience or overhead expense to the Contractor. The SBCC may cancel the contract upon ninety (90) days written notice for reasons other than cause and Contractor shall have no legal recourse or cause of action against the SBCC damages resulting from said cancellation.

INDEMNIFICATION: Notwithstanding any contrary contractual language, nothing in any agreement shall be construed or interpreted to increase the scope or dollar limit of the School's or School Board's liability beyond that which is set forth in 768.28 Fla. Stat. , or to otherwise waive School's or School Board's sovereign immunity, or to require School or School Board to indemnify the Contractor or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts other than the negligent acts of School or School Board or its agents or employees. Contractor shall, in addition to any other statutory or common law obligation to indemnify the School Board of Clay County, Florida, indemnify, defend and hold harmless the School Board of Clay County, Florida, its agents, officers, elected officials and employees against all claims, actions, liabilities, damages, losses, costs, fines punitive damages and expenses of any kind or nature whatsoever, including but not limited to attorney's fees and legal costs, brought against the School Board of Clay County, Florida, and/or its agents, officers, elected officials, employees and assigns, by any individual, corporation, consortium or any other legal person or entity, arising out of or caused by acts or omissions, negligence, recklessness, intentional wrongful misconduct, violations of laws, statutes, ordinances, government administration orders, rules or regulations of the Contractor, Contractor's employees, officers, agents, subcontractors, sub-subcontractors, material man or agents of any tier or their respective employees. This indemnification clause shall not be construed to require any indemnitor to indemnify the School Board of Clay County, Florida, for any negligence on the part of the School Board of Clay County, Florida, its agents or employees. The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under workers' compensation acts, disability benefit acts, other employee benefits acts or any statutory bar. This indemnification/hold harmless provision shall survive the termination of any contract with the School Board of Clay County, Florida.

Any and all special conditions and specifications attached hereto that vary from these General Conditions shall have precedence. The accompanying RFP constitute an offer from the bidder. If any or all parts of the RFP are accepted by the School Board of Clay County, an authorized representative of the Purchasing Department shall issue an officially signed Award Letter which shall then constitute the completed written agreement between the parties. The conditions of the Award Letter become a part of the written agreement between the parties.

SPECIAL CONDITIONS

The School Board of Clay County (SBCC or District) is seeking proposals for **“ATHLETIC FIELD MAINTENANCE SERVICES”**. This is a Request for Proposals (“RFP”) for an independent Contractor or Contractors (Contractor(s)) to provide athletic field maintenance services as needed for all SBCC sites as outlined in the Appendices A in the manner specified in the Scope of Work.

Qualified Contractors desiring to provide the required services must submit in their proposal package, (1) one completed ORIGINAL hardcopy proposal, and (1) one completed PDF format digital proposal on a USB thumb drive, submitted in a sealed package clearly marked on the outside: **“RFP 24-MA-333”** to SBCC Purchasing Department at 800 Center Street, Green Cove Springs, Florida 32043 before the time and date listed on RFP Acknowledgement Form.

It is the intent of the SBCC, if successful with contract negotiations, to enter into a written service contract for athletic field maintenance services for an initial three (3) year period with option to renew for either three additional one (1) year contract periods, or one additional three (3) year contract period, upon mutual agreement by all parties, in writing.

A Proposal Evaluation Committee shall review the proposals received in response to this RFP and make a recommendation to the Board for the selection of the Contractor(s). The Proposal Evaluation Committee will consist of five (5) members. It is anticipated that, in performing their duties, the awarded Contractors shall have substantial interaction with the District Purchasing Department, the Coordinator of District Athletics, School Athletic Director(s) and the Maintenance Department. This interaction shall include, but not be limited to; reviewing and modifying the scope of services, evaluating and discussing performance of Contractors and corrective actions for performance deficiencies, and any other issues as determined by the SBCC Representatives.

It is expressly understood that the SBCC’s preference/selection of any proposal does not constitute an award of a contract with the SBCC. It is further expressly understood that no contractual relationship exists with the SBCC until a written Contract has been formally executed by both the SBCC, and the selected Contractors.

In the best interest of the School Board, the District reserves the right to reject any and all proposals/offers, with or without cause, to waive informalities, minor irregularities or other requirements in proposals/offers received and/or to accept any portion of the proposal/offer if deemed in the best interest of the District.

The District also reserves the right to request clarification of information from any Contractors. Any ex-parte communications initiated by a Contractors with any employee of the District other than those personnel specifically identified as contacts in this RFP, or communication with any member of the School Board may result in immediate disqualification from the RFP process.

The terms and conditions stipulated in this Request For Proposal are those desired by the SBCC and preference will be given to those proposals in full or substantial compliance therewith. Failure of the Contractors to provide in their proposal/offer any information requested in the RFP, may result in rejection for non-responsiveness. Failure of the Contractors to meet or exceed any stated minimums in the RFP may also result in rejections for reasons of non-responsiveness. However, after allowance for any deviations, all proposals may be considered. Contractors are cautioned that restrictive deviations from the desired program must be clearly stated in the Proposal Response.

SPECIAL CONDITIONS

The competence, responsiveness, and responsibility of Contractors will be considered in making the award. Contractors are required to submit with their proposal, data in regard to their qualifications as a service provider including experience, and a list of current companies successfully being serviced that are comparable to this request. Please include names and telephone numbers of persons to contact. The Contractors declare that the amount and nature of the materials/services to be furnished is understood and that the nature of this proposal is in strict accordance with the conditions set forth and is a part of this proposal, and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the proposals are opened.

The SBCC is not responsible for any expenses which Contractors may incur in preparing and submitting proposals. The SBCC will not be liable for any costs incurred by the Contractor in connection with interviews/presentations (i.e., travel, accommodations, etc.). It is expressly understood, no Contractor (whether selected or not) may seek or claim any award and/or re-imburement from the SBCC for any expenses, costs, and/or fees (including attorneys' fees) borne by any Contractor, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Contractor. By submitting a proposal, a Contractor agrees to be bound by these terms and provisions.

In the event that a contract/agreement is attached to the RFP, such attached contract/agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the SBCC. In the event that a contract/agreement is not attached to the RFP, it is expressly understood that the SBCC preference/selection of any proposal does not constitute an award of a contract/agreement with the SBCC. It is anticipated that subsequent to the SBCC preference/selection of any proposal, Contract negotiations will follow between the SBCC and the selected Contractor(s). It is further expressly understood that no contractual relationship exists with the SBCC until a Contract has been executed in writing by both the SBCC, and the selected Contractor(s). The SBCC reserves the right to delete, add to, or modify one or more components of the selected Contractor's proposal, in order to accommodate changed or evolving circumstances that the SBCC may have encountered, since the issuance of the RFP.

In order to be considered for evaluation, the proposers shall demonstrate sufficient capacity, resources and experience to provide complete athletic field maintenance services as required by the District, and as specified in this RFP. Any proposer that fails to meet the following minimum criteria could be noted as "nonresponsive and/or non-responsible" and shall not be evaluated/scored.

At a minimum, each proposer shall provide sufficient documentation to verify that:

1. The Contractor has successfully provided athletic field maintenance services for large organizations with multiple large facilities within the immediate past four (4) years, and those organizations will be included in the required references.
2. The firm can comply with the SBCC insurance requirements.

PRICE ADJUSTMENTS

All pricing to remain firm during the initial contract period. Consideration of price increases at each renewal period will be given provided such escalations are justified, reasonable and acceptable to the District, and are accompanied by documentation supporting all claims and annual renewal trends such as industry pricing indicators (PPI, CPI, etc.). Any price increases must be documented and approved by the District only when a written request is received a minimum of ninety (90) days prior to the renewal date. It is also

SPECIAL CONDITIONS

expected that de-escalation of prices will be extended to the District if the market so reflects. The District reserves the right to not renew any contract regardless of price considerations.

CONTRACTOR PROVISIONS

Contractor shall comply with all Federal, State and local laws/guidelines, ordinances, rules and regulations that in any manner affect the work. Unfamiliarity or misinterpretation of these laws, ordinances, rules and regulations shall in no way relieve the Contractors from any applicable responsibilities. The following provisions (as applicable) shall apply:

- The Contractor shall, at their own expense, whenever necessary or required, maintain barricades, maintain lights, and take other such precautions to protect life and property, and shall be liable for all damages incurred by way of their actions or neglect of that of their employees.
- Contractor shall conduct their work so as to interfere as little as possible with the operation of the School/Facility and shall adhere to all noise abatement performance standards for all construction equipment as established by the county or state ordinances for work sites during specified hours.
- All personnel shall check in with the front office, and present their School Board fingerprinting clearance identification card prior to proceeding on campus.
- Until acceptance of the work by the School Board Representative(s), the project shall be under the charge and care of the Contractor and the Contractor shall take every precaution against injury or damage to School Board property. In the event such injury or damage has occurred, the Contractor shall rebuild, repair or make good at their expense, while at the job site, and prior to School Board Representative(s) acceptance.
- Work is to be completed in a timely manner with Project Time Lines done on job-by-job basis by mutual agreement between School Board Representative(s) and Contractor. Repeated lack of completion based upon a number of days to complete shall be cause for termination of this contract. No charges shall be allowed for equipment down time lost due to equipment failure.
- Follow up or call back work, to correct recent work, SHALL NOT be charged to the School Board if the work is the result of the Contractors negligence.

PUBLIC RECORDS

Subject to the limited confidentiality afforded pending competitive solicitation by Florida Statute 119.071, this RFP and all Bids are public records subject to disclosure pursuant to the Florida Public Records Law. Requests for tabulations and other records pertinent to the competitive solicitation shall be processed in accordance with the Florida Public Records Law. By submitting a Proposal, Proposers will be deemed to have waived any claim of confidentiality based on trade secrets, proprietary rights, or otherwise.

Florida Statute 119.0701 requires the Contractor to comply with Florida's public records laws with respect to services performed on behalf of the School District. Specifically, the Statute requires that the Contractor:

- a) Keep and maintain public records required by the School District to perform the service.
- b) Upon request from the School District's custodian of public records, provide the School District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the School District.

SPECIAL CONDITIONS

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

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE DISTRICT RECORDS OFFICE AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, PHONE (904) 336-6500, or by email at: PRR@myoneclay.net. The Public Records Request Procedure form is available online at <https://ccds.myoneclay.net/about-us/public-records-request>

The successful Contractor shall furnish, prior to commencement of performance under this contract, to the School Board Purchasing Department, certificate(s) of insurance which clearly indicate the insurance coverage required below have been obtained:

CONTRACTOR'S AND SUB-CONTRACTOR'S INSURANCE

Contractor shall take out and maintain all insurance policies required below with companies authorized to do business under the laws of the State of FL. and satisfactory to the School Board. **The awarded Contractor SHALL ensure that any sub-contractor they use maintain the same level of insurance coverage.**

Insurer shall be rated A- with an FSC V or better in the current AM Best Guide through the life of the contract to include any renewal periods. ***Insurance certificate(s) reflecting the required coverages shall be submitted to the School Board Purchasing Department prior to any work being performed under this Contract. Certificate(s) shall be submitted directly from Contractor's Insurance Agent and Mark All Certificates Attn: SBCC Purchasing Department, as Certificate Holder (with 30-day Notice of Cancellation or Change in Coverage) and list SBCC as Additional Insured.***

COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE

Including Premises Operation, Independent Contractor's Protective, Products and Completed Operation Board Form, Contractual Liability in at least the following amounts and coverages:

Bodily Injury

- Each Occurrence \$1,000,000.00
- Annual Aggregate \$2,000,000.00

Property Damage

- Each Occurrence \$1,000,000.00
- Annual Aggregate \$2,000,000.00

Personal Injury

-Annual Aggregate \$1,000,000.00

- Completed Operations and Products Liability shall be maintained for one (1) year after final payment

SPECIAL CONDITIONS

WORKERS' COMPENSATION INSURANCE

Contractor is responsible for assuring that valid Worker's Compensation Insurance as required by Chapter 440, Florida Statutes is maintained for all of their employees and sub-contractors employed at the site of the project. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any class of employees engaged in hazardous work under this Contract at the site of the project is not protected under the Workers' Compensation Statute the Contractor shall provide adequate insurance satisfactory to the Owner, for protection of his employees not otherwise protected. School Board shall accept an approved NOTICE OF ELECTION TO BE EXEMPT FROM THE PROVISIONS OF THE FLORIDA WORKERS' COMPENSATION LAW Certificate.

<u>State</u>	<u>Employer's Liability</u>	
- Statutory	- Per Accident	\$100,000.00
	- Disease, Policy Limit	\$500,000.00
	- Disease, Each Employee	\$100,000.00

AUTOMOBILE INSURANCE

Including all owned, non-owned and hired vehicles used in connection with the work in at least the following amounts and coverage's:

<u>Bodily Injury</u>		<u>Property Damage</u>	
- Each Person	\$1,000,000.00	- Each Occurrence	\$1,000,000.00
- Each Occurrence	\$1,000,000.00		
- Each Accident – Single Limit – Bodily Injury and Property Damage combined one million dollars (\$1,000,000.00)			

NO PAYMENTS will be made until approved Insurance Certificate is received by SBCC.

Funding for this RFP may be provided in whole or in part by one or more Government funding agencies (Federal, State, Local). As a result, Contractor shall comply with applicable Laws, Regulations, Executive Orders, and Governmental Agency Rules and Policies included but not limited to Florida Department of Education (DMS, SREF); Florida Statutes Chapter 287, 489; Code of Federal Regulations Titles: 2 – Grants and Agreements (2 C.F.R. §200), Title 7 – Agriculture (NSLP), Title 34 – Education (EDGAR, FERPA), Title 44 – Emergency Management and Assistance (FEMA); U.S. Code Titles: 20, 31, 40, 41.

NOTE: The successful Contractors shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or of any or all rights, title or interest herein, or their power to execute such contract to any person, company or corporation without prior written consent of the School Board. The successful Contractors have the sole and exclusive responsibility for furnishing services in accordance with this contract. The successful Contractor obligations cannot be delegated.

RFPs must be submitted with all required documents to include completed Attachments/Exhibits. Proposers may use an attachment if sufficient space is not available on the original form for the bidder to enter a complete response. Any modifications or alterations to the original RFP documents by the bidder, whether intentional or otherwise, may constitute grounds for rejection of an RFP. Any such modifications or alterations that a Contractor wishes to propose must be clearly stated in the Contractor's proposal response. Prior to submitting an RFP, it is the sole responsibility of Proposer to ensure that all addenda releases are received, and that all RFP and addenda requirements have been completed and that all required submittals have been included.

SPECIAL CONDITIONS

Questions on RFP shall be in writing to Elaine L Barton-Weeks Coordinator of Purchasing, sent via email to elaine.bartonweeks@myoneclay.net no later than 2:00 PM on December 13, 2024.

Any and all written questions received shall be reviewed, responded to and if deemed necessary an official response shall be issued by the Purchasing Department in the form of an Addendum. This process shall constitute the only official means by which additional information regarding this RFP shall be made available. Additional information acquired by any other means shall not be utilized in the configuration of any bidder's proposal and shall not be considered in the School Board evaluation of proposals submitted and shall be considered inadmissible in proposal dispute proceedings. Bidder's may be disqualified who solicit or receive (even if unsolicited) additional information regarding the RFP by any other means than process described herein.

Any and all Addenda relating to this RFP shall be posted on DemandStar (Demandstar.com) and on the School Board of Clay County Purchasing website (ba.myoneclay.net/purchasing). Prior to submitting an RFP, it is the sole responsibility of the proposer to ensure that all addenda releases are received, and that all bid and addenda requirements have been completed and that all required submittals have been included without regard to how a copy of this RFP was obtained.

NOTE: ALL RFP SHEETS, THAT ARE REQUIRED, MUST BE EXECUTED AND SUBMITTED WITH SEALED PROPOSAL. ALL RFPs ARE SUBJECT TO THE CONDITIONS SPECIFIED HEREIN. THOSE WHICH DO NOT COMPLY WITH THESE CONDITIONS ARE SUBJECT TO REJECTION.

By submitting a proposal, the Contractor certifies that the Contractor has fully read and understands all General Conditions, Special Conditions, and has full knowledge of the scope, nature, and quality of work to be performed. Contractor certifies that this RFP is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a RFP for the same equipment/service and in all respects is fair and without collusion or fraud. Contractor agrees to abide by all conditions of this RFP and certifies that they are authorized to sign this RFP for the Contractor.

AUTHORIZED SIGNATURE OF PROPOSER

COMPANY NAME

DATE

(INTENTIONALLY LEFT BLANK)

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS**SCOPE OF SERVICES:**

The District wishes to receive proposals for selection of a Contractor(s) to provide Athletic Field Maintenance Services at various schools and facilities from the date of award through March 31, 2028, with option to renew for either three additional one (1) year contract periods, or one additional three (3) year contract period, upon mutual agreement by all parties, in writing.

The goal of SBCC and these services is to enhance the athletic fields and improve the appearance and care for all sites. Contractor(s) shall service sites and coordinate services with SBCC Representatives for each site, and inform those representatives of all treatments, services and completion status of said services.

SBCC currently has 13 sites located throughout Clay County, Florida that may require services under this RFP. Addresses and maps for those sites are included as Appendix A. Site review/visits can be arranged by contacting John Stilianou at (904)336-6946 or via email at john.stilianou@myoneclay.net. Upon written notification to the Contractor, sites shall be added, or deleted, at the sole discretion of the School Board.

These sites include baseball, softball, football and practice fields. SBCC reserves the right to add or delete sites as necessary for the duration of the contract. Contractors shall be able to perform services at any SBCC site. Pricing submitted by Contractor(s) under this RFP will be held for any additional site based upon the pricing given herein.

The majority of orders under this RFP will be placed by the SBCC Representative for each site. Any and all work ordered under this RFP is **upon request**, on an as needed basis only. Therefore, no minimum or maximum amount of work is guaranteed.

THE SERVICES:

1.1 All work performed under this RFP will be in the best interest of safety at all times, especially when students are present in and around designated areas. No power equipment shall be operated in the vicinity of students during periods such as class change, recess, after school care, fire drills, etc. Proper operation of equipment to include installed manufacturer safety devices is the awarded Contractor's responsibility. Shirts and work pants must be worn at all times.

1.2 The awarded Contractor(s) shall provide as required, all necessary labor, materials, equipment and transportation to provide complete athletic field maintenance and services as required by the SBCC, and as specified in this RFP.

1.3 The awarded Contractor(s) must comply with all local, state and federal codes and School Board Rules.

1.4 The awarded Contractor(s) shall be responsible for any damage to District property, personal property or visitor property due to negligence on the part of the awarded Contractor's employees or agents. The awarded Contractor(s) agree to repair, at own expense, any damage that was caused by the awarded Contractor(s), their employees or their agents.

1.5 The awarded Contractor(s) will be responsible for the removal of any blemish, tarnish or marking left on District grounds resulting from the awarded Contractor's equipment. Specifically, but not limited to, concrete.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

1.6 The awarded Contractor(s) shall, and in addition to all other guarantees, be responsible for faulty labor or workmanship and shall promptly correct improper work, without cost to the District, within 48 hours after receipt of notification of such faulty labor or workmanship. If the awarded Contractor fails within 48 hours to correct defects, the District shall be entitled to have such work remedied and the awarded Contractor shall be fully liable for all costs and expense reasonably incurred by the District.

1.7 It is anticipated that most work will be accomplished Monday through Friday, taking into consideration holidays, or other school calendar days when the school may be closed. Any work disruptive to the operation of the school may require work to be performed after school hours or on a non-school day. Work performed on any day other than Monday through Friday must be cleared with the SBCC Representative prior to the commencement of the work.

1.8 If an unforeseen situation arises at any site that will affect the services, an authorized SBCC Representative will contact the awarded Contractor(s). The services may or may not be rescheduled, whichever is in the best interest of the District.

1.9 If conditions exist which prevent the awarded Contractor(s) from completing requested services, they must contact the appropriate SBCC Representative within 24 hours to reschedule remaining work.

1.10 TYPE OF SERVICE AND DESCRIPTION:

Contractor(s) shall be expected to perform the following types of services per the information contained herein. All of these services will be provided by the selected Contractor(s) **upon request** on any other applicable SBCC sites. This list of services is given for proposal purposes only and to inform vendors of the types of services that may be needed. This list does not limit or obligate SBCC.

- Weed Control and Management – Contractor(s) will apply both liquid and granular herbicides to all fields as required to control all broad leaf weeds, sedges and grassy weeds on all fields and in accordance with plan agreed upon with SBCC Representatives.
- Insect Control and Management – Contractor(s) will apply both liquid and granular insecticides as required to preventatively control turf damaging insects and fire ants and in accordance with plan agreed upon with SBCC Representatives.
- Fertilization – Contractor(s) will apply both liquid and granular fertilizer to all fields as required to maintain turf color and vigor and in accordance with plan agreed upon with SBCC Representatives.
- Aeration – Contractor(s) will aerate using tractor mounted equipment as required and in accordance with plan agreed upon with SBCC Representatives.
- Seed spreading and removal – Contractor(s) will apply seeds using a tractor mounted spreader or walk behind drop spreader for infields and tight spaces. Removal of perennial rye grasses will be in accordance with plan agreed upon with SBCC Representatives.
- Verticutting – Contractor(s) will verticut using tractor mounted equipment as required and in accordance with plan agreed upon with SBCC Representatives. Verticutting includes removal and disposal of debris on campus as directed by SBCC Representatives.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

- Material Hauling (Infield Conditioner/Warning Track Material) – Contractor(s) will haul all material in turf friendly trailers, and provide any required material.
- Top Dressing – Contractor(s) will apply top dressing as requested by SBCC Representatives.
- Rototilling – Contractor(s) will rototill softball/baseball infields or any other needed areas.
- Fungus/Disease Control – Contractor(s) will apply required fungicides on all fields as required to control nematodes and any other fungi and in accordance with plan agreed upon with SBCC Representatives.
- Sod Removal and Replacement – Contractor(s) shall remove/add necessary sod to conform to dimensions required or as directed by SBCC. Sod will be supplied by Contractor(s).
- Optional and additional services to athletic fields as necessary as directed by SBCC. Optional services include:
 - Infield conditioner spreading
 - Warning track grading
 - Turf reconstruction
 - Replacement of sod where needed

1.11 Lead Supervisor shall meet with SBCC Representatives prior to the commencement of any project. Description of services and details for completion, methodology and any other pertinent information will be discussed.

1.12 It is the responsibility of the Contractor's Lead Supervisor to direct their crew and employees and convey all pertinent information that was expressed prior to work commencement. The SBCC Representative will not be responsible for explaining work to the crew.

SERVICE PERFORMANCE:

2.1 The Contractor(s) shall have full responsibility for systematically and professionally servicing the agreed to areas as requested. Service will be as agreed upon by SBCC and Contractor(s) and proceed in a contiguous manner. If the minimum acceptable performance is not achieved for any area of the project within a reasonable time frame following project completion, additional service shall be the responsibility of the Contractor(s) at no cost to SBCC. A reasonable time frame is dependent upon scope of work and weather conditions.

2.2 SBCC will rely on Contractor(s) to utilize the best, safe and efficient methods for performing services for each of its sites. SBCC is open to work with Contractor(s) to utilize the best possible methods to perform service with as little interference to the site as possible.

2.3 Please note that all methods for performing services shall be approved by SBCC prior to use. Any method deemed unnecessary, inefficient or dangerous to the site shall not be performed at any site.

2.4 Contractor(s) may also perform these additional miscellaneous services:

- Professional assistance to determine possible solutions to issues with Athletic Fields.
- Provide pricing proposals on athletic field maintenance as requested.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

2.5 The Contractor(s) shall immediately notify the SBCC Representative upon discovery of any new or problematic issues. SBCC will be the sole determiner if action is required.

2.6 **HERBICIDE/INSECTICIDE/CHEMICAL APPLICATION:**

Contractor(s) will be permitted to use herbicides/insecticides/chemicals in certain areas to assist in the performance of services under this RFP. Contractor(s) will be responsible to provide any and all herbicides, insecticides or other chemicals/materials necessary to perform services. Contractor(s) shall ensure that all restricted-use pesticides/herbicides/chemicals will be applied only by employees licensed by the Florida Department of Agriculture and Consumer Services with the appropriate Commercial Applicator License. That license will be a Category 3 Ornamental and Turf Pest Control License. Contractor(s) shall provide copies of these licenses within 24 hours of request. Failure to do so will result in the proposal being considered non-responsive. Furthermore, at no time shall any chemical be applied when any students or staff members are present in the immediate area. Any violation will be cause for immediate termination of contract from site or all sites.

Contractor(s) will be expected to comply with all herbicide/insecticide/chemical labels in its applications. **ALL CHEMICALS SHALL BE USED IN ACCORDANCE WITH THEIR LABEL INSTRUCTIONS.** Contractors will provide SBCC Representatives with a Material Safety Data Sheet (MSDS) for any chemical they apply, every time they apply it. The Contractor(s) is liable for any penalty, fines, or damages resulting from the misuse of chemicals.

Contractor(s) shall list on the included sheet (Pricing Section D), any chemicals that will have a high usage in the work described herein. Chemical information shall include name, brand name, manufacturer, EPA Registration #, any model or MSDS # applicable and a brief description/purpose of usage. Please note it is not necessary to submit MSDs with RFP for those chemicals listed. Any and all MSDS will be collected from Contractor(s) after award and prior to usage.

Any and all chemicals must be approved by SBCC prior to usage.

While on the job site all chemicals must be kept secured at all times and handled in leak free containers per any and all applicable laws.

The Contractor(s) is responsible for any leaks, spills, environmental damage, or theft of materials from the job site and for reporting quantities to the Florida Department of Environmental Protection in such cases. The Contractor(s) shall be responsible for immediate work stoppage and clean-up operation in the event of any spill of herbicide, petroleum product or other hazardous material. The Contractor(s) shall have on site at all times, appropriate first-aid and spill kit(s).

The Contractor(s) shall properly dispose of chemical containers as set forth in the label instructions and in accordance with applicable federal, state and local requirements. SBCC dumpsters are not to be utilized at any time during the course of the contract and all empty chemical containers will be removed by Contractor(s) from site.

At no time will any chemical or spray be permitted to be used around or near playgrounds, playground equipment or on P.E. fields or equipment. Any violation will be cause for immediate termination at site and possible termination from all contracted sites.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

Throughout the duration of the contract, it is understood that newly researched chemical products may become available. SBCC may consider these chemicals as they are made available. Contractor(s) shall meet with SBCC to discuss alternate products or new technologies that may increase efficiency, safety and/or be more environmentally safe at any time during the course of the contract. Any new product will be reviewed and either rejected or accepted at SBCC's discretion.

Contractor(s) will be responsible for supplying their personnel with any and all personal protective equipment for their operators. Failure to do so may be grounds for termination of contract.

2.7 ESTIMATES:

At the request of SBCC, Contractor(s) will provide estimates. At the time of the request, an authorized SBCC Representative will contact the awarded Contractor(s) and give a detailed description and further specifications of the project at hand. Contractor shall provide written, "not to exceed" estimates on all services as directed by the SBCC Representative. Contractor(s) should familiarize themselves with the extent of the work for each service/project to be performed and any conditions that may in any manner affect the work to be done and the equipment, materials and labor required. Estimates shall be priced per all pricing submitted under this RFP, to include the labor and itemized material list, number of calendar days required for project completion and lead time before work can commence. Contractor(s) should also include an assessment of any site or additional repairs to larger damaged areas or any other general observation of interest to the SBCC Representative.

After the initial contact by SBCC and response from Contractor(s), a meeting may take place prior to estimate being submitted. A meeting should be scheduled within three (3) to five (5) days from the original response. Written estimates shall be provided within five (5) business days of either the initial contact or any meeting. It shall be the Contractor(s)'s responsibility to ensure they have all information to prepare accurate estimates and to respond accordingly to SBCC. All estimates shall be clearly broken-down using pricing from this RFP.

Estimates on projects may be utilized to determine if projects are cost effective and fiscally allowable by SBCC. Contractor(s) may expect to submit estimates that may be changed, altered or rejected. When an estimate has been approved, a purchase order will be issued and authorization to commence the project will be given by the SBCC Representative. **No work shall commence without a purchase order and District authorization.**

2.8 SBCC reserves the right to add supplementary specifications to any service(s) that fall under the scope of this RFP. Supplementary specifications may be for larger or special circumstances, at the time of said project. A price may be negotiated at the time if necessary for any supplementary specifications.

2.9 In the event additional work is required outside of an approved or scheduled service or project, the Contractor(s) shall not proceed without the written approval of SBCC. This includes any emergencies that may arise. The Contractor(s) shall be forewarned that only the SBCC Representative may order or approve work to be performed.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

PRICING:

A. Standard Services – Fixed Labor Rates:

Contractors are expected to provide a rate for each of the specific services listed below, that shall include all supervision, labor costs, equipment, machinery, insurances, overhead, vehicle use charges, profit, travel time, mileage; and all tools or hand tools normally associated with the trade or industry standard and be exclusive of taxes as well as any other items necessary for the proper execution and completion of any services rendered under this RFP. **No additional charges or hidden costs shall be allotted during the course of the contract.** Contractors shall provide pricing for all items listed below, failure to do so shall be cause for proposal to be deemed non-responsive.

<u>Item #</u>	<u>Service</u>		<u>Cost Per Application</u>	<u>Per</u>
1	Herbicide Application	Liquid	\$	Acre
		Granular	\$	Acre
2	Insecticide Application	Liquid	\$	Acre
		Granular	\$	Acre
3	Fertilizer Application	Liquid	\$	Acre
		Granular	\$	Acre
4	Fungus / Disease control	Liquid	\$	Acre
		Granular	\$	Acre
5	Aeration – Football Stadium		\$	Acre
6	Aeration – Baseball		\$	Acre
7	Aeration – Softball		\$	Acre
8	Verticutting – Football Stadium		\$	Acre
9	Verticutting – Baseball		\$	Acre
10	Verticutting – Softball		\$	Acre
11	Rototill – Football Stadium		\$	Square Foot
12	Rototill – Baseball		\$	Square Foot
13	Rototill – Softball		\$	Square Foot
14	Top Dressing – Football Stadium		\$	Acre
15	Top Dressing – Baseball		\$	Acre
16	Top Dressing – Softball		\$	Acre
17	Sod removal / replacement		\$	Square Foot

B. Additional Services – Fixed Labor Rates:

Contractor shall supply hourly labor rates below for any and all **additional services** that are similar in scope and intent of this RFP or for work at the request of SBCC. Rates shall be provided for a Lead Supervisor and technician. All labor rates shall include the use of truck, tools and all other items necessary for satisfactory service. Rates shall be provided for standard business hours (M-F, 7am to 5pm) and non-standard business hours (anytime/day outside of standard business hours). All hourly rates and times shall start on the “job site”. Any travel time expenses shall be borne by the Contractor and will not be reimbursed by SBCC.

<u>Trade</u>	<u>Standard Hourly Rate</u>	<u>Non-Standard Hourly Rate</u>
Lead Supervisor	\$	\$
Technician	\$	\$
Other:	\$	\$
Other:	\$	\$

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

C. Optional Services – Fixed Labor Rates:

Contractors may provide a rate for each of the optional specific services listed herein, that shall include all supervision, labor costs, equipment, machinery, insurances, overhead, vehicle use charges, profit, travel time, mileage; and all tools, or hand tools normally associated with the trade or industry standard and be exclusive of taxes as well as any other items necessary for the proper execution and completion of any services rendered under this RFP. **No additional charges or hidden costs shall be allotted during the course of the contract.**

<u>Item #</u>	<u>Service</u>	<u>Cost</u>	<u>Per</u>
1	Warning track grading	\$	Square Foot
2	Infield Conditioner spreading	\$	Square Foot
3	Rye seed spreading	\$	Acre
4	Rye Grass removal	\$	Acre

D. Chemicals/Materials/Sand/Seed/Infield Conditioner:

Any and all chemicals, materials, sand, seeds or conditioners directly related to the services described herein shall be noted below unless otherwise noted in this RFP. Please list any below that may have high usage under this RFP, along with the markup percentage. Chemical pricing is per pound for granular and per gallon for liquid. Sand, seed and infield conditioner pricing is per 50lb bag.

<u>Name</u>	<u>Brand</u>	<u>Manufacturer</u>	<u>EPA#</u>	<u>MSDS#</u>	<u>Usage</u>	<u>Price</u>
						___% above cost
						___% above cost
						___% above cost
						___% above cost
						___% above cost
						___% above cost
						___% above cost
						___% above cost
						___% above cost
						___% above cost
						___% above cost
						___% above cost
List an overall % above cost to products that Contractor can supply but that are not listed above.						___% above cost

Company Name: _____

(Printed Name)

(Signature)

(Title)

(Date)

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

PROPOSAL FORMAT:

Timetable - Please make sure you can accommodate the following timetable.

November 13, 2024 at 10 AM	RFP Released
December 13, 2024 by 2 PM	RFP Questions by Email Due
December 20, 2024	Addendum Regarding Questions Posted (if Applicable)
January 8, 2025 by 2 PM	Proposals Due
January 23-24, 2025	Finalist Interviews (if Applicable)
February 7, 2025	Award Notification Posted On or About
March 6, 2025	Board Approval

Proposers should provide their best offer with the initial proposal since the District reserves the right to award a contract based on initial proposal without any further negotiations.

Contractors are given wide latitude in the degree of detail they offer in their proposal, including the extent to which they describe their corporate capability and how their firm engages in services that meet the objectives of the District. There is no limit on the number of pages; however, Proposers should prepare their proposal simply and economically, providing a straightforward and concise description of their ability to satisfy the requirements of the RFP. Proposals that are of excessive length, contain a preponderance of boilerplate text, or are redundant are discouraged. Emphasis in each proposal should be on completeness, clarity of content and address all required components in the order given in this RFP. Failure of a Contractor to provide the appropriate information or materials in response to each stated requirement or request for information may result in lower scores during the evaluation process. The aim of the required format is to simplify the proposal preparation and evaluation process and to ensure that all proposals receive the same orderly review. All proposals should include the following components:

Cover Letter - Provide a one-or two-page cover letter. Include one original signed cover letter with the original proposal and a PDF format cover letter with the digital proposal on the USB thumb drive.

The cover letter should provide the following:

- A brief statement of the Contractor's understanding of the services to be provided.
- The name(s), title(s), phone number(s), fax number(s), e-mail address(es), and street address(es) of the person(s) in the organization who will be the client services' manager who will be responsible for coordinating all services.
- Highlights of the Contractor's qualifications and ability to perform the requested services.
- Specify the level of capability, financial stability, material equipment, facilities, personnel, resources, experience knowledge and expertise, or demonstrate ability to obtain any of these, necessary to meet contractual requirements.
- Indicate whether the Contractor has a satisfactory record of performance on similar projects.
- The Contractor shall supply information that is fully responsive to the RFP, including, but not limited to, provision of any required license, permits, insurance, price sheets and organizational papers.
- Specify the level of work experience especially as it relates to proposed Scope of Services noted in RFP.
- Indicate whether Contractor has ever had a contract/agreement/business relationship terminated/cancelled/suspended. If so, what were the reasons, and what was the ultimate outcome?
- Indicate whether Contractor has ever filed a Bid/RFP/RFQ protest. If so, what were the reasons, and what was the ultimate outcome?
- Indicate whether Contractor has ever filed an administrative or judicial action with any State agency or Stat court. If so, what were the grounds/reasons, and what was the ultimate outcome?

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

Section 1: Familiarity and Experience within the Scope of Services – This section should address how the Contractor can provide the requested services as outlined in this RFP. If the Contractor is not able to provide a requested service, please respond accordingly. Contractor should also showcase an example of services your company has successfully provided, preferably with a School District/Governmental Entity that is similar in size to the SBCC.

Section 2: Company Qualifications – Contractor should provide the following information, at a minimum, about your company:

- Introduction to the company, providing (a) background information; (b) # of technicians; (c) summary of applicable equipment and material.
- Summary resumes of key personnel who will be assigned to the SBCC.

Section 3: Pricing – Using the Pricing Tables (pages 15--17), provide the pricing and fees associated with Contractor's services.

- Please describe any other available discounts or guarantees.

Section 4: References – Include: Client name, location, length of relationship, contact person, and phone number.

- Please provide a list of 3 current references of clients of similar size to that of the District (preferably in the greater North Central Florida area).
- Please provide a list of 3 former clients who have discontinued your services within the last two years, including contact name and phone number.

Section 5: Completed original RFP required documents to include all Attachments/Exhibits

EVALUATION OF PROPOSALS:

Proposals will be evaluated in accordance with the following Evaluation Criteria: Familiarity and Experience within the Scope of Services, Staff Qualifications, Pricing, References, and RFP Documentation. Proposals will be reviewed by an Evaluation Committee.

Final team rankings will be summarized, Award Notification Posted, Written Contract negotiated, and finalized with Board approval.

The SBCC may elect to conduct oral interviews or presentations from one or more of the proposal respondents. If the SBCC elects to conduct oral presentations or interviews, such presentations or interviews will be conducted in accordance with Florida Sunshine Laws.

Selected firms will be notified if presentations/interviews are required. The SBCC desires to avoid the expense to all parties of unnecessary presentations. The Evaluation Committee will make every reasonable effort to make recommendations based upon the written submittals alone. If a single number one ranked firm cannot be clearly determined, then the evaluation team shall request the Purchasing Supervisor to set-up the top ranked firms for presentations/interviews.

The SBCC intends to select a Contractor that demonstrates, in the District's opinion, the highest degree of compliance with the criteria specified herein.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

Definitions of Evaluation Criteria for Ranking of Proposals for RFP 24-MA-333

- A. Familiarity and Experience within the Scope of Services (0-40 points).
 - Should address scope of services requested and any additional services the Contractor will provide.
- B. Staff Qualifications (0-15 points).
 - The proposal will be evaluated on the consultant’s demonstrated staff qualifications.
- C. Pricing (0-20 points).
- D. References (0-15).
 - Provide a minimum of 3 current and 3 prior references (maximum of 5 allowed).
- E. RFP Documents (0-10).
 - Completed original RFP required documents to include all Attachments/Exhibits.

EVALUATION RANKING SHEET FOR RFP #24-MA-333
ATHLETIC FIELD MAINTENANCE SERVICES – COUNTY WIDE

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

DATE: _____

CRITERIA FOR RANKING RFP 24-MA-333

VENDOR	A. FAMILIARITY AND EXPERIENCE WITHIN SCOPE OF SERVICES 0 TO 40	B. FIRM/STAFF QUALIFICATIONS 0 TO 15	C. PRICING 0 TO 20	D. REFERENCES 0 TO 15	E. RFP DOCUMENTS 0 TO 10	TOTALS

SIGNATURE OF RATER: _____

PRINT NAME: _____

DATE: _____

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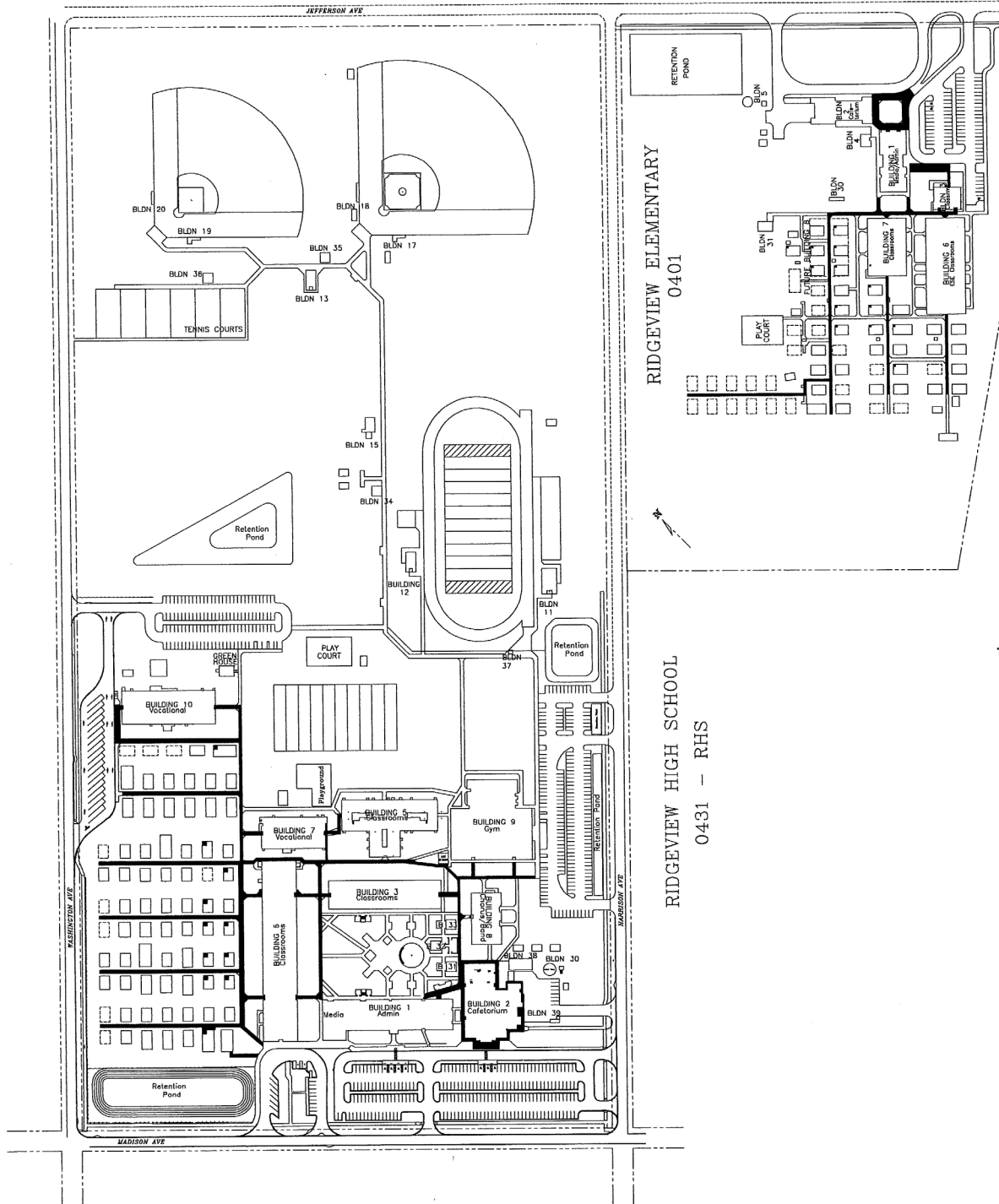
APPENDIX A – LOCATIONS AND MAPS

School Addresses

<u>Junior High</u>	<u>Address</u>
Green Cove Springs Junior	1220 Bonaventure Avenue, Green Cove Springs, FL 32043
Lake Asbury Junior	2851 Sandridge Road, Green Cove Springs, FL 32043
Lakeside Junior	2750 Moody Avenue, Orange Park, FL 32073
Oakleaf Junior	4085 Plantation Oaks Blvd., Orange Park, FL 32065
Orange Park Junior	1500 Gano Avenue, Orange Park, FL 32073
Wilkinson Junior	5025 County Road 218, Middleburg, FL 32068
<u>High Schools</u>	<u>Address</u>
Clay High	2025 State Road 16 West, Green Cove Springs, FL 32043
Fleming Island High	2233 Village Square Parkway, Fleming Island, FL 32003
Keystone Heights High	900 Orchid Avenue, Keystone Heights, FL 32656
Middleburg High	3750 County Road 220, Middleburg, FL 32068
Oakleaf High	4035 Plantation Oaks Blvd., Orange Park, FL 32065
Orange Park High	2300 Kingsley Avenue, Orange Park, FL 32073
Ridgeview High	466 Madison Avenue, Orange Park, FL 32065

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APPENDIX A – LOCATIONS AND MAPS



RIDGEVIEW ELEMENTARY
0401

RIDGEVIEW HIGH SCHOOL
0431 - RHS

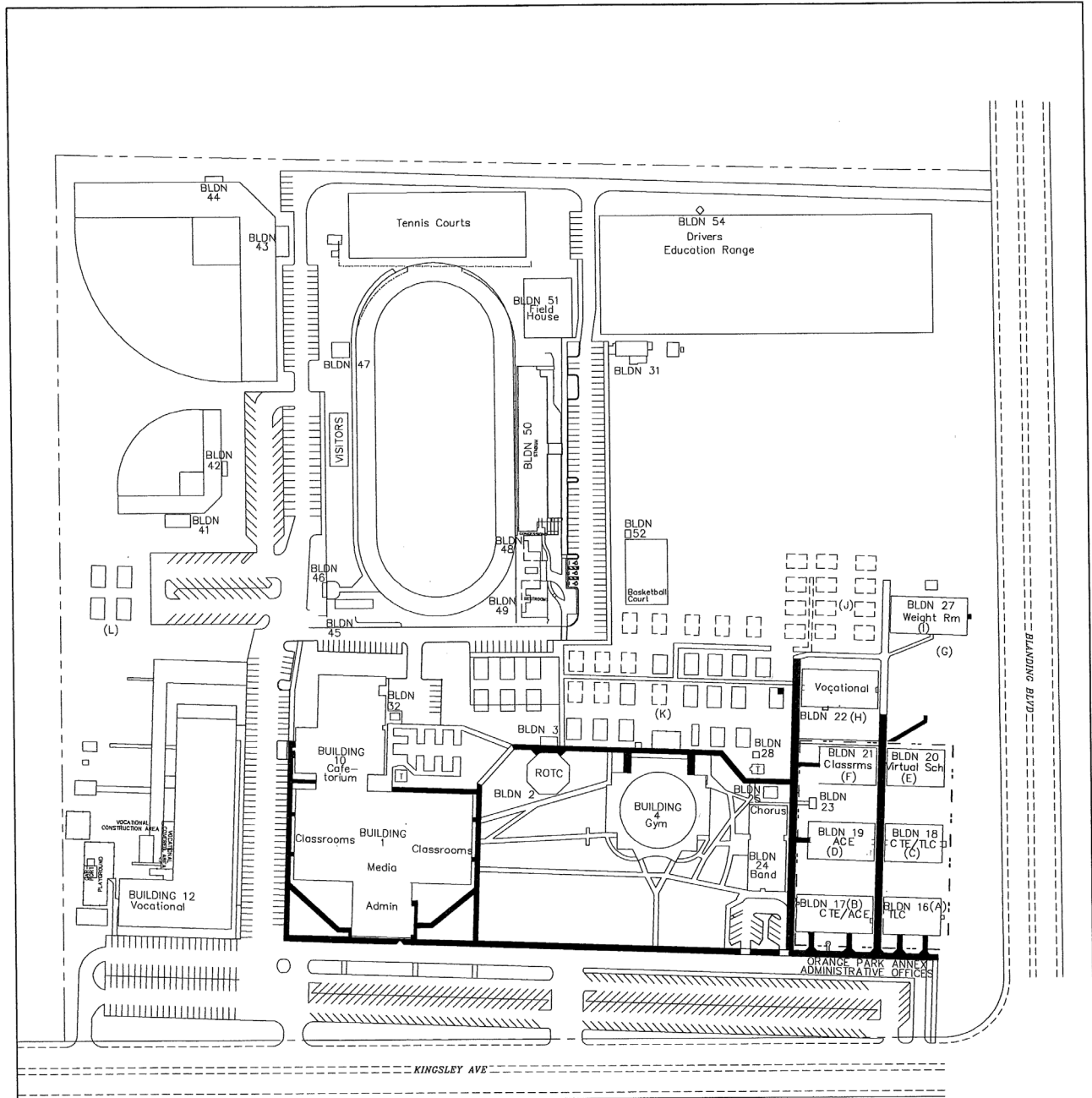
COST CENTER NO. :	0431
FACILITY NO. :	0022
PARCEL NO. :	025
ACREAGE :	79 AC.

**CLAY COUNTY SCHOOL BOARD
RIDGEVIEW HIGH SCHOOL**

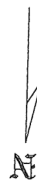
466 MADISON AVENUE, ORANGE PARK, FLORIDA 32065

RHS-1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



ORANGE PARK HIGH
0252



COST CENTER NO. :	0252
FACILITY NO. :	0007
PARCEL NO. :	010
ACREAGE :	53 AC.

CLAY COUNTY SCHOOL BOARD
ORANGE PARK HIGH SCHOOL

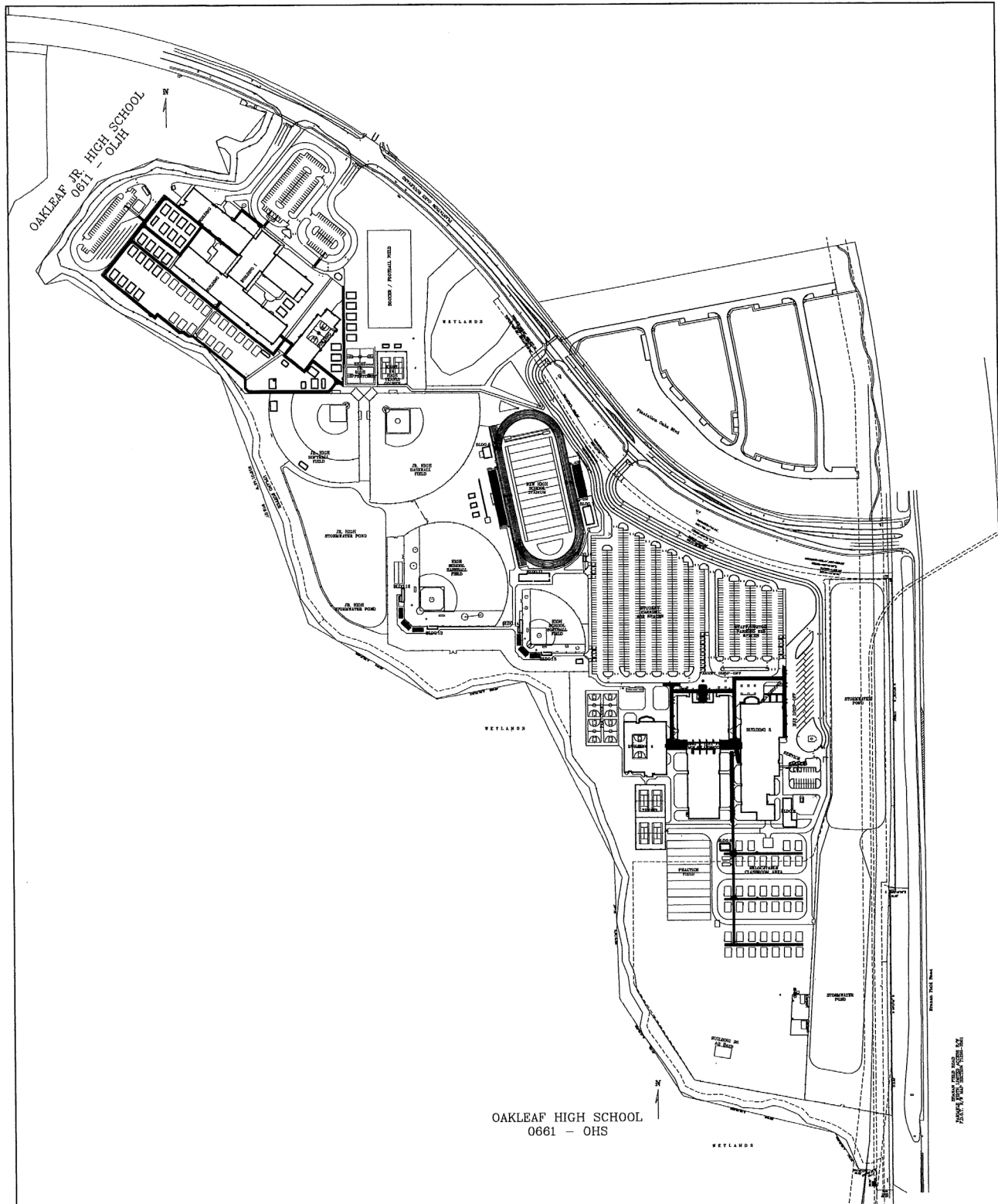
2300 KINGSLEY AVENUE, ORANGE PARK, FLORIDA 32073

OPH-1

10-01-24

N.T.S.

APPENDIX A – LOCATIONS AND MAPS

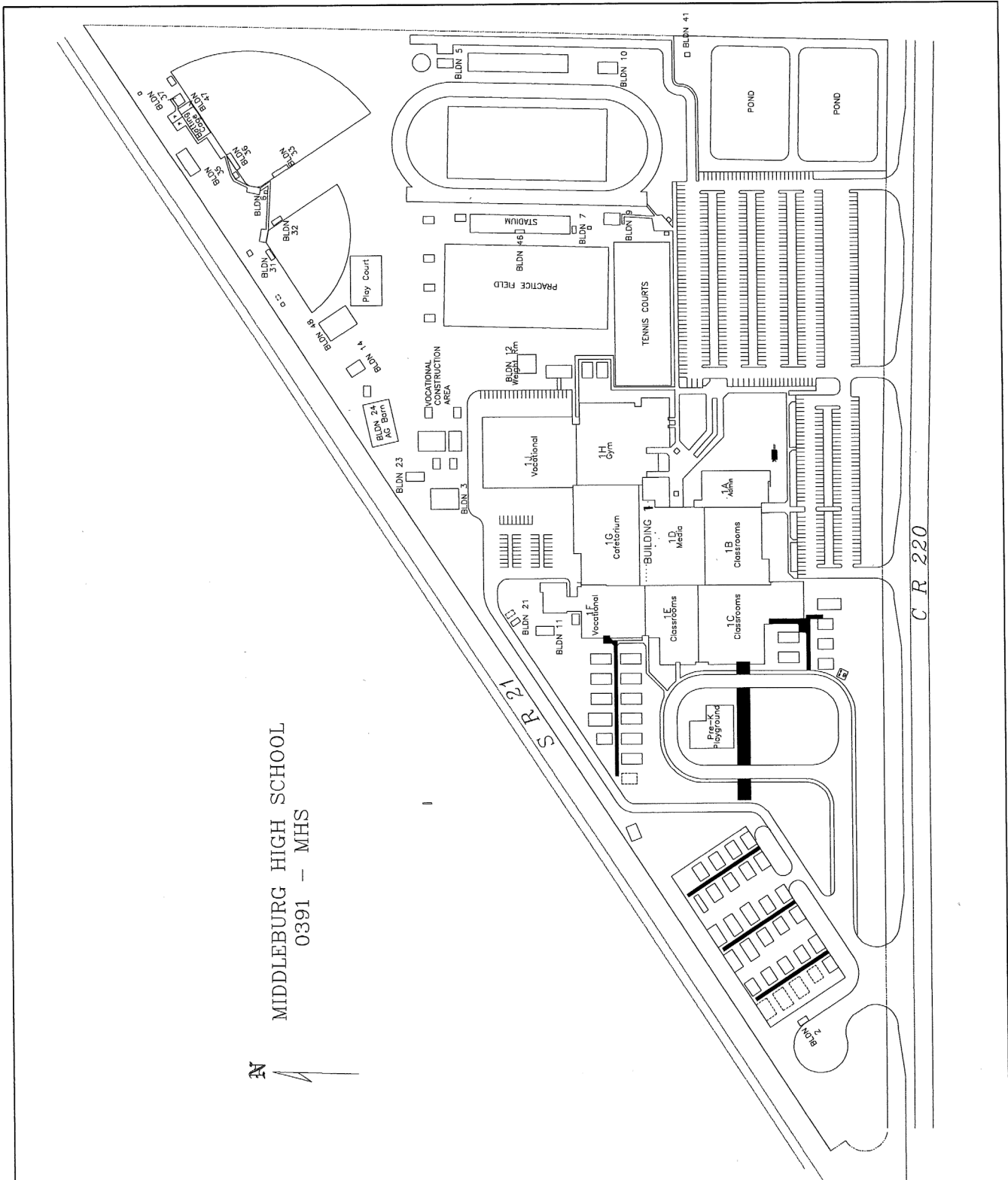


COST CENTER NO. :	0661
FACILITY NO. :	0052
PARCEL NO. :	060 & 061
ACREAGE:	109 AC.

CLAY COUNTY SCHOOL BOARD
OAKLEAF HIGH SCHOOL
 4035 PLANTATION OAKS BLVD., ORANGE PARK, FLORIDA 32065

OHS - 1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



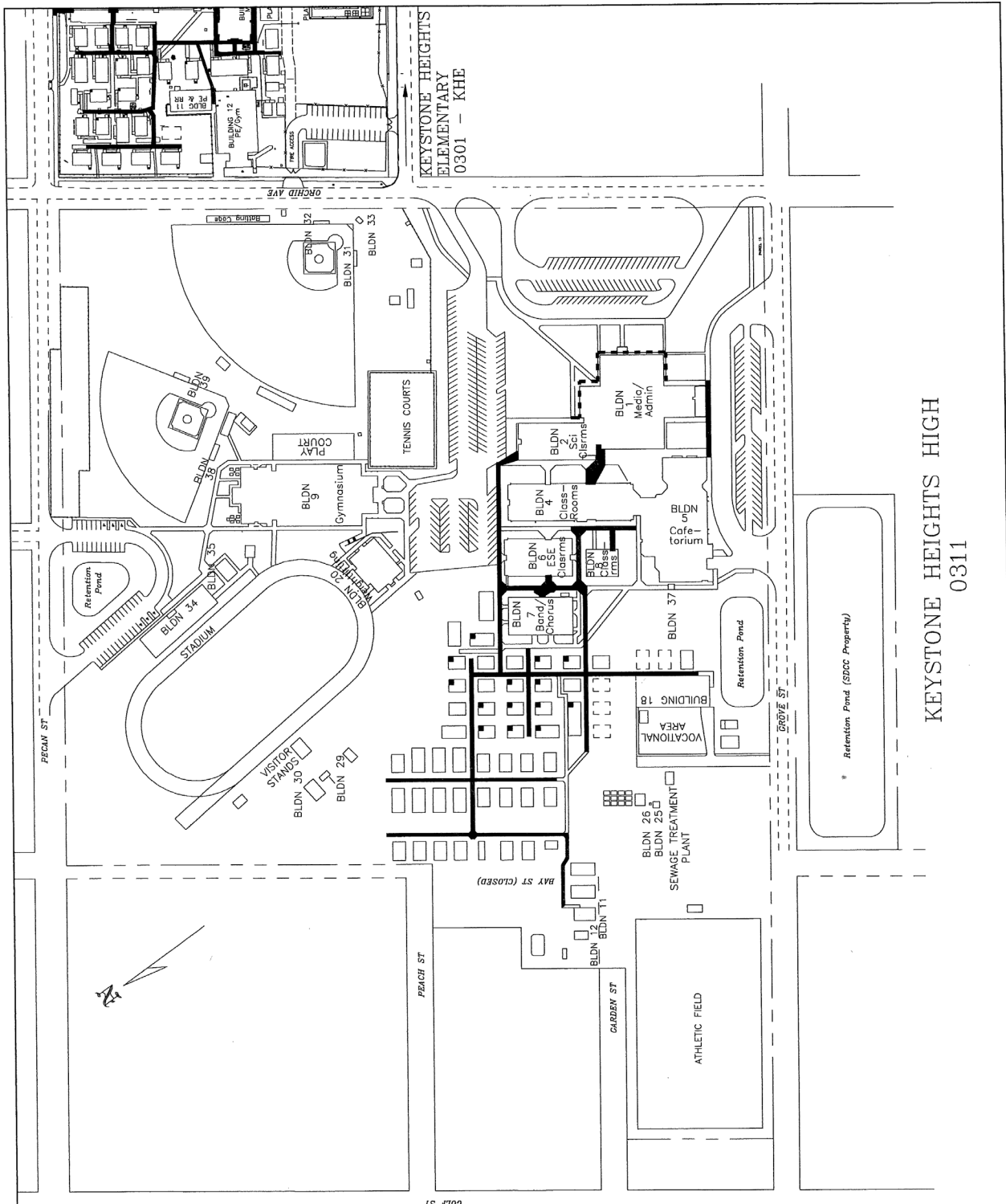
COST CENTER NO. :	0391
FACILITY NO. :	0019
PARCEL NO. :	022
ACRES :	53.26

CLAY COUNTY SCHOOL BOARD
MIDDLEBURG HIGH SCHOOL

3750 C.R. 220, MIDDLEBURG, FLORIDA 32068

MHS-1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



KEYSTONE HEIGHTS
ELEMENTARY
0301 - KHE

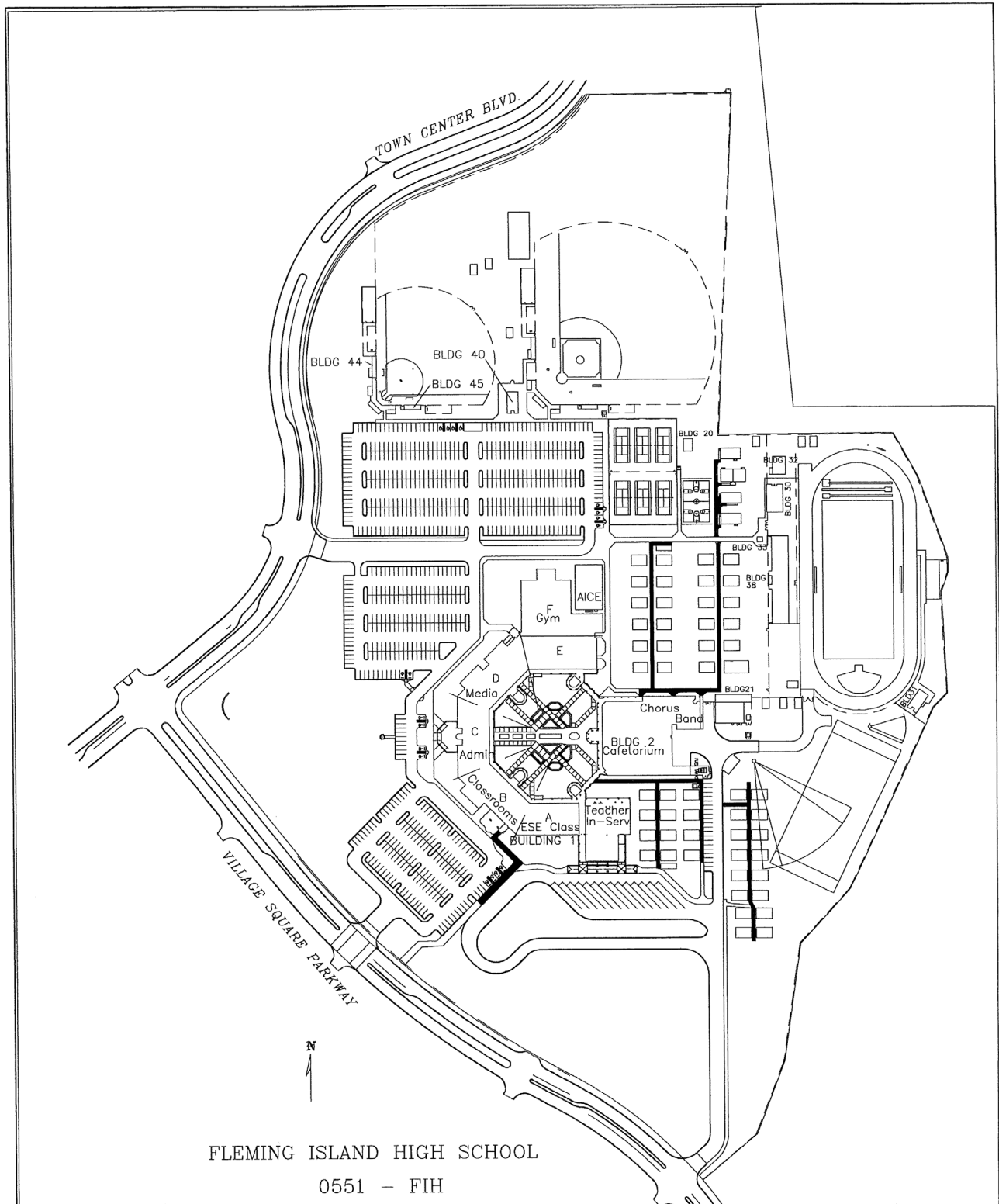
KEYSTONE HEIGHTS HIGH
0311

COST CENTER NO. :	0311
FACILITY NO. :	0011
PARCEL NO. :	014
ACRES:	55.87

CLAY COUNTY SCHOOL BOARD
KEYSTONE HEIGHTS HIGH SCHOOL
 900 ORCHID AVENUE, KEYSTONE HEIGHTS, FLORIDA 32656

KHHS-1
10-01-24
N.T.S.

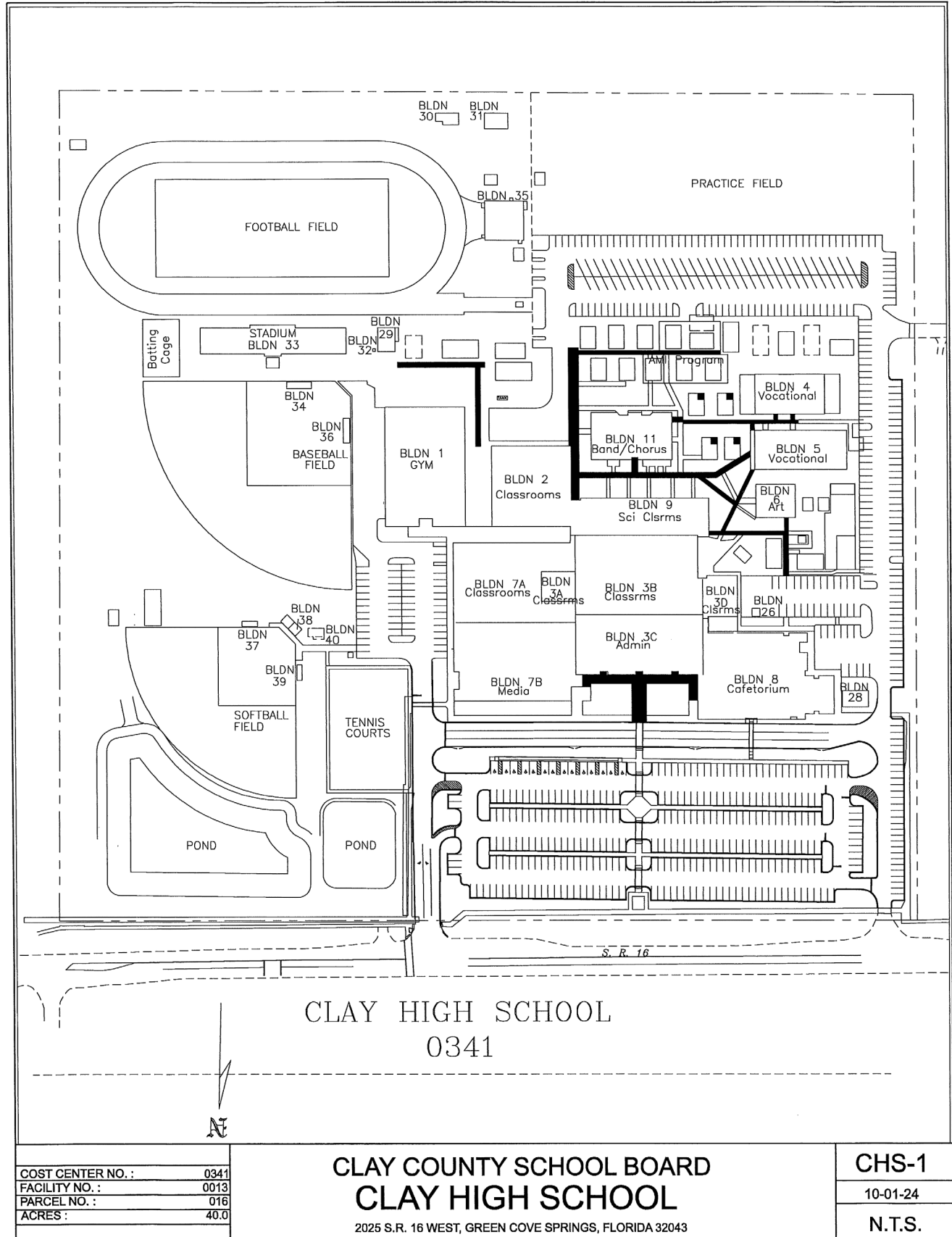
APPENDIX A – LOCATIONS AND MAPS



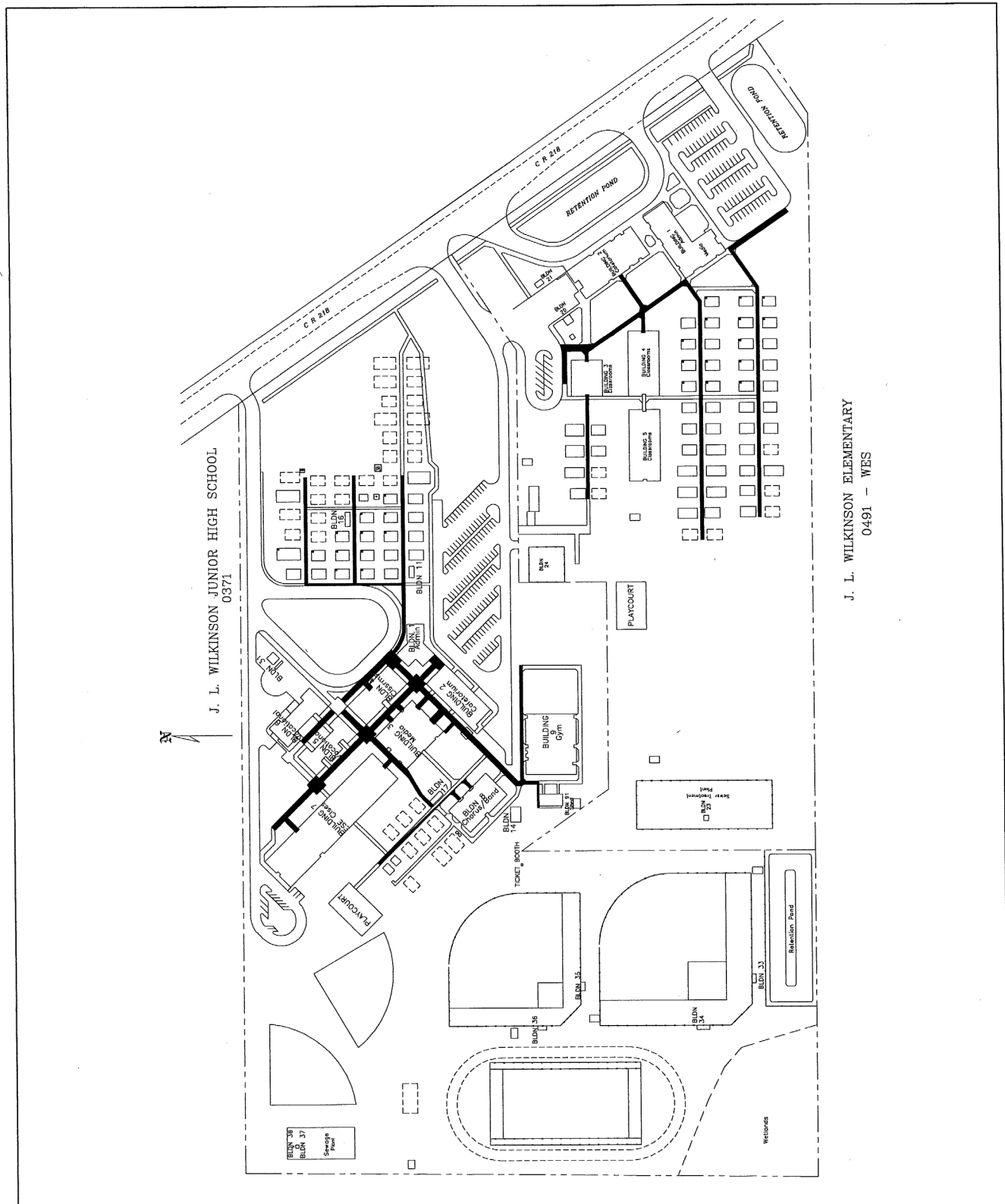
FLEMING ISLAND HIGH SCHOOL
0551 - FIH

COST CENTER NO. :	0551	CLAY COUNTY SCHOOL BOARD FLEMING ISLAND HIGH SCHOOL 2233 VILLAGE SQUARE PARKWAY, FLEMING ISLAND, FLORIDA 32003	FIH - 1
FACILITY NO. :	0044		10-01-24
PARCEL NO. :	050		N.T.S.
NET SQ. FEET :	60 Acres		

APPENDIX A – LOCATIONS AND MAPS



APPENDIX A – LOCATIONS AND MAPS



J. L. WILKINSON ELEMENTARY
0491 - WES

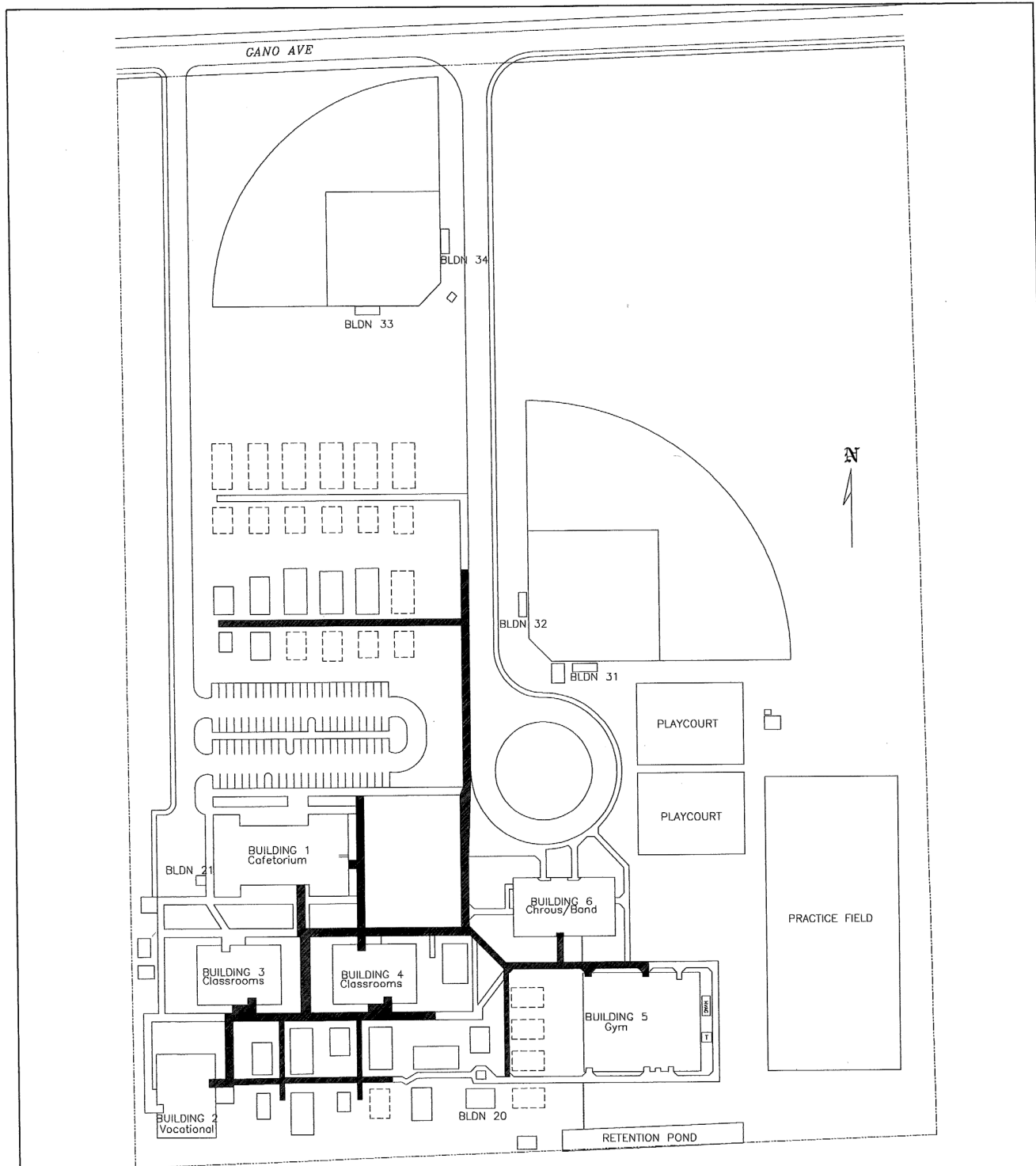
COST CENTER NO. :	0371
FACILITY NO. :	0017
PARCEL NO. :	020
ACRES :	45.27

CLAY COUNTY SCHOOL BOARD
WILKINSON JUNIOR HIGH SCHOOL

5025 C.R. 218, MIDDLEBURG, FLORIDA 32068

WJH-1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



ORANGE PARK JUNIOR HIGH
0361 - OPJH

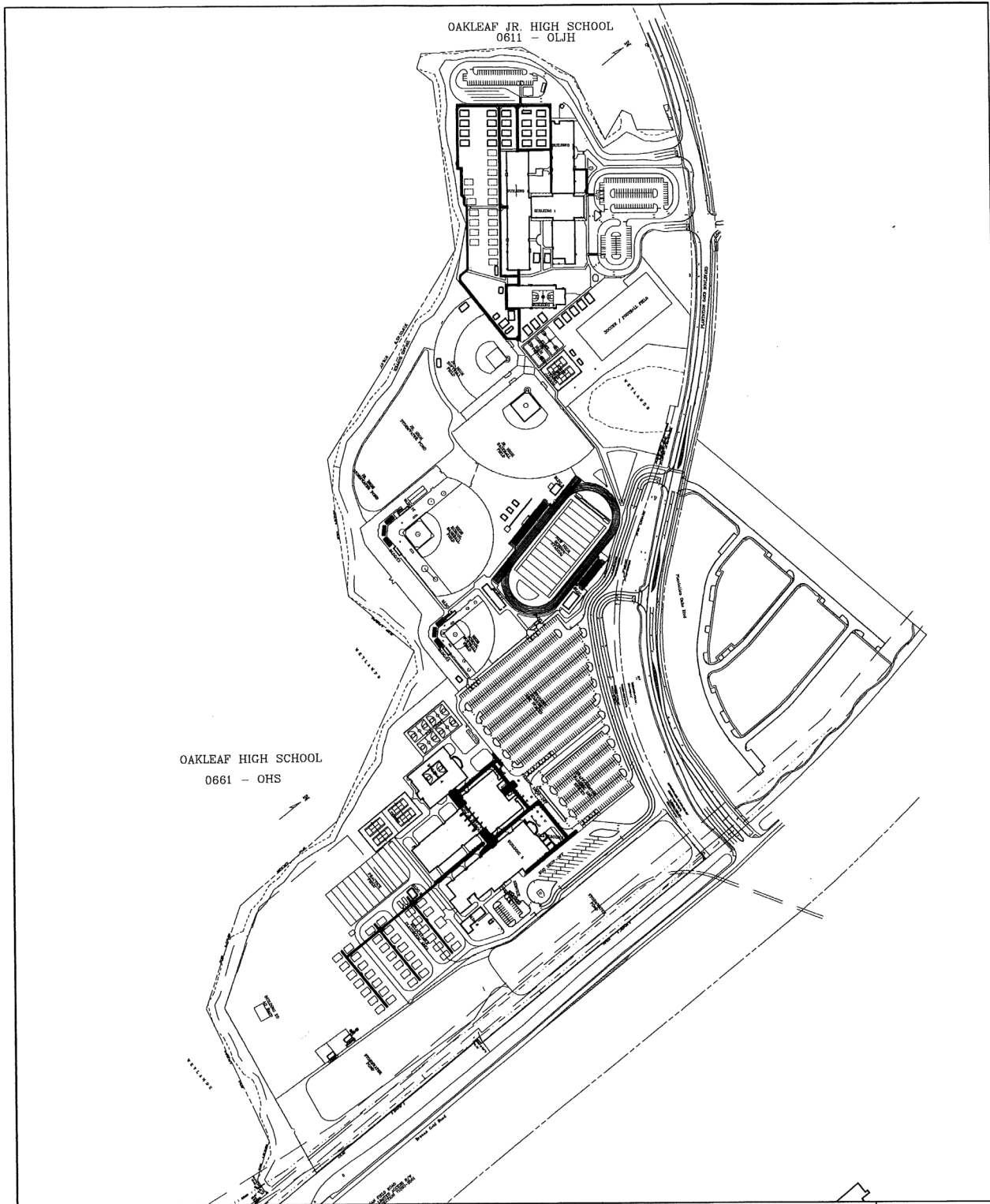
COST CENTER NO. :	0361
FACILITY NO. :	0016
PARCEL NO. :	019
ACRES:	30.0

CLAY COUNTY SCHOOL BOARD
ORANGE PARK JUNIOR HIGH

1500 GANO AVENUE, ORANGE PARK, FLORIDA 32073

OPJH-1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



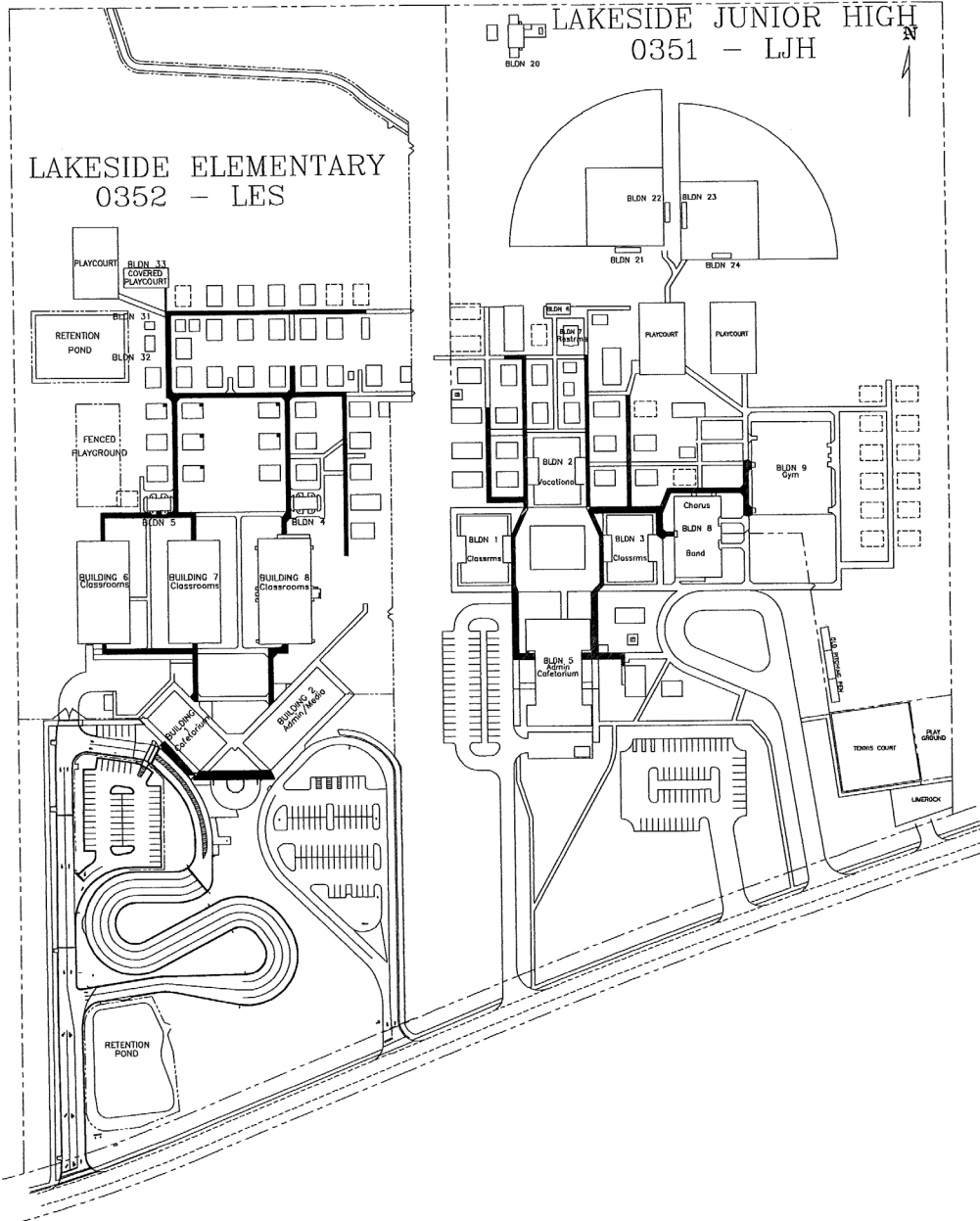
COST CENTER NO. :	0611
FACILITY NO. :	0049
PARCEL NO. :	060
ACREAGE:	40 AC.

CLAY COUNTY SCHOOL BOARD
OAKLEAF JR. HIGH SCHOOL

4085 PLANTATION OAKS BLVD., ORANGE PARK, FLORIDA 32065

OLJH - 1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS

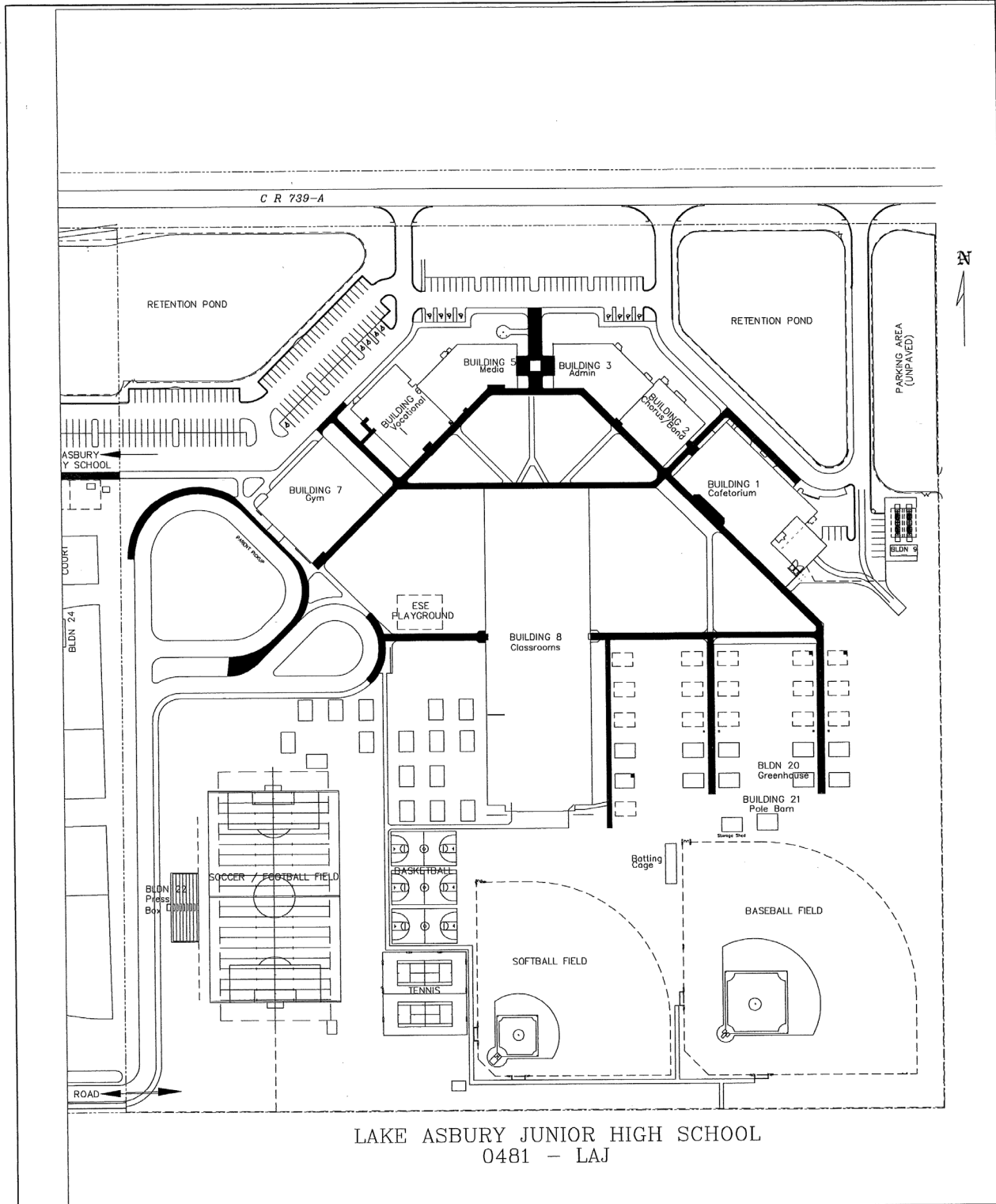


COST CENTER NO. :	0351
FACILITY NO. :	0014
PARCEL NO. :	017
ACRES :	30.00

CLAY COUNTY SCHOOL BOARD
LAKESIDE JUNIOR HIGH SCHOOL
 2750 MOODY AVENUE, ORANGE PARK, FLORIDA 32073

LJH-1
10-01-24
N.T.S.

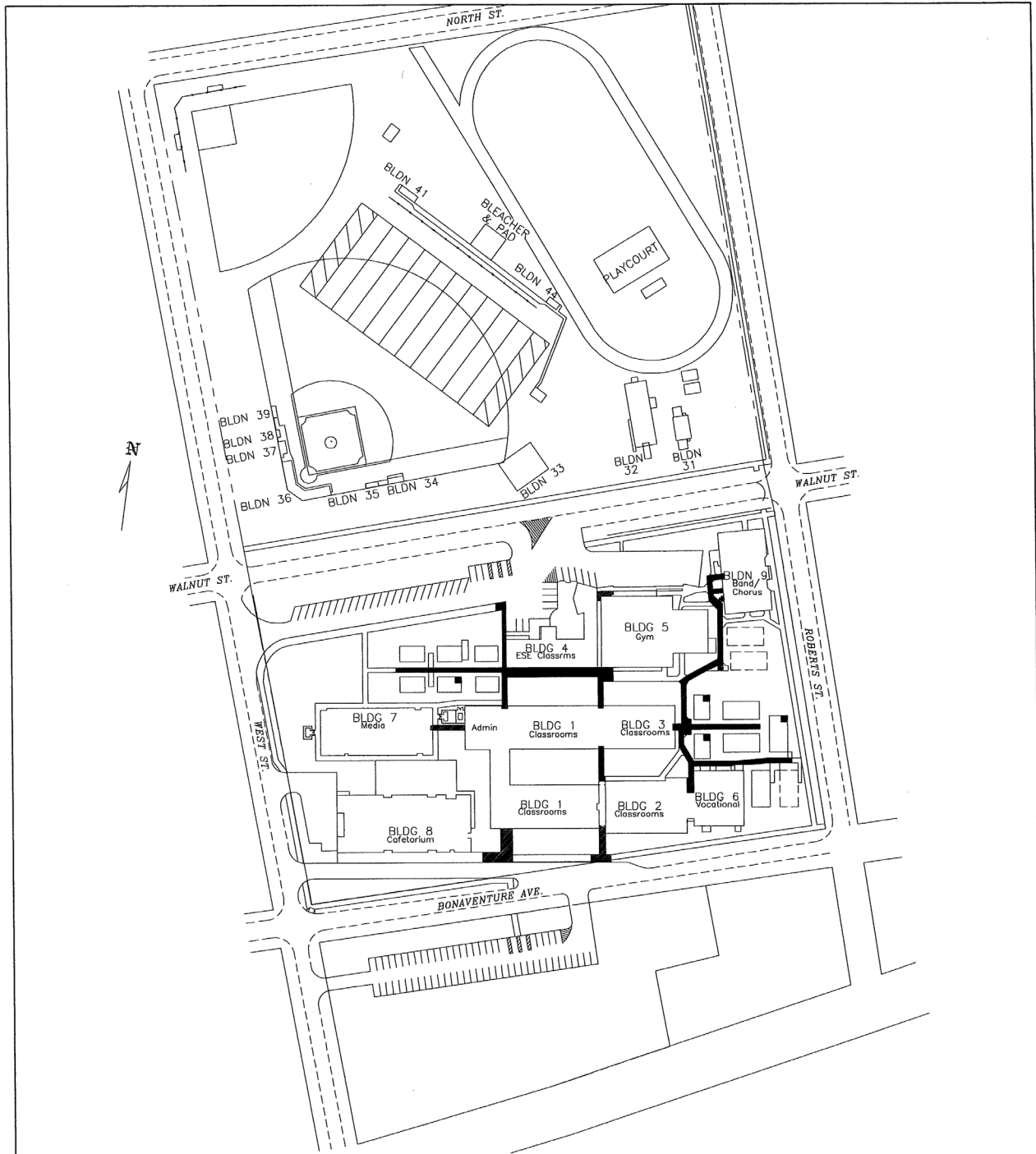
APPENDIX A – LOCATIONS AND MAPS



LAKE ASBURY JUNIOR HIGH SCHOOL
0481 - LAJ

COST CENTER NO. :	0481	CLAY COUNTY SCHOOL BOARD LAKE ASBURY JUNIOR HIGH SCHOOL 2851 SANDRIDGE ROAD, GREEN COVE SPRINGS, FLORIDA 32043	LAJ-1
FACILITY NO. :	0025		10-01-24
PARCEL NO. :	028		N.T.S.
ACRES :	35.00		

APPENDIX A – LOCATIONS AND MAPS



GREEN COVE SPRINGS JUNIOR HIGH
0021 – GCSJH

COST CENTER NO. :	0021	CLAY COUNTY SCHOOL BOARD	GCSJH-1		
FACILITY NO. :	0001				
PARCEL NO. :	002 / 003			GREEN COVE SPRINGS JUNIOR HIGH	10-01-24
ACREAGE :	27 AC.			1220 BONAVENTURE AVENUE, GREEN COVE SPRINGS, FLORIDA 32043	N.T.S.

ATTACHMENT 1
EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the School Board of Clay County, Florida ("SBCC" "School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS
APPENDIX II to C.F.R. PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where Contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of \$10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each Contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

EDGAR CERTIFICATIONS (continued)

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each Contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

EDGAR CERTIFICATIONS (continued)

Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: _____

Signature of Authorized Representative: _____

Print Name of Authorized Representative: _____

ATTACHMENT 2

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:
 - (a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
 - (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
 - (d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Bidder: _____

Printed Name

Title of Authorized Representative

Signature:

Date:

ATTACHMENT 3
DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/Contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Florida Stat. as follows:

Preference to businesses with drug-free workplace programs - Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tied bids, proposal, or replies shall be followed if none of the tied vendor has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall 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 abuse 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 this section.

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

CONTRACTOR NAME: _____

AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE:

(Printed Name)

(Signature)

(Title)

(Date)

ATTACHMENT 4
NON-COLLUSION AFFIDAVIT

State of FLORIDA)
County of CLAY)

My name is (INSERT NAME _____). I hereby attest that I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I have personal knowledge of the price(s), guarantees and the total financial commitment represented in the firm's offer and/or contract.

(1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other Contractor or respondent.

(2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.

(3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

(4) (INSERT NAME OF COMPANY _____) its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

I attest that (INSERT NAME OF COMPANY _____) understands and acknowledges that the above representations are material and important, and will be relied on by The School Board of Clay County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement of material representations herein shall be treated as fraudulent or otherwise intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: _____

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

(Printed Name)

(Signature)

(Title)

(Date)

ATTACHMENT 5
DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND
CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBCC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBCC. It also places restrictions on SBCC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBCC.

Bidder must disclose in its Bid, the names of any employees who are employed by Bidder who are also an employee of SBCC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Bidder's Employee	SBCC Title or Position of Bidder's Employee	SBCC Department/ School of Bidder's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

- I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBCC.
- I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBCC have been identified above.

(Printed Name)

(Signature)

(Title)

(Date)

ATTACHMENT 6
STATE OF FLORIDA REQUIRED DOCUMENTS

FOREIGN COUNTRY OF CONCERN ATTESTATION

Form must be completed by an officer or representative of an entity submitting a bid, proposal, reply to, entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have definitions ascribed in Rule [60A-1.020, F.A.C.](#)

(INSERT NAME OF COMPANY _____) is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

[FL DMS PUR 1355](#) 10/23

VENDOR AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Vendor Name: _____

Address: _____

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School Board of Levy County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Printed Name: _____ Title: _____

Phone Number: _____ Email Address: _____

Signature: _____ Date: _____

ATTACHMENT 7

BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS

(To be completed by each Bidder)

Name of bidder: _____

Identify the state in which the bidder has their principal place of business: _____

Identify the political subdivision (outside of Florida) in which bidder has its principal place of business:

OPINION OF OUT-OF-STATE BIDDER'S ATTORNEY ON BIDDING PREFERENCES

(To be completed by the Attorney for any Out-of-State Bidder)

NOTICE: Section 287.084.(2), Fla. Stat., provides that "A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of any attorney at law licensed to practice law in that foreign state, as to the preferences, if any or non, granted by the law of the state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contract." See also: Section 287.084(1), Fla. Stat.

LEGAL OPINION ABOUT STATE BIDDING PREFERENCES

(Please Select One)

_____ The bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

_____ The bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any public contracts to business entities whose principal places of business are in that state. [Please describe applicable preference(s) and identify applicable state law(s)]

LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES

(Please Select One)

_____ The bidder's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in the political subdivision.

_____ The bidder's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in the political subdivision. [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:

Signature of out-of-state bidder's attorney: _____

Printed name of out-of-state bidder's attorney: _____

Address of out-of-state bidder's attorney: _____

Telephone Number of out-of-state bidder's attorney: (_____) _____ - _____

E-mail address of out-of-state bidder's attorney: _____

Attorney's states of bar admission: _____



SUBMIT BIDS TO:

SCHOOL BOARD OF CLAY COUNTY
PURCHASING DEPARTMENT

800 Center Street
Green Cove Springs, Florida 32043

REQUEST FOR PROPOSAL

Acknowledgement Form

Page 1 of 44 Pages

BID WILL BE OPENED AT:

2:00 P.M., January 8, 2025

and may not be withdrawn within 90 days after such date and time.

ITB NO.

24-MA-333

POSTING TIME & DATE

10:00 A.M.
November 13, 2024

PURCHASING DEPARTMENT REPRESENTATIVE

Elaine L Barton-Weeks, CPPB
Coordinator of Purchasing
Email: elaine.bartonweeks@myoneclay.net

BID TITLE

**ATHLETIC FIELD
MAINTENANCE SERVICES**

VENDOR NAME

Rotolo Consultants, Inc.

"NO BID" REASON FOR NOT SUBMITTING BID

To qualify as a respondent, bidder shall submit only this bidder acknowledgement form and it shall be received no later than the stated bid opening date and hour.

VENDOR MAILING ADDRESS

38001 Brownsvillage Rd.

CITY-STATE-ZIP

Slidell, LA 70460

TELEPHONE NUMBER: (985) 643-2427

FAX NUMBER: (985) 643-2691

EMAIL ADDRESS: maintenance@rotoloconsultants.com

AUTHORIZED SIGNATURE (MANUAL)

Brian Rotolo

AUTHORIZED SIGNATURE (TYPED or PRINTED)

Chief Financial Officer

TITLE

I hereby certify that I am submitting the following information as my firm's (Bidder) RFP and am authorized by Vendor/Contractor/Bidder to do so. Bidder agrees to complete and unconditional acceptance of the contents of all pages in this Request For Proposal (RFP), and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms, conditions contained in RFP, and any released Addenda and understand that the following are requirements of RFP and failure to comply will result in disqualification of RFP submitted; Bidder certifies this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity or person submitting an offer for the same materials, supplies, equipment, or services(s), and is in all respects fair and without collusion or fraud. Bidder acknowledges that all information contained herein is part of the public record as defined by State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this RFP are true and accurate.

SEALED RFP: All RFP sheets, requested documents, and this acknowledgement form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the RFP number, date and time of the RFP opening and the company name. All RFPs are subject to the conditions specified herein. Those which do not comply with these conditions are subject to RFP being considered Non-Responsive.

SIGNATURE REQUIRED CHECKLIST:

- All Bid Documents shall be submitted with Bid
- REQUEST FOR PROPOSAL ACKNOWLEDGEMENT FORM (Page 1)
- SPECIAL CONDITIONS (Page 11)
- PRICING TABLES (Page 18)
- EDGAR CERTIFICATION (Page 38)
- CERTIFICATION REGARDING DEBARMENT, SUSPENSION (Page 39)
- DRUG-FREE WORKPLACE CERTIFICATION (Page 40)
- NON-COLLUSION AFFIDAVIT (PAGE 41)
- DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST (Page 42)
- STATE OF FLORIDA DOCUMENTS (Page 43)
- BIDDER'S STATEMENT PRINCIPAL PLACE BUSINESS (Page 44)

SUBMITTAL REQUIRED CHECKLIST:

Documents submitted with Bid or within 24 hours upon request.

- Insurance certificate(s)
- Applicant Statement – Background Information
- License or Permits

GENERAL CONDITIONS

SEALED RFP REQUIREMENTS: Unless otherwise specified, bidders shall use the form(s) furnished by the Purchasing Department, of the School Board of Clay County, Florida ("SBCC" or "District") and enter information only in the spaces where a response is requested. Any modifications or alterations to the original RFP documents by the bidder, whether intentional or otherwise, may constitute grounds for rejection of a RFP. Bidders may use an attachment as an addendum to the RFP if sufficient space is not available on the original form for the bidder to enter a complete response. For purpose of evaluation, the bidder shall indicate any and all variances from specifications, terms, and/or conditions regardless of how slight. If variations are not stated in the RFP, it shall be assumed that the product or service fully complies with the specifications, terms, and conditions herein.

BIDDER'S RESPONSIBILITY: It is the responsibility of the Bidder to be certain that all numbered pages of the RFP and all attachments thereto are received and all Addendum released are received prior to submitting a RFP without regard to how a copy of this RFP was obtained. All RFPs are subject to the conditions specified herein, on the attached RFP documents, and on any Addenda issued thereto.

RFP SUBMITTED: Completed RFP must be submitted in a sealed envelope with RFP number and name clearly typed or written on the front of the envelope. RFPs must be time stamped in SBCC Purchasing Department on or before Due Date and Time listed on Acknowledgement Form. The address for RFP submittal, including hand delivery and overnight courier delivery, is indicated as: 800 Center Street, Green Cove Springs, Florida 32043. RFPs submitted by telegraphic, email, or facsimile transmission shall not be accepted. The Bidder is fully and completely responsible for the payment of all delivery costs associated with the delivery of their RFP or related material. Procurement and Warehousing Services shall not accept delivery of any RFP or related material requiring SBCC to pay for any portion of the delivery cost or the complete delivery cost.

EXECUTION OF RFP: RFP shall contain a manual signature of an authorized representative, officer or employee having authority to legally bind the company or firm in the space provided above. All RFPs must be completed in ink or typewritten. Use of erasable ink is not permitted.

If a price correction is necessary, draw a single line through the entered figure and enter the corrected figure or use an opaque correction fluid. All price corrections must be initialed by the person signing the RFP even when using opaque correction fluid. SBCC reserves the right to reject any RFP or RFP item completed in pencil or any RFP that contains illegible entries or price corrections not initialed.

PRICES QUOTED: Deduct discounts and quote firm net prices. Give both unit price and extended total. Prices must be stated in units to quantity specified in the RFP specification. In case of discrepancy in computing the amount of the RFP, the Unit Price quoted shall govern. Each item must be RFP separately and no attempt is to be made to tie any item or items in with any other item or items. All prices quoted shall be F.O.B. destination and freight prepaid (Bidder pays and bears freight charges). Awardee owns goods in transit and files any claims. Bidder is requested to offer a cash discount for prompt invoice payment, however such discounts shall not be considered in determining the lowest net cost for RFP evaluation purposes. Discount time shall be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the SBCC Accounts Payable Department, whichever is later. *Cash or quantity discounts offered shall not be a consideration in determination of award of RFP(s).*

TAXES: SBCC does not pay Federal Excise and State taxes. The applicable tax exemption number is shown on the Purchase Order.

MISTAKES: Bidders are expected to examine the specifications, delivery schedules, RFP prices and extensions, and all instructions pertaining to RFP. Failure to do so shall be at Bidder's risk.

CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this RFP shall be new (current production model at the time of this RFP) unless otherwise specified. All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.

SUBSTITUTIONS: SBCC SHALL NOT accept substitute shipments of any kind. Awardees are expected to furnish the brand quoted in their RFP once awarded by SBCC. Any substitute shipments shall be returned at the Awardee's expense.

MANUFACTURER'S NAMES AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information, and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If RFPs are on equivalent products, indicate the manufacturer's name and product number on the RFP form. Bidder shall submit cuts, sketches, and descriptive literature and/or complete specifications with their RFP. Reference to literature submitted with a previous RFP shall not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent meets the specifications and should not be considered an exception thereto. The SBCC reserves the right to determine acceptance of item(s) as an approved equivalent. RFPs that do not comply with these requirements are subject to rejection. RFPs lacking any written indication of intent to RFP an alternate brand shall be received and considered in complete compliance with the specifications as listed on the RFP form. The Purchasing Department is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the SBCC unless evidenced by a Change Notice issued and signed by authorized SBCC representative.

SAMPLES: Samples of items, when required, must be furnished free of expense within five (5) working days of request unless otherwise stated and, if not destroyed, will, upon request, be returned at the Bidder's expense. Bidders shall be responsible for removal of all samples furnished within 30 days after RFP opening or samples shall be disposed of. Each individual sample must be labeled with Bidder's name, RFP number and item number. Failure of Bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of RFP item. Unless otherwise indicated, samples should be delivered to SBCC Purchasing Department, 800 Center Street, Green Cove Springs, FL 32043.

DELIVERY: All deliveries shall be F.O.B. indicated destination, freight fully prepaid. Title to goods shall pass to SBCC upon receipt and acceptance at the destination unless indicated otherwise herein. Until acceptance, Contractor retains the sole insurable interest in the goods. SBCC shall not accept collect freight charges. Time of delivery is an important consideration for the SBCC in making the award. SBCC reserves the right to cancel any order, or any part thereof, without obligation if delivery is not made within the time specified. Any delivery made after cancellation of the order shall be returned at the Contractor's expense. Delivery shall be within the normal working hours of the user, Monday through Friday, excluding state holidays and days during which SBCC administration is closed.

AWARDS: In the best interest of the SBCC, the SBCC reserves the right to: 1) withdraw this RFP at any time prior to the time and date specified for the RFP opening; 2) make award(s) by individual item, group of items, all or none or combination thereof with one or more suppliers; 3) to acquire additional quantities at prices quoted on this RFP unless additional quantities are not acceptable, in which case, the RFP sheets must be noted "RFP IS FOR SPECIFIED QUANTITY ONLY."; 4) to reject any and all RFPs or waive any minor irregularity or technicality in RFPs received; and 5) when it is determined there is no competition to the lowest responsible bidder, evaluation of other RFPs are not required. Bidders are cautioned to make no assumptions unless their RFP has been evaluated as being responsive. Upon award of this RFP, the successful bidder shall be notified of award configuration in writing by Purchasing Department. Bidder who is awarded this contract resulting from this RFP is cautioned not to provide goods/services to any SBCC site or to any SBCC employee prior to receiving a purchase order issued by the SBCC Purchasing Department. Notification of award is not to be construed as authorization to provide goods/services. SBCC is not obligated to pay invoices for provision of goods/services for which SBCC Purchasing Department has not issued a purchase order, or invoices resulting from purchase order changes not authorized by SBCC. All awards made as a result of this RFP shall conform to applicable Florida Statutes and shall be governed by the laws of the State of Florida, and must have venue established in state court located in Clay County, Florida.

RFP OPENING: All RFPs shall be received no later than the date and time specified on the document. All RFPs received after that time shall not be considered. It is the bidder's responsibility to assure that their RFP is delivered at the proper time and place of the RFP opening. RFPs, which for any reason are not so delivered, shall not be considered. Public opening shall acknowledge receipt of RFPs only, details concerning pricing or the offering may not be announced. All RFPs submitted shall become public record in accordance with F.S. 119.071. RFP files may be examined during normal working hours by appointment.

PROPRIETARY INFORMATION: Pursuant to Chapter 119, Florida Statutes, RFPs received as a result of this RFP shall not become public record until thirty (30) days after the date of opening or until posting of the recommendation for award, whichever occurs first. Thereafter, all RFP documents or other materials submitted by all Bidders in response to this RFP shall be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Bidder asserts any portion of its RFP is confidential and exempt, long with specific citations of the Florida Statutes establishing the confidentiality or exemption. Failure to identify the portions of the RFP claimed to be exempt or the specific statutory authority establishing the exemption shall be deemed a waiver by the Bidder that any unidentified portion of the RFP is confidential or exempt from disclosure under Chapter 119, Florida Statutes.

PUBLIC RECORDS REQUEST: All public records requests shall be administered by the District Records Office at 900 Walnut Street, Green Cove Springs, Florida 32043, phone 904.336-6500, or by email at: PRR@myoneclay.net The Public Records Request Procedure form is available online at <https://ccls.myoneclay.net/about-us/public-records-request>

INSPECTION, ACCEPTANCE & TITLE: Inspection and acceptance shall be at destination unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the Awardee until acceptance by the buyer unless loss or damage resulting from negligence by the buyer. If the materials or services supplied to SBCC are found to be defective or not conform to specifications, SBCC reserves the right to cancel the order upon written notice to the seller and return product at Awardee's expense.

PAYMENT AND INVOICING: Contractor shall be paid in accordance with the Florida Local Government Prompt Payment Act, Florida Statutes Chapter 218, upon submission of invoices to the SBCC at the prices stipulated on the contract at the time the order is placed, less deductions if any, after delivery and acceptance of goods and services. An original invoice referencing a SBCC purchase order number shall be submitted for payment to SBCC Accounts Payable Department, 814 Walnut Street, Green Cove Springs, FL 32043. Failure to follow these instructions may result in delay in processing invoices for payment.

GENERAL CONDITIONS

INSURANCE / LICENSES / PERMITS: Bidder, by virtue of submitting a RFP, shall be in full compliance with LIABILITY INSURANCE, LICENSES AND PERMITS as specified herein. Bidder shall take special notice that SBCC shall be named as an additional insured under the General Liability policy including Products Liability.

The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- by AM Best. All policies must remain in effect during the performance of the contract.

Where Awardees are required to enter or go onto SBCC property to deliver materials or perform work or services as a result of a RFP award, the Awardee agrees to The Hold Harmless Agreement stated herein and shall assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The Awardee shall be liable for any damages or loss to SBCC occasioned by negligence of the Awardee (or agent) or any person the Awardee has designated in the completion of the Contract as a result of their RFP.

RFP BONDS / PERFORMANCE BONDS: RFP bonds, when required, shall be submitted with the RFP in the amount specified in Special Conditions. RFP bonds shall be returned to non-Awardees. After acceptance of RFP, SBCC shall notify the Awardee to submit a performance bond and certificate of insurance in the amount specified in Special Conditions. Upon receipt of the performance bond, the RFP bond shall be returned to the Awardee.

LICENSES, CERTIFICATIONS AND REGISTRATIONS: As of the RFP Opening Date, Bidder must have all Licenses, Certifications and Registrations required when performing the services as described herein, in order for RFP to be considered a responsive and responsible RFP. Licenses, Certifications and Registrations required for this RFP shall be as required by Chapter 489, Florida Statutes, as currently enacted or as amended from time to time; by the State Requirements for Educational Facilities (SREF), latest version; and by SBCC. Bidder must submit a copy of all its current Licenses, Certifications and Registrations required as described herein, either with its RFP or within 24 hours upon request by SBCC.

An Awardee who has any License, Certification or Registration either suspended, revoked or expired after the date of the RFP Opening, shall provide notice to the Supervisor of Purchasing within five working days of such suspension, revocation or expiration. However, such suspension, revocation or expiration after the date of the RFP Opening shall not relieve the Awardee of its responsibilities under this RFP.

PATENTS & ROYALTIES: The Awardee, without exception, shall indemnify and save harmless SBCC and its employees from liability of any nature or kind, including cost and expenses for any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by SBCC. If the Awardee uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the RFP prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

SAFETY STANDARDS / OSHA / MSDS: The Awardee warrants that the product supplied to SBCC shall conform in all respects to the standards set forth in the Occupational Safety and Health Act (OSHA), as amended, and the failure to comply with this condition shall be considered as a breach of contract. The bidder further certifies that if they are the successful bidder and delivered product is subsequently found to be deficient pursuant to any OSHA requirement in effect on the date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with aforementioned requirements shall borne solely by the bidder. The Manufacturer, Importer, or Distributor of a toxic substance shall provide all Material Safety Data Sheets (MSDS) with their RFP. (See Florida's Right-To-Know Law, Chapter 442, Florida Statutes.)

ASBESTOS / FORMALDEHYDE / LEAD-FREE: All building materials, pressed boards, and furniture supplied to SBCC shall be 100% asbestos free. It is desirable that all building materials, pressed boards and furniture supplied to SBCC also be 100% formaldehyde free. Bidder, by virtue of bidding, certifies by signing RFP that, if awarded this RFP, only building materials, pressed boards, and/or furniture that is 100% asbestos free shall be supplied. All material supplied to SBCC must be 100% lead free. Bidder, by virtue of signing RFP, certifies that only materials or equipment that is 100% lead free shall be supplied to SBCC.

CONTRACT WORK HOURS & SAFETY STANDARDS ACT: (34 CFR 80.36(j)(6)); All Contractors, contractors and subcontractors shall comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Applies to all construction contracts awarded by the district and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers).

TOXIC SUBSTANCES IN CONSTRUCTION, REPAIR OR MAINTENANCE OF EDUCATIONAL FACILITIES: (Fla. Statute 1013-49: (1) All toxic substances enumerated in the Florida Substance List that are to be used in the construction, repair or maintenance of educational facilities have restricted usage provisions. (2) Before any such substance may be used the contractor shall notify the SBCC Superintendent or the SBCC Project Manager/Supervisor in writing at least three (3) working days prior to using the substance. The notification shall contain: (a) The name of the substance to be used; (b) Where the substance is to be used; and (c) When the substance is to be used. A copy of a material safety data sheet shall be attached to the notification for each such substance.

GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the supplier to notify the Purchasing Department in writing at once indicating in their submittal the specific regulation that required an alteration. The SBCC reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the SBCC.

FACILITIES: SBCC reserves the right to inspect the Awardee's facilities at any time with prior notice. RFPs shall be considered only from firms which are regularly engaged in the business of providing the goods and/or services as described in this RFP, have a record of performance for a reasonable period of time; have sufficient financial support equipment and organization to ensure that they can satisfactorily execute the services if awarded a contract under the terms and conditions herein stated. The term "equipment and organization" as used herein shall be construed to mean a fully equipped and well-established company in line with best business practices in the industry and as determined in discretion by the proper authorities of the SBCC. SBCC may use the information obtained from this in determining whether Bidder is a responsible Bidder.

SPECIAL CONDITIONS: The Superintendent or Designee has the authority to issue Special Conditions and Specifications as required for individual RFPs. Any and all Special Conditions that may vary from General Conditions shall have precedence.

DISPUTES: in the event of a conflict between the documents, the order of priority of the documents shall be as follows:

- > Addenda released for this RFP, with the latest Addendum taking precedence, then;
- > The RFP; then
- > Bidder's submitted RFP.

In case of any other doubt or difference of opinion, the decision of SBCC shall be final and binding on both parties.

EXPENDITURE: No guarantee is given or implied as to any sums payable or the quantity or scope of any award under this RFP. SBCC is not obligated to place any order for goods/services as a result of this award. Order placement shall be based upon the needs and best interest of SBCC.

EXTENSION: In addition to any extension options contained herein, SBCC is granted the right to extend any award resulting from this RFP for the period of time necessary for SBCC to release, award and implement a replacement RFP for the goods, products and/or services provided through this RFP. Such extension shall be upon the same prices, terms and conditions as existing at the time of SBCC's exercise of this extension right. The period of any extension under this provision shall not be for a period in excess of six months from (a) the termination date of a contract entered into as a result of this RFP or (b) the termination date under any applicable period of extension under a contract entered into as a result of this RFP.

ASSIGNMENT: Neither any award of this RFP nor any interest in any award of this RFP may be assigned, transferred or encumbered by any party without the prior written consent from SBCC. There shall be no partial assignments of this RFP including, without limitation, the partial assignment of any right to receive payments from SBCC. The successful Contractors shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or of any or all rights, title or interest herein, or their power to execute such contract to any person, company, or corporation without prior written consent of SBCC. The successful Contractors have the sole and exclusive responsibility for furnishing services in accordance with this contract. The successful Contractor obligations cannot be delegated.

PURCHASE AGREEMENT: This RFP and the corresponding Purchase Orders shall constitute the complete agreement. SBCC shall not accept proposed terms and conditions that are different than those contained in this invitation to RFP, including pre-printed text contained on catalogs, price lists, other descriptive information submitted or any other materials. By virtue of submitting a RFP, Awardee agrees to not submit to any SBCC employee, for signature, any document that contains terms and conditions that are different than those contained herein and that in the event any document containing any term or condition that differs from those contained herein is executed, said document shall not be binding on SBCC.

FISCAL NON-APPROPRIATIONS CLAUSE: In the event sufficient budgeted funds are not available for a new fiscal period, the purchasing department shall notify the Contractor of such an occurrence and the RFP and any resulting contract shall terminate on the last day of the current fiscal period without penalty or expense to the SBCC.

TIED RFP: In the event of tied or identical RFPs, preference shall be given to the RFP which certifies that a drug-free workplace has been implemented in accordance with Section 287.087 F.S. If all tied RFPs have a drug-free workplace program certification, then preference shall be given to the bidder whose business is physically located in Clay County, Florida. If neither Contractor is located in Clay County, Florida then preference shall be given to the bidder whose business is physically located in the State of Florida. If more than one tied bidder is located in Clay County, Florida or if no tied bidder or more than one tied bidder is located in the State of Florida, the award of the tied RFP shall be decided by the flip of a coin in the presence of witnesses. The coin flip shall be administered by the Supervisor of Purchasing who shall designate the calling of heads or tails.

GENERAL CONDITIONS

LOBBY: Bidders are hereby advised that they shall not lobby with any School District personnel or SBCC Members regarding this RFP. All oral or written inquiries shall be directed through the Purchasing Department. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a Board Member or School District Personnel on the award of this contract. Any bidder or any individuals that lobby on behalf of a bidder shall result in the rejection/disqualification of said RFP.

ETHICS: All bidders shall comply with the requirements of law regarding ethics as set forth in Chapter 112, Florida Statutes, and rules promulgated by the Florida Commission of Ethics.

COMPLIANCE WITH FEDERAL REGULATIONS: All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(l) and 85.510, Code of Federal Regulations and are included by reference herein.

PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES: Pursuant to Florida Statute 287.135, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local government entity for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List created pursuant to s. 215.4725 or is engaged in a boycott of Israel; or for \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing a contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to 215.473 or is engaged in business operations in Cuba or Syria.

The company/vendor certifies by submission and signature of this bid that: it is not on the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; the Scrutinized Companies that Boycott Israel list, engaged in a boycott of Israel or that it is not engaged in business operations in Cuba or Syria. Any contract for goods or services of any amount may be terminated at the option of the awarding body if the company is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel. A contract for goods and services of \$1 million or more may be terminated at the option of the awarding body if the company is found to have submitted false certification, has been placed on any of the other lists in this section or has been engaged in business operations in Cuba or Syria.

PROHIBIT ACQUISITION OF UNNECESSARY OR DUPLICATIVE ITEMS. (2CFR 200.318 (d)/7 CFR 3016.36(b): Grantee and subgrantee procedures shall provide for review of proposed procurement to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

SERVICE AND WARRANTY: Unless otherwise specified, the bidder shall define any warranty service and replacements that shall be provided during and subsequent to this contract. Bidders shall explain on an attached sheet to what extent warranty and service facilities are provided. All materials and/or services furnished under this RFP shall be warranted by the Contractor/distributor/manufacturer to be free from defects and fit for the intended use. Unless otherwise requested, the items RFP shall be new and equal to or exceed specifications. The manufacturer's standard guarantee or warranty shall apply. During the guarantee or warranty period, the successful bidder shall repair and/or replace any defects without cost to the SBCC with the understanding that all replacements shall carry the same guarantee or warranty as the original equipment. The successful bidder shall make any such repairs and/or replacements immediately upon receiving notice from the SBCC.

GOVERNING LAW: This RFP, any award(s) resulting from this RFP, and all transaction from this RFP shall be interpreted and construed in accordance with the laws of the State of Florida. Any protests arising from this RFP shall be subject to Section 120.57(3), Florida Statutes. Any disputes or controversies arising out of a contract award under this RFP shall be submitted to the jurisdiction of the state courts located in Clay County, Florida without regards to principles of conflicts of law.

PURCHASES BY OTHER GOVERNMENTAL AGENCIES (D.O.E. Regulation #6A1.012(5): With the consent and agreement of successful bidder(s), purchases may be made under this RFP by other governmental agencies within the State of Florida. Such purchases shall be governed by same terms and conditions as stated herein with exception of venue of litigation of disputes which may be changed to include only the state courts in the county in which the governmental agency is located.

USE OF OTHER CONTRACTS: SBCC reserves the right to utilize any other SBCC contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other schools, other community college/state university system cooperative RFP agreement, or to directly negotiate/purchase per SBCC and/or Rule 6A-1.012, Florida Administration Code as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this RFP if it is in its best interest to do so.

PURCHASING AGREEMENTS AND STATE TERM CONTRACTS: The purchasing agreements and state term contract available under s. 287.056 have been reviewed.

COVE OF SILENCE: Any Bidder, or lobbyist for a Bidder, is prohibited from having any communications (except as provided in this rule) concerning any solicitation for a competitive procurement with any School Board member, the Superintendent, any Evaluation Committee

Member, or any other School District employee after SBCC Purchasing Department releases a solicitation to the General Public. All communications regarding this solicitation shall be directed to the designated SBCC representative. This "Cone of Silence" period shall go into effect and shall remain in effect from the time of release of the solicitation until the contract is awarded by SBCC. Further, any Awardee, its principals, or their lobbyists shall not offer campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the Awardee is attempting to sell goods or services to SBCC. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by SBCC. Any Bidder or lobbyist who violates this provision shall cause their RFP (or that of their principal) to be considered non-responsive and therefore be ineligible for award.

NONCONFORMANCE TO CONTRACT CONDITIONS: Items offered may be tested for compliance with RFP conditions and specifications at any time. Items delivered, not conforming to RFP conditions or specifications, may be rejected and returned at Awardee's expense. Goods or services not delivered as per delivery date in RFP and/or Purchase Order may be rejected upon delivery and/or may be purchased on the open market. Any increase in cost may be charged against the Awardee. Any violation of these stipulations may also result in:

a) For a period of two years, any RFP submitted by Awardee shall not be considered and shall not be recommended for award.

b) All departments being advised not to do business with Awardee.

SEVERABILITY: In case of any one or more of the provisions contained in this RFP shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this RFP shall be considered as if such invalid.

JESSICA LUNSFORD ACT: In accordance with the Jessica Lunsford Act the bidder and all their employees, as required by law, shall undergo and pass a Level II fingerprinting and background check as required by F.S. 1012.465, 467 or 468 and possess a SBCC fingerprinting clearance card prior to entry upon SBCC property. All costs associated with obtaining fingerprinting and background check shall be at no expense to the SBCC. To obtain information on when and how to obtain fingerprinting log on to the SBCC web site at ba.myoneclay.net/purchasing click on "Jessica Lunsford Act Information" or contact the Human Resources Division at (904) 336-6716.

E-VERIFY: The Contractor named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Contract, the Contractor certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with section 895.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The Contractor must maintain a copy of such affidavit for the duration of the Contract. This section serves as notice to the Contractor that, pursuant to the terms of section 448.095(2)(c)1 and 2, Florida Statutes, the School Board shall terminate this Contract if it has a good faith belief that the Contractor has knowingly violated section 448.09(1), F.S. If the School Board has a good faith belief that the subcontractor, without the knowledge of the Contractor, has knowingly violated section 448.09(1) or 448.095(2), F.S., School board shall notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.

If the School Board terminates a contract with a Contractor pursuant to sec. 448.095(2)(c), F.S., the Contractor will not be awarded a public contract for at least one year after the date of such termination.

BIDDER'S EMPLOYEE RESPONSIBILITY: All employees and/or sub-contractors of the Contractor shall be considered to be at all times the sole employees and responsibility of Contractor under their sole direction and not an employee or agent of SBCC. The Contractor shall supply competent employees and/or sub-contractors and the SBCC may require the Contractor to remove an employee and/or sub-contractor it deems careless, incompetent, insubordinate of otherwise objectionable and whose presence on SBCC property is not in the best interest of the SBCC. Contractors and all their employees shall be in accordance with Jessica Lunsford Act. Each employee and or sub-contractor of contractor shall have and wear proper identification while on SBCC property and are required to sign in/out at main office or other designated place upon arrival and when leaving job site, if applicable. Workman using foul/abusive language or presenting an offensive appearance as determined by SBCC Representative(s) shall be asked to leave. Radios/other audio items are not to be used and Smoking is prohibited on SBCC property.

DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory Contractor list may not submit a RFP on a contract to provide goods or services to a public entity, may not submit a RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFPs on leases of real property to a public entity, may not award or perform work as a Contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

GENERAL CONDITIONS

ANTI-DISCRIMINATION: The Bidder certifies that Bidder is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134

PROTESTING: Any actual or prospective bidder who disputes the reasonableness, or competitiveness of the terms and conditions / specifications of the invitation to RFP or contract award recommendation, shall file a written Notice of Protest with the Superintendent of Schools within 72 hours of the posting of RFP solicitation or posting of the RFP tabulation with recommendation and shall file a formal written protest within ten working days following the filing of Notice of Protest. Any person who files an action protesting this RFP pursuant to FS 120.57(3)(b), shall post with the purchasing department at the time of filing the formal written protest, a bond payable to the School Board of Clay County in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$5000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check, money order or U.S. currency will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the district prevails, it shall recover all costs and charges which shall be included in the final order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protester prevails, he or she shall recover from the district all costs and charges which shall be included in the final order of judgment, excluding attorney's fees. Failure to observe such timeliness shall constitute a waiver of proceedings and of right to protest as set forth in Chapter 120, Florida Statutes. RFP Tabulation / Recommendation of Award shall be posted online at ba.myoneclay.net/purchasing with the hard copy posted in the SBCC Purchasing Department at 800 Center Street, Green Cove Springs, Florida after the intended recommendation is announced on or about ~~February 7, 2025~~. This tabulation shall remain posted for a minimum period of 96 hours. Section 3 b, Chapter 120.57, Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based."

CONFIDENTIAL RECORDS: Notwithstanding any provision to the contrary within this Contract, any party contracting with SBCC under this Contract shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; Family Educational Rights and Privacy Act (FERPA), and any other state or federal law or regulation regarding the confidentiality of student information and records. Each such party agrees, for itself, its officers, employees, agents, representatives, Contractors or subcontractors, to fully indemnify and hold harmless SBCC and its officers and employees for any violation of this section, including, without limitation, defending SBCC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBCC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBCC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, Contractor, or subcontractor of the party to the extent that the party or an officer, employee, agent, representative, Contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. Awardee agrees that it may create, receive from or on behalf of SBCC, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it shall: (1) hold the Confidential Records in strict confidence and shall not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the SBCC in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the SBCC, Awardee agrees to provide SBCC with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the SBCC to terminate any Agreement with Awardee.

PUBLIC ENTITY CRIMES: Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted Contractor list following a conviction for a public entity crime may not submit a RFP on a contract to provide any goods or services to a public entity, may not submit a RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFPs on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO [currently \$35,000] for a period of 36 months from the date of being placed on the convicted Contractor list.

COLLECTION, USE OR RELEASE OF SOCIAL SECURITY NUMBERS: The SBCC is authorized to collect, use or release social security numbers (SSN) of vendors, Contractors and their employees and for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):

a) Criminal history and criminal background checks/identifiers for processing fingerprints by Department of Law Enforcement/, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]

b) Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9 [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.61091, and Fla. Stat. § 119.07(5)(a)2 and 6]

FORCE MAJEURE: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

CANCELLATION / TERMINATION: In the event, the awarded bidder violates any of the provisions of this RFP or fails to perform their obligation under this contract in a manner satisfactory to the SBCC as per specifications, the Supervisor of Purchasing shall give written notice to the Contractor setting forth the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation shall be made to the SBCC for immediate cancellation of the contract. Failure of the Contractor to correct deficiencies shall give the SBCC the right to cancel this contract, but failure by the SBCC to exercise this right, in any instance, shall not prevent the subsequent exercise of this right by the SBCC or prejudice its claim for damages resulting from such default, violations, breach of contract or other failures whether or not an expressed written agreement exists for the provision of such goods and/or service. Upon cancellation, hereunder the SBCC may pursue any and all legal remedies as provided herein and pursuant to the contract and by law. The SBCC reserves the right to terminate any contract resulting from this invitation at any time for cause, upon giving seven (7) days prior written notice to the other party. If said contract should be terminated for cause or convenience as provided herein, the SBCC shall be relieved of all obligations under said contract. The SBCC shall only be required to pay to the award bidder that amount of the contract actually satisfactorily performed to the date of termination and shall not be responsible for any consequential damage, future damages or damages caused by lost profits, inconvenience or overhead expense to the Contractor. The SBCC may cancel the contract upon ninety (90) days written notice for reasons other than cause and Contractor shall have no legal recourse or cause of action against the SBCC damages resulting from said cancellation.

INDEMNIFICATION: Notwithstanding any contrary contractual language, nothing in any agreement shall be construed or interpreted to increase the scope or dollar limit of the School's or School Board's liability beyond that which is set forth in 768.28 Fla. Stat. , or to otherwise waive School's or School Board's sovereign immunity, or to require School or School Board to indemnify the Contractor or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts other than the negligent acts of School or School Board or its agents or employees. Contractor shall, in addition to any other statutory or common law obligation to indemnify the School Board of Clay County, Florida, indemnify, defend and hold harmless the School Board of Clay County, Florida, its agents, officers, elected officials and employees against all claims, actions, liabilities, damages, losses, costs, fines punitive damages and expenses of any kind or nature whatsoever, including but not limited to attorney's fees and legal costs, brought against the School Board of Clay County, Florida, and/or its agents, officers, elected officials, employees and assigns, by any individual, corporation, consortium or any other legal person or entity, arising out of or caused by acts or omissions, negligence, recklessness, intentional wrongful misconduct, violations of laws, statutes, ordinances, government administration orders, rules or regulations of the Contractor, Contractor's employees, officers, agents, subcontractors, sub-subcontractors, material man or agents of any tier or their respective employees. This indemnification clause shall not be construed to require any indemnitor to indemnify the School Board of Clay County, Florida, for any negligence on the part of the School Board of Clay County, Florida, its agents or employees. The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under workers' compensation acts, disability benefit acts, other employee benefits acts or any statutory bar. This indemnification/hold harmless provision shall survive the termination of any contract with the School Board of Clay County, Florida.

Any and all special conditions and specifications attached hereto that vary from these General Conditions shall have precedence. The accompanying RFP constitute an offer from the bidder. If any or all parts of the RFP are accepted by the School Board of Clay County, an authorized representative of the Purchasing Department shall issue an officially signed Award Letter which shall then constitute the completed written agreement between the parties. The conditions of the Award Letter become a part of the written agreement between the parties.

SPECIAL CONDITIONS

The School Board of Clay County (SBCC or District) is seeking proposals for **“ATHLETIC FIELD MAINTENANCE SERVICES”**. This is a Request for Proposals (“RFP”) for an independent Contractor or Contractors (Contractor(s)) to provide athletic field maintenance services as needed for all SBCC sites as outlined in the Appendices A in the manner specified in the Scope of Work.

Qualified Contractors desiring to provide the required services must submit in their proposal package, (1) one completed ORIGINAL hardcopy proposal, and (1) one completed PDF format digital proposal on a USB thumb drive, submitted in a sealed package clearly marked on the outside: **“RFP 24-MA-333”** to SBCC Purchasing Department at 800 Center Street, Green Cove Springs, Florida 32043 before the time and date listed on RFP Acknowledgement Form.

It is the intent of the SBCC, if successful with contract negotiations, to enter into a written service contract for athletic field maintenance services for an initial three (3) year period with option to renew for either three additional one (1) year contract periods, or one additional three (3) year contract period, upon mutual agreement by all parties, in writing.

A Proposal Evaluation Committee shall review the proposals received in response to this RFP and make a recommendation to the Board for the selection of the Contractor(s). The Proposal Evaluation Committee will consist of five (5) members. It is anticipated that, in performing their duties, the awarded Contractors shall have substantial interaction with the District Purchasing Department, the Coordinator of District Athletics, School Athletic Director(s) and the Maintenance Department. This interaction shall include, but not be limited to; reviewing and modifying the scope of services, evaluating and discussing performance of Contractors and corrective actions for performance deficiencies, and any other issues as determined by the SBCC Representatives.

It is expressly understood that the SBCC’s preference/selection of any proposal does not constitute an award of a contract with the SBCC. It is further expressly understood that no contractual relationship exists with the SBCC until a written Contract has been formally executed by both the SBCC, and the selected Contractors.

In the best interest of the School Board, the District reserves the right to reject any and all proposals/offers, with or without cause, to waive informalities, minor irregularities or other requirements in proposals/offers received and/or to accept any portion of the proposal/offer if deemed in the best interest of the District.

The District also reserves the right to request clarification of information from any Contractors. Any ex-parte communications initiated by a Contractors with any employee of the District other than those personnel specifically identified as contacts in this RFP, or communication with any member of the School Board may result in immediate disqualification from the RFP process.

The terms and conditions stipulated in this Request For Proposal are those desired by the SBCC and preference will be given to those proposals in full or substantial compliance therewith. Failure of the Contractors to provide in their proposal/offer any information requested in the RFP, may result in rejection for non-responsiveness. Failure of the Contractors to meet or exceed any stated minimums in the RFP may also result in rejections for reasons of non-responsiveness. However, after allowance for any deviations, all proposals may be considered. Contractors are cautioned that restrictive deviations from the desired program must be clearly stated in the Proposal Response.

SPECIAL CONDITIONS

The competence, responsiveness, and responsibility of Contractors will be considered in making the award. Contractors are required to submit with their proposal, data in regard to their qualifications as a service provider including experience, and a list of current companies successfully being serviced that are comparable to this request. Please include names and telephone numbers of persons to contact. The Contractors declare that the amount and nature of the materials/services to be furnished is understood and that the nature of this proposal is in strict accordance with the conditions set forth and is a part of this proposal, and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the proposals are opened.

The SBCC is not responsible for any expenses which Contractors may incur in preparing and submitting proposals. The SBCC will not be liable for any costs incurred by the Contractor in connection with interviews/presentations (i.e., travel, accommodations, etc.). It is expressly understood, no Contractor (whether selected or not) may seek or claim any award and/or re-imbursalment from the SBCC for any expenses, costs, and/or fees (including attorneys' fees) borne by any Contractor, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Contractor. By submitting a proposal, a Contractor agrees to be bound by these terms and provisions.

In the event that a contract/agreement is attached to the RFP, such attached contract/agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the SBCC. In the event that a contract/agreement is not attached to the RFP, it is expressly understood that the SBCC preference/selection of any proposal does not constitute an award of a contract/agreement with the SBCC. It is anticipated that subsequent to the SBCC preference/selection of any proposal, Contract negotiations will follow between the SBCC and the selected Contractor(s). It is further expressly understood that no contractual relationship exists with the SBCC until a Contract has been executed in writing by both the SBCC, and the selected Contractor(s). The SBCC reserves the right to delete, add to, or modify one or more components of the selected Contractor's proposal, in order to accommodate changed or evolving circumstances that the SBCC may have encountered, since the issuance of the RFP.

In order to be considered for evaluation, the proposers shall demonstrate sufficient capacity, resources and experience to provide complete athletic field maintenance services as required by the District, and as specified in this RFP. Any proposer that fails to meet the following minimum criteria could be noted as "nonresponsive and/or non-responsible" and shall not be evaluated/scored.

At a minimum, each proposer shall provide sufficient documentation to verify that:

1. The Contractor has successfully provided athletic field maintenance services for large organizations with multiple large facilities within the immediate past four (4) years, and those organizations will be included in the required references.
2. The firm can comply with the SBCC insurance requirements.

PRICE ADJUSTMENTS

All pricing to remain firm during the initial contract period. Consideration of price increases at each renewal period will be given provided such escalations are justified, reasonable and acceptable to the District, and are accompanied by documentation supporting all claims and annual renewal trends such as industry pricing indicators (PPI, CPI, etc.). Any price increases must be documented and approved by the District only when a written request is received a minimum of ninety (90) days prior to the renewal date. It is also

SPECIAL CONDITIONS

expected that de-escalation of prices will be extended to the District if the market so reflects. The District reserves the right to not renew any contract regardless of price considerations.

CONTRACTOR PROVISIONS

Contractor shall comply with all Federal, State and local laws/guidelines, ordinances, rules and regulations that in any manner affect the work. Unfamiliarity or misinterpretation of these laws, ordinances, rules and regulations shall in no way relieve the Contractors from any applicable responsibilities. The following provisions (as applicable) shall apply:

- The Contractor shall, at their own expense, whenever necessary or required, maintain barricades, maintain lights, and take other such precautions to protect life and property, and shall be liable for all damages incurred by way of their actions or neglect of that of their employees.
- Contractor shall conduct their work so as to interfere as little as possible with the operation of the School/Facility and shall adhere to all noise abatement performance standards for all construction equipment as established by the county or state ordinances for work sites during specified hours.
- All personnel shall check in with the front office, and present their School Board fingerprinting clearance identification card prior to proceeding on campus.
- Until acceptance of the work by the School Board Representative(s), the project shall be under the charge and care of the Contractor and the Contractor shall take every precaution against injury or damage to School Board property. In the event such injury or damage has occurred, the Contractor shall rebuild, repair or make good at their expense, while at the job site, and prior to School Board Representative(s) acceptance.
- Work is to be completed in a timely manner with Project Time Lines done on job-by-job basis by mutual agreement between School Board Representative(s) and Contractor. Repeated lack of completion based upon a number of days to complete shall be cause for termination of this contract. No charges shall be allowed for equipment down time lost due to equipment failure.
- Follow up or call back work, to correct recent work, SHALL NOT be charged to the School Board if the work is the result of the Contractors negligence.

PUBLIC RECORDS

Subject to the limited confidentiality afforded pending competitive solicitation by Florida Statute 119.071, this RFP and all Bids are public records subject to disclosure pursuant to the Florida Public Records Law. Requests for tabulations and other records pertinent to the competitive solicitation shall be processed in accordance with the Florida Public Records Law. By submitting a Proposal, Proposers will be deemed to have waived any claim of confidentiality based on trade secrets, proprietary rights, or otherwise.

Florida Statute 119.0701 requires the Contractor to comply with Florida's public records laws with respect to services performed on behalf of the School District. Specifically, the Statute requires that the Contractor:

- a) Keep and maintain public records required by the School District to perform the service.
- b) Upon request from the School District's custodian of public records, provide the School District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the School District.

SPECIAL CONDITIONS

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

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE DISTRICT RECORDS OFFICE AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, PHONE (904) 336-6500, or by email at: PRR@myoneclay.net. The Public Records Request Procedure form is available online at <https://ccds.myoneclay.net/about-us/public-records-request>

The successful Contractor shall furnish, prior to commencement of performance under this contract, to the School Board Purchasing Department, certificate(s) of insurance which clearly indicate the insurance coverage required below have been obtained:

CONTRACTOR'S AND SUB-CONTRACTOR'S INSURANCE

Contractor shall take out and maintain all insurance policies required below with companies authorized to do business under the laws of the State of FL. and satisfactory to the School Board. **The awarded Contractor SHALL ensure that any sub-contractor they use maintain the same level of insurance coverage.**

Insurer shall be rated A- with an FSC V or better in the current AM Best Guide through the life of the contract to include any renewal periods. ***Insurance certificate(s) reflecting the required coverages shall be submitted to the School Board Purchasing Department prior to any work being performed under this Contract. Certificate(s) shall be submitted directly from Contractor's Insurance Agent and Mark All Certificates Attn: SBCC Purchasing Department, as Certificate Holder (with 30-day Notice of Cancellation or Change in Coverage) and list SBCC as Additional Insured.***

COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE

Including Premises Operation, Independent Contractor's Protective, Products and Completed Operation Board Form, Contractual Liability in at least the following amounts and coverages:

Bodily Injury

- Each Occurrence \$1,000,000.00
 - Annual Aggregate \$2,000,000.00

Property Damage

- Each Occurrence \$1,000,000.00
 - Annual Aggregate \$2,000,000.00

Personal Injury

-Annual Aggregate \$1,000,000.00

- Completed Operations and Products Liability shall be maintained for one (1) year after final payment

SPECIAL CONDITIONS

WORKERS' COMPENSATION INSURANCE

Contractor is responsible for assuring that valid Worker's Compensation Insurance as required by Chapter 440, Florida Statutes is maintained for all of their employees and sub-contractors employed at the site of the project. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any class of employees engaged in hazardous work under this Contract at the site of the project is not protected under the Workers' Compensation Statute the Contractor shall provide adequate insurance satisfactory to the Owner, for protection of his employees not otherwise protected. School Board shall accept an approved NOTICE OF ELECTION TO BE EXEMPT FROM THE PROVISIONS OF THE FLORIDA WORKERS' COMPENSATION LAW Certificate.

<u>State</u>	<u>Employer's Liability</u>	
- Statutory	- Per Accident	\$100,000.00
	- Disease, Policy Limit	\$500,000.00
	- Disease, Each Employee	\$100,000.00

AUTOMOBILE INSURANCE

Including all owned, non-owned and hired vehicles used in connection with the work in at least the following amounts and coverage's:

<u>Bodily Injury</u>		<u>Property Damage</u>	
- Each Person	\$1,000,000.00	- Each Occurrence	\$1,000,000.00
- Each Occurrence	\$1,000,000.00		
- Each Accident – Single Limit – Bodily Injury and Property Damage combined one million dollars (\$1,000,000.00)			

NO PAYMENTS will be made until approved Insurance Certificate is received by SBCC.

Funding for this RFP may be provided in whole or in part by one or more Government funding agencies (Federal, State, Local). As a result, Contractor shall comply with applicable Laws, Regulations, Executive Orders, and Governmental Agency Rules and Policies included but not limited to Florida Department of Education (DMS, SREF); Florida Statutes Chapter 287, 489; Code of Federal Regulations Titles: 2 – Grants and Agreements (2 C.F.R. §200), Title 7 – Agriculture (NSLP), Title 34 – Education (EDGAR, FERPA), Title 44 – Emergency Management and Assistance (FEMA); U.S. Code Titles: 20, 31, 40, 41.

NOTE: The successful Contractors shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or of any or all rights, title or interest herein, or their power to execute such contract to any person, company or corporation without prior written consent of the School Board. The successful Contractors have the sole and exclusive responsibility for furnishing services in accordance with this contract. The successful Contractor obligations cannot be delegated.

RFPs must be submitted with all required documents to include completed Attachments/Exhibits. Proposers may use an attachment if sufficient space is not available on the original form for the bidder to enter a complete response. Any modifications or alterations to the original RFP documents by the bidder, whether intentional or otherwise, may constitute grounds for rejection of an RFP. Any such modifications or alterations that a Contractor wishes to propose must be clearly stated in the Contractor's proposal response. Prior to submitting an RFP, it is the sole responsibility of Proposer to ensure that all addenda releases are received, and that all RFP and addenda requirements have been completed and that all required submittals have been included.

SPECIAL CONDITIONS

Questions on RFP shall be in writing to Elaine L Barton-Weeks Coordinator of Purchasing, sent via email to elaine.bartonweeks@myoneclay.net no later than 2:00 PM on December 13, 2024.

Any and all written questions received shall be reviewed, responded to and if deemed necessary an official response shall be issued by the Purchasing Department in the form of an Addendum. This process shall constitute the only official means by which additional information regarding this RFP shall be made available. Additional information acquired by any other means shall not be utilized in the configuration of any bidder's proposal and shall not be considered in the School Board evaluation of proposals submitted and shall be considered inadmissible in proposal dispute proceedings. Bidder's may be disqualified who solicit or receive (even if unsolicited) additional information regarding the RFP by any other means than process described herein.

Any and all Addenda relating to this RFP shall be posted on DemandStar (Demandstar.com) and on the School Board of Clay County Purchasing website (ba.myoneclay.net/purchasing). Prior to submitting an RFP, it is the sole responsibility of the proposer to ensure that all addenda releases are received, and that all bid and addenda requirements have been completed and that all required submittals have been included without regard to how a copy of this RFP was obtained.

NOTE: ALL RFP SHEETS, THAT ARE REQUIRED, MUST BE EXECUTED AND SUBMITTED WITH SEALED PROPOSAL. ALL RFPs ARE SUBJECT TO THE CONDITIONS SPECIFIED HEREIN. THOSE WHICH DO NOT COMPLY WITH THESE CONDITIONS ARE SUBJECT TO REJECTION.

By submitting a proposal, the Contractor certifies that the Contractor has fully read and understands all General Conditions, Special Conditions, and has full knowledge of the scope, nature, and quality of work to be performed. Contractor certifies that this RFP is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a RFP for the same equipment/service and in all respects is fair and without collusion or fraud. Contractor agrees to abide by all conditions of this RFP and certifies that they are authorized to sign this RFP for the Contractor.



AUTHORIZED SIGNATURE OF PROPOSER

Rotolo Consultants, Inc.

COMPANY NAME

1/6/25

DATE

(INTENTIONALLY LEFT BLANK)

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS**SCOPE OF SERVICES:**

The District wishes to receive proposals for selection of a Contractor(s) to provide Athletic Field Maintenance Services at various schools and facilities from the date of award through March 31, 2028, with option to renew for either three additional one (1) year contract periods, or one additional three (3) year contract period, upon mutual agreement by all parties, in writing.

The goal of SBCC and these services is to enhance the athletic fields and improve the appearance and care for all sites. Contractor(s) shall service sites and coordinate services with SBCC Representatives for each site, and inform those representatives of all treatments, services and completion status of said services.

SBCC currently has 13 sites located throughout Clay County, Florida that may require services under this RFP. Addresses and maps for those sites are included as Appendix A. Site review/visits can be arranged by contacting John Stilianou at (904)336-6946 or via email at john.stilianou@myoneclay.net. Upon written notification to the Contractor, sites shall be added, or deleted, at the sole discretion of the School Board.

These sites include baseball, softball, football and practice fields. SBCC reserves the right to add or delete sites as necessary for the duration of the contract. Contractors shall be able to perform services at any SBCC site. Pricing submitted by Contractor(s) under this RFP will be held for any additional site based upon the pricing given herein.

The majority of orders under this RFP will be placed by the SBCC Representative for each site. Any and all work ordered under this RFP is upon request, on an as needed basis only. Therefore, no minimum or maximum amount of work is guaranteed.

THE SERVICES:

1.1 All work performed under this RFP will be in the best interest of safety at all times, especially when students are present in and around designated areas. No power equipment shall be operated in the vicinity of students during periods such as class change, recess, after school care, fire drills, etc. Proper operation of equipment to include installed manufacturer safety devices is the awarded Contractor's responsibility. Shirts and work pants must be worn at all times.

1.2 The awarded Contractor(s) shall provide as required, all necessary labor, materials, equipment and transportation to provide complete athletic field maintenance and services as required by the SBCC, and as specified in this RFP.

1.3 The awarded Contractor(s) must comply with all local, state and federal codes and School Board Rules.

1.4 The awarded Contractor(s) shall be responsible for any damage to District property, personal property or visitor property due to negligence on the part of the awarded Contractor's employees or agents. The awarded Contractor(s) agree to repair, at own expense, any damage that was caused by the awarded Contractor(s), their employees or their agents.

1.5 The awarded Contractor(s) will be responsible for the removal of any blemish, tarnish or marking left on District grounds resulting from the awarded Contractor's equipment. Specifically, but not limited to, concrete.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

1.6 The awarded Contractor(s) shall, and in addition to all other guarantees, be responsible for faulty labor or workmanship and shall promptly correct improper work, without cost to the District, within 48 hours after receipt of notification of such faulty labor or workmanship. If the awarded Contractor fails within 48 hours to correct defects, the District shall be entitled to have such work remedied and the awarded Contractor shall be fully liable for all costs and expense reasonably incurred by the District.

1.7 It is anticipated that most work will be accomplished Monday through Friday, taking into consideration holidays, or other school calendar days when the school may be closed. Any work disruptive to the operation of the school may require work to be performed after school hours or on a non-school day. Work performed on any day other than Monday through Friday must be cleared with the SBCC Representative prior to the commencement of the work.

1.8 If an unforeseen situation arises at any site that will affect the services, an authorized SBCC Representative will contact the awarded Contractor(s). The services may or may not be rescheduled, whichever is in the best interest of the District.

1.9 If conditions exist which prevent the awarded Contractor(s) from completing requested services, they must contact the appropriate SBCC Representative within 24 hours to reschedule remaining work.

1.10 TYPE OF SERVICE AND DESCRIPTION:

Contractor(s) shall be expected to perform the following types of services per the information contained herein. All of these services will be provided by the selected Contractor(s) upon request on any other applicable SBCC sites. This list of services is given for proposal purposes only and to inform vendors of the types of services that may be needed. This list does not limit or obligate SBCC.

- Weed Control and Management – Contractor(s) will apply both liquid and granular herbicides to all fields as required to control all broad leaf weeds, sedges and grassy weeds on all fields and in accordance with plan agreed upon with SBCC Representatives.
- Insect Control and Management – Contractor(s) will apply both liquid and granular insecticides as required to preventatively control turf damaging insects and fire ants and in accordance with plan agreed upon with SBCC Representatives.
- Fertilization – Contractor(s) will apply both liquid and granular fertilizer to all fields as required to maintain turf color and vigor and in accordance with plan agreed upon with SBCC Representatives.
- Aeration – Contractor(s) will aerate using tractor mounted equipment as required and in accordance with plan agreed upon with SBCC Representatives.
- Seed spreading and removal – Contractor(s) will apply seeds using a tractor mounted spreader or walk behind drop spreader for infields and tight spaces. Removal of perennial rye grasses will be in accordance with plan agreed upon with SBCC Representatives.
- Verticutting – Contractor(s) will verticut using tractor mounted equipment as required and in accordance with plan agreed upon with SBCC Representatives. Verticutting includes removal and disposal of debris on campus as directed by SBCC Representatives.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

- Material Hauling (Infield Conditioner/Warning Track Material) – Contractor(s) will haul all material in turf friendly trailers, and provide any required material.
- Top Dressing – Contractor(s) will apply top dressing as requested by SBCC Representatives.
- Rototilling – Contractor(s) will rototill softball/baseball infields or any other needed areas.
- Fungus/Disease Control – Contractor(s) will apply required fungicides on all fields as required to control nematodes and any other fungi and in accordance with plan agreed upon with SBCC Representatives.
- Sod Removal and Replacement – Contractor(s) shall remove/add necessary sod to conform to dimensions required or as directed by SBCC. Sod will be supplied by Contractor(s).
- Optional and additional services to athletic fields as necessary as directed by SBCC.
Optional services include:
 - Infield conditioner spreading
 - Warning track grading
 - Turf reconstruction
 - Replacement of sod where needed

1.11 Lead Supervisor shall meet with SBCC Representatives prior to the commencement of any project. Description of services and details for completion, methodology and any other pertinent information will be discussed.

1.12 It is the responsibility of the Contractor's Lead Supervisor to direct their crew and employees and convey all pertinent information that was expressed prior to work commencement. The SBCC Representative will not be responsible for explaining work to the crew.

SERVICE PERFORMANCE:

2.1 The Contractor(s) shall have full responsibility for systematically and professionally servicing the agreed to areas as requested. Service will be as agreed upon by SBCC and Contractor(s) and proceed in a contiguous manner. If the minimum acceptable performance is not achieved for any area of the project within a reasonable time frame following project completion, additional service shall be the responsibility of the Contractor(s) at no cost to SBCC. A reasonable time frame is dependent upon scope of work and weather conditions.

2.2 SBCC will rely on Contractor(s) to utilize the best, safe and efficient methods for performing services for each of its sites. SBCC is open to work with Contractor(s) to utilize the best possible methods to perform service with as little interference to the site as possible.

2.3 Please note that all methods for performing services shall be approved by SBCC prior to use. Any method deemed unnecessary, inefficient or dangerous to the site shall not be performed at any site.

2.4 Contractor(s) may also perform these additional miscellaneous services:

- Professional assistance to determine possible solutions to issues with Athletic Fields.
- Provide pricing proposals on athletic field maintenance as requested.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

2.5 The Contractor(s) shall immediately notify the SBCC Representative upon discovery of any new or problematic issues. SBCC will be the sole determiner if action is required.

2.6 **HERBICIDE/INSECTICIDE/CHEMICAL APPLICATION:**

Contractor(s) will be permitted to use herbicides/insecticides/chemicals in certain areas to assist in the performance of services under this RFP. Contractor(s) will be responsible to provide any and all herbicides, insecticides or other chemicals/materials necessary to perform services. Contractor(s) shall ensure that all restricted-use pesticides/herbicides/chemicals will be applied only by employees licensed by the Florida Department of Agriculture and Consumer Services with the appropriate Commercial Applicator License. That license will be a Category 3 Ornamental and Turf Pest Control License. Contractor(s) shall provide copies of these licenses within 24 hours of request. Failure to do so will result in the proposal being considered non-responsive. Furthermore, at no time shall any chemical be applied when any students or staff members are present in the immediate area. Any violation will be cause for immediate termination of contract from site or all sites.

Contractor(s) will be expected to comply with all herbicide/insecticide/chemical labels in its applications. ALL CHEMICALS SHALL BE USED IN ACCORDANCE WITH THEIR LABEL INSTRUCTIONS. Contractors will provide SBCC Representatives with a Material Safety Data Sheet (MSDS) for any chemical they apply, every time they apply it. The Contractor(s) is liable for any penalty, fines, or damages resulting from the misuse of chemicals.

Contractor(s) shall list on the included sheet (Pricing Section D), any chemicals that will have a high usage in the work described herein. Chemical information shall include name, brand name, manufacturer, EPA Registration #, any model or MSDS # applicable and a brief description/purpose of usage. Please note it is not necessary to submit MSDs with RFP for those chemicals listed. Any and all MSDS will be collected from Contractor(s) after award and prior to usage.

Any and all chemicals must be approved by SBCC prior to usage.

While on the job site all chemicals must be kept secured at all times and handled in leak free containers per any and all applicable laws.

The Contractor(s) is responsible for any leaks, spills, environmental damage, or theft of materials from the job site and for reporting quantities to the Florida Department of Environmental Protection in such cases. The Contractor(s) shall be responsible for immediate work stoppage and clean-up operation in the event of any spill of herbicide, petroleum product or other hazardous material. The Contractor(s) shall have on site at all times, appropriate first-aid and spill kit(s).

The Contractor(s) shall properly dispose of chemical containers as set forth in the label instructions and in accordance with applicable federal, state and local requirements. SBCC dumpsters are not to be utilized at any time during the course of the contract and all empty chemical containers will be removed by Contractor(s) from site.

At no time will any chemical or spray be permitted to be used around or near playgrounds, playground equipment or on P.E. fields or equipment. Any violation will be cause for immediate termination at site and possible termination from all contracted sites.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

Throughout the duration of the contract, it is understood that newly researched chemical products may become available. SBCC may consider these chemicals as they are made available. Contractor(s) shall meet with SBCC to discuss alternate products or new technologies that may increase efficiency, safety and/or be more environmentally safe at any time during the course of the contract. Any new product will be reviewed and either rejected or accepted at SBCC's discretion.

Contractor(s) will be responsible for supplying their personnel with any and all personal protective equipment for their operators. Failure to do so may be grounds for termination of contract.

2.7 ESTIMATES:

At the request of SBCC, Contractor(s) will provide estimates. At the time of the request, an authorized SBCC Representative will contact the awarded Contractor(s) and give a detailed description and further specifications of the project at hand. Contractor shall provide written, "not to exceed" estimates on all services as directed by the SBCC Representative. Contractor(s) should familiarize themselves with the extent of the work for each service/project to be performed and any conditions that may in any manner affect the work to be done and the equipment, materials and labor required. Estimates shall be priced per all pricing submitted under this RFP, to include the labor and itemized material list, number of calendar days required for project completion and lead time before work can commence. Contractor(s) should also include an assessment of any site or additional repairs to larger damaged areas or any other general observation of interest to the SBCC Representative.

After the initial contact by SBCC and response from Contractor(s), a meeting may take place prior to estimate being submitted. A meeting should be scheduled within three (3) to five (5) days from the original response. Written estimates shall be provided within five (5) business days of either the initial contact or any meeting. It shall be the Contractor(s)'s responsibility to ensure they have all information to prepare accurate estimates and to respond accordingly to SBCC. All estimates shall be clearly broken-down using pricing from this RFP.

Estimates on projects may be utilized to determine if projects are cost effective and fiscally allowable by SBCC. Contractor(s) may expect to submit estimates that may be changed, altered or rejected. When an estimate has been approved, a purchase order will be issued and authorization to commence the project will be given by the SBCC Representative. **No work shall commence without a purchase order and District authorization.**

2.8 SBCC reserves the right to add supplementary specifications to any service(s) that fall under the scope of this RFP. Supplementary specifications may be for larger or special circumstances, at the time of said project. A price may be negotiated at the time if necessary for any supplementary specifications.

2.9 In the event additional work is required outside of an approved or scheduled service or project, the Contractor(s) shall not proceed without the written approval of SBCC. This includes any emergencies that may arise. The Contractor(s) shall be forewarned that only the SBCC Representative may order or approve work to be performed.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

PRICING:**A. Standard Services – Fixed Labor Rates:**

Contractors are expected to provide a rate for each of the specific services listed below, that shall include all supervision, labor costs, equipment, machinery, insurances, overhead, vehicle use charges, profit, travel time, mileage; and all tools or hand tools normally associated with the trade or industry standard and be exclusive of taxes as well as any other items necessary for the proper execution and completion of any services rendered under this RFP. **No additional charges or hidden costs shall be allotted during the course of the contract.** Contractors shall provide pricing for all items listed below, failure to do so shall be cause for proposal to be deemed non-responsive.

<u>Item #</u>	<u>Service</u>		<u>Cost Per Application</u>	<u>Per</u>
1	Herbicide Application	Liquid	\$ 75.00	Acre
		Granular	\$ 65.00	Acre
2	Insecticide Application	Liquid	\$ 75.00	Acre
		Granular	\$ 65.00	Acre
3	Fertilizer Application	Liquid	\$ 75.00	Acre
		Granular	\$ 65.00	Acre
4	Fungus / Disease control	Liquid	\$ 75.00	Acre
		Granular	\$ 65.00	Acre
5	Aeration – Football Stadium		\$ 225.00	Acre
6	Aeration – Baseball		\$ 225.00	Acre
7	Aeration – Softball		\$ 225.00	Acre
8	Verticutting – Football Stadium		\$ 200.00	Acre
9	Verticutting – Baseball		\$ 200.00	Acre
10	Verticutting – Softball		\$ 200.00	Acre
11	Rototill – Football Stadium		\$ 3.00	Square Foot
12	Rototill – Baseball		\$ 3.00	Square Foot
13	Rototill – Softball		\$ 3.00	Square Foot
14	Top Dressing – Football Stadium		\$ 650.00	Acre
15	Top Dressing – Baseball		\$ 650.00	Acre
16	Top Dressing – Softball		\$ 650.00	Acre
17	Sod removal / replacement		\$ 0.15	Square Foot

B. Additional Services – Fixed Labor Rates:

Contractor shall supply hourly labor rates below for any and all **additional services** that are similar in scope and intent of this RFP or for work at the request of SBCC. Rates shall be provided for a Lead Supervisor and technician. All labor rates shall include the use of truck, tools and all other items necessary for satisfactory service. Rates shall be provided for standard business hours (M-F, 7am to 5pm) and non-standard business hours (anytime/day outside of standard business hours). All hourly rates and times shall start on the "job site". Any travel time expenses shall be borne by the Contractor and will not be reimbursed by SBCC.

<u>Trade</u>	<u>Standard Hourly Rate</u>	<u>Non-Standard Hourly Rate</u>
Lead Supervisor	\$ 55.00	\$ 82.50
Technician	\$ 45.00	\$ 67.50
Other: Standard Laborer	\$ 35.00	\$ 52.50
Other: Equipment Operator	\$ 60.00	\$ 90.00

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

C. Optional Services – Fixed Labor Rates:

Contractors may provide a rate for each of the optional specific services listed herein, that shall include all supervision, labor costs, equipment, machinery, insurances, overhead, vehicle use charges, profit, travel time, mileage; and all tools, or hand tools normally associated with the trade or industry standard and be exclusive of taxes as well as any other items necessary for the proper execution and completion of any services rendered under this RFP. **No additional charges or hidden costs shall be allotted during the course of the contract.**

<u>Item #</u>	<u>Service</u>	<u>Cost</u>	<u>Per</u>
1	Warning track grading	\$ 0.20	Square Foot
2	Infield Conditioner spreading	\$ 0.50	Square Foot
3	Rye seed spreading	\$ 45.00	Acre
4	Rye Grass removal	\$ 55.00	Acre

D. Chemicals/Materials/Sand/Seed/Infield Conditioner:

Any and all chemicals, materials, sand, seeds or conditioners directly related to the services described herein shall be noted below unless otherwise noted in this RFP. Please list any below that may have high usage under this RFP, along with the markup percentage. Chemical pricing is per pound for granular and per gallon for liquid. Sand, seed and infield conditioner pricing is per 50lb bag.

<u>Name</u>	<u>Brand</u>	<u>Manufacturer</u>	<u>EPA#</u>	<u>MSDS#</u>	<u>Usage</u>	<u>Price</u>
Advion	Greencast	Syngenta	100-1483	S00027187547	Insecticide	<u>50 % above cost</u>
Barricade	Greencast	Syngenta	100-1139	S1363384383	Herbicide	<u>50 % above cost</u>
Celsius	Envu	Bayer	101563-141	102000022858	Herbicide	<u>50 % above cost</u>
Certainty		Valent	59639-226	0514	Herbicide	<u>50 % above cost</u>
Orthene		AMVAC	5481-8971	373	Insecticide	<u>50 % above cost</u>
Pennant	Greencast	Syngenta	100-950	S22799952	Herbicide	<u>50 % above cost</u>
Specticle		Bayer	101563-207	11249946-00002	Herbicide	<u>50 % above cost</u>
						<u> % above cost</u>
						<u> % above cost</u>
						<u> % above cost</u>
						<u> % above cost</u>
						<u> % above cost</u>
List an overall % above cost to products that Contractor can supply but that are not listed above.						<u>50 % above cost</u>

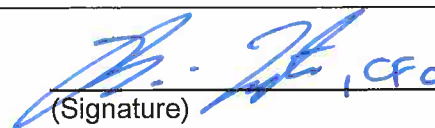
Company Name: Rotolo Consultants, Inc.

Brian Rotolo

(Printed Name)

Chief Financial Officer

(Title)


 (Signature)

1/6/2025

(Date)

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS**PROPOSAL FORMAT:**

Timetable - Please make sure you can accommodate the following timetable.

November 13, 2024 at 10 AM	RFP Released
December 13, 2024 by 2 PM	RFP Questions by Email Due
December 20, 2024	Addendum Regarding Questions Posted (if Applicable)
January 8, 2025 by 2 PM	Proposals Due
January 23-24, 2025	Finalist Interviews (if Applicable)
February 7, 2025	Award Notification Posted On or About
March 6, 2025	Board Approval

Proposers should provide their best offer with the initial proposal since the District reserves the right to award a contract based on initial proposal without any further negotiations.

Contractors are given wide latitude in the degree of detail they offer in their proposal, including the extent to which they describe their corporate capability and how their firm engages in services that meet the objectives of the District. There is no limit on the number of pages; however, Proposers should prepare their proposal simply and economically, providing a straightforward and concise description of their ability to satisfy the requirements of the RFP. Proposals that are of excessive length, contain a preponderance of boilerplate text, or are redundant are discouraged. Emphasis in each proposal should be on completeness, clarity of content and address all required components in the order given in this RFP. Failure of a Contractor to provide the appropriate information or materials in response to each stated requirement or request for information may result in lower scores during the evaluation process. The aim of the required format is to simplify the proposal preparation and evaluation process and to ensure that all proposals receive the same orderly review. All proposals should include the following components:

Cover Letter - Provide a one-or two-page cover letter. Include one original signed cover letter with the original proposal and a PDF format cover letter with the digital proposal on the USB thumb drive.

The cover letter should provide the following:

- A brief statement of the Contractor's understanding of the services to be provided.
- The name(s), title(s), phone number(s), fax number(s), e-mail address(es), and street address(es) of the person(s) in the organization who will be the client services' manager who will be responsible for coordinating all services.
- Highlights of the Contractor's qualifications and ability to perform the requested services.
- Specify the level of capability, financial stability, material equipment, facilities, personnel, resources, experience knowledge and expertise, or demonstrate ability to obtain any of these, necessary to meet contractual requirements.
- Indicate whether the Contractor has a satisfactory record of performance on similar projects.
- The Contractor shall supply information that is fully responsive to the RFP, including, but not limited to, provision of any required license, permits, insurance, price sheets and organizational papers.
- Specify the level of work experience especially as it relates to proposed Scope of Services noted in RFP.
- Indicate whether Contractor has ever had a contract/agreement/business relationship terminated/cancelled/suspended. If so, what were the reasons, and what was the ultimate outcome?
- Indicate whether Contractor has ever filed a Bid/RFP/RFQ protest. If so, what were the reasons, and what was the ultimate outcome?
- Indicate whether Contractor has ever filed an administrative or judicial action with any State agency or Stat court. If so, what were the grounds/reasons, and what was the ultimate outcome?

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

Section 1: Familiarity and Experience within the Scope of Services – This section should address how the Contractor can provide the requested services as outlined in this RFP. If the Contractor is not able to provide a requested service, please respond accordingly. Contractor should also showcase an example of services your company has successfully provided, preferably with a School District/Governmental Entity that is similar in size to the SBCC.

Section 2: Company Qualifications – Contractor should provide the following information, at a minimum, about your company:

- Introduction to the company, providing (a) background information; (b) # of technicians; (c) summary of applicable equipment and material.
- Summary resumes of key personnel who will be assigned to the SBCC.

Section 3: Pricing – Using the Pricing Tables (pages 15--17), provide the pricing and fees associated with Contractor's services.

- Please describe any other available discounts or guarantees.

Section 4: References – Include: Client name, location, length of relationship, contact person, and phone number.

- Please provide a list of 3 current references of clients of similar size to that of the District (preferably in the greater North Central Florida area).
- Please provide a list of 3 former clients who have discontinued your services within the last two years, including contact name and phone number.

Section 5: Completed original RFP required documents to include all Attachments/Exhibits

EVALUATION OF PROPOSALS:

Proposals will be evaluated in accordance with the following Evaluation Criteria: Familiarity and Experience within the Scope of Services, Staff Qualifications, Pricing, References, and RFP Documentation. Proposals will be reviewed by an Evaluation Committee.

Final team rankings will be summarized, Award Notification Posted, Written Contract negotiated, and finalized with Board approval.

The SBCC may elect to conduct oral interviews or presentations from one or more of the proposal respondents. If the SBCC elects to conduct oral presentations or interviews, such presentations or interviews will be conducted in accordance with Florida Sunshine Laws.

Selected firms will be notified if presentations/interviews are required. The SBCC desires to avoid the expense to all parties of unnecessary presentations. The Evaluation Committee will make every reasonable effort to make recommendations based upon the written submittals alone. If a single number one ranked firm cannot be clearly determined, then the evaluation team shall request the Purchasing Supervisor to set-up the top ranked firms for presentations/interviews.

The SBCC intends to select a Contractor that demonstrates, in the District's opinion, the highest degree of compliance with the criteria specified herein.

SCOPE OF SERVICES, PROPOSAL FORMAT, EVALUATION OF PROPOSALS

Definitions of Evaluation Criteria for Ranking of Proposals for RFP 24-MA-333

- A. Familiarity and Experience within the Scope of Services (0-40 points).
 - Should address scope of services requested and any additional services the Contractor will provide.
- B. Staff Qualifications (0-15 points).
 - The proposal will be evaluated on the consultant's demonstrated staff qualifications.
- C. Pricing (0-20 points).
- D. References (0-15).
 - Provide a minimum of 3 current and 3 prior references (maximum of 5 allowed).
- E. RFP Documents (0-10).
 - Completed original RFP required documents to include all Attachments/Exhibits.

EVALUATION RANKING SHEET FOR RFP #24-MA-333
ATHLETIC FIELD MAINTENANCE SERVICES – COUNTY WIDE

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

DATE: _____

CRITERIA FOR RANKING RFP 24-MA-333

VENDOR	A. FAMILIARITY AND EXPERIENCE WITHIN SCOPE OF SERVICES 0 TO 40	B. FIRM/STAFF QUALIFICATIONS 0 TO 15	C. PRICING 0 TO 20	D. REFERENCES 0 TO 15	E. RFP DOCUMENTS 0 TO 10	TOTALS

SIGNATURE OF RATER: _____

PRINT NAME: _____

DATE: _____

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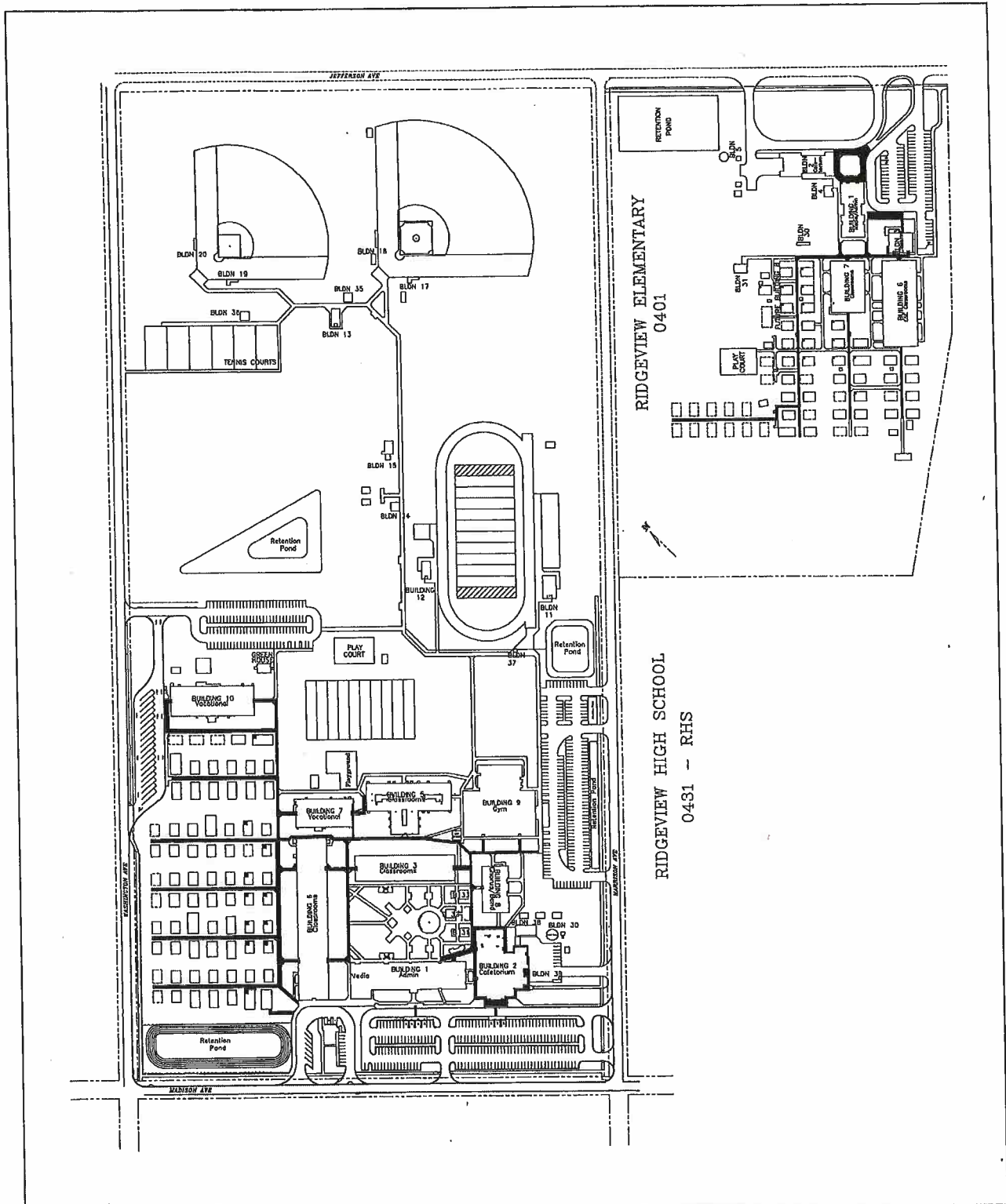
APPENDIX A – LOCATIONS AND MAPS

School Addresses

<u>Junior High</u>	<u>Address</u>
Green Cove Springs Junior	1220 Bonaventure Avenue, Green Cove Springs, FL 32043
Lake Asbury Junior	2851 Sandridge Road, Green Cove Springs, FL 32043
Lakeside Junior	2750 Moody Avenue, Orange Park, FL 32073
Oakleaf Junior	4085 Plantation Oaks Blvd., Orange Park, FL 32065
Orange Park Junior	1500 Gano Avenue, Orange Park , FL 32073
Wilkinson Junior	5025 County Road 218, Middleburg, FL 32068
<u>High Schools</u>	<u>Address</u>
Clay High	2025 State Road 16 West, Green Cove Springs, FL 32043
Fleming Island High	2233 Village Square Parkway, Fleming Island, FL 32003
Keystone Heights High	900 Orchid Avenue, Keystone Heights, FL 32656
Middleburg High	3750 County Road 220, Middleburg, FL 32068
Oakleaf High	4035 Plantation Oaks Blvd., Orange Park, FL 32065
Orange Park High	2300 Kingsley Avenue, Orange Park, FL 32073
Ridgeview High	466 Madison Avenue, Orange Park, FL 32065

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APPENDIX A – LOCATIONS AND MAPS



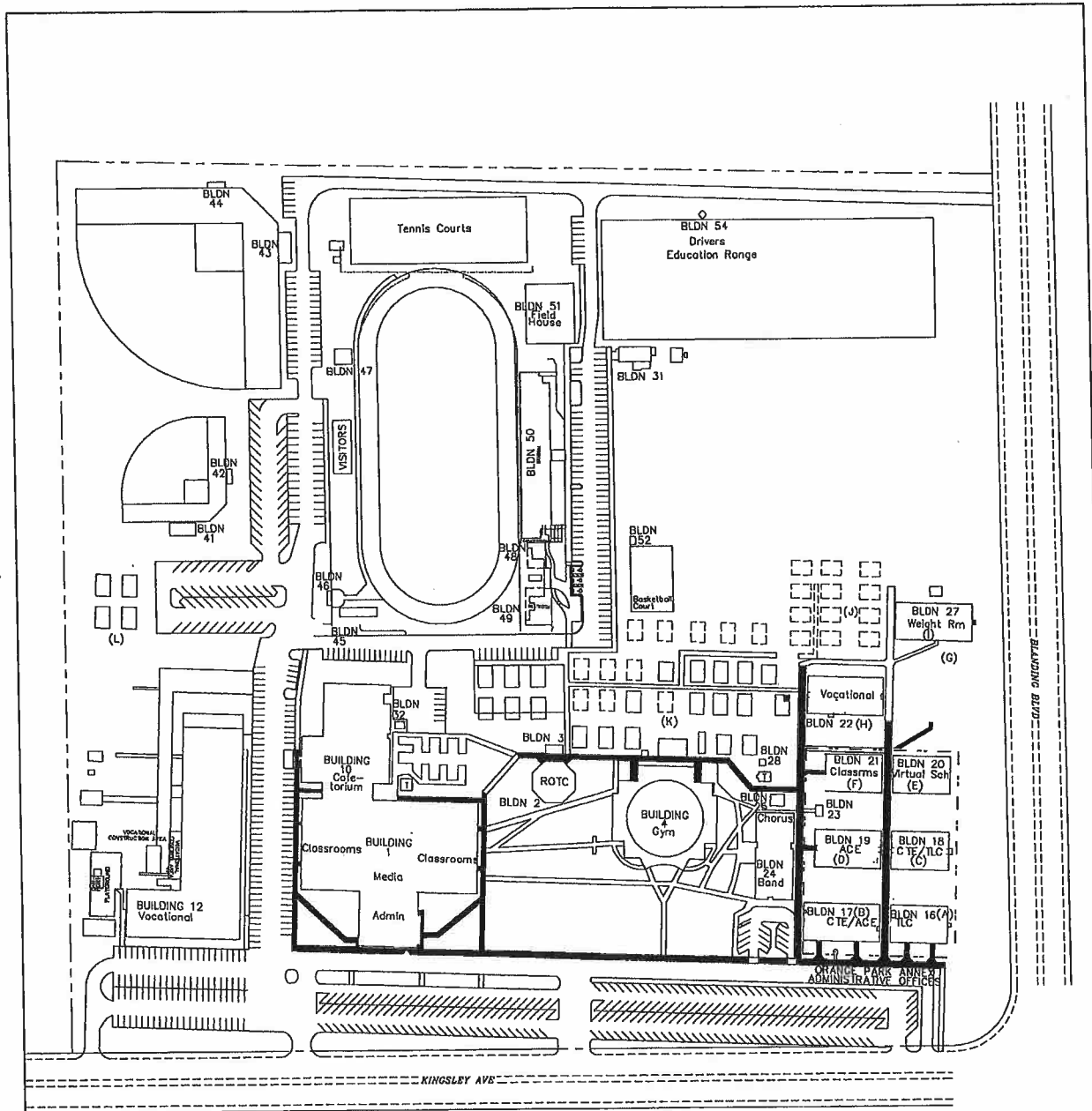
COST CENTER NO. :	0431
FACILITY NO. :	0022
PARCEL NO. :	025
ACREAGE :	79 AC.

CLAY COUNTY SCHOOL BOARD
RIDGEVIEW HIGH SCHOOL

466 MADISON AVENUE, ORANGE PARK, FLORIDA 32065

RHS-1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



ORANGE PARK HIGH
0252



COST CENTER NO. : 0252
 FACILITY NO. : 0007
 PARCEL NO. : 010
 ACREAGE : 53 AC.

CLAY COUNTY SCHOOL BOARD
ORANGE PARK HIGH SCHOOL

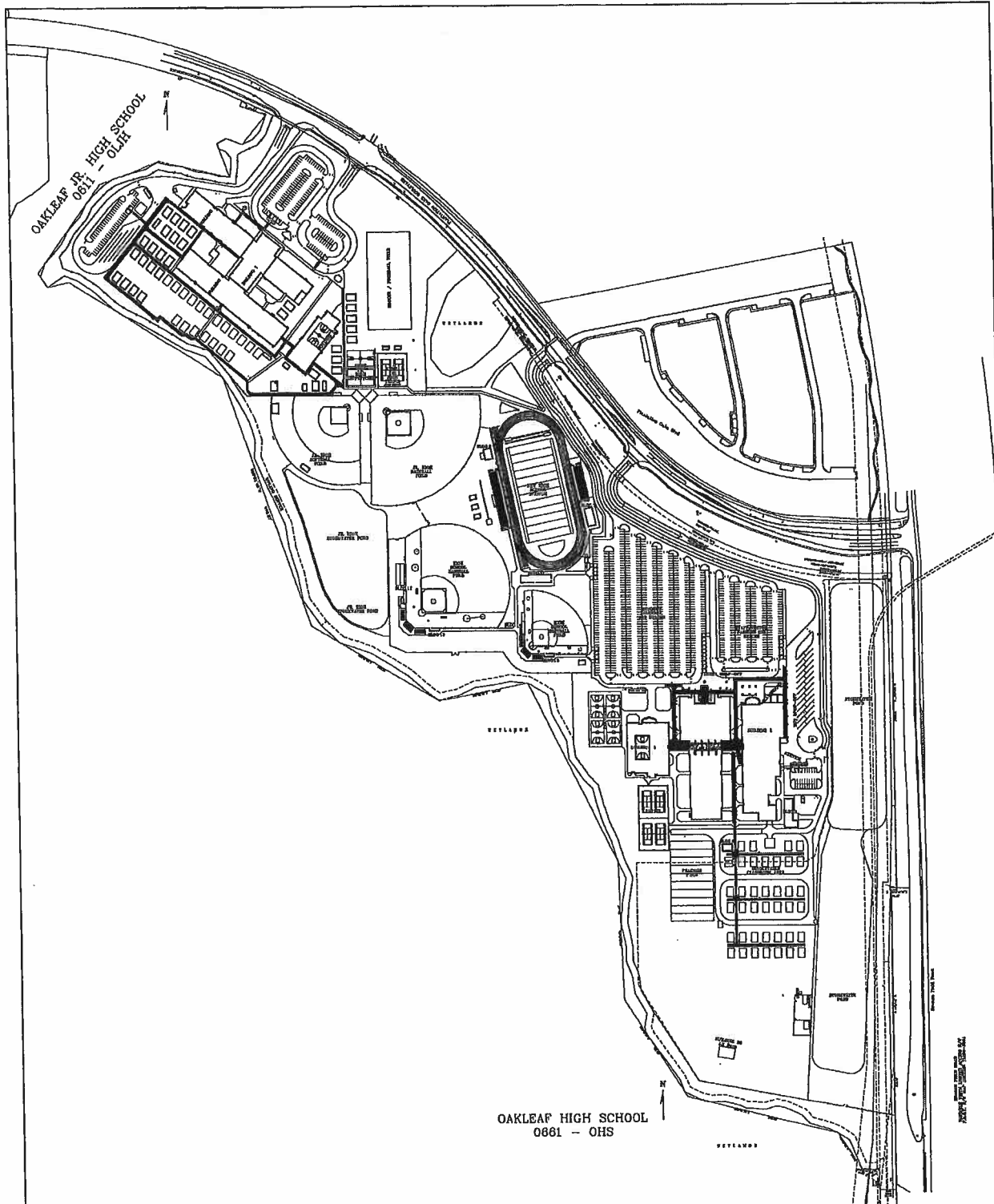
2300 KINGSLEY AVENUE, ORANGE PARK, FLORIDA 32073

OPH-1

10-01-24

N.T.S.

APPENDIX A – LOCATIONS AND MAPS

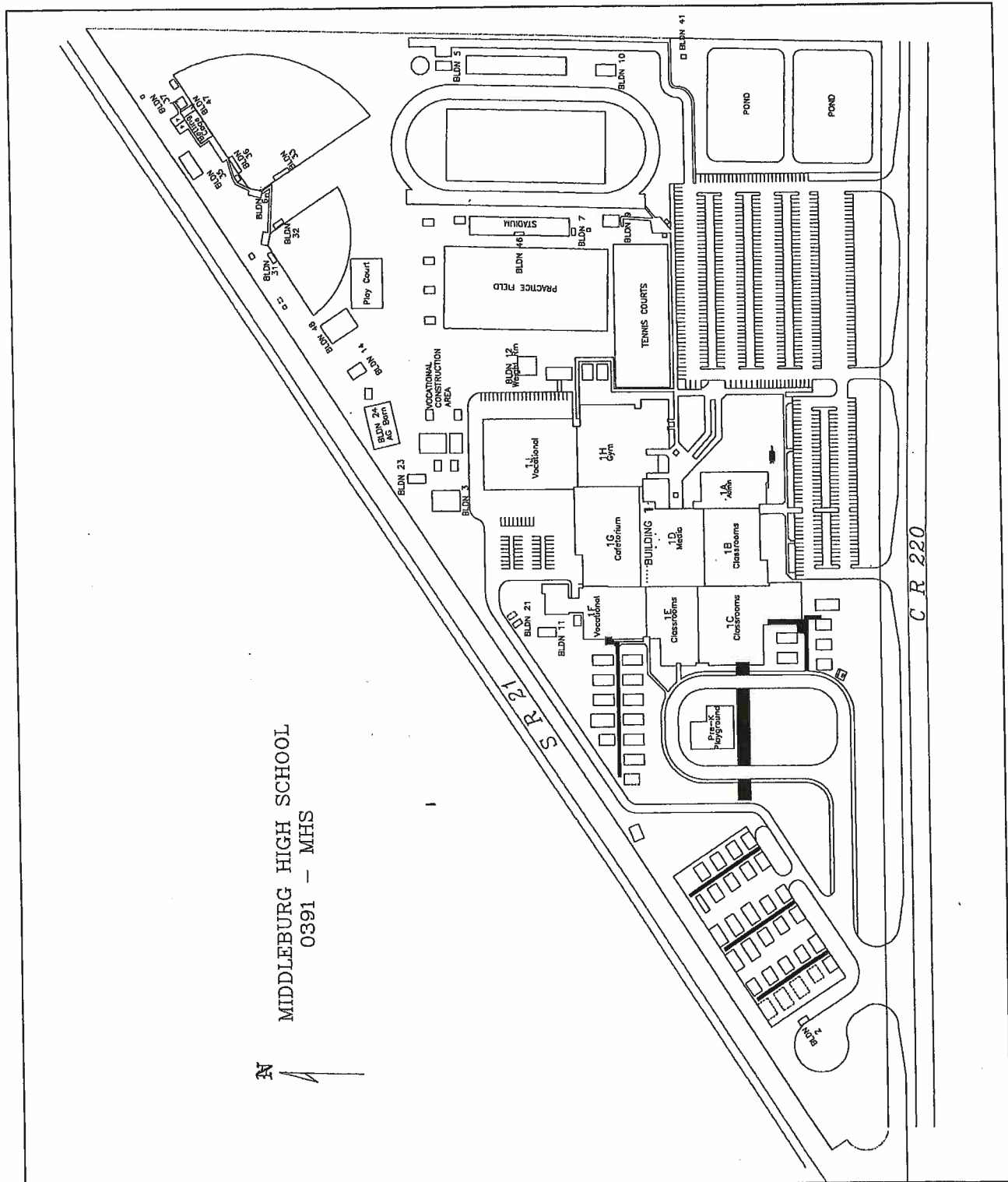


COST CENTER NO. :	0661
FACILITY NO. :	0052
PARCEL NO. :	080 & 081
ACREAGE:	109 AC.

CLAY COUNTY SCHOOL BOARD
OAKLEAF HIGH SCHOOL
4035 PLANTATION OAKS BLVD., ORANGE PARK, FLORIDA 32065

OHS - 1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



MIDDLEBURG HIGH SCHOOL
0391 - MHS



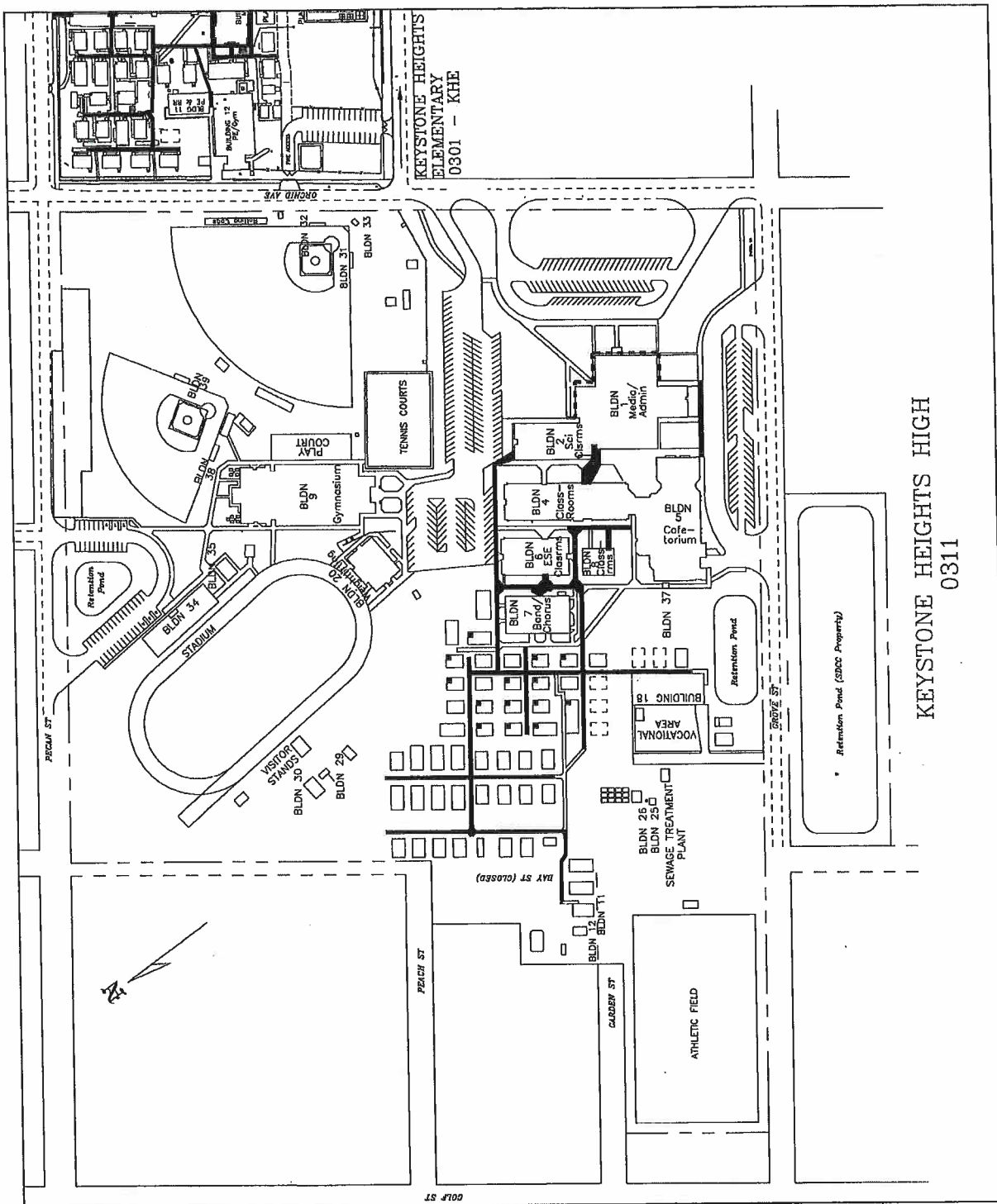
COST CENTER NO. :	0391
FACILITY NO. :	0019
PARCEL NO. :	022
ACRES :	53.26

CLAY COUNTY SCHOOL BOARD
MIDDLEBURG HIGH SCHOOL

3750 C.R. 220, MIDDLEBURG, FLORIDA 32068

MHS-1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



KEYSTONE HEIGHTS
ELEMENTARY
0301 - KHE

KEYSTONE HEIGHTS HIGH
0311

COST CENTER NO. :	0311
FACILITY NO. :	0011
PARCEL NO. :	014
ACRES:	55.87

CLAY COUNTY SCHOOL BOARD
KEYSTONE HEIGHTS HIGH SCHOOL

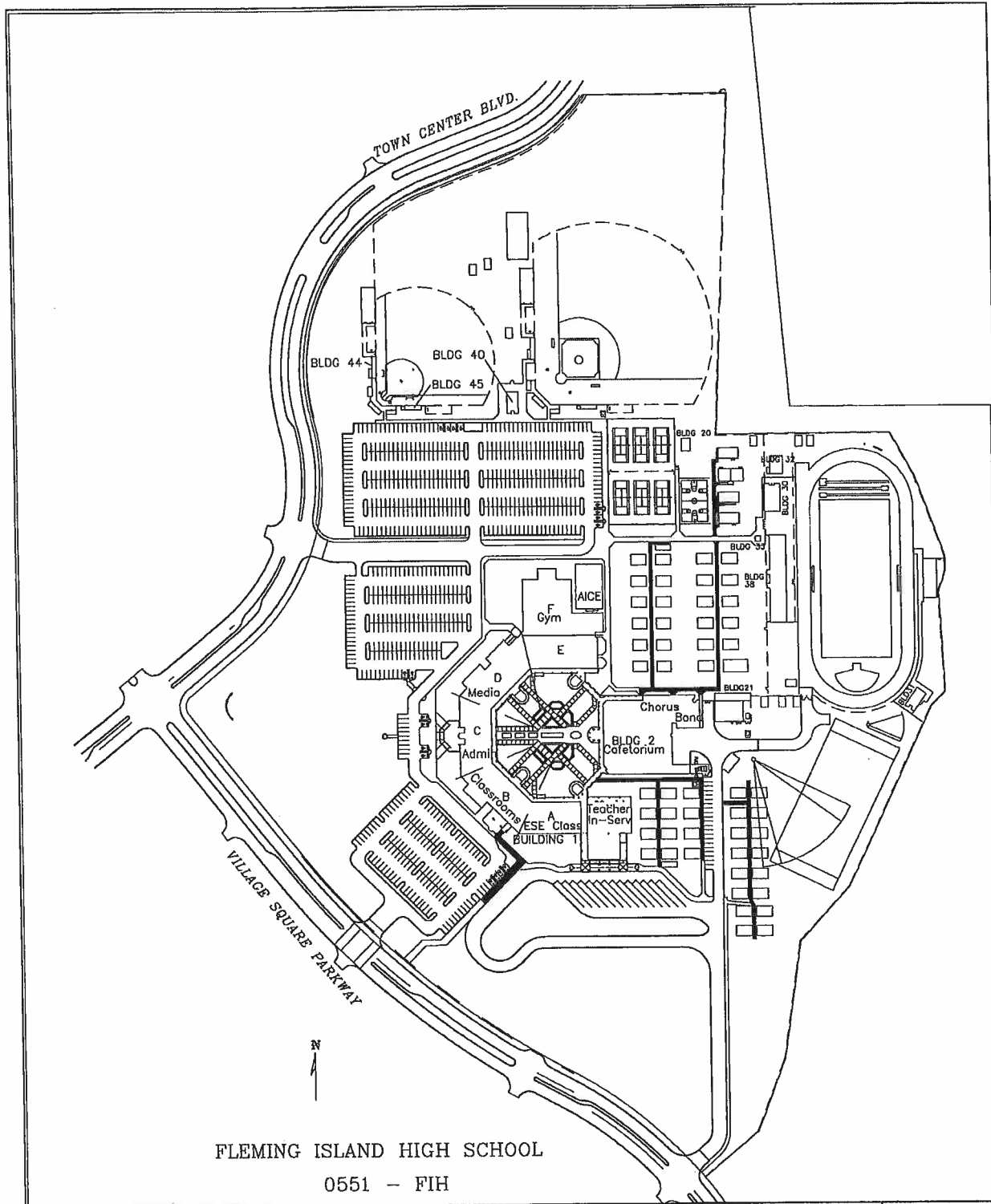
900 ORCHID AVENUE, KEYSTONE HEIGHTS, FLORIDA 32656

KHHS-1

10-01-24

N.T.S.

APPENDIX A – LOCATIONS AND MAPS



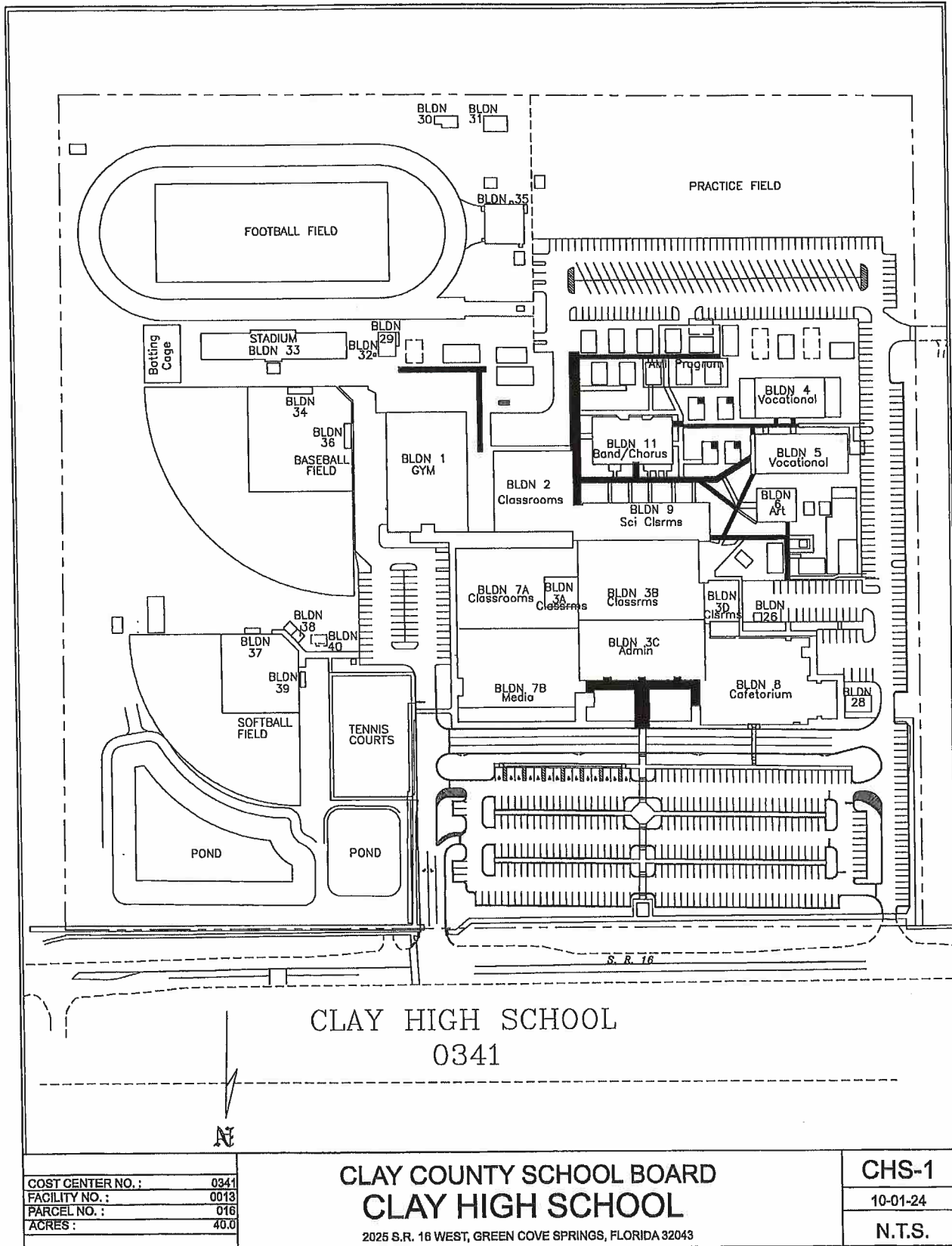
FLEMING ISLAND HIGH SCHOOL
0551 - FIH

GOST CENTER NO. :	0551
FACILITY NO. :	0044
PARCEL NO. :	050
NET SQ. FEET :	60 Acres

CLAY COUNTY SCHOOL BOARD
FLEMING ISLAND HIGH SCHOOL
2233 VILLAGE SQUARE PARKWAY, FLEMING ISLAND, FLORIDA 32003

FIH - 1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



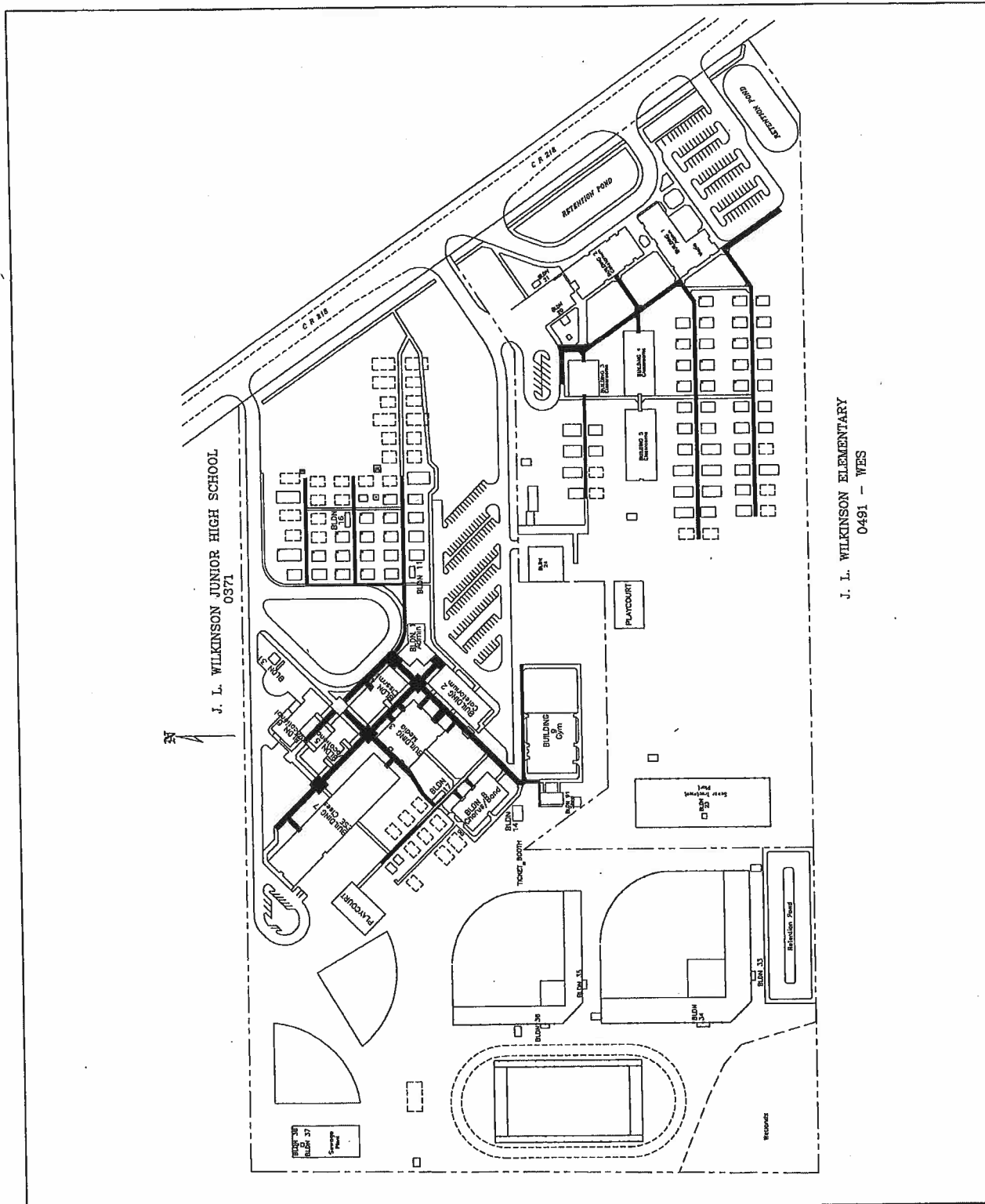
CLAY HIGH SCHOOL
0341

COST CENTER NO. :	0341
FACILITY NO. :	0013
PARCEL NO. :	016
ACRES :	40.0

CLAY COUNTY SCHOOL BOARD
CLAY HIGH SCHOOL
2025 S.R. 16 WEST, GREEN COVE SPRINGS, FLORIDA 32043

CHS-1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



J. L. WILKINSON JUNIOR HIGH SCHOOL
0371

J. L. WILKINSON ELEMENTARY
0491 - WES

COST CENTER NO. :	0371
FACILITY NO. :	0017
PARCEL NO. :	020
ACRES :	45.27

CLAY COUNTY SCHOOL BOARD
WILKINSON JUNIOR HIGH SCHOOL

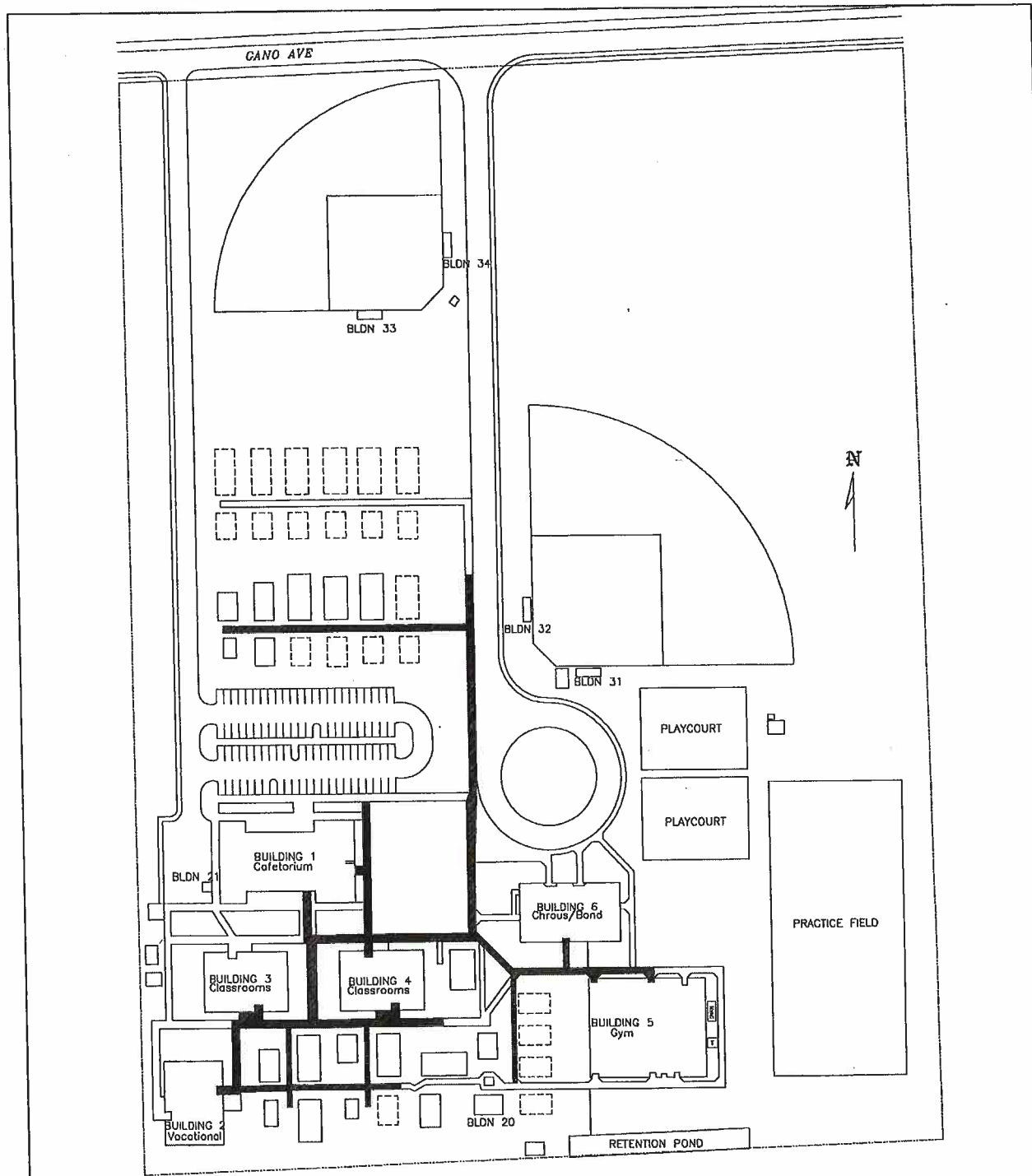
5025 C.R. 216, MIDDLEBURG, FLORIDA 32068

WJH-1

10-01-24

N.T.S.

APPENDIX A – LOCATIONS AND MAPS



ORANGE PARK JUNIOR HIGH
0361 - OPJH

COST CENTER NO. :	0361
FACILITY NO. :	0016
PARCEL NO. :	019
ACRES:	30.0

CLAY COUNTY SCHOOL BOARD
ORANGE PARK JUNIOR HIGH

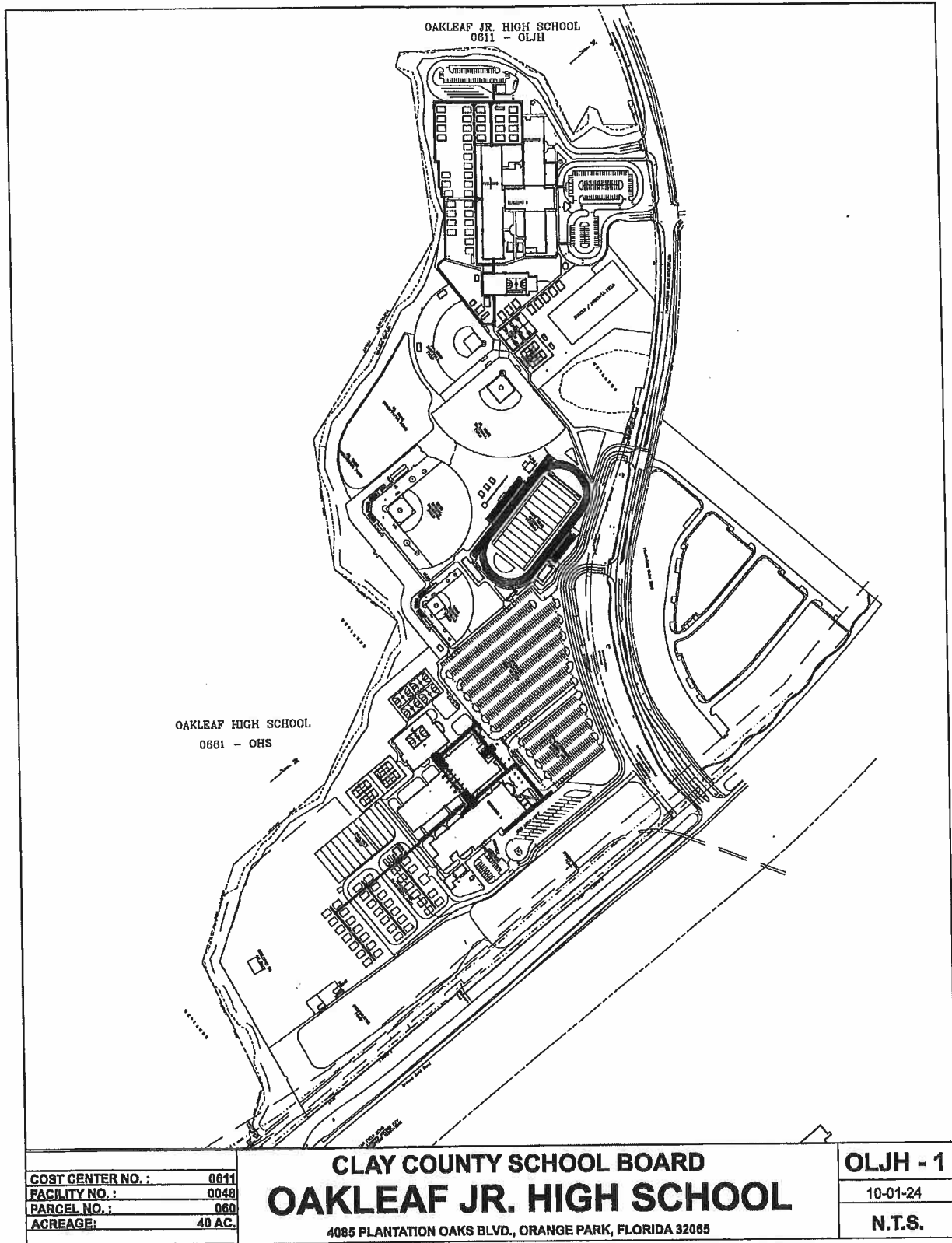
1500 GANO AVENUE, ORANGE PARK, FLORIDA 32073

OPJH-1

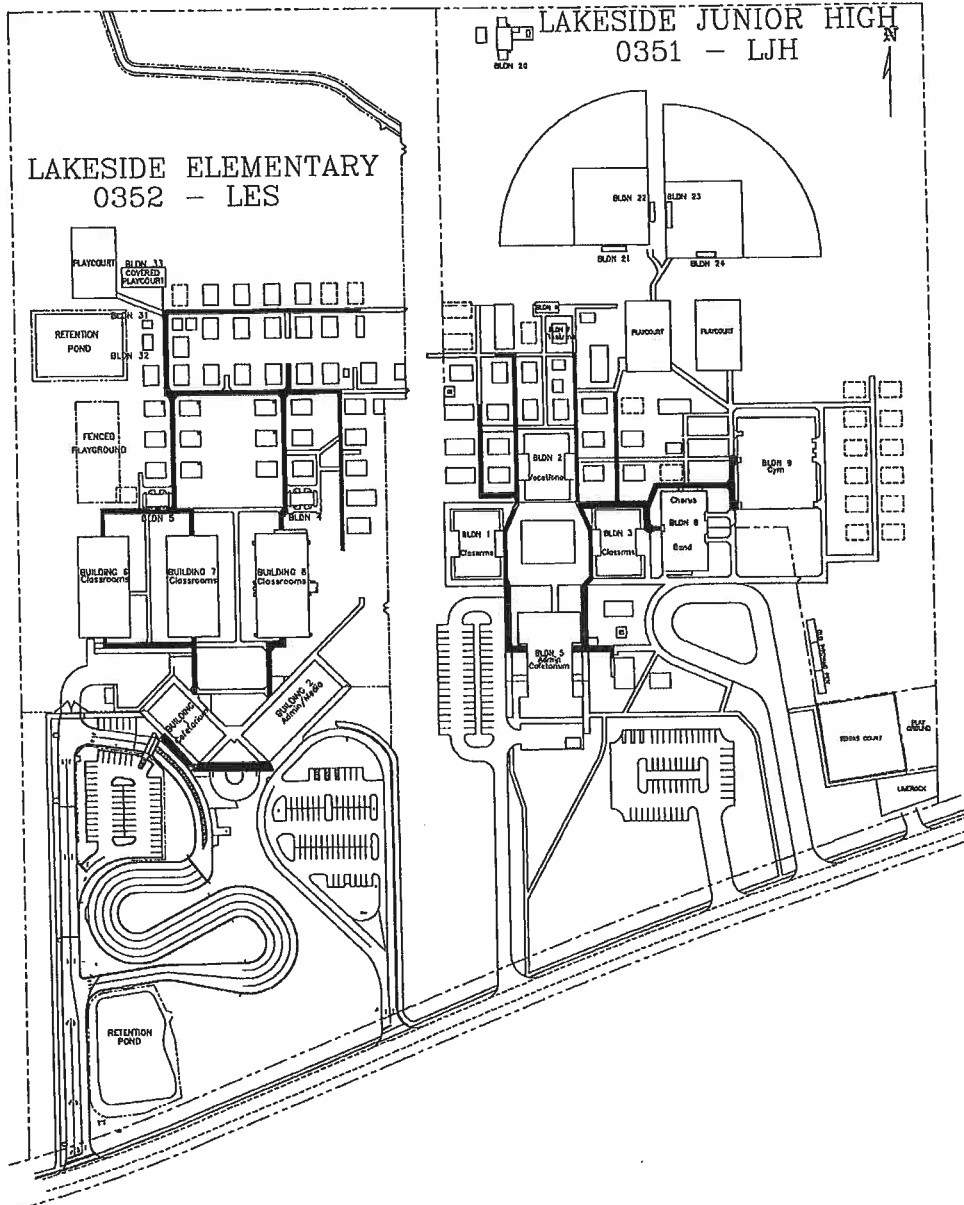
10-01-24

N.T.S.

APPENDIX A – LOCATIONS AND MAPS



APPENDIX A – LOCATIONS AND MAPS



COST CENTER NO. :	0351
FACILITY NO. :	0014
PARCEL NO. :	017
ACRES :	30.00

**CLAY COUNTY SCHOOL BOARD
LAKESIDE JUNIOR HIGH SCHOOL**

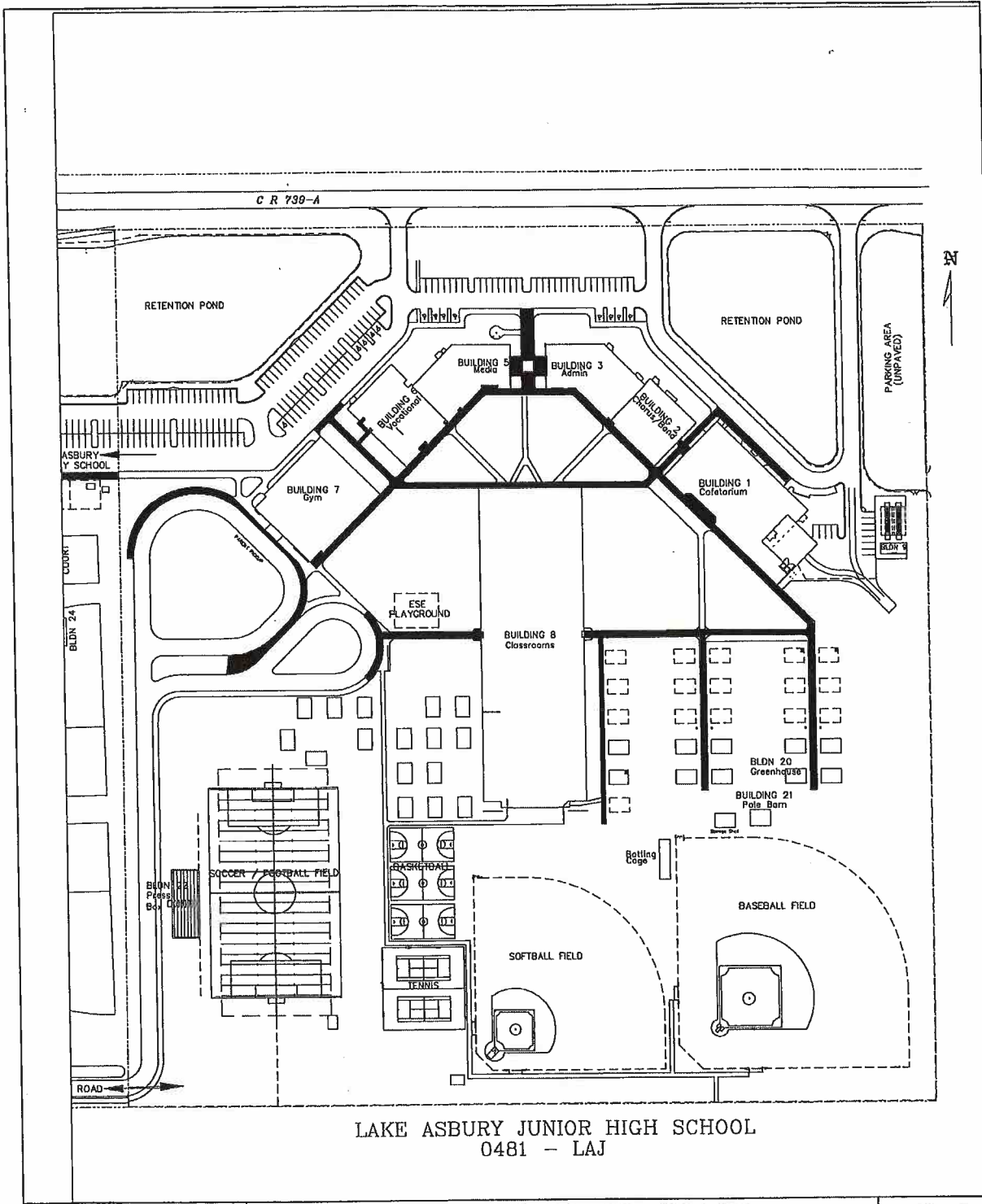
2750 MOODY AVENUE, ORANGE PARK, FLORIDA 32073

LJH-1

10-01-24

N.T.S.

APPENDIX A – LOCATIONS AND MAPS



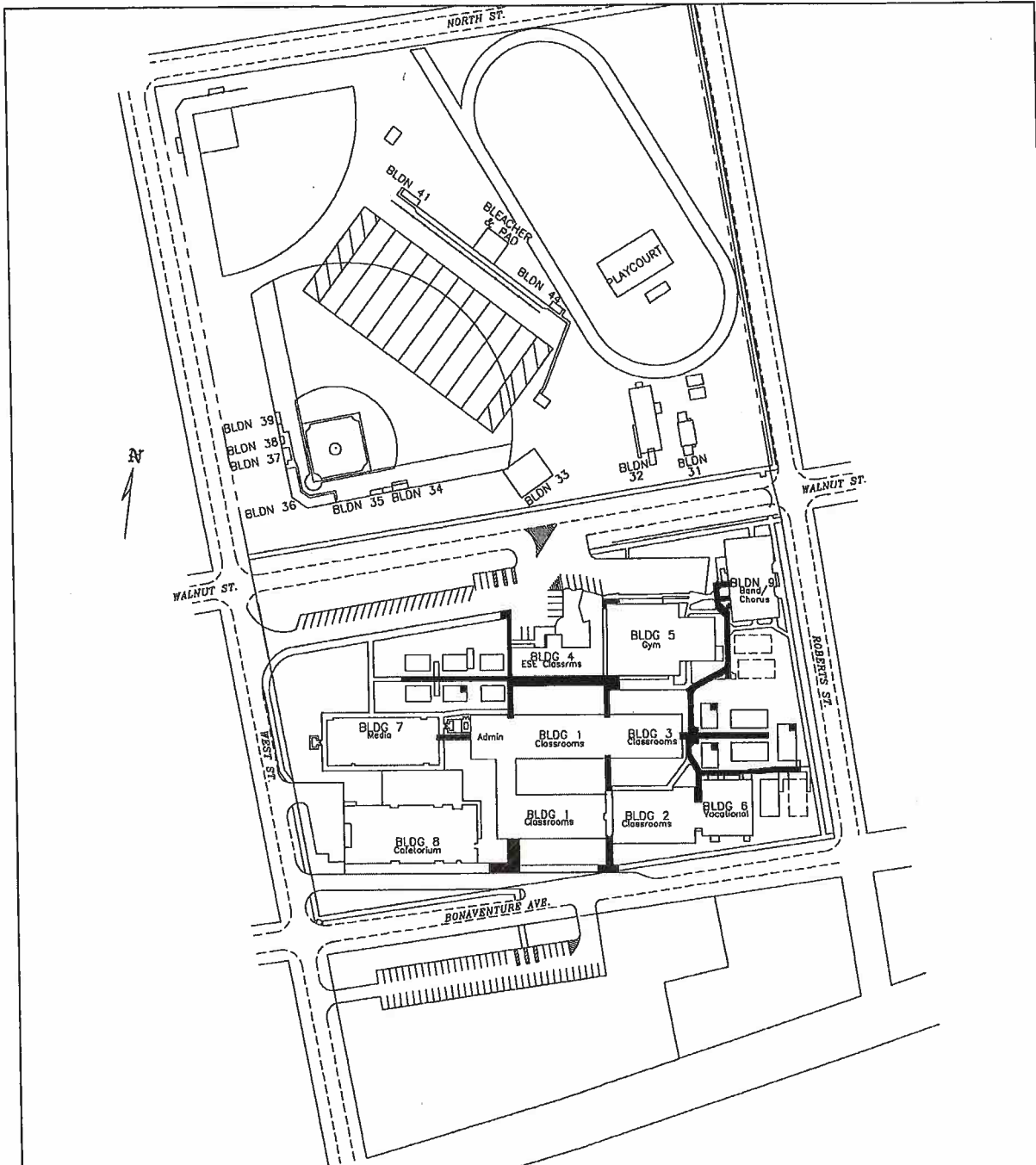
LAKE ASBURY JUNIOR HIGH SCHOOL
0481 - LAJ

COST CENTER NO. :	0481
FACILITY NO. :	0025
PARCEL NO. :	028
ACRES :	35.00

CLAY COUNTY SCHOOL BOARD
LAKE ASBURY JUNIOR HIGH SCHOOL
 2851 SANDRIDGE ROAD, GREEN COVE SPRINGS, FLORIDA 32043

LAJ-1
10-01-24
N.T.S.

APPENDIX A – LOCATIONS AND MAPS



GREEN COVE SPRINGS JUNIOR HIGH
0021 – GCSJH

COST CENTER NO. :	0021	CLAY COUNTY SCHOOL BOARD GREEN COVE SPRINGS JUNIOR HIGH 1220 BONAVENTURE AVENUE, GREEN COVE SPRINGS, FLORIDA 32043	GCSJH-1
FACILITY NO. :	0001		
PARCEL NO. :	002 / 003		N.T.S.
ACREAGE :	27 AC.		

ATTACHMENT 1
EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the School Board of Clay County, Florida ("SBCC" "School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS
APPENDIX II to C.F.R. PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where Contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of \$10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each Contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

EDGAR CERTIFICATIONS (continued)

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each Contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

EDGAR CERTIFICATIONS (continued)

Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

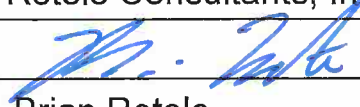
Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Rotolo Consultants, Inc.
Signature of Authorized Representative: 
Print Name of Authorized Representative: Brian Rotolo

ATTACHMENT 2

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

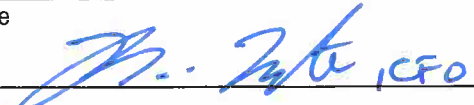
Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:
 - (a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
 - (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
 - (d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Bidder: Rotolo Consultants, Inc.

Brian Rotolo
Printed Name

Chief Financial Officer
Title of Authorized Representative

Signature: 

Date: 1/6/2025

ATTACHMENT 3
DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/Contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Florida Stat. as follows:

Preference to businesses with drug-free workplace programs - Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tied bids, proposal, or replies shall be followed if none of the tied vendor has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall 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 abuse 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 this section.

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

CONTRACTOR NAME: Rotolo Consultants, Inc.

AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE:

Brian Rotolo
(Printed Name)


(Signature)

Chief Financial Officer
(Title)

1/6/2025
(Date)

ATTACHMENT 4
NON-COLLUSION AFFIDAVIT

State of FLORIDA)
County of CLAY)

My name is (INSERT NAME Brian Rotolo). I hereby attest that I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I have personal knowledge of the price(s), guarantees and the total financial commitment represented in the firm's offer and/or contract.

(1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other Contractor or respondent.

(2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.

(3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

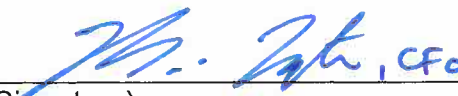
(4) (INSERT NAME OF COMPANY Rotolo Consultants, Inc.) its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

I attest that (INSERT NAME OF COMPANY Rotolo Consultants, Inc.) understands and acknowledges that the above representations are material and important, and will be relied on by The School Board of Clay County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement of material representations herein shall be treated as fraudulent or otherwise intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Rotolo Consultants, Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Brian Rotolo
(Printed Name)

, CFO
(Signature)

Chief Financial Officer
(Title)

1/6/2025
(Date)

ATTACHMENT 5
DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND
CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBCC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBCC. It also places restrictions on SBCC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBCC.

Bidder must disclose in its Bid, the names of any employees who are employed by Bidder who are also an employee of SBCC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.


Name of Bidder's Employee	SBCC Title or Position of Bidder's Employee	SBCC Department/ School of Bidder's Employee
N/A	N/A	N/A
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBCC.

I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBCC have been identified above.

Brian Rotolo
(Printed Name)


(Signature)

Chief Financial Officer
(Title)

1/6/2025
(Date)

ATTACHMENT 6
STATE OF FLORIDA REQUIRED DOCUMENTS

FOREIGN COUNTRY OF CONCERN ATTESTATION

Form must be completed by an officer or representative of an entity submitting a bid, proposal, reply to, entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have definitions ascribed in Rule 60A-1.020, F.A.C.

(INSERT NAME OF COMPANY Rotolo Consultants, Inc.) is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Brian Rotolo Title: Chief Financial Officer

Signature:  Date: 1/6/2025

[FL DMS PUR 1355](#) 10/23

VENDOR AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Vendor Name: Rotolo Consultants, Inc.
Address: 38001 Brownsvillage Rd., Slidell, LA 70460

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School Board of Levy County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Printed Name: Brian Rotolo Title: Chief Financial Officer

Phone Number: (985) 643-2427 Email Address: maintenance@rotoloconsultants.com

Signature:  Date: 1/6/2025

ATTACHMENT 7

BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS

(To be completed by each Bidder)

Name of bidder: Rotolo Consultants, Inc.

Identify the state in which the bidder has their principal place of business: Louisiana

Identify the political subdivision (outside of Florida) in which bidder has its principal place of business:
St. Tammany Parish

OPINION OF OUT-OF-STATE BIDDER'S ATTORNEY ON BIDDING PREFERENCES

(To be completed by the Attorney for any Out-of-State Bidder)

NOTICE: Section 287.084.(2), Fla. Stat., provides that "A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of any attorney at law licensed to practice law in that foreign state, as to the preferences, if any or non, granted by the law of the state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contract." See also: Section 287.084(1), Fla. Stat.

LEGAL OPINION ABOUT STATE BIDDING PREFERENCES

(Please Select One)

The bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

The bidder's principal place of business is in the **State of Louisiana** and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any public contracts to business entities whose principal places of business are in that state. [Please describe applicable preference(s) and identify applicable state law(s)]

La. R.S. 38:225(A) provides a preference to local resident contractors only when and only to the extent that the domiciliary state of a non-resident contractor provides a percentage preference to that non-resident contractor over a Louisiana resident contractor in bids in that domiciliary state.

LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES

(Please Select One)

The bidder's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in the political subdivision.

The bidder's principal place of business is in the political subdivision of **St. Tammany Parish, Louisiana**, and it is my legal opinion that the laws of that political subdivision **grant the same preferences stated above in La. R.S. 38:2225(A)** in the letting of any or all public contracts to business entities whose principal places of business are in the political subdivision.

Signature of out-of-state bidder's attorney: Joseph L. McReynolds

Printed name of out-of-state bidder's attorney: **Joseph L. McReynolds**

Address of out-of-state bidder's attorney: **755 Magazine Street, New Orleans, LA 70130**

Telephone Number of out-of-state bidder's attorney: **(504) 581-5141**

E-mail address of out-of-state bidder's attorney jmcreynolds@deutschkerrigan.com

Attorney's states of bar admission: **La. Bar No. 01947**

Bidder's Printed Name: Brian Botolo Signature [Signature]



CLAY COUNTY DISTRICT SCHOOLS
PURCHASING AND MATERIAL MANAGEMENT
800 CENTER STREET, GREEN COVE SPRINGS, FL 32043
P (904) 336-6500 W oneclay.net
SUPERINTENDENT OF SCHOOLS
David S. Broskie

BOARD MEMBERS:
Erin Skipper, District 1
Robert Alvero, District 2
Beth Clark, District 3
Michele Hanson, District 4
Ashley Gilhousen, District 5

ADDENDUM 1 POSTED AT 11:00 A.M., ON DECEMBER 18, 2024

ADDENDUM 1 FOR RFP #24-MA-333
ATHLETIC FIELD MAINTENANCE SERVICES

NOTE: Vendor Questions and District Responses are hereby incorporated into the RFP.

Overview: Athletic fields throughout the District require different needs. The purpose of this RFP is to establish a qualified contractor(s) to District schools that will assist in meeting those individual needs. Service Performance guidelines (Section 2) of this RFP include: At the request of SBCC, Contractor(s) will provide estimates. **At the time of the request, an authorized SBCC Representative will contact the awarded Contractor(s) and give a detailed description and further specifications of the project at hand.** Contractor shall provide written, "not to exceed" estimates on all services as directed by the SBCC Representative. Contractor(s) should familiarize themselves with the extent of the work for each service/project to be performed and any conditions that may in any manner affect the work to be done and the equipment, materials and labor required. Estimates shall be priced per all pricing submitted under this RFP, to include the labor and itemized material list, number of calendar days required for project completion and lead time before work can commence. Contractor(s) should also include an assessment of any site or additional repairs to larger damaged areas or any other general observation of interest to the SBCC Representative.

Question 1:

Could you please provide a copy of the current contract and previous bid tab?

Answer 1:

Current awarded vendor contracts and RFP tab can be found on the District Purchasing webpage at: https://docs.google.com/spreadsheets/d/e/2PACX-1vR6jJ2CQF9FawqCDTrli_jBDnDy3Gm9nsw2VLYwjpzE6qao_z4Gm_jwDcwM7mzjagsPfXHuN6qx4JJJe/pubhtml?gid=911211878&single=true.

Question 2:

Does SBCC intend to award all work/locations to a singular contractor?

Answer 2:

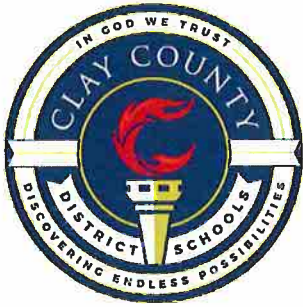
SBCC shall enter into more than one contract for the award of this RFP. School sites may select the awarded vendor of their choice for their location.

Question 3:

What is the District's preferred method for "Rye Grass Removal" (spraying, scalping, etc.)?

Answer 3:

The District does not have a 'preferred' method for Rye Grass Removal. See Overview.



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Question 4:

Is cancellation at the sole decision/discretion of SBCC with or without cause?

Answer 4:

See General Conditions, Page 5, Subsection "Cancellation/Termination".

Question 5:

At what depth should the contractor apply topdressing? Also, please specify the type of sand that is required. Typically, this is a clean mason sand.

Answer 5:

The District does not have a predetermined standard for topdressing. See Overview.

Question 6:

How many pounds per 1000sf should the contractor apply Rye Seeds?

Answer 6:

The District does not have a predetermined standard for rye seed application. See Overview.

Question 7:

Should the contractor include sod material in their price per square foot or just the labor to remove/replace the sod?

Answer 7:

Sod Removal/Replacement Line Item #17 is listed under "A. Standard Services – Fixed Labor Rates" Price would be for labor only. Pricing, Page 18, Subsection D is specific to materials.

Question 8:

Is there a desired rate at which contractors should price infield conditioner (#/1000sf)?

Answer 8:

Infield Conditioner spreading Line Item #2 is listed under "C. Option Services – Fixed Labor Rates" Price would be for labor only.

Question 9:

Per the specifications, there is no minimum or maximum amount of services guaranteed. Could you provide the frequency at which these services were performed in years past?

Answer 9:

See General Conditions, Page 3, Subsection "Expenditure." The usage of labor and/or material requested under this RFP is determined on a site-by-site basis at the discretion of each location. See Overview.



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Question 10:

Please confirm if a Bid Bond is required and, if so, what percentage it should be made out for. Please confirm if a Performance and/or Payment Bond is required and, if so, what percentage it should be made out for.

Answer 10:

No Bid, Performance or Payment Bond is required.

Question 11:

Can you specify the costs or fees associated with the fingerprinting that will be required, per employee, to comply with the Jessica Lunsford Act?

Answer 11:

See General Conditions, Page 4, Subsection "Jessica Lunsford Act".

Question 12:

Are there specific recommended products that Clay Co. would like the bidders to use for weed control, insect control, fertilization, fungicide, etc.? If so, please provide the product and recommended applications rates, per application.

Answer 12:

No brand specific products are recommended.

Question 13:

For Aeration, should we price solid-tine or core-tine method? If core-tine method, do we also need to include dragging of cores?

Answer 13:

The District does not have a predetermined aeration standard. See Overview.

Question 14:

What depth should the rototilling be performed at?

Answer 14:

The District does not have a predetermined rototilling standard. See Overview.

Question 15:

What sod species should be used for bidders to provide a cost for the sod replacement? Bermuda, St. Augustine, Bahia, other?

Answer 15:

Bermuda. Sod replacement will be determined on a site-by-site basis. See Overview



**CLAY COUNTY DISTRICT SCHOOLS
PURCHASING AND MATERIAL MANAGEMENT**

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**SUPERINTENDENT OF SCHOOLS
David S. Broskie**

BOARD MEMBERS:

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Question 16:

Can more specific directions be given for "Turf reconstruction" as listed under the "Optional and additional services". This is difficult to quantify and provide pricing for as written. Will this be proposed separately and upon request, or do we need to include pricing for this in our submittal?

Answer 16:

Turf Reconstruction, Page 13, Item 1.10 for the purpose of this RFP is listed as a service the awarded vendor must be able to perform. There is no specific price request for this service.

Question 17:

Please confirm that material costs should also be included in our pricing. "Material" is not listed in what is to be included in our pricing at the top of pg. 17. If they are not to be included, how should we represent the full pricing for services that include material?

Answer 17:

Pricing, Page 17-18, Subsections A, B and C are specifically for "Fixed Labor Rates" only. Pricing, Page 18, Subsection D is specific to materials.

Question 18:

What specifically should we list under the "Usage" column of section D. of the pricing on pg. 18?

Answer 18:

Chemicals/Material/Sand/Seed/Infield Conditions, Page 18, Subsection D "Please list any below that may have high usage under this RFP, along with the markup percentage." Usage is based on your recommendation for each listed item.

REMINDER: Bids are DUE at 2:00 P.M., on January 8, 2025.

Except as noted above, all other Conditions and Specifications remain unchanged. Include, as part of your bid submittal an executed copy of this Addendum.

Sign and return this ADDENDUM 1 with your submittal

VENDOR NAME: Rotolo Consultants, Inc.
(Print)

SIGNATURE: 

NAME & TITLE: Brian Rotolo - Chief Financial Officer
(Print)



ROTOCON-04

HHELTON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/3/2024

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

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

PRODUCER World Insurance Associates, LLC 3636 South I-10 Service Road, Suite 100 Metairie, LA 70001	CONTACT NAME: Linda Bourgeois PHONE (A/C, No, Ext): (504) 455-4545 242199 FAX (A/C, No): E-MAIL ADDRESS: lindabourgeois@worldinsurance.com												
INSURER(S) AFFORDING COVERAGE													
INSURED Rotolo Consultant Incorporated 38001 Brownsvillage Rd Slidell, LA 70460--4875	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A : Arch Specialty Insurance Company</td> <td style="width: 20%; text-align: right;">21199</td> </tr> <tr> <td>INSURER B : Admiral Insurance Company</td> <td style="text-align: right;">24856</td> </tr> <tr> <td>INSURER C : The Gray Insurance Company</td> <td style="text-align: right;">36307</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER A : Arch Specialty Insurance Company	21199	INSURER B : Admiral Insurance Company	24856	INSURER C : The Gray Insurance Company	36307	INSURER D :		INSURER E :		INSURER F :	
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INSURER B : Admiral Insurance Company	24856												
INSURER C : The Gray Insurance Company	36307												
INSURER D :													
INSURER E :													
INSURER F :													

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			ZAGLB1104200	8/31/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			ZACAT1206900	8/31/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UX0000108201	8/31/2024	8/31/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XSWC100094	8/31/2024	7/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Subject to policy terms, conditions and exclusions; the certificate holder shall be considered an Additional Insured on a Primary and Non-Contributory basis in respects to General Liability (Additional Insured Form Includes Completed Operations), Automobile Liability and Excess policies when required by written contract or agreement with a Waiver of Subrogation granted in their favor in respects to General Liability, Automobile Liability, Worker's Compensation, and Excess policies when required by written contract, but only to the extent of the Named Insured's obligation to indemnify, defend and/or hold harmless the certificate holder when required by written contract. Auto Physical Damage is included on the auto policy referenced above with a \$5,000 physical damage deductible.

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER**CANCELLATION**

<p>**** SAMPLE ****</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE </p>
-------------------------	--

**ADDITIONAL REMARKS SCHEDULE**

AGENCY World Insurance Associates, LLC		NAMED INSURED Rotolo Consultant Incorporated 38001 Brownsvillage Rd Slidell, LA 70460--4875 Saint Tammany	
POLICY NUMBER SEE PAGE 1		EFFECTIVE DATE: SEE PAGE 1	
CARRIER SEE PAGE 1	NAIC CODE SEE P 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

Subject to policy terms, conditions and exclusions; 30 Day Notice of Cancellation shall be given in respects to General Liability, Auto Liability and Workers Compensation and Excess policies referenced above.

Blanket Alternate Employer is included on the Worker's Compensation policy when required by written contract or agreement.

WORKERS COMPENSATION COVERAGE FOR OTHER STATES:**FLORIDA**

Applies Per Statue - Includes Waiver of Subrogation to certificate holder when required by written contract

Policy No: GWC100445

Carrier: The Gray Insurance Company

Policy Dates: 8/31/24-7/1/2025

E.L. EACH ACCIDENT - \$1,000,000

E.L. DISEASE - EA EMPLOYEE - \$1,000,000

E.L. DISEASE - POLICY LIMIT - \$1,000,000

ALABAMA, KANSAS, MISSISSIPPI, NEW MEXICO, OKLAHOMA, TENNESSEE, TEXAS

Applies Per Statue - Includes Waiver of Subrogation and 30 day Notice of Cancellation to certificate holder when required by written contract

Policy No: GWC100177

Carrier: The Gray Insurance Company

Policy Dates: 8/31/2024-7/1/2025

E.L. EACH ACCIDENT - \$1,000,000

E.L. DISEASE - EA EMPLOYEE - \$1,000,000

E.L. DISEASE - POLICY LIMIT - \$1,000,000

Excess Policies are follow form in respects to General Liability, Auto Liability and Workers Compensation.

\$5M Excess/ Umbrella shares combination of:

Allied World Assurance Company

Landmark American Insurance Company

Amiral Insurance Company

Rotolo Consultants, Inc.
www.RotoloConsultants.com



ROOTED IN TRADITION · GROWING THE FUTURE

Proposal for RFP #24-MA-333: Athletic Field Maintenance Services

Submitted to:

School Board of Clay County (SBCC)
Purchasing Department
800 Center Street
Green Cove Springs, Florida 32043



January 8, 2025



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LETTER FROM OUR PRESIDENT



1/8/2025

Elaine L Barton-Weeks, CPPB
Coordinator of Purchasing
School Board of Clay County
800 Center Street
Green Cove Springs, Florida 32043

RCI has a satisfactory record of performance on similar projects and meets all requirements outlined in the RFP, including licenses, permits, insurance coverage, and certifications. We are confident in our ability to exceed SBCC's expectations with services tailored to your needs.

Work Experience and Record

- **Scope of Services Expertise:** Our team excels in athletic field maintenance, with recent projects involving aeration, fertilization, pest control, and other services critical to field health and functionality.
- **Business History:** RCI has never had a contract/agreement terminated, cancelled, or suspended due to performance-related issues.
- **RFP/Bid Protests:** We have never filed a protest against a Bid/RFP/RFQ or taken administrative or judicial action against any agency or state court.

RCI is committed to fostering a collaborative partnership with SBCC to ensure that every field meets the highest standards of safety, functionality, and aesthetics. By leveraging our expertise, resources, and client-focused approach, we aim to deliver a long-lasting positive impact on the athletic facilities of Clay County Schools.

Should you require additional information, please do not hesitate to contact K. Scott Brewer. A signed original and a digital PDF version of this cover letter are included as per the RFP instructions.

Sincerely,

Michael Rotolo
President & Chief Operations Officer
Rotolo Consultants, Inc.

LETTER FROM OUR PRESIDENT



1/8/2025

Elaine L Barton-Weeks, CPPB
Coordinator of Purchasing
School Board of Clay County
800 Center Street
Green Cove Springs, Florida 32043

Dear Ms. Barton-Weeks and School Board of Clay County School District,

Rotolo Consultants, Inc. (RCI) is excited to submit this proposal for Athletic Field Maintenance Services as outlined in RFP #24-MA-333. We understand the scope of services requested involves comprehensive maintenance of athletic fields across 13 school sites in Clay County, including weed and pest control, fertilization, aeration, sod replacement, and more. These services are critical to ensuring safe, attractive, and high-performing fields that meet the needs of students and the community. With our regional presence in Jacksonville and Central Florida, we feel as though we are a great fit for servicing your school district's athletic fields.

Our dedicated staff consists of a number of degreed horticulturists, arborists, turf specialists, agronomists, irrigation experts and hands-on owners. Our team shares a passion for providing the best possible service in our industry. At RCI, we pride ourselves in ensuring our clients receive the highest quality care for their properties.

Authorized Representative:

Michael Rotolo, President & COO
Address: 38001 Brownsvillage Rd., Slidell, LA 70460
Phone: (800) 641-2427
Email: Mrotolo@rotoloconsultants.com

Point of Contact for Contractual Clarifications:

K. Scott Brewer, Corporate Strategy
Phone: (800) 641-2427 Ext. 102; Cell: (901) 331-1247
Email: Sbrewer@rotoloconsultants.com

Highlights of RCI's Qualifications and Capabilities

- **Experience:** Over 45 years providing professional landscape and field maintenance services for educational institutions, municipalities, and high-profile clients such as Houston ISD and Orange County Public Schools.
- **Capability:** Financially stable with \$20M in owned equipment, a fleet of 300+ vehicles, and a team of 1,200+ highly skilled professionals, including certified turf and irrigation experts.
- **Resources:** Access to cutting-edge equipment and technology through partnerships with industry leaders like Rain Bird and John Deere.
- **Performance:** A proven track record of success with a 95% client retention rate, showcasing our ability to deliver consistent and superior services.

SECTION 1: FAMILIARITY AND EXPERIENCE WITH THE SCOPE

Understanding of the Scope of Services

Rotolo Consultants, Inc. (RCI) recognizes the critical importance of maintaining athletic fields that meet the functional, safety, and aesthetic needs of the School Board of Clay County (SBCC) alongside the Director of Maintenance, the Athletic Director and Principals (stakeholders). The requested services outlined in RFP #24-MA-333 align seamlessly with our core capabilities and extensive experience.

Comprehensive Athletic Field Maintenance

RCI understands that the SBCC and stakeholders requires a contractor capable of providing thorough and responsive services for baseball, softball, football, and practice fields across 13 school sites. These services are essential to ensuring optimal field performance, athlete safety, and community pride. Our team has decades of experience providing comparable services, including:

- **Weed Control:** Application of liquid and granular herbicides to manage broadleaf weeds, sedges, and grassy weeds.
- **Insect Control:** Preventive and corrective treatments to eliminate turf-damaging insects and fire ants.
- **Fertilization:** Utilizing both liquid and granular fertilizers to maintain healthy, vigorous turf.
- **Aeration and Verticutting:** Essential mechanical treatments to enhance turf health and surface playability.
- **Sod Management:** Efficient sod removal and replacement to address damaged areas and restore fields to optimal condition.

Commitment to Safety and Compliance

RCI adheres to all local, state, and federal regulations, including:

- Compliance with Florida Department of Agriculture licensing requirements for restricted pesticide use.
- Utilization of environmentally responsible practices that align with SBCC policies.
- Implementation of safety protocols to minimize disruption and hazards during school operations.

Service Customization and Collaboration

We understand that effective field maintenance requires collaboration with SBCC representatives and site staff. RCI's approach includes:

- **Tailored Maintenance Plans:** Collaboratively developing schedules and treatment plans specific to each field's unique requirements.
- **Proactive Communication:** Regular updates on service progress, completion status, and any unforeseen challenges.
- **Flexible Scheduling:** Accommodating school calendars to minimize disruptions during instructional hours and events.

Optional Services Expertise

RCI also recognizes the SBCC's need for additional and optional services, such as infield conditioner application and grading; warning track repairs and top dressing; emergency field reconstruction and other specialized services. We are fully equipped to deliver these services efficiently, maintaining the high standards required by the SBCC.

SECTION 1: FAMILIARITY AND EXPERIENCE WITH THE SCOPE

RCI's Experience in the Education Sector

Rotolo Consultants, Inc. (RCI) has extensive experience in delivering professional maintenance services to educational institutions, ranging from K-12 schools to universities. Our work spans over 400+ campuses across the Southern United States, including large-scale school districts, private academies, and higher education facilities. Below are highlights of our educational sector expertise:

K-12 School Districts and Campuses

- East Baton Rouge Parish Schools, LA: Servicing 89 schools and 45 athletic fields since 2018.
- Shelby County Schools, TN: Maintaining 64 locations since 2022.
- Orange County Public Schools, FL: Providing athletic field and campus maintenance for 88 locations since 2023.
- Mobile County Schools, AL: Managing 21 campuses since 2021.
- Jackson-Madison County Schools, TN: Maintaining 19 locations from 2022- 2024.

Private Schools and Academies

- Archbishop Hannan High School, LA: Maintenance services provided since 2013.
- Our Lady Academy, MS: Landscape care for the Bay St. Louis campus since 2018.
- St. Stanislaus High School, MS: Ongoing services since 2016.

Colleges and Universities

- Louisiana State University, LA: Campus-wide landscape services provided since 2015, including LSU New Orleans Medical Campus.
- University of Alabama at Birmingham, AL: Field and campus maintenance since 2023.
- University of Louisiana at Lafayette, LA: Partnering for grounds upkeep since 2016.
- University of New Orleans, LA: Supporting campus maintenance since 2003.
- Other Higher Education Facilities
- Fisk University, TN: Comprehensive landscape maintenance since 2020.
- Lee College, TX: Campus upkeep initiated in 2021.
- Lone Star College, TX: Servicing facilities since 2021.

RCI's extensive portfolio reflects decades of expertise in maintaining school campuses and athletic fields. Our diverse experience includes:

- **Supporting large-scale public school districts** such as East Baton Rouge Parish Schools and Orange County Public Schools.
- **Partnering with higher education institutions** to meet rigorous standards for aesthetics, safety, and environmental compliance.
- **Delivering customized solutions for private schools and academies**, enhancing their campuses' beauty and functionality.

This breadth of experience positions RCI as a trusted partner capable of delivering superior results for Clay County Schools.

SECTION 1: FAMILIARITY AND EXPERIENCE WITH THE SCOPE



Project Overview:

RCI has proudly partnered with East Baton Rouge Schools since 2018, delivering comprehensive grounds maintenance and athletic field care for a project valued at \$12 million. Our dedicated team of 45 full-time staff members, including managers, supervisors, licensed applicators, certified irrigation technicians, and field crews, ensures year-round excellence across:

- **89 school sites and administrative buildings**
- **45 athletic fields**

Scope of Work

- Routine Maintenance
- Comprehensive grounds care for all school sites and administration buildings.
- Full horticultural management for athletic fields.

Specialized Services

- **Fertilization & Pest Control:** Application of fertilizers, herbicides, insecticides, pre-emergents, fungicides, and perennial ryegrass installation by licensed pesticide applicators.
- **Mechanical Practices:** Core aerification and topdressing for optimal field health.
- **Field Marking & Painting:** Professional field painting for baseball, softball, football, soccer, and lacrosse, including custom logo painting as requested.

This project exemplifies RCI's commitment to delivering top-tier landscaping and athletic field solutions for educational institutions.

Understanding and Exceeding School District Expectations

This project highlights RCI's expertise in meeting school districts' needs by delivering safe, high-quality grounds and athletic facilities. Through tailored solutions and consistent excellence, we help schools maintain functional, attractive campuses that inspire pride.

Reference Contact

Billy Pipp, CSFM, CPSI, CBLP
Phone: 804-517-9849
Email: wpipp@hes.com

SECTION 1: FAMILIARITY AND EXPERIENCE WITH THE SCOPE



Project Overview:

Shelby County, TN | 2022 - Present

RCI has been providing professional grounds maintenance services to Shelby County Schools since 2022, covering 64 campus locations with an annual contract value of \$1.5 million. Our dedicated team of 15 full-time employees, including an area manager, project manager, supervisors, and specialized laborers, ensures the delivery of high-quality services across all sites.

Scope of Work

- Comprehensive Grounds Maintenance
- Mowing, string trimming, pruning, and edging.
- Hand weeding, pre-emergent and post-emergent applications for beds.
- Fence line spraying for weed control.

This project underscores RCI's exceptional ability to rapidly mobilize resources and establish a successful operation within tight timeframes. Upon notice of award, we swiftly assembled and deployed a dedicated team of professionals, coordinated the necessary equipment, and implemented an efficient project plan—all within 30 days. This quick turnaround showcases our logistical expertise, operational flexibility, and commitment to delivering seamless transitions for our clients, ensuring uninterrupted service and immediate results for Shelby County Schools.

Excellence in Rapid Mobilization and Comprehensive Service

This partnership highlights RCI's ability to seamlessly manage large-scale operations for school districts, ensuring consistent, high-quality grounds maintenance across multiple sites. Our rapid mobilization and efficient execution demonstrate our professionalism and adaptability, while our tailored approach ensures the specific needs of each campus are met with precision and care.

Reference Contact

Lakeisha Ballard
Phone: 901-416-4100
Email: ANDERSONL2@scsk12.org

SECTION 1: FAMILIARITY AND EXPERIENCE WITH THE SCOPE

Rotolo Consultants, Inc. (RCI) maintains an **industry-leading safety record** and is committed to upholding the safety of your campus as our top priority. Please see below for an overview of RCI's process for ensuring the safety of students, faculty, and community members.

RCI is committed to upholding the safety of your students, faculty, and community as our top priority. We understand the importance of having all personnel on your campus easily identifiable. All RCI staff members are required to wear their official company uniform with corresponding photo ID badges and name tags at all times while on school grounds. Additionally, all RCI vehicles are easily identifiable with our company logo (see below RCI's box trucks featuring our company logo).

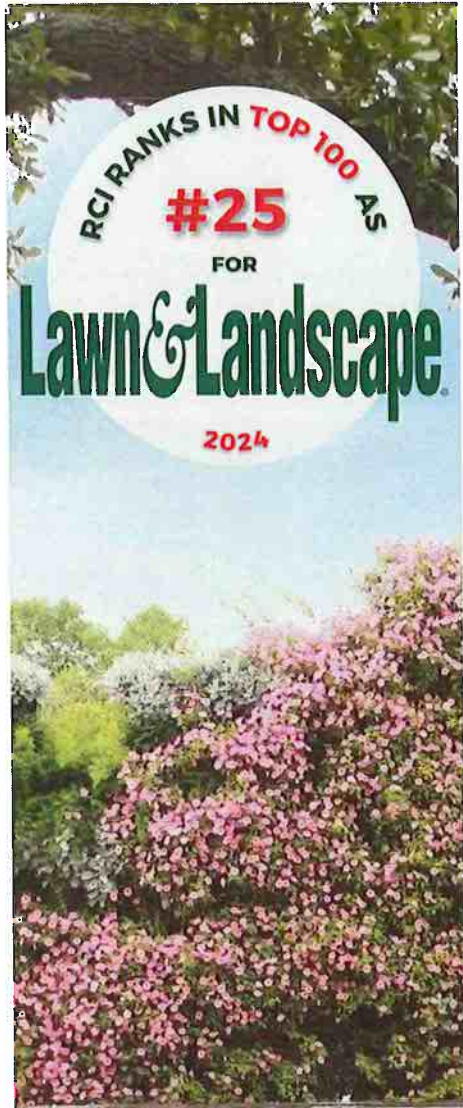
During our hiring process, personnel undergo full background checks including an initial drug screening. Employees are subject to additional random drug testing throughout employment. Motor vehicle record checks are performed not only to confirm authorized drivers of vehicles, but also to provide information pertinent to the suitability of employment.

Additionally, RCI is a fully compliant E-Verify company. We aim to share in the responsibility of improving the quality of our work environment and seek to ensure the safety of our clients' work environment. We are available to discuss any further campus safety specifications at your convenience.

All trucks are equipped with full First Aid, Fire Extinguisher, Spill Kits, Samsara, & DOT requirements.



SECTION 2: COMPANY QUALIFICATIONS OVERVIEW



Since opening our doors as a local plant nursery in 1978, Rotolo Consultants, Inc. (RCI) has been providing clients across the U.S. with full-suite landscape and construction services. Over the years, RCI has grown from a family nursery into a leader in the green industry, known for our commitment to quality, innovation, and customer satisfaction. Our team of skilled professionals brings a wealth of expertise to every project, ensuring that each client's vision and needs are brought to life with precision and care.

At RCI, we pride ourselves on our ability to handle a diverse range of projects, from large-scale commercial developments to high-end resorts. We maintain 1,000+ properties across the country from entire cities and streetscapes to universities and resorts – and we do it with creativity, passion and integrity.

Our dedication to excellence has earned us a loyal clientele and numerous accolades within the industry. Today RCI is recognized as one of the Top 25 Largest Commercial Landscape Companies in the U.S and Canada, employing approximately 1,200 employees across 25 cities in 8 states. RCI provides a range of services from hardscape & aquatic construction and landscape installation to turn-key landscape maintenance.

RCI has always operated under the philosophy that we must expect more from ourselves than any client ever would. We know from the start what a truly extraordinary project should look like, and we work tirelessly with our clients to achieve the highest standards.

RCI Headquarters
38001 Brownsvillage Rd.
Slidell, LA 70460
(800) 643-2427



www.RotoloConsultants.com



SECTION 2: COMPANY QUALIFICATIONS MISSION STATEMENT AND CORE VALUES

COMPANY MISSION STATEMENT

RCI is committed to providing quality products and services by incorporating creativity, professionalism, integrity and continuous improvement. In the on-going spirit of partnership, we strive to provide a rewarding atmosphere for our team in order to produce outstanding results for our clients.

COMPANY CORE VALUES

Our core values are the key to our success and the reason our clients come back to us again and again, often asking for our senior team members and superintendents by name since 1978.



Integrity

We conduct our business with honesty, reliability and consistency in order to produce positive results for both our clients and our team members.

Creativity

We seek innovative solutions for clients via imaginative and unique approaches delivered impeccably by our team of industry professionals.

Passion

We are passionate about what we do, and this passion fuels our team to be the best at what we do each and every day for each and every client.

SECTION 2: COMPANY QUALIFICATIONS RCI STATISTICS



45+ years in business.



Recognized as one of the top 20 largest commercial landscape companies in the United States.



Currently operational in 25 cities in the southern U.S.



1,200+ employees



1,000+ landscape maintenance clients



100+ current construction clients



300+ fleet



Over \$20 million in owned equipment



Retention rate of over 95% on existing maintenance clients

SECTION 2: COMPANY QUALIFICATIONS EQUIPMENT AND R&D PARTNERSHIPS

RCI holds professional relationships with industry leaders such as **Isuzu**, **John Deere**, and **Stihl**. Our purchasing power assures government-level pricing structure and “front of the line” ability to secure equipment on short notice. In addition, with over **\$20 million of owned equipment** currently, RCI has the ability to deploy any level of equipment and vehicles required initially to commence operations at any level.

RCI has the ability and proven track record to quickly staff large-scale operations. We hold the philosophy of maintaining “bench strength” management and supervisors at all times in order to absorb the on average **15% year-over-year growth** that we have successfully absorbed over the last decade. Our ongoing internal training system ensures all staff are fully trained on all equipment employed on a job site. With multiple purchasing agents, all necessary stock, supplies, and inventory are identified and in place prior to the start of any project we undertake.

Built within our entire proposal are the staff and equipment to assure a quality project. Historically, we have a **retention rate of over 95%** on existing landscape maintenance clientele. This does not happen by accident but only through proper management and staffing with checks and controls ensuring every team member is held responsible for their area of work.

RCI is also proud of our **300+ fleet** of trucks and numerous large equipment pieces. As **proud R&D partners** with **John Deere** and **Rain Bird**, we serve as strategic account holders for both. RCI remains on the cutting edge of what is happening within the green industry, standing ready to offer our clients superior service.

ISUZU

The power behind it all.™



JOHN DEERE

RAIN BIRD®

STIHL®

SECTION 2: COMPANY QUALIFICATIONS EXECUTIVE TEAM OVERVIEW

MICHAEL ROTOLO | President & COO

Michael Rotolo has been with RCI since 2005 and serves as the company's President and Chief Operations Officer. He is a graduate of the Georgia Institute of Technology where he earned a degree in Mechanical Engineering. With nearly two decades of experience at RCI, Michael's experience and expertise ensures the highest quality of services are provided to each and every RCI client. Under his leadership, the company has seen significant growth and innovation, continually adapting to meet the evolving needs of its clients. His passion for engineering and leadership is matched only by his dedication to making a positive impact both within and outside of RCI.

BRANDT MARTIN | Chief Operations Officer of Maintenance

As Chief Operations Officer of Maintenance, Brandt Martin oversees all aspects of multiple maintenance divisions throughout a seven-state area with a specific focus on customer relations, contracting, acquisition/integration, resource allocation and field operations. Brandt Martin is an accomplished executive with 10+ years in landscape and construction. In partnership with his executive management team, Brandt creates customer service packages that support the company's mission and goals while providing best-in-class products and services for the company's maintenance clients across the Southeastern U.S. Brandt is also a retired military veteran, having served twenty-five years in the United States Coast Guard.

JEREMY CARTER | Regional Vice President

Jeremy Carter serves as a Regional Vice President of Maintenance for RCI. Jeremy is a graduate of Auburn University, where he earned a degree in Horticulture and a master's degree in Accounting. He is a licensed Ornamental and Turf Pesticide Applicator for the state of Alabama (OTPS). Jeremy has 20+ years experience in the landscaping industry and has served in various positions such as tech services manager, account manager, branch manager, regional manager, and division manager.

Pictured Right:
University
Medical Center
New Orleans, La

Design, Install,
Maintenance



SECTION 2: COMPANY QUALIFICATIONS CORPORATE TEAM OVERVIEW

STEVEN PUGH | Corporate Irrigation Expert

Having over 30 years of industry experience Steven is passionate about helping customers build top-tier landscape irrigation systems. In 1996, Steven obtained his Texas Irrigation License, Certified Irrigation Technician (CIT), Backflow Testers Certification, and Landscape Irrigation Auditor Certification (CLIA) from Texas A&M. Steven was also a former ASP for Rain Bird Pump Station(s), Rain Bird IQ Central, and PPS Pump Station(s) as well as Rain Bird Maxi-Com certified. Steven specializes in water conservation, creating irrigation systems that work in harmony with the natural environment to keep landscapes looking their best. He currently leads RCI's team of irrigation techs that are certified by the Irrigation Association.

EDDY FERNANDEZ | Corporate Safety Officer

As Safety Manager, Eddy Fernandez identifies, develops, and implements risk management programs, policies, and initiatives, including analysis and recognition of trends as well as risk mitigation programs to manage exposure and loss. Eddy leads RCI's weekly toolbox talk giving managers a weekly safety topic to discuss in further detail with crews each day. Eddy is bilingual with the ability to speak and write both English and Spanish. With over 24 years of experience in safety management, Eddy boasts many safety certifications, a few of which being OSHA 10, 30, 500, and 501.

RUSSELL HARRIS | Corporate Horticulturist

Russell Harris, RCI's Corporate Horticulturist, supports the construction and maintenance divisions at RCI across all markets. Harris has a Bachelor of Science in Horticultural Systems and a Master of Science in Horticulture and Pesticide Chemistry. He has been a licensed Commercial Pesticide Applicator for industrial, right of way, ornamentals & turf, and aquatics since 1997, has held a horticultural service license since 1997, and an arborist license since 2009. His work experience includes 25+ years working in the golf course industry, landscape industry, and as a county agent.



SECTION 2: COMPANY QUALIFICATIONS CENTRAL FLORIDA TEAM OVERVIEW

EZEKIEL DAVIS | Senior Regional Manager

Ezekiel has been employed with RCI for 10 years, and has overseen some of the company's highest profile clients during that time. He has 20 years of experience in both management and the landscape industry. His extensive background has equipped him with a unique blend of strategic insight and hands-on expertise, making him an invaluable asset to the team. Colleagues and clients alike appreciate his commitment to excellence and his ability to deliver innovative solutions tailored to meet specific needs.

BILL SANDRITTER | Regional Manager

Bill serves as an Area Manager for the Orlando market. He has 21 years of industry experience with over 25+ years spent in management positions. He holds a Bachelor of Science in Business Management from Rutgers University. Bill possesses the knowledge, leadership experience, and management skills to maintain excellent service quality. His specialization in client relations has made him an invaluable asset at RCI.

JOHN NEUBER | Area Manager

John Neuber serves as a Area Manager for the Orlando market. He has 44 years of landscaping experience with over 40 years spent in management positions. He holds a bachelor's degree in engineering from the University of Illinois at Chicago. Notably, he has brought the services provided to Seminole County and Orange County up to RCI standards. His specialization in Commercial and High multifamily properties, and high-end HOAs has made him/her an invaluable asset to the team. He holds a FNGLA certification is Osha 40 certified.

THE **RCI** TEAM POSSESSES:

- ✓ **Proactive Management**
- ✓ **Workload Capacity**
- ✓ **Professional Crews**
- ✓ **Dedicated Personnel**
- ✓ **Full-Vetted Staff**
- ✓ **Insured & Compliant**
- ✓ **Exceptional Service**
- ✓ **Consistent Safety Training**
- ✓ **Cutting-Edge Equipment**

SECTION 2: COMPANY QUALIFICATIONS OUR LOCATIONS

RCI is currently operational out of 25 cities within 8 states in the Southeast offering top-notch landscaping services. Each city in which RCI operates has its unique needs and opportunities, and we are committed to understanding and addressing the specific needs of the communities we serve.



**Alexander City - Alexandria - Austin - Baton Rouge - Biloxi - Birmingham -
Clemson - Columbus - Destin - Mobile - Hattiesburg - Houston - Jackson -
Jacksonville - Lake Charles - Lafayette - Memphis - Nashville - New Orleans
- Orlando - Panama City Beach - Pensacola - Shreveport - Slidell -
Tallahassee**



SECTION 2: COMPANY QUALIFICATIONS SUMMARY OF EQUIPMENT & MATERIAL FOR SBCC

Equipment and Resources

RCI's success in delivering high-quality grounds maintenance services is supported by our investment in specialized equipment and skilled manpower. For Clay County Schools, we will deploy industry-leading tools to ensure precision, efficiency, and superior results across all required services.

RCI is prepared to provide Clay County Schools with top-tier grounds maintenance services, utilizing specialized equipment designed for efficiency and precision. Our approach ensures that each task is completed to the highest standard while manpower is adjusted based on the specific service being performed. The following equipment will be available for this project:

- Z-Sprayer
- Tractor
- Top Dresser
- Aerifier
- Verticutter
- Skid Steer
- Sod Cutter
- Pull-behind Drag



Ensuring **Excellent** Service Quality

RCI's approach to quality assurance and resource management ensures consistent and reliable service delivery. Weekly site visits by area managers are conducted to evaluate service quality, address deviations, and incorporate client feedback for continuous improvement. Our experienced teams are led by dedicated area managers and are trained in RCI's service protocols and safety standards. With well-maintained equipment and scalable staffing resources, we are well-prepared to deliver reliable service, as well as assist with challenges that hurricane season or other emergencies can bring.

SECTION 4: REFERENCES CURRENT EDUCATION CLIENTS

HIGHLIGHTED REFERENCES

Below are key examples of RCI's experience in managing large-scale maintenance projects for school districts. These references demonstrate our ability to deliver high-quality services for diverse and complex educational facilities. Each of these projects reflects RCI's commitment to excellence, ability to scale quickly, and proven expertise in athletic field and campus maintenance.

EAST BATON ROUGE SCHOOLS

Baton Rouge, LA | 2018 - Current

RCI has been servicing East Baton Rouge Schools in Baton Rouge, LA since 2018, representing \$12 million in revenue. We employ a full-time staff of management, supervisors, crews, licensed applicators, and certified irrigation technicians of 45 dedicated employees to service the project throughout the year. The project consists of 88 school sites administration buildings and 27 competition athletic fields. The scope includes routine maintenance on all school sites, and administration buildings, and routine maintenance and full horticultural scope on the athletic fields. This scope includes fertilization, herbicides, insecticides, pre-emergent, fungicides, and perennial ryegrass installation from licensed pesticide applicators. Also in the scope are mechanical practices including core aeration and topdressing. RCI also provides full field painting services for baseball, softball, football, soccer, and lacrosse and logo painting as requested.

Reference Contact: Billy Pipp CSFM,CPSI,CBLP, 804-517-9849, wpipp@hes.com

SEMINOLE COUNTY SCHOOLS

Seminole County, FL

Beginning in January 2024, RCI partnered with Seminole County Schools to provide comprehensive mowing, detailing, mulch replacements, and crack and crevice spraying across 71 locations. This project highlights our commitment to ensuring a safe, well-maintained, and aesthetically pleasing environment for educational facilities.

Reference Contact: Tammy Glover, tammy_glover@scps.k12.fl.us, (407) 320-7452

SHELBY COUNTY SCHOOLS

Shelby County, TN | 2022 - Current

Since 2022, RCI has been servicing Shelby County's 64 campus locations. Our current contract is approximately \$1.5 million annually. We employ a full-time staff of 15, which includes an area manager, a project manager, supervisors, laborers, and tractor managers. Our services include mowing, string trimming, pruning, edging, hand weeding, pre and post-emergent applications to beds, and spraying of fence lines. This project required a fast transition, and RCI went from notice of award to full commencement of services within 30 days.

Reference Contact: Lakeisha Ballard, 901-416-4100, ANDERSONL2@scsk12.org

SECTION 4: REFERENCES FORMER CLIENTS

HIGHLIGHTED FORMER CLIENTS

Below are key examples of RCI's experience in managing large-scale maintenance projects for diverse and high-profile clients. These references demonstrate our ability to deliver high-quality services across various sectors, including school districts, event venues, and property management. Each of these projects reflects RCI's commitment to excellence, flexibility in meeting client needs, and proven expertise in comprehensive grounds maintenance.

JACKSON-MADISON COUNTY SCHOOLS

Jackson, TN | 2022 - 2024

Rotolo Consultants, Inc. (RCI) provided comprehensive grounds maintenance services for the Jackson-Madison County School System from 2022 to 2024. Covering 19 locations, RCI ensured the consistent upkeep of school grounds through services such as mowing, string trimming, edging, pruning, and weed control via pre- and post-emergent applications. These services were performed across a range of facilities, including elementary schools, middle schools, and high schools. Additionally, RCI demonstrated flexibility and strategic resource allocation to meet the school system's needs, delivering high-quality results for an annual contract value exceeding \$700,000.

Reference Contact: Chris Johnson; (731) 267-6834; cnjohnson@jmcass.org

BIRMINGHAM-JEFFERSON CIVIC CENTER

Birmingham, AL | 2021 - 2024

From 2021 through 2024, RCI stewarded the grounds of the Birmingham-Jefferson Civic Center (BJCC), a premier event and convention venue located in Birmingham, Alabama. The BJCC spans a 220-acre campus, hosting a diverse range of facilities, including a 19,000-seat arena, a 1,000-seat concert hall, multiple exhibition halls, meeting spaces, and the Protective Stadium, home to sporting and entertainment events. RCI provided full-suite grounds maintenance services for this high-profile property, including turf aeration to maintain lush, healthy lawns, annual installations to enhance seasonal aesthetics, and mulching to ensure clean and polished landscaping. Our efforts ensured the BJCC remained an attractive and welcoming environment for visitors and events year-round.

Reference Contact: David Cappiello, 205-644-6000, david.cappiello@bjcc.org

PLEASE CONTINUE TO THE FOLLOWING PAGE FOR FINAL REFERENCE.

SECTION 4: REFERENCES FORMER CLIENTS

HIGHLIGHTED FORMER CLIENTS

Below are key examples of RCI's experience in managing large-scale maintenance projects for diverse and high-profile clients. These references demonstrate our ability to deliver high-quality services across various sectors, including school districts, event venues, and property management. Each of these projects reflects RCI's commitment to excellence, flexibility in meeting client needs, and proven expertise in comprehensive grounds maintenance.

A.C. LEWIS PROPERTY MANAGEMENT Louisiana | 2017 - 2023

From 2017 to 2023, Rotolo Consultants, Inc. (RCI) partnered with A.C. Lewis Property Management, a leading property management firm in Louisiana specializing in high-end residential and commercial properties. Over the six-year engagement, RCI provided comprehensive grounds maintenance services for multiple properties, ensuring that each site was impeccably maintained to enhance curb appeal and tenant satisfaction. Our full-suite maintenance services included routine mowing, precise debris removal, professional mulching, and the implementation of a tailored horticulture program designed to promote plant health and seasonal vibrancy.

Through consistent communication and collaboration with A.C. Lewis Property Management, RCI adapted our services to meet the specific needs of each property, maintaining a high standard of care and aesthetics. This partnership underscores RCI's ability to deliver reliable, client-focused landscape solutions for large-scale property management portfolios.

Reference Contact: Mackenzie Sanders, VP at A.C. Lewis Management; (225) 328-3002;
Msanders@aclpm.com



Pictured Left: Tom Lee Park, a 30-acre stretch of open park along the Mississippi River, located in Memphis, TN. RCI provided installations and remains involved in this project performing grounds maintenance services.

SECTION 5: REQUIRED DOCUMENTATION

Rotolo Consultants, Inc. (RCI) acknowledges and fully complies with the requirements outlined in Section 5 of the RFP. The following pages include all required documentation, completed and executed as specified. These documents serve to affirm our qualifications, compliance, and readiness to meet the terms and conditions of this proposal

Included on the following pages are:

1. Signed Vendor Acknowledgement Form
2. Pricing Tables (Pages 15-17)
3. EDGAR Certification
4. Drug-Free Workplace Certification
5. Non-Collusion Affidavit
6. Disclosure of Conflict of Interest
7. State of Florida Required Documents

RCI's submission is complete, accurate, and reflective of our commitment to meeting the expectations set forth by the School Board of Clay County.



Partner with **RCI** for Smarter Irrigation Management

From residential developments to large-scale commercial properties, RCI's irrigation services are designed to deliver measurable value and enduring results. Let us help you enhance the health and longevity of your landscapes with customized irrigation solutions.

Ron DeSantis, Governor



Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE BUILDING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

ROTOLO, MICHAEL JOSEPH

ROTOLO CONSULTANTS, INC.
38001 BROWNSVILLE RD
SLIDELL LA 70460

LICENSE NUMBER: CBC1262789

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 05/29/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Florida Department of Agriculture and Consumer Services
Pesticide Certification Office
Commercial Applicator License
License # CM25243

HOLLINGSWORTH III, CHARLES FOSTER
1037 MICHIGAN AVE
SLIDELL, LA 70458

Categories
5A, 3, 6

Issued: January 12, 2023

Expires: December 31, 2026

Signature of Licensee



WILTON SIMPSON, COMMISSIONER

The above individual is licensed under the provisions of Chapter 487, F.S. to purchase and apply restricted use pesticides.

STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF LICENSING AND ENFORCEMENT

Date	File No.	Expires
December 21, 2023	LF346760	December 21, 2027

THE LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER
NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF
CHAPTER 482 FOR THE PERIOD EXPIRING: December 21, 2027

MARK ANTHONY WALLS
3824 QUAIL ST
PANAMA CITY BEACH, FL 32408-7474



WILTON SIMPSON, COMMISSIONER

C
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STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF LICENSING AND ENFORCEMENT

MARK ANTHONY WALLS
LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER

LF346760

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD
EXPIRING December 21, 2027



WILTON SIMPSON
COMMISSIONER

Signature

Wallet Card
Wallet Card - Fold Here

BUREAU OF LICENSING & ENFORCEMENT
3125 CONNER BLVD, BLDG. 8
TALLAHASSEE, FLORIDA 32399-1650

STATE OF FLORIDA
Department of Agriculture and Consumer Services
 BUREAU OF LICENSING AND ENFORCEMENT

Date	File No.	Expires
June 26, 2024	JB326363	June 30, 2025


THE PEST CONTROL COMPANY FIRM NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING June 30, 2025

AT

104 ESTES PLACE SUITE A
 PANAMA CITY BEACH FL 32413

ROTOLO CONSULTANTS
 38001 BROWNVILLAGE RD
 SLIDELL, LA 70460

Lawn and Ornamental


 WILTON SIMPSON, COMMISSIONER


Cut here

STATE OF FLORIDA
 Department of Agriculture and Consumer Services
 BUREAU OF LICENSING AND ENFORCEMENT

ROTOLO CONSULTANTS
 104 ESTES PLACE SUITE A
 PEST CONTROL COMPANY FIRM

JB326363

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD EXPIRING June 30, 2025


 COMMISSIONER

Signature

Wallet Card
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BUREAU OF LICENSING & ENFORCEMENT
 3125 CONNER BLVD, BLDG. 8
 TALLAHASSEE, FLORIDA 32399-1650

My Company Account

My Company Profile

Company Information

Company Name
ROTOLO CONSULTANTS, INC

Doing Business As (DBA) Name
RCI

Company ID
228993

Enrollment Date
Jul 08, 2009

Employer Identification Number (EIN)
721285520

Unique Entity Identifier (UEI)

DUNS Number
182939475

Total Number of Employees
500 to 999

NAICS Code
238

Sector
Construction

Subsector
Specialty Trade Contractors



We appreciate you taking the time to evaluate our proposal for your landscaping needs.

Should you have any questions, please don't hesitate to reach out to our team.



K. SCOTT BREWER
Corporate Strategy

Office: (800) 641-2427, Ext 102

Direct: (901) 331-1247

Email: Sbrewer@rotoloconsultants.com

Received
1/8/2025
12:59

RFP 24-MA-333

2:00 P.M., January 8, 2025

Rotolo Consultants, Inc.

800 Center Street

Green Cove Springs, FL 32043