

REQUEST FOR PROPOSAL
Shell/Sand – Jimmy Vann’s Sunrise Park
RFP #2018-01
CITY OF OAK HILL, FLORIDA

Notice is hereby given that the City of Oak Hill (“City”) is requesting proposals for **Shell/Sand – Sunrise Park - RFP #2018-01**. Proposals will be received in the City Administrator’s Office, Located at City Hall, 234 S. U.S.1, Oak Hill, Florida 32159, until **5:30 P.M.** on **April 9, 2018**, the bids will be publicly opened at 6:00PM at the regularly scheduled Commission Meeting.

Requirements for the Proposal are available and may be obtained from Kohn Evans, City Administrator, City of Oak Hill, 234 S. U.S.1, Oak Hill, Florida 32159; (386) 345-3522. Questions related to the proposal may be faxed to (386) 386-345-1834 or e-mailed to evansk@oakhillfl.com.

No Proposals received after the time and date specified for the opening will be considered. The City reserves the right to reject any and all proposals, to waive any and all non-substantial irregularities in proposals received whenever such rejection or waiver is in the best interest of the City. In the event that any or all proposals are rejected or waived, the City reserves the right to solicit and re-advertise for other proposals.

CITY OF OAK HILL
VOLUSIA COUNTY, FLORIDA

Kohn Evans
City Administrator

GENERAL CONDITIONS

I. PURPOSE

The City of Oak Hill, Florida is requesting proposals from firms that are qualified and experienced to dump numerous loads of shell/sand and level it, to the City of Oak Hill's Jimmy Vann's Sunrise Park.

II. PROPOSAL SUBMISSION AND WITHDRAWAL

Sealed proposals for the Public Works Building must be submitted no later than **5:30 P.M., March 12, 2018**. Proposals submitted after this time will not be accepted or considered.

Submit one (1) original and nine (7) copies of the complete proposal before the closing date and time in a sealed envelope addressed to the City of Oak Hill, 234 S. U.S.1, Oak Hill, Florida 32759. The name of the proposer shall appear in the upper left-hand corner of the envelope and the following notation shall appear in the lower left-hand corner:

**JIMMY VANN'S SUNRISE PARK SHELL/SAND PROPOSAL
RFP #2018-01**

If the proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "**JIMMY VANN'S SUNRISE PARK SHELL/SAND PROPOSAL RFP #2018-01**" on the face.

Proposers are cautioned to assure delivery of proposals directly to the City Administrator. Proposals received after the established deadline will be returned unopened to the proposer. Proposers may withdraw their submitted proposals by notifying the City in writing at any time prior to the deadline submittal. After the deadline, proposals become public record of the City and will not be returned to the proposers.

Upon opening, proposals are subject to public record disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure (if any) provided by Florida Statutes in the response to the RFP and must identify the data or other materials to be protected, state the reasons why such exclusion from public disclosure is necessary and the legal basis for such exemption.

III. CONTRACT AWARD

The City anticipates entering into a contract with the proposer judged by the City to be most advantageous for the City's purposes.

This RFP does not constitute an offer or a contract with the proposer. A contract or agreement is not implied until a contract is approved and executed by the City Commission.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals. The City may in its sole discretion waive any informalities and irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

IV. DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward, succinct and concise description of the proposer's ability to meet the requirements.

V. INQUIRIES

Interested proposers may contact Kohn Evans, City Administrator, at (386) 345-3522 or evansk@oakhillfl.com. Direct contact with any other City official (including elected officials) is prohibited. Any contact with other City officials (appointed or elected) may be grounds for disqualification.

The City may record responses to inquiries and any submittal instructions in the form of written addenda. All proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City through written communications with the City prior to the opening of the proposals.

VI. ADDENDA

If revisions to the RFP become necessary, the City will provide written addenda to all proposers who have received the RFP. All addenda issued by the City will include a receipt form, which must be signed and included with any proposals that are submitted to the City. In the event multiple addenda are issued, a separate receipt for each addendum must be included with the proposal at the time it is submitted to the City.

VII. LICENSES

The proposer must be licensed and certified for the type of work to be performed in the State of Florida at the time of RFP receipt. The proposal of any proposer that is not licensed and certified shall be deemed not responsive.

VIII. PUBLIC ENTITY CRIMES STATEMENT

Section 287.133, Florida Statutes, provides that 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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 for a period of 36 months from the date of being placed on the convicted vendor list.

IX. CODE OF ETHIC

If any proposer violates or is a party to a violation of the code of Ethics of the State of Florida (Chapter 112, Florida Statutes) with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work goods, or services for the City of Oak Hill. A copy of the State Ethics Code is available at the once of the City Administrator, 234 S. U.S.1, Oak Hill, Florida 32159.

X. DRUG FREE WORK PLACE

Preference shall be given to businesses with Drug Free Work Place programs (hereinafter referred to as "DFWP"). Whenever two or more proposals which are equal in respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFWP shall be given preference in the award process.

SCOPE OF SERVICES

- A. Bring numerous loads of shell/sand to the City's Jimmy Vann's Sunrise Park (275 River Road, Oak Hill) and dump it, this is to replace what hurricanes have taken;
- B. As a separate line item include the cost of leveling the loads;

INSTRUCTIONS FOR PREPARING PROPOSALS

I. RULES FOR PROPOSALS

The proposal must identify all persons that will be performing services for the City. The proposal must declare that it is made without collusion with any person or entity submitting a proposal pursuant to this RFP.

II. PROPOSAL FORMAT

Proposers shall prepare their proposals using the following format:

- A. Table of contents (1 page) - Provide a clear identification of the material by section and by page number.
- B. Letter of Transmittal (1 page) - This letter should be brief and introductory in nature. The letter should state the name of the individual that is authorized to make Commitments for the firm. The letter should also summarize the firm's ability to complete the scope of services.

C. Required Submittals (6 pages) –

1. Drug-Free Workplace Certification Form
2. Certification that the firm is not barred from performing the work by operation of the Florida Public Entity Crimes law.
4. Professional and business licenses (including occupational licenses).
5. Certification of errors and omissions and general business liability insurance.

D. Summary Statement of all citations, violations, and litigation existing or continuing within the last three (3) yearly included the disposition or current status of them (1 page).

E. Any comments concerning the City's outline of the proposed contract set forth in the section of General Terms and Provisions of Continuing Contract of this RFP (1 page).

Total Proposal not to exceed twenty (20) pages

III. EVALUATION OF PROPOSALS

The criteria the City shall consider in short listing and ranking Proposers shall include the following factors:

- A. The ability of professional personnel;
- B. Qualifications, experience and past performance of the project team (individual, firm and sub-consultants) concerning similar projects and assignments;
- C. Willingness and present ability to meet schedule and budget requirements;
- D. Volume and quality of work previously awarded to the firm by the City;
- E. History of violations of Federal, State, or Local law or regulations and of litigation;
- F. Location of firm;

IV. EVALUATION METHOD AND CRITERIA

The City will evaluate proposals and will select the proposer that, solely at the City's discretion, best meets the interest of the City. The City reserves the right to request clarifications of information submitted and to request additional information of any proposers. The City shall be the sole judge of its own best interest, the proposals and the resulting negotiated agreement. The City's decisions will be final.

V. GENERAL CONTRACT PROVISIONS

VI. INSURANCE REQUIREMENTS

IX. COMPREHENSIVE GENERAL LIABILITY

The Contractor shall carry Comprehensive General Liability insurance to cover liability, bodily injury and property damage including automobile. Exposures to be covered are: premises, operations, products/completed operations, and certain contract. Coverages must be written on an occurrence basis, with the following limits of liability unless otherwise specified or determined applicable:

	Bodily Injury	Property Damage
Each Occurrence:	\$1,000,000	\$1,000,000
Annual Aggregate:	\$1,000,000	\$1,000,000

Personal Injury Annual Aggregate: \$1,000,000

The Contractor shall maintain Worker's Compensation insurance during the life of this Agreement to comply with Statutory limits for all employees, and in the case any work is sub-contracted, the Consultant shall require the Sub-consultant to provide worker's compensation insurance for all the Sub-consult's employees unless such employees are covered by the protection afforded by the Consultant. During the life of this policy, the Consultant and his Sub-consultants shall maintain Employer's Liability insurance. The following limits must be maintained:

Worker's Compensation Statutory Employer's Liability: \$500,000 per Occurrence

The Contractor agrees to be responsible for the employment, conduct and control of its employees and for their employment in accord with law.

X. OTHER INSURANCE PROVISIONS

The City of Oak Hill must be named as an additional insured unless City and Consultant's protective Coverage is also provided or required. Thirty (30) Calendar days written notice must be provided to the City via certified mail in the event of cancellation.

END OF SECTION