



CITY OF SANIBEL, FLORIDA  
**REQUEST FOR PROPOSALS**

City of Sanibel

Legal Notice is hereby given that the City of Sanibel is seeking proposals from qualified entities interested in providing equipment and personnel to mow the City's ball fields, prepare fields for sporting events, and maintain rest rooms and the surrounding areas of the ball fields. A copy of the specifications may be obtained from the City of Sanibel, Office of the City Clerk, 800 Dunlop Road, Sanibel, FL 33957 at no charge, or the City's website at:

<http://www.mysanibel.com>

Sealed proposals must be received at the City of Sanibel, Office of the City Clerk, 800 Dunlop Road, Sanibel, Florida at or before 2:00 P.M., on **May 11, 2015** and shortly thereafter will be publicly opened and names of proposers read aloud.

Any proposal offered later than the above time will be returned unopened. Please note that proposals must be in an envelope, addressed to City of Sanibel, ATTN: Recreation Director Andrea Miller, 800 Dunlop Road, Sanibel, Florida 33957 and marked as **BALL FIELD MAINTENANCE**.

The work for which proposals are to be received consists of the following:

**Ball Field Maintenance**

Said proposal should conform to the specifications outlined in the request for proposal documentation. Instructions for preparation and submission of a proposal may be obtained from the City of Sanibel, Office of the City Clerk, 800 Dunlop Road, Sanibel, Florida 33957, (239) 472-3700 and /or [www.mysanibel.com](http://www.mysanibel.com).

The City of Sanibel reserves the right to reject any and all proposals and to waive irregularities.

Andrea Miller  
Recreation Director

AFFIDAVIT REQUESTED

PUBLISH ONE TIME

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Distributed through City Website

## **SECTION I**

### **INTRODUCTION**

The City of Sanibel is currently accepting proposals from qualified contractors/providers interested in providing maintenance at the Sanibel Ball Fields Located at 3840 Sanibel Captiva Road, Sanibel, FL 33957.

### **BACKGROUND**

Sanibel is a world class destination island located 3 miles off the southwest coast of Florida near Fort Myers. Sanibel has an approximate year round population of 6,000 expanding to approximately 33,000 from December through mid April.

The island has a variety of outdoor and indoor recreational opportunities. Natural beaches and miles of bike paths are two of the most popular and well used recreational amenities. All are available for Sanibel residents and visitors.

### **SCOPE OF WORK**

The maintenance work to be performed by contractor will be assigned a week in advance and monitored by a City representative. The selected contractor will assign a representative who will serve as a point of contact to receive work assignments from the City representative. The contractor must provide an employee on-site six days a week and provide the city with a cell phone number to contact that employee anytime the company is working for the City.

See attachment B – Scope of Work for detailed listing of duties

### **PUBLIC ENTITY STATEMENT**

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform 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 Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

### **DRUG FREE PROPOSAL STATEMENT**

In accordance with Section 287.087, Florida Statutes, preference shall be given to businesses with drug-free workplace programs. Please submit the form that is enclosed with your proposal response if your company has a drug-free workplace program.

See attachment A – Drug Free Workplace Form

## SECTION II

### PROPOSAL SPECIFICATIONS:

The proposal will include all costs for supervision, insurance, overhead, profit, fuel, etc. Required insurance will include Worker's Compensation and Employer's Liability, Comprehensive General Liability and Automobile Liability in amounts not less than \$500,000 for any one person, \$500,000 for any one accident, and \$300,000 for property damage, and Excess Liability Umbrella Insurance in the amount of not less than \$2,000,000. Contract to be effective August 1, 2015 through July 31, 2020.

The City of Sanibel shall contract with the contractor/provider for the limited purpose of providing the maintenance of the Sanibel Ball Fields. The following information is included in the proposal to assist the City of Sanibel's review board in selecting the contractor/provider:

1. One full time worker will be required to work forty (40) hours and be on-site six (6) days a week, Monday through Saturday.
2. The initial term of the contract shall be for a period of five (5) years.
3. All employees of company working on school grounds are required to have a Lee School District identification badge.
4. References: Provide list of facilities, businesses and/or clients with whom you have worked to provide services.
5. The proposer shall supply an equipment list of what will be used on this job. A Reel Type mower is required for the ball field Bermuda grass.
6. Equipment and Supplies: List any equipment and/or supplies that you will provide and store on-site in the ball field garage.
7. The City of Sanibel will provide all necessary paper goods, chemicals and paints needed to perform the above listed duties.

### CONTRACTOR/PROVIDER'S COMPENSATION

Proposed monthly rate/fee

### SELECTION PROCESS

Interested parties are advised that the City shall at all times reserve the right to reject any or all proposals, award a partial proposal, waive any informalities or irregularities, and withdraw the RFP if it is deemed within the best interest of the City to do so. The City reserves the right to terminate any services at their discretion within the terms of the established independent contractor agreement.

The selection process may require additional submittals and a 30-minute interview/presentation by the selected contractor/provider. Selections are based on the following:

- Ability of the contractor/provider to effectively meet the programming needs of the City of Sanibel Recreation Department and the community as a whole.
- Qualifications and references of the contractor/provider and all of the contractor/provider's assistants/substitutes.
- Results of interview and discussions with the contractor/provider.

Once a proposal has been selected, a contract will be drafted by the City. The contract establishes the terms and conditions of the relationship between the contractor/provider and the City of Sanibel and execution of such contract is a requirement of the award to any contractor/provider. All contracts may contain an indemnity and hold harmless provision whereby the contractor/provider holds harmless and indemnifies the City for claims against the City resulting from the contractor/providers services.

### SECTION III

#### INSTRUCTIONS

##### **Submission Requirements:**

The complete original proposal must be received by the City of Sanibel, Office of the City Clerk, 800 Dunlop Road, Sanibel, on or before 2:00 P.M., on **May 11, 2015** in a sealed envelope and received in accordance with the instructions detailed in the cover letter. Please note that proposals must be in an envelope, addressed to the City of Sanibel, ATTN: Recreation Director, Andrea Miller, and 800 Dunlop Road, Sanibel, Florida 33957 and must be marked **BALL FIELD MAINTENANCE**. The proposal shall include all documents necessary to support the proposal. Contractors/providers shall be responsible for the actual delivery of proposals during City business hours in accordance with the submission requirements to the address indicated above.

**Proposal Format:** Proposals must include the following information at a minimum:

- a. This Request for Proposal Document signed by the legally responsible party.
- b. Breakdown of the annual rate to be charged to the City of Sanibel
  - a. August 1, 2015-July 31, 2016 \$ \_\_\_\_\_
  - b. August 1, 2016-July 31, 2017 \$ \_\_\_\_\_
  - c. August 1, 2017-July 31, 2018 \$ \_\_\_\_\_
  - d. August 1, 2018-July 31, 2019 \$ \_\_\_\_\_
  - e. August 1, 2019-July 31, 2020 \$ \_\_\_\_\_
- c. Items requested in the Sections I & II, Proposal Specifications.
- d. All information requested in the Request for Proposal (RFP) document.

It is the sole responsibility of the contractor/provider to ensure that they have received the entire Request for Proposal. Contractors/providers will be notified in writing of any change in the specifications at the address provided in contractor/proposal.

No verbal or written information which is obtained, other than through this RFP or its addenda, shall be binding on the City of Sanibel.

**Right of Rejection and Clarification:** The City of Sanibel reserves the right to reject any and all proposals and to request clarification of information from any contractor/provider. There is no obligation for the City of Sanibel to enter into a contract on the basis of any proposal submitted in response to this document.

**Request for Additional Information:** Prior to the final selection, contractors/providers may be required to submit additional information or make oral presentations, which the City may deem necessary to further evaluate the contractor/provider's qualifications.

**Denial of Reimbursement:** The City of Sanibel will not reimburse contractors/providers for any costs in any way related to this request for proposals or any response thereto.

**Right of Negotiation:** The City of Sanibel reserves the right to negotiate the exact terms and conditions of the contract with the selected contractor/provider.

**Exceptions to the RFP:** Contractors/providers may take exception with certain requirements or specifications of the RFP. All exceptions shall be in writing, explaining the ramifications of the exceptions for the City of Sanibel, and a description of the advantage to be gained by the City as a result of these exceptions.

**Rights to Submitted Materials:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by contractor/provider shall become the property of the City of Sanibel when received. All submittals become public records after submittals are opened.

**Copies:** An **original and four (4) copies** of the proposal and supporting documents must be submitted in response to the RFP to the City of Sanibel, ATTN: Recreation Director Andrea Miller, 800 Dunlop Road, Sanibel, FL 33957 and marked as **BALL FIELD MAINTENANCE**.

**Contacts:** Contractors/providers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. Questions regarding this RFP or to request a tour of the recreational facilities should be directed to: Recreation Director, Andrea Miller at [andrea.miller@mysanibel.com](mailto:andrea.miller@mysanibel.com).

**Contract Term:** The initial term of the contract shall be for a period of five (5) years.

**Termination of Contract:** The City of Sanibel may cancel the agreement at any time for breach of contractual obligations by providing the contractor/provider with a written notice of such cancellation. Should the City of Sanibel exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of

cancellation sent to the provider. The City may terminate the contract at any time, with or without cause, upon 30 days' prior written notice to the other party to the Agreement. In the event this Agreement is terminated by the City, Ball Field Maintenance contractor shall be paid for all services rendered through the date of termination.

**Compliance with Laws:** In connection with the furnishing of supplies or performance of work under the contract, the contractor/provider agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts permitted to be awarded hereunder.

**INSURANCE:**

**HISTORY:** Contractor/provider shall include any denials of past insurance coverage and will include all costs for supervision, insurance, overhead, profit, fuel, etc. Required insurance will include Worker's Compensation and Employer's Liability.

Ball field maintenance contractors/providers shall procure and maintain the following insurance coverage:

Coverage

- |     |  |             |
|-----|--|-------------|
| (a) | General Liability and Automobile Liability | \$500,000   |
| (b) | Property Damage                            | \$300,000   |
| (c) | Excess Liability Umbrella Insurance        | \$2,000,000 |

The City shall be notified within two (2) days by the contractor/provider in the event that a contractor/provider insurance coverage is terminated or modified in any way. In the event of a cancellation of the contractor/provider's insurance coverage, such contractor/provider shall be prohibited from providing services until such coverage has been reinstated. Failure to do so will be considered a breach of contract and will render the contract null and void.

**SECTION IV**

**PROPOSAL**

I have read and understand the requirements of this proposal. I agree to provide the required services in accordance with this proposal. I agree to furnish the services as described in the RFP except where specific exception has been taken. Only if addenda are published does RFP require notarization below.

**ADDENDA**

Receipt of Addenda Nos. \_\_\_\_\_ is hereby acknowledged.

Respectfully submitted,

\_\_\_\_\_  
Contractor/Provider

(SEAL)

Signed \_\_\_\_\_

Name (print) \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

DATE:  
\_\_\_\_\_

NOTE: The legal status of the proposal, whether as an individual, partnership or corporation, must be indicated above, and all pertinent information as required of the Request for Proposal must be furnished.

**ATTACHMENT A**

**DRUG-FREE WORKPLACE FORM**  
Procurement of Goods/Services

The undersigned Vendor in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation 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 proposal 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 proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 Florida Statutes 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.

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

## ATTACHMENT B

### SCOPE OF WORK

#### 1. Ball Fields/ Drainage

##### i. Daily

1. Check and empty trash cans
2. Mow grass 2-3 times per week depending on season
3. Drag fields after mowing.
4. Pick up debris and trash on fields, drainage areas and roadside
5. Prep fields for all activities
  - a. Measure and paint/chalk lines for sport specific events
  - b. Place and move goals to safe and proper positions
  - c. Rake, tamp and maintain pitching mounds and batters boxes.
  - d. Spike and mat infield
  - e. Fix, maintain and repair sports equipment/goals
  - f. Check status of fields (fill holes & smooth playing surface)
6. Schedule light timers for events

##### ii. Weekly

1. Weed-eat fence lines and blow off debris from fences, dugouts, bike path and walk ways.
2. Add clay and turf as needed to box
3. Rake field lips
4. Mow drainage & common areas
5. Assemble, disassemble, maintain, and store equipment depending on sport seasons
6. Check and maintain irrigation system.
  - a. Report any issues
  - b. Repair minor leaks
  - c. Replace broken heads
  - d. Schedule timers for watering levels
7. Inspect repair and maintain picnic tables, bleachers, shade structures and windscreens

8. Monitor/maintain water fountains
9. Maintain a clean and organized shop

iii. Monthly

1. Spray for weeds underneath bleachers, in shell and batting cages and along fences lines.
2. Trim vegetation (including fence line)
3. Hose down dugouts and spot paint as needed
4. Spray and maintain drainage areas
5. Spray for ants along walkways, bike path and fields
6. Inventory stock and supplies.
7. Test ball field lights report any issues
8. Check hours on equipment
9. Edge/drag cores after aeration/water infield
10. Drainage –keep clear and free of vegetation

iv. Other tasks as assigned

**B. Pavilion & Rest Rooms**

i. Daily

1. Report vandalism and safety concerns
2. General cleaning and restocking of restrooms
  - a. Sweep floor and empty trash
  - b. Disinfect sinks, toilets and urinals
  - c. Wipe down fixtures and mirrors
  - d. Restock paper dispensers
  - e. Wipe down all partitions and doors
  - f. Remove trash from perimeter of restrooms
3. Maintenance and repair as needed

ii. Weekly

1. Blow off court, empty trash and remove debris
2. Hose out facility inside and outside
3. Clean lights

iii. Monthly

1. General maintenance and repair
2. Bleach restrooms and knocking down cobwebs.

3. Spray for ants knock down any fire ant mounds.
- iv. Other tasks as assigned

C. Playground, Skate park, Gaga pit, & Tennis courts

i. Daily

1. Report vandalism and safety concerns
2. Rake playground area and gaga pit as needed
3. Pick up trash
4. Blow off tennis courts and skate park as needed.
5. Inspect repair and maintain picnic tables, bleachers, shade structures and windscreens

ii. Weekly

1. Empty Trash from recycle containers and trash cans
2. Blow off tennis courts, skate park and archery area on practice and event days

iii. Monthly

1. Other tasks as assigned

D. Hurricane Preparedness

1. Assist the City as needed with hurricane preparedness of the ball fields
  - i. Secure equipment
  - ii. Other tasks as assigned