



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

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INVITATION TO NEGOTIATE

for

YARD WASTE MANAGEMENT SERVICES

ITN Number BC-07-15-09-41

BOARD OF COUNTY COMMISSIONERS

LEON COUNTY, FLORIDA

ITN Title: Invitation To Negotiate for Yard Waste Management Services
Proposal Number: BC-07-15-09-41
Opening Date: Wednesday, 2009 at 2:00 PM

INVITATION

Leon County, Florida (hereinafter referred to as the "County") is soliciting written replies from qualified vendors interested in participating in competitive negotiations to establish a term contract to provide yard waste management services. Leon County is interested in negotiating a contract with one or more firms to process yard waste received at the Apalachee Solid Waste Management Facility (SWMF), located at 7550 Apalachee Parkway, Tallahassee Florida.

The County intends to execute a contract with the responsive and responsible Vendor whose proposal is recommended by the Evaluation Committee and determined by the Board of County Commissioners to provide the best value to the County.

Background

The SWMF accepts yard waste from residents, landscape maintenance companies, tree surgeons, the City of Tallahassee residential curbside collection service and curbside collection by an exclusive franchisee in the unincorporated area. The yard waste is accumulated in two separate piles. Clean yard waste without plastic bags is segregated from yard waste with plastic bags.

Objective

The County's objective is to convert as much of the yard waste it receives into a useable product or products. Those products may include potting mix, compost, mulch, boiler fuel, soil amendment or any such product deemed a beneficial use. The yard waste may be used alone or in combination with other organic materials to produce the product(s).

Provisions

The County will retain approximately 10% of the clean yard waste it receives for use in erosion control and providing free mulch to its citizens.

The yard trash may be removed from the SWMF as is or it may be processed on site then removed. Processing may include debagging, grinding, screening, rough composting or other such processes needed to produce a useable product.

If the processing is done on site, contaminants discovered during processing shall be set aside and temporarily stored for proper disposal. Contaminants that may be disposed in a Class I landfill will be disposed by the County. Household hazardous waste (HHW) contaminants will be disposed of by the County. The County will provide temporary storage containers for Class I waste and HHW.

The successful Vendor will supply all supervision, labor, equipment, materials, supplies and any necessary permits to manage the yard waste and remove the resultant products. The County will provide a truck scale to weigh outgoing loads of product(s) if needed.

Processing of yard waste may be ongoing or done on a campaign basis. The County has enough space to accumulate approximately 3,000 tons of clean yard waste and about 2,000 tons of bagged yard waste.

Tonnages

The County anticipates receiving approximately 20,000 tons of clean yard waste and 7,000 tons of bagged yard waste annually, for a total of 27,000 tons. The County makes no guarantee of any yard waste amounts being available for processing.

Term

The anticipated term of the Agreement for yard waste management shall be for three years with three (3) additional one-year renewals. Renewals shall be contingent upon satisfactory performance evaluations by the County and subject to the availability of funds. Renewal of the contract shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract.

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PRE-PROPOSAL CONFERENCE:

A Pre-Proposal Conference is scheduled for Thursday, July 2, 2009 at 10:00AM. The Conference will be held in the Purchasing Bid Room, 2284 Miccosukee Road, Tallahassee, Florida. Potential respondents are encourage to attend and to have completed a thorough review of the ITN document, be prepared with questions from that review and/or provide comment to County staff regarding the services being sought.

OPTIONAL CONTRACT USAGE

In addition to use by the County, and with the consent of the Vendor(s), purchases may be made by other governmental entities under the terms and conditions of this contract. The applicable purchasing laws, rules, and regulations of those governmental entities shall apply to their use of this contract.

ITN QUESTIONS & ANSWERS

Any technical questions arising from this Invitation to Negotiate must be forwarded, in writing, to the purchasing agent identified below. In order for technical questions to be answered in a timely fashion, *technical questions must be received no later than 5:00 PM on Wednesday, July 8, 2009.* There is no deadline for contract or administrative questions.

The County's written response to written inquiries submitted timely by interested Vendors will be posted on the Leon County Purchasing Division website, as an addendum under this ITN number. It is the responsibility of all interested vendors to monitor this site for any changing information prior to submitting their reply.

Only written inquiries from interested vendors, which are signed by persons authorized to contractually-bind the vendors, will be recognized by the County as duly authorized expressions on behalf of the vendors

ALL QUESTIONS should be submitted to:

Keith M. Roberts, Purchasing Director
2284 Miccosukee Road, Tallahassee, Florida 32308
E-mail: robertsk@leoncountyfl.gov
Telephone number: 850 606-1600
Fax number: 850 606-1601

PROHIBITED COMMUNICATION

Any Form of communication, except for written correspondence, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any 23

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public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

RESERVATIONS

The County reserves the right to reject any and all replies received pursuant to this Invitation to Negotiate, if the County determines such action is in the best interest of the County. The County reserves the right to waive minor irregularities in submitted replies.

PLANHOLDERS

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.leoncountyfl.gov/Purchasing/> For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

HOLD HARMLESS

The Contractor agrees to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Contractor, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Contractor, including but not limited to costs and a reasonable attorney's fee. The County may, at its sole option, defend itself or allow the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

SUBMISSION OF SEALED REPLY: (DO NOT FAX)

Replies must be submitted in a sealed envelope/package that should be labeled with the number and the opening date and time. Sealed replies will be received until 2:00 PM EDT, on Wednesday, May 28, 2008. Replies received after that time and date will not be considered.

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An **ORIGINAL** and seven (7) copies of the Response must be furnished on or before the deadline. Responses will be retained as property of the County. **The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual**, all other copies may be photocopies.

OPENING OF SEALED REPLIES

The sealed replies will be opened by the County's Purchasing Office personnel at 2:01 PM, Wednesday, July 15, 2009, in the Purchasing Bid Room, 2284 Miccosukee Road, Tallahassee, Florida. All reply openings are open to the public.

PROPOSED NEGOTIATION PROCESS

The County reserves the right to negotiate concurrently or separately with competing vendors, as set out below. The participating vendors should be cognizant of the fact that the County reserves the right to finalize the negotiation process at any time in the proposed process that the County determines such selection would be in the best interest of the County. Replies should be prepared to provide a straight-forward, concise description of the vendor's ability to meet the requirements and to allow the County to properly evaluate the vendor's reply.

Step A1 Interested vendors must submit the following to the "Purchasing Agent" identified on page 3 by Wednesday, July 15, 2009 at 2:00 PM:

1. Leon County "ITN Acknowledgment Form" - Completed and signed.
2. Qualifications Questionnaire - with additional sheets as needed to address and respond to all questions completely
3. Required forms (see listing on page 13)

Step A2 The Evaluation Committee will short list the vendors and provide notice to all interested individuals. The County will then conduct concurrent negotiations with all of the short listed vendors.

Evaluation Criteria: Proposals will be evaluated and ranked on the basis of the following considerations:

1. Previous yard waste management experience, including debagging, grinding, screening, manufacturing and marketing products derived from municipal yard waste	40 points
2. Percentage of total available material to be converted to beneficial use	15 points
3. Resources to perform the work, including, management, supervision, labor and equipment	20 points
4. A minimum of three references from current or recent past customers for whom similar work has been provided	10 points
5. Minority/Women Business Participation	10 points
6. Local Preference	5 points
TOTAL	100

Step B1 At the discretion of the Evaluation Committee, all short listed vendors may be asked to provide an oral presentation of their firm's capabilities and participate in a question/answer

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session on the requested services. These meetings will be used to share information, exchange innovative ideas, clarify concepts, and improve understanding about the County's needs, expectations, and the capabilities of each vendor. The Evaluation Committee will participate in all presentations.

- Step B2** Following presentations by all short listed vendors, if conducted, the Evaluation Committee will revise the Scope of Services, as necessary, to eliminate unnecessary requirements and incorporate innovative ideas and approaches that the committee believes would benefit the County. All participating vendors will be sent a final Scope of Services and will be asked to submit a preliminary price proposal.
- Step B3** Each vendor will be scheduled to meet with the Evaluation Committee to negotiate both the vendor's technical and price proposals and discuss any issues or problems.
- Step B4** The Evaluation Committee will complete a written summary evaluation of each vendor's technical approach, capabilities, and price proposal.
- Step B5** The Evaluation Committee will review the summary evaluations and price to make a final recommendation or repeat steps B2 through B4 as necessary.
- Step B6** The Evaluation Committee's recommendation of an acceptable negotiated contract will be presented to the Board of County Commissioners for approval and execution.

POSTING

The County's short list and rankings will be posted on the Leon County website under the Purchasing Division page at <http://www.leoncountyfl.gov/Purchasing/Postings/index.asp>. The information will be listed under this ITN number, and will remain posted for a period of seventy-two (72) hours. The County will provide, by mail, fax, and/or telephone, notice of posting dates and times to all participating vendors.

The recommended award and contract will be posted as an agenda item on the County website (<http://www.leoncountyfl.gov>) on the Thursday preceding the Tuesday meeting of the Board of County Commissioners.

PROTEST

Any bid award recommendation may be challenged on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid challenge shall be made in writing to the Purchasing Director within 72 hours (excluding weekends and holidays) after receipt of the intended recommendation of award. Challenger shall file a formal written bid challenge within 10 days after the date in which the notice of intent of bid challenge has been submitted. Failure to file a notice of intent of bid challenge or failure to file a formal written bid challenge shall constitute a waiver of all rights granted under this section. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, vendors are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will addressed and/or remedied prior to a bid opening or award whenever practically possible. Vendors are not to contact departments/divisions regarding the vendor complaint.

QUALIFICATIONS

Interested vendors must complete and submit the "Qualifications Questionnaire" to show that they have the necessary qualifications and experience in providing Class III Solid Waste Management Services, as specified in the Scope of Services/Specifications. The replies to the "Qualifications Questionnaire", and the information provided by the vendors in their submittals, will be reviewed and evaluated to determine 23

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the best qualified vendors to short-list and proceed to the Proposed Negotiation process.

AUTHORIZED TO DO BUSINESS IN THE STATE OF FLORIDA

Foreign corporations and foreign limited partnerships must be authorized to do business the State of Florida. Such authorization should be obtained by the sealed reply due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For authorization, contact:

Florida Department of State
Tallahassee, Florida 32399
(850) 245-6051

LICENSED TO CONDUCT BUSINESS IN THE STATE OF FLORIDA

If the business being provided requires that individuals be licensed by the Florida Department of Business and Professional Regulation, such licenses should be obtained by the sealed reply due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For licensing, contact:

Florida Department of Business and Professional Regulation
Tallahassee, Florida 32399-0797
(850) 487-1395

The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids **shall** include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists. Leon County, Florida-based businesses are required to purchase an Occupational License to conduct business within the County. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Leon County, may also be required to obtain such a license by their own local government entity or by Leon County. For information specific to Leon County occupational licenses please call (850) 488-4735.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the proposal being determined as non-responsive.

REVIEW OF FACILITIES AND QUALIFICATIONS

After the sealed reply due date and prior to contract execution, the County reserves the right to perform or have performed, an on-site review of the vendor's facilities and qualifications. This review will serve to verify data and representations submitted by the vendor and may be used to determine whether the vendor has an adequate, qualified, and experienced staff, and can provide overall management facilities. The review may also serve to verify whether the vendor has financial capability adequate to meet the contract requirements. Should the County determine that the reply has material misrepresentations or that the size or nature of the vendor's facilities or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the County has the right to reject the reply.

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COPYRIGHTED MATERIAL

Copyrighted material will be accepted as part of a sealed reply only if accompanied by a waiver that will allow the County to make paper and electronic copies necessary for the use of County staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

CONFIDENTIAL MATERIAL

The vendor must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Invitation to Negotiate, Number BC-05-28-08-49 - Confidential Material". The vendor must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the vendor asserts to be exempt from public disclosure and placed elsewhere in the reply will be considered waived by the vendor upon submission, effective after opening.

LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

1. Preference in requests for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
 - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent.
 - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent.
2. Local business definition. For purposes of this section, "local business" shall mean a business which:
 - a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 - b) Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and
 - c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
3. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

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MINORITY BUSINESS ENTERPRISE PARTICIPATION

A Minority and Women Business Enterprise target is not associated with this proposal due to a lack of availability of certified MWBE's in Leon, Gadsden, Jefferson or Wakulla counties, or the MWBE target for this category has currently been achieved by Leon County.

The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
2. Establish targets designed to increase MBE and WBE utilization proportionate to documented under utilization.
3. Provide increased levels of information and assistance available to MBE's and WBE's businesses.
4. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.

For additional information regarding Leon County's Minority, Women and Small Business Enterprise Policy, or to obtain a listing of certified MWBE's; please contact Iranetta Burnett, MWSBE Director, at 2284 Miccosukee Road, Tallahassee, FL 32308, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail burnetti@leoncountyfl.gov.

CONTRACTUAL OBLIGATIONS

The Vendor will be required to ensure that each individual, partnership, firm or corporation that is part of the Vendor team, by subcontract, will be subject to, and comply with, the following contractual requirements:

A. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies 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, Florida Statutes, for Category Two (currently \$25,000) for a period of 36 months following the date of being placed on the convicted vendor list.

B. Unauthorized Aliens

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. The attached Affidavit Certification, Immigration Laws must completed and submitted as part of your response.

C. Discrimination

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a

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public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded 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.

D. Insurance

Your attention is directed to the insurance requirements below. You should confer with your respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. The Insurance Certification Form attached hereto is to be completed and submitted as part of your response. If a respondent fails to comply strictly with the insurance requirements, that respondent may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. **Minimum Limits of Insurance.** Contractor shall maintain limits no less than:
 - a. **General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - b. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
 - c. **Workers' Compensation and Employers Liability:** Workers' Compensation insurance covering all employees and meeting statutory requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.
 - d. **Pollution Liability Insurance and/or Environmental Impairment Liability Insurance:** Policy(ies) to provide protection for the site owners and operators against third-party liability for bodily injury, property damage and cleanup cost as a result of a pollution event on, at, under or coming from the insured's covered location. Coverage limits and length of tail coverage to be negotiated. (County is to be named as Additional Insured).
2. **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
3. **Other Insurance Provisions** The policies are to contain, or be endorsed to contain, the following provisions:
 - a. **General Liability and Automobile Liability Coverages** (County is to be named as Additional Insured).

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1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
2. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
5. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

6. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

E. Audits, Records, And Records Retention

The Contractor agrees:

1. To establish and maintain books, records, and documents (including electronic storage

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media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.

2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. *Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.*
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

G. Monitoring

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

COSTS INCURRED IN RESPONDING

This Invitation to Negotiate does not commit the County or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a reply or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

AWARD OF THE CONTRACT

The County will execute a written agreement with the awarded Vendor, which will include the final negotiated terms, conditions, specifications, and prices.

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ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

FORMS

The following forms are attached for completion and submittal as part of your response. Please refer to other appropriate sections of the ITN for explanation of each form.

- a) Leon County "Invitation to Negotiate Acknowledgment Form"
- b) Qualifications Questionnaire
- c) Equal Employment Opportunity/Affirmative Action Statement
- d) Insurance Certification Form
- e) Affidavit Certification, Immigration Laws
- f) Drug Free Workplace Statement
- g) Certification Regarding Debarment, Suspension And Other Responsibility Matters
- h) Local Preference Certification, if applicable, and required documentation for certification

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INVITATION TO NEGOTIATE ACKNOWLEDGMENT FORM

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all replies in the best interest of Leon County.

Keith M. Roberts
Purchasing Director

Bryan Desloge
Chairman

I certify that this reply is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for this Invitation to Negotiate and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this negotiation and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the Invitation to Negotiate, including but limited to, certification and licensing requirements.

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY _____
(Authorized Representative's Signature)

(Printed or Typed Name)

(Authorized Representative's Title Typed)

VENDOR NAME _____

ADDRESS _____

TELEPHONE _____

FAX _____

E-MAIL ADDRESS _____

Attachment # 2
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QUALIFICATIONS QUESTIONNAIRE
Invitation To Negotiate for Yard Waste Management Services
Proposal Number: BC-00-00-09-49

Vendor: _____

Submitted by: _____ Signed: _____ Date: _____
Name Printed Signature

Please provide the following information and be sure to follow and clearly mark each section of your proposal according to the sections below (1, 1a, 1b, etc.)

1. Please provide the following information about your company:
 - a. Firm name or Joint Venture, business address, office location (if different), and the name and title of the Contact Person for this ITN including mailing address, express mail address (if different), telephone and fax numbers, and the Contact's e-mail address..
 - b. Federal Identification Tax Number or Social Security Number.
 - c. The age of the firm, a brief company history, and average number of employees over the past five years.
2. Please address how your proposed solution will address and meet the objectives stated for the yard waste management services:
3. Please provide your proposed Yard Waste Management Plan and be sure to address the following items:
 - a. Hours of operation
 - b. Operations plan
 - c. Emergency operations and contingency
 - d. Safety requirements
 - e. Through put capacity
4. Please address the Performance Standards for Employees for the following:
 - a. Management requirements
 - b. Supervisor requirements
 - c. Employee conduct
 - d. Employee appearance
 - e. Employee training and certifications
 - f. Legal status of contractor's employees
5. The County will require reporting capabilities of the Contractor. Please describe your reporting capabilities and intent to meet this requirement. Some of the information to be reported includes, but is not limited to, the following items:
 - a. Tons of material inbound by material type
 - b. Tons of material recycled by material type
 - c. Incident/accident report

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: _____

Firm: _____

Address: _____

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NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.
2. The undersigned is authorized to make this Affidavit on behalf of,

_____ (Name of Corporation, Partnership, Individual, etc.)

a _____, formed under the laws of _____
(Type of Business) (State or Province)

of which he is _____
(Sole Owner, partner, president, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.
4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

_____ AFFIANT'S NAME AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this _____ Day of _____, 20____.

Personally Known _____ Or Produced Identification _____

Type of Identification _____

Notary Public

(Print, Type or Stamp Commissioned Name of Notary Public)

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INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Liability:	Indicate Best Rating: _____ Indicate Best Financial Classification: _____
<hr/>	
Business Auto:	Indicate Best Rating: _____ Indicate Best Financial Classification: _____
<hr/>	
Pollution Liability:	Indicate Best Rating: _____ Indicate Best Financial Classification: _____

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating: _____
Indicate Best Financial Classification: _____

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

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**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____ Title: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20__.

Personally known _____
NOTARY PUBLIC

OR Produced identification _____
Notary Public - State of _____

(Type of identification) My commission expires: _____

Printed, typed, or stamped
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

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DRUG FREE WORKPLACE STATEMENT

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which 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 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 tie bids will be followed if none of the tied vendors have 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 that will be taken against employees 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 employees 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 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 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 the following:

(Check one and sign in the space provided.)

_____ This firm complies fully with the above requirements.

_____ This firm does not have a drug free work place program at this time.

VENDOR'S SIGNATURE

TITLE

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**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; 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 governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address

