

Contract # Y24-1032-VS

This Contract is made as of the 1 day of April, 2024 by and between Orange County, a Political Subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the COUNTY, and P & L Lawn Maintenance, a corporation authorized to do business in the State of Florida, hereinafter referred to as the CONTRACTOR, whose Federal I.D. is 593139021.

In consideration of the mutual promises contained herein, the COUNTY and the CONTRACTOR agree as follows:

ARTICLE 1 - SERVICES

The CONTRACTOR'S responsibility under this Contract is to provide Landscape Maintenance services for Deputy Scott Pine Park, as more specifically set forth in the Scope of Services detailed in Exhibit "A".

The COUNTY'S representative/liason during the performance of this Contract shall be Mike Saldutti, telephone no. (407) 836-6231, email: Michael.Saldutti@ocfl.net.

ARTICLE 2 - SCHEDULE

The CONTRACTOR shall commence services on April 1, 2024 and complete all services by March 31, 2025.

Reports and other deliverables shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

This contract may be renewed, by mutual agreement, for additional periods up to a cumulative total of three (3) years at the same prices, terms and conditions. Any change in price, terms or conditions shall be accomplished by written amendment to this contract.

Any order issued during the effective date of this contract, but not completed within that period, shall be completed by the CONTRACTOR within the time specified in the order. The contract shall govern the CONTRACTOR and the COUNTY'S rights and obligations with respect to the extent as if the order were completed during the contract's performance period.

ARTICLE 3 - PAYMENTS TO CONTRACTOR

A. The total amount to be paid by the COUNTY under this Contract for services, shall not exceed Twenty-Four Thousand sixty Dollars and Zero Cents Dollars (\$24,060.00). The CONTRACTOR will notify the COUNTY, on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work. Where incremental billing for partially completed items is permitted, the total incremental billings shall not exceed the percentage of estimated completion as of the billing date.

B. Invoices received from the CONTRACTOR pursuant to this Contract will be reviewed and approved by the user County Department, indicating that services have been rendered in conformity with the Contract and then will be sent to the Finance Department for payment. All invoices must reference this contract number. Invoices will be paid in

accordance with the State of Florida Local Government Prompt Payment Act 218.

- C. **Final Invoice:** In order for both parties herein to close their books and records, the CONTRACTOR will clearly state "**final invoice**" on the CONTRACTOR'S final/last billing to the COUNTY. This certifies that all services have been properly performed and all charges and costs have been invoiced to Orange County. Since this account will thereupon be closed, any further charges if not properly included on this final invoice are waived by the CONTRACTOR.
- D. Payment for accepted equipment/goods/services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Health & Family Services Building
Attn: Fiscal Support
2100 E Michigan St.
Orlando, FL 32806

A valid invoice shall include the following:

1. Reference to the Delivery Order/ Purchase Order Number
2. Delivery Dates/ Service Dates
3. Itemization of Goods Delivered/ Services Rendered
4. Unit Prices in accordance with the Quote Response Form.

ARTICLE 4 – DELIVERY/PERFORMANCE

A. PERFORMANCE

Timely performance is of the essence in the award of this Request for Quotations. Performance shall be no later than five (5) calendar days from receipt of delivery order. Quotes which fail to meet this requirement shall be rejected. It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract.

Should the Contractor neglect, fail or refuse to provide the services within the time herein specified, then said Contractor does hereby agree as part of the consideration for the awarding of this contract, to pay Orange County the sum extended by the County to contract for like services approved by the Procurement Division for the period from the required scheduled commencement date until performance of services covered in the Request for Quotations is completed.

The Contractor shall, within two (2) calendar days from the beginning of such delay, notify the Manager, Procurement Division in writing of the cause(s) of the delay.

B. FORCE MAJEURE

1. The Contractor shall not be held responsible for any delay and/or failure in performance of any part of this contract to the extent such delay or failure is caused by explosion, war, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond the Contractor's control so long as the Contractor's delay is not caused by the Contractor's own fault or negligence. That notwithstanding, the Contractor shall

notify the County in writing within forty-eight (48) hours after the beginning of any such cause that would affect its performance hereunder and the County reserves the right to request additional information that supports the validity of the Contractor's Force Majeure claim. Failure to notify the County in a timely manner of any claim of Force Majeure made pursuant to this section is cause for termination of this contract.

2. If the Contractor's performance is delayed pursuant to this section for a period exceeding five (5) calendar days from the date the County receives the required Force Majeure notice, the County shall have the right to terminate this contract thereafter and shall only be liable to the Contractor for any work performed and validated (if required for payment hereunder) prior to the date of the County's contract termination.
3. If the Contractor's performance is delayed pursuant to this section, the County may, upon written request of the Contractor, agree to equitably adjust the provisions of this contract, including price, performance, and delivery, as may be affected by such delay. However, this provision shall not be interpreted to limit the County's right to terminate for convenience.

ARTICLE 5 - TRUTH IN NEGOTIATION CERTIFICATE

Signature of this Contract by the CONTRACTOR shall act as the execution of the truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the CONTRACTOR'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or non-current wage rates or due to inaccurate representations of fees paid to outside Contractors. The COUNTY shall exercise its right under this "Certificate" within one (1) year following final payment.

ARTICLE 6 - TERMINATION

A. Termination for Default:

The COUNTY may, by written notice to the CONTRACTOR, terminate this contract for default in whole or in part (delivery orders, if applicable) if the CONTRACTOR fails to:

1. Provide products or services that comply with the specifications herein or fails to meet the COUNTY'S performance standards
2. Deliver the supplies or to perform the services within the time specified in this contract or any extension.
3. Make progress so as to endanger performance of this contract
4. Perform any of the other provisions of this contract.

Prior to termination for default, the COUNTY will provide adequate written notice to the

CONTRACTOR through the Manager, Procurement, affording them the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the CONTRACTOR in accordance with the County's Procurement Ordinance. The CONTRACTOR and its sureties (if any) shall be liable for any damage to the COUNTY resulting from the CONTRACTOR's default of the contract. This liability includes any increased costs incurred by the COUNTY in completing contract performance.

In the event of termination by the COUNTY for any cause, the CONTRACTOR will have, in no event, any claim against the COUNTY for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the COUNTY the CONTRACTOR shall:

1. Stop work on the date and to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the COUNTY.
4. Continue and complete all parts of that work that have not been terminated.

Neither CONTRACTOR nor COUNTY shall be liable, nor may cancel this contract for default, when delays arise out of causes beyond the control of CONTRACTOR or COUNTY. Such causes may include but are not restricted to acts of God, acts of COUNTY in sovereign capacity, fires, floods, lightning strikes, epidemics, quarantine restrictions, strikes, freight embargoes, wars, civil disturbances, work stoppage, power failures, laws, regulations, ordinances, acts or orders of any governmental agency or official thereof, and unusually severe weather. In every case, the delay must be beyond the control of the claiming party. If CONTRACTOR is delayed in its performance as a result of the above causes, COUNTY, shall upon written request of CONTRACTOR, agree to equitably adjust the provisions of this contract, including price and delivery, as may be affected by such delay. However, this provision shall not be interpreted to limit COUNTY'S right to terminate for convenience.

B. Termination for Convenience

The COUNTY, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the COUNTY shall be liable only for goods or services delivered and accepted. The COUNTY Notice of Termination shall provide the CONTRACTOR thirty (30) days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

ARTICLE 7 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CONTRACTOR. The CONTRACTOR shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CONTRACTOR authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The CONTRACTOR shall be responsible for payment of its own and its share of its employee FICA and Social Security benefits with respect to this Contract.

ARTICLE 8 - AVAILABILITY OF FUNDS

The COUNTY'S performance and obligation to pay under this Contract is contingent upon an annual appropriation for its purpose by the Board of County Commissioners, or other specified funding source for this procurement.

ARTICLE 9 - INSURANCE REQUIREMENTS:

CONTRACTOR agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by CONTRACTOR is not intended to and shall not in any manner limit or qualify the liabilities assumed by CONTRACTOR under this contract. CONTRACTOR is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The CONTRACTOR shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

(Note: State licenses can be checked via www.flair.com/companysearch/ and A.M. Best Ratings are available at www.ambest.com)

Required Coverage:

- Commercial General Liability - The CONTRACTOR shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$1,000,000 (one million dollars) per occurrence. CONTRACTOR further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

- Additional Insured-CG 20 26 or CG 20 10/CG 20 37 or their equivalents.
Note: CG 20 10 must be accompanied by CG 20 37 to include

products/completed operations

Waiver of Transfer of Rights of Recovery-CG 24 04 or its equivalent.
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number

Business Automobile Liability - The CONTRACTOR shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 (five hundred thousand dollars) per accident. In the event the CONTRACTOR does not own automobiles the CONTRACTOR shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation - The CONTRACTOR shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 (ONE hundred thousand dollars) each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any CONTRACTOR using an employee leasing company shall complete the Leased Employee Affidavit

Required Endorsements:

Waiver of Subrogation- WC 00 03 13 or its equivalent (EXHIBIT D)

When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of CONTRACTOR most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the CONTRACTOR agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the CONTRACTOR agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the CONTRACTOR of the obligation to provide replacement coverage.

By entering into this contract CONTRACTOR agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the CONTRACTOR to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONTRACTOR agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.

Prior to execution and commencement of any operations/services provided under this contract the CONTRACTOR shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the CONTRACTOR shall also

provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County Board of County Commissioners.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the CONTRACTOR has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. CONTRACTOR shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The CONTRACTOR shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County, Florida
Risk Management Division
109 E. Church Street, Suite 200
Orlando, Florida 32801

ARTICLE 10 - INDEMNIFICATION

To the fullest extent permitted by law, the CONTRACTOR shall defend, indemnify, and hold harmless the COUNTY, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the CONTRACTOR or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the COUNTY.

ARTICLE 11 - SUCCESSORS AND ASSIGNS

The COUNTY and the CONTRACTOR each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the CONTRACTOR shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the COUNTY which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the CONTRACTOR.

ARTICLE 12 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Circuit Court in and for Orange County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or at 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.

ARTICLE 13 - UNIFORM COMMERCIAL CODE

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the CONTRACTOR and the COUNTY for any terms and conditions not specifically stated in this Contract.

ARTICLE 14 - CONFLICT OF INTEREST

The 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 or services required hereunder, as provided for in Florida Statutes

112.311. The CONTRACTOR further represents that no person having any interest shall be employed for said performance.

The CONTRACTOR shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence the CONTRACTOR'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CONTRACTOR may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CONTRACTOR. The COUNTY agrees to notify the CONTRACTOR of its opinion by certified mail within thirty (30) days of receipt of the notification by the CONTRACTOR. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONTRACTOR, the COUNTY shall so state in the notification and the CONTRACTOR shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CONTRACTOR under the terms of this Contract.

ARTICLE 15 - EXCUSABLE DELAYS

The CONTRACTOR shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CONTRACTOR or its sub-Contractors and without their fault or negligence. Such causes include, but are not limited to: acts of God; natural or public health emergencies; labor disputes; freight embargoes; and abnormally severe and unusual weather conditions.

Upon the CONTRACTOR'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CONTRACTOR'S failure to perform was without it or its sub-Contractor's fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly; subject to the COUNTY'S right to change, terminate, or stop any or all work at any time.

ARTICLE 16 - ARREARS

The CONTRACTOR shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CONTRACTOR further warrants and represents that it has no obligation or

indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The CONTRACTOR shall deliver to the COUNTY for approval and acceptance, and before being eligible for final payment or any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

All oral and written information not in the public domain or not previously known, and all information and data obtained, developed or supplied by the COUNTY, or at its expense, will be kept confidential by the CONTRACTOR and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced at the discretion of the COUNTY.

The COUNTY and the CONTRACTOR shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

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 Contract and the consummation of the transactions contemplated hereby.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CONTRACTOR is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONTRACTOR'S sole direction, supervision, and control. The CONTRACTOR shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONTRACTOR'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CONTRACTOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation other than as specifically provided for in this Agreement.

ARTICLE 19 - ACCESS AND AUDITS

The CONTRACTOR shall establish and maintain a reasonable accounting system, which enables ready identification of CONTRACTOR'S cost of goods/services and use of funds. Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the goods/services for at least five (5) years after completion of this contract. The COUNTY or its designee shall have access to such books, records, subcontract(s), financial operations, and documents of the CONTRACTOR or its sub-Contractors as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the CONTRACTOR'S place of business. This right to audit shall include the CONTRACTOR'S sub-Contractors used to procure goods or services under the contract with the COUNTY. CONTRACTOR shall ensure the COUNTY has these same rights with sub-Contractor(s) and suppliers.

ARTICLE 20 – EQUAL OPPORTUNITY

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the CONTRACTOR shall abide by the following provisions:

- A. The CONTRACTOR shall represent that the CONTRACTOR has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
- B. The CONTRACTOR shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.
- C. The provisions of the prime contract shall be incorporate by the CONTRACTOR into the contracts of any applicable subcontractors.

ARTICLE 21 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the CONTRACTOR agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, deleted, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

ARTICLE 22 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract, 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.

ARTICLE 23 - AUTHORITY TO PRACTICE

The 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. Proof of such licenses and approvals shall be submitted to the COUNTY upon request.

ARTICLE 24 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which

it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 25 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the CONTRACTOR of the COUNTY'S notification of a contemplated change, the CONTRACTOR shall (1) if requested by COUNTY, provide an estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY in writing if the contemplated change shall affect the CONTRACTOR'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the CONTRACTOR shall suspend work on that portion of the work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall issue a Contract Amendment or Change Order and the CONTRACTOR shall not commence work on any such change until such written amendment or change order has been issued and signed by each of the parties.

ARTICLE 26 - CONTRACT CLAIMS

"Claim" as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County relating to a particular contract shall be submitted to the Procurement Manager in writing clearly labeled "Contract Claim" requesting a final decision. The Contractor also shall provide with the claim a certification as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor."

Failure to document a claim in this manner shall render the claim null and void. Moreover, no claim shall be accepted after final payment of the contract.

The decision of the Procurement Manager shall be issued in writing and shall be furnished to the Contractor. The decision shall state the reasons for the decision reached. The Procurement Manager shall render the final decision within sixty (60) days after receipt of Contractor's written request for a final decision. The Procurement Manager's decision shall be final and conclusive.

The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager of Procurement.

ARTICLE 27 - REQUIREMENTS CONTRACT

This is a Requirements Contract and the COUNTY shall order from the CONTRACTOR all of the supplies and/or services specified in the contract's price schedule that are required to be purchased by the COUNTY. If the COUNTY urgently requires delivery of goods or services before the earliest

date that delivery may be required under this contract, and if the CONTRACTOR will not accept an order providing for accelerated delivery, the COUNTY may acquire the goods or services from another source.

Except as this contract may otherwise provide, if the COUNTY'S requirements do not result in orders in the quantities described as "estimated" in the contract's price schedule, that fact shall not constitute the basis for an equitable adjustment.

ARTICLE 28 - TOBACCO FREE CAMPUS

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to contractors and their personnel during contract performance on county-owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

ARTICLE 29 – VERIFICATION OF EMPLOYMENT STATUS

The Contractor is required to be registered with the U.S. Department of Homeland Security's E-Verify system prior to entering into a contract with Orange County. The Contractor shall use the E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the contract term. The Contractor shall include an express provision in all of its subcontracts requiring subcontractors, who perform work or provide services pursuant to the contract, to use the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at:

<http://www.uscis.gov/portal/site/uscis>.

Only those employees determined eligible to work within the United States shall be employed under this contract.

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Contractor shall commit to comply with this requirement by completing the E-Verification certification, attached to this solicitation.

A public employer, contractor, or subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Florida Statutes is obligated to terminate the contract with the person or entity pursuant to Section 448.095(2)(c)1, Florida Statutes. If Orange County terminates the contract for the foregoing reason, the contractor may not be awarded a public contract for at least one (1) year after the date on which the contract was terminated, and the contractor will be liable for any additional costs incurred by Orange County as a result of the termination of the contract.

ARTICLE 30 – LAWS AND REGULATIONS

All applicable Federal and State laws, municipal and County ordinances shall apply to the Contract.

ARTICLE 31 – PRICE ESCALATION/DE-ESCALATION (CPI)

The County may allow a price escalation provision within this award. The original contract prices shall be firm for the entirety of the initial one (1) year contract period. A price escalation/de-escalation will be considered at the time of contract renewal and at one (1) year intervals thereafter, provided the CONTRACTOR notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the contract renewal date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at www.bls.gov.

Price adjustment shall be calculated by applying the simple percentage model to the CPI data. This method is defined as subtracting the base period index value (at the time of initial award) from the index value at time of calculation (latest version of the CPI published as of the date of request for price adjustment), divided by the base period index value to identify percentage of change, then multiplying the percentage of change by 100 to identify the percentage change. Formula is as follows:

$$\begin{aligned} \text{Current Index} - \text{Base Index} / \text{Base Index} &= \% \text{ of Change} \\ \% \text{ of Change} \times 100 &= \text{Percentage Change} \\ \text{CPI-U Calculation Example:} \end{aligned}$$

CPI for current period Less	232.945
CPI for base period Equals	229.815
index point change Divided	3.130
by base period CPI	229.815
Equals	0.0136
Result multiplied by 100	0.0136 x 100
Equals percent change	1.4%

A price increase may be requested only at each time interval specified above, using the methodology outlined in this section. To request a price increase, CONTRACTOR shall submit a letter stating the percentage amount of the requested increase and adjusted price to the Orange County Procurement Division. The letter shall include the complete calculation utilizing the formula above, and a copy of the CPI-U index table used in the calculation. The maximum allowable increase shall not exceed 4%, unless authorized by the Manager, Procurement Division. If approved, the price adjustment shall become effective on the contract renewal date. All price adjustments must be accepted by the Manager, Procurement Division and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed.

Should the CPI-U for All Urban Consumers, All Items, U.S City Average, as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the term of the contract, or any renewals, the CONTRACTOR shall notify the Orange County Procurement Division of price decreases in the method outlined above. If approved, the price adjustment shall become effective on the contract renewal date. If the CONTRACTOR fails to pass the decrease on to the County, the County reserves the right to place the CONTRACTOR in default, cancel the award, and remove the CONTRACTOR from the County Vendor List for a period of time deemed suitable by the

County. In the event of this occurrence, the County further reserves the right to utilize any options as stated herein.

ARTICLE 33 - PUBLIC RECORDS COMPLIANCE

Orange County is a public agency subject to Chapter 119, Florida Statutes. The CONTRACTOR agrees to comply with Florida's Public Records Law. Specifically, the CONTRACTOR shall:

1. Keep and maintain public records required by Orange County to perform the service.
2. Upon request from Orange County's custodian of public records, provide Orange County 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 this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from the 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 Orange County.
4. Upon completion of the contract, CONTRACTOR agrees to transfer at no cost to Orange County all public records in possession of the CONTRACTOR or keep and maintain public records required by Orange County to perform the service. If the CONTRACTOR transfers all public record to Orange County 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 Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
5. A CONTRACTOR who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.
6. **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 CUSTODIAN OF PUBLIC RECORDS AT :**

Procurement Public Records Liaison
400 E. South Street, 2nd Floor, Orlando, FL 32801
PublicRecordRequest@ocfl.net, 407-836-5635

ARTICLE 33 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the COUNTY shall be mailed to:

Orange County Procurement Division
Attention: Viviana Sandoval
Y24-1032-VS
400 E. South St. Orlando,
FL 32802-1393
Procurement@ocfl.net

and if sent to the CONTRACTOR shall be mailed to:


P & L Lawn Maintenance, Inc,
300 N. Goldenrod Rd
Orlando, FL 32807
407-273-9123
Pnl89@aol.com

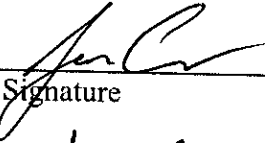
IN WITNESS WHEREOF, the Board of County Commissioners of Orange County, Florida has made and executed this Contract on behalf of the COUNTY and CONTRACTOR has hereunto set its hand the day and year above written.

CONTRACTOR:

BOARD OF COMMISSIONERS
ORANGE COUNTY, FLORIDA:

P & L Lawn Maintenance, Inc.
Company Name


Maria Guevara-Hall, CPPB,
Buyer Supervisor, Procurement Division


Signature

2/22/2024
Date

Joan Comes
Typed Name

General manager
Title

2/21/24
Date

Exhibit A
SCOPE OF SERVICE

I. General Performance Requirements:

The Contractor shall be responsible for maintaining the landscape and keeping grounds clean, neat, and well-tended at County Parks Facilities. Plants and turf shall be green, healthy, and weed free. **All grounds shall be brought up to minimum standard within one (1) month of the contract award date.**

A Monthly Inspection Report shall be supplied to the Contractor. The Contractor shall complete and emailed the Monthly Inspection Report to the Performance Administrator (Park Site Supervisor or designee) by the fifth (5th) of the following month. Upon written notice of any deficiencies the Contractor shall provide response of the resolution within a **twenty-four (24) hour** period. A monthly walk through with Contractors Account Manager and the Performance Administrator (Site Supervisor or designee) hence forth defined as Performance Administrator, is mandatory in this Contract. The Site Performance Administrator shall document all service inspections and reports on the Quality Control Inspection Report which will be emailed to the Contractor, Program Manager, and Contract Administrator by the tenth (10th) of each month.

All communication shall be provided **in writing** and may be followed-up with a phone call. The lack of inspections by the County or any error or omission in these specifications shall not relieve the Contractor of its obligation to perform landscape management services in accordance with generally accepted industry standards. Work under this contract includes, but not limited to mowing, plant and tree pruning, litter/debris removal, edging, trimming, blowing of hardscapes, and may include as needed irrigation system maintenance, fertilization and pest control services.

The Contractor shall provide all labor, materials, supplies equipment, tools, transportation, and pay related disposal fees and supervision to deliver all ground maintenance services as described herein on the entire premises at **Deputy Scott Pine Community Park, 7199 Ficquette Road, Windermere, FL 34786** .

II. Owner's Designated Representative:

The owner's representative and **Contract Administrator** is **Mike Saldutti** at 407-836-6213 and/or site Performance Administrator (Site Supervisor or designee), **Clement Facey** at 407-656-3299. After contract award, questions regarding these specifications should be directed to Contract Administrator.

III. Hours of Performance:

- A. Standard Hours: The standard working hours are Monday through Thursday 7:00 AM to 6:00 PM excluding Orange County Holidays.
- B. Fridays from 7:00 AM to 6:00 PM will only be used as a make-up day in the event of severe weather with written approval from the Performance Administrator.
- C. Non-Standard Hours: Non-standard working hours are Monday through Friday 6:00 PM to 7:00 AM, weekends, and Orange County Holidays.

The Contractor shall make available a 7:00 AM to 6:00 PM contact person for emergency and non-emergency service, including repairs to landscape or irrigation systems. Contractor shall provide contact information to the Performance Administrator.

D. No work shall be performed on weekends.

E. Holidays falling on service days require notice to the Performance Administrator to reschedule service as stated below:

Examples:

- If the Holiday falls on a Wednesday the Contractor may reschedule for Tuesday or Thursday.
- If the Holiday falls on Monday then the Contractor will reschedule for Tuesday
- If the Holiday falls on Friday then the contractor will reschedule for the day before on Thursday.

F. Orange County Holidays:

- 1) New Year's Day
- 2) Martin Luther King Day
- 3) Memorial Day
- 4) Fourth of July
- 5) Labor Day
- 6) Veteran's Day
- 7) Thanksgiving Day and the Friday after Thanksgiving Day
- 8) Christmas Eve and Christmas Day

IV. Coordination of Services:

- A. The Contractor shall visit each property to inspect, maintain, and/or service the associated to each facility. The Contractor shall verify the size of the areas to be maintained in reference to this contract.
- B. The Contractor shall coordinate the performance of services with the Performance Administrator. All services shall be scheduled with the County's appropriate Performance Administrator.
- C. The County shall issue a Delivery Order (DO) for service.. No service shall be rendered prior to receipt of the delivery order. The Contractor shall ensure that locations for scheduled services are listed on the delivery order prior to start of work.

V. Contractor's Staffing and Reporting Requirements:

- A. The Contractor shall identify a primary Account Manager that shall coordinate with the Performance Administrator regarding contract performance throughout the entire life of the contract. The Contractor shall provide a working cell and work phone number, fax number, and e-mail address for the primary contact. This person shall be reachable by phone at all times during standard business hours. The Contractor shall notify the Performance Administrator in writing at least forty-eight (48) hours prior to the replacement of the primary contact person.

- B. The primary Account Manager shall be available to make decisions on the behalf of the Contractor including, but not limited to, changes in the service and schedule upon notification by the County.
- C. The Contractor shall maintain sole responsibility for the actions of its employees and sub-contractors. New employees hired after contract award shall meet and follow the same requirement for the duration of the contract. All personnel shall conduct themselves in a business-like manner at all times. They shall be competent, experienced, courteous, properly dressed and skilled in lawn, plant and grounds maintenance. The Contract Administrator or the Performance Administrator shall inform the Contractor of any employees not meeting these standards and request immediate dismissal from the job site.
- D. There shall be no smoking on County property at any time.**
- E. The Contractor's employees shall be used to perform the required services in this contract unless otherwise approved, in writing, by the Contract Administrator or the Performance Administrator. The Contractor shall not use employees of any temporary employment agency or casual/day laborer to supplement the contract work force on County Property at any time during the contract.
- F. All maintenance personnel, including sub-contractors, shall identify themselves and **check-in** at the appropriate administrative office before beginning work along with **check-out** upon completion of work at all manned sites. For all un-manned sites (Pocket Parks) the Contractor's personnel shall notify by phone, etc. the Performance Administrator upon arrival at site and upon completion of service. They shall wear a company issued uniform. **The lead who shall remain onsite, shall communicate in English with Performance Administrator**
- G. The following performance Monthly Vendor Service Report (MVSR) shall be provided by the Performance Administrator to the Contractor within five (5) days of the contract start date. The Contractor shall fill out the MVSR and submit via fax or email to the Performance Administrator by the **fifth (5th) day** of each month and include at the minimum observations of abnormal conditions identified herein and all maintenance performed.

1) Fertilization (if applicable):

- Dates of application
- Product Brand Name applied
- SDS Sheets
- Total amount of product applied and rates of application
- Areas Serviced (Turf, Beds, Shrubs...)

2) Pesticides (if applicable):

- Dates of application
- Product Brand Name applied
- Safety Data Sheet (SDS)
- Total amount of product applied and rates of application
- Areas Serviced (Turf, Beds, Shrubs...)
- Treatment was for (Ants, Weeds, Infestation...)

3) Irrigation Report (if applicable):

- Date of Inspection
 - System testing performed
 - System conditions observed
 - Repairs performed
 - Repair recommendations
- H. The Performance Administrator shall document all service inspections and reports on the Quality Control Inspection Report which shall be emailed to the Contractor, Program Manager, and Contract Administrator by the tenth (10th) of each month.
- I. The Contract Administrator or the Performance Administrator shall inform the Contractor of any employees not meeting these standards and request immediate dismissal from the job site.

VI. Performance Based Requirements:

- A. All grounds shall, at all times meet the standards specified herein:
- Clean
 - Healthy
 - Well-tended
 - Weed free
- B. The Contractor shall conform to all Federal, State, City, and Orange County standards, ordinances, codes, and regulations during the performance of the contract including but not limited to:
- Florida Department of Agriculture and Consumer Services (FDACS) 5E-14.117(11)
 - Pest Control Act, Chapter 482, Florida Statutes (F.S.)
 - Fertilizer Control Act, Chapter 482.1562, Florida Statutes (F.S.)
 - Fertilizer Ordinance Code Chapter 15 Article XVII, Orange County Code (O.C.)
 - Florida Department of Environmental Protection (FDEP)
 - United States Environmental Protection Agency (EPA)
 - Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industry
 - Florida Nursery, Growers, and Landscape Association (FNGLA)
- C. It is the responsibility of the Contractor to obtain the latest version of said ordinance documents. Any fines levied due to inadequacies or failure to comply with any and all requirements shall be the sole responsibility of the Contractor.
- D. Any person found not in compliance with any laws, statues, rules or regulations will not be allowed to the work site. Continued violations by a Contractor shall constitute cause for immediate termination of the Contract.
- E. All services required under this contract shall be performed by the Contractor or under its supervision, and all personnel engaged in performing the series shall be fully qualified and, if required, authorized, licensed or permitted under state and local law to perform such services.

- F. The Performance Administrator, with advisement of the Contract Administrator, may request the Contractor to remove any employee (including supervisor and subcontractors) if it is determined that services are not being performed in accordance with the terms and conditions of this contract.
- G. The Contractor shall be required to attend any meetings requested by the Contract Administrator or Performance Administrator related to this contract.

VII. Invoicing/Payment Requirements:

- A. Upon delivery and acceptance of service, associated costs along with supporting documentation shall be submitted via properly executed invoice to the applicable Fiscal Department. The Contractor shall reference the contract number and the appropriate delivery order number on all invoices. Format of invoices shall align with delivery orders.

At minimum, an invoice shall contain the following information:

- Purchase/Delivery order number
 - Date of services
 - Labor hours shall be combined and rounded to the nearest thirty (30) minutes
 - Itemized list of materials or services rendered: Quantities, prices, (both unit price and total), terms and any other charges contained in the delivery or purchase order
 - Destination of delivery or service location
- B. State of Emergency Services and “as-needed” services/work shall be separate from this contract.
 - C. The County shall review invoices for required information. The County shall have the authority to reject an invoice based on improper invoice format.
 - D. Contractor shall not invoice the County for any services not accepted by the County and for any diagnostic errors on the part of the Contractor. Should the County receive such invoices, they shall be rejected.
 - E. Unless otherwise authorized by the corresponding department in-writing, delivery of invoices and back-up documentation via e-mail to cfsparks@ocfl.net under this contract or mail all invoices to:

Community, Environmental & Development Services
Parks CFS Fiscal
4801 West Colonial Drive,
Orlando, FL 32808
(407) 836-6255

- F. The Contractor shall submit monthly statements of unpaid invoices to each department requesting services under this contract.

At a minimum, the statement shall contain the following information:

- Statement Date
- Invoice number
- Invoice date
- Invoice total or unpaid balance if different from invoice total

- Delivery order number corresponding to each invoice listed
- Balance carry forward
- Cumulative outstanding balance

Statements shall be sent to the corresponding fiscal department by the 5th of each month for service performed in the prior month and as requested by the County.

VIII. Safety:

A. The Contractor shall provide and ensure that all personnel providing services under this contract are in compliance with applicable Federal, State, and local laws, standards, and health and safety requirements of the industry to include by not limited to:

- Occupational Safety & Health Act (OSHA)
- Nation Institute for Occupational Safety & Health (NIOSH)
- Orange County Safety & Health Manual.
The manual can be accessed online at:
<http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>

It is the responsibility of the Contractor to obtain the latest version of said ordinance documents. Any fines levied due to inadequacies of failure to comply with any and all requirements shall be the sole responsibility of the Contractor.

The Contractor shall immediately report to the Performance Administrator the issues which may affect the safety of Orange County personnel or the public.

- B. The Contractor shall initiate, maintain, and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.
- C. The Contractor shall prepare and maintain a Safety Plan to ensure that work performed herein conforms to contract requirements. The Contractor's Safety Plan shall be submitted to the Contract Administrator and Performance Administrator for review and approval within ten (10) business days following contract award. The Contract Administrator and Performance Administrator will review the Safety Plan and provide comments to the Contractor within five (5) business days following receipt of the safety plan. The Contractor shall finalize the Safety Plan within five (5) Business days following receipt of the comments.
- D. The Contractor shall provide and ensure the wearing of necessary Personal Protective Equipment (PPE) to include but not be limited to clothing, masks, eye protection, hearing protection, closed toe shoes, etc. as required by any applicable laws, regulations, ordinances, and/or manufacturer's instruction.
- E. All equipment used in the performance of these services shall be properly maintained and shall be subject to inspection by the County upon demand. Any equipment deemed faulty, inoperable, unsafe or improper for its intended purpose shall be removed from the County's premises. **Safety features of equipment (shields, kill switches, etc.) shall be used at all times according to manufactures specifications.**

- F. Prior to performing service or maintenance on any faulty equipment on County property where the unexpected energizing, startup, or release of stored energy could occur and cause injury, the equipment shall be isolated and rendered inoperative through the use of a lockout device whenever the equipment is capable of being locked-out.
- G. The Contractor shall provide and maintain a chemical inventory list, as well as the applicable Safety Data Sheets (SDS). This list shall be submitted to the Performance Administrator two (2) days prior to application of all chemicals intended for use in the performance of this contract. All chemicals shall carry an EPA approval number.
- H. The Contractor and any sub-contractors shall take all necessary precautions for the safety of their employees and of the general public. Maintenance work shall be scheduled to provide the least inconvenience to building occupants and passersby.

IX. Landscaping – General Performance Requirements:

- A. The Contractor shall follow the current Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industry.
- B. During the course of this contract the County reserves the right to add or delete sites/sections of the property at the County's discretion. The County will obtain a quote from the Contractor for any new areas/sites being added to the contract. The quote provided by the Contractor shall be compared to locations of similar size, scope, and complexity as locations on the bid response form. Quoted cost shall be justified against locations of similar size, scope, and complexity.
- C. All grounds shall, at all times, be clean, neat and apparently well-tended. **All grounds shall be brought up to minimum standard within one (1) month of the contract award date.** Plants and turf shall be green, healthy and weed free.
- D. All litter and debris shall be removed from park grounds to the water's edge of lakes and ponds, prior to and upon completion of mowing cycle. Litter and debris removal includes the pickup, removal, and disposal from the County Park of any obstacle such as wood, signs, tires, cans, tree limbs, fallen palm fronds, etc., which cannot be traversed by the mowing equipment. The Contractor shall remove bags of trash, newspapers, food containers, and boxes, papers, which may be torn, ripped, scattered or further subdivided by the mowers, resulting in an objectionable appearance. **The cost of litter removal shall be included in the unit price quote for mowing.**
- E. Mowers shall be maintained to produce a clean cut and a uniform cut. Deficiencies shall immediately require a re-mow the same week. When mowing medians or near sidewalks, grass clippings may not be blown into traffic lanes or pedestrian areas. Contractor shall not clean, blow, or otherwise dispose of clippings or mower deck discharge into storm drains or retention ponds.
- F. All grass clippings that are not uniformly distributed, and/or detract from the appearance of the mowing operation, or threaten turf health shall be removed from the job site by the Contractor, upon completion of the mowing operation each day. The Contractor should consult Performance Administrator at conclusion of service. The Contractor shall remove and dispose of all grass clippings from the pavement, fence lines, sidewalks, curbs and curb inlets located within the limits of the project. **The cost of grass clipping removal shall be included in the unit price quote for mowing.**

- G. Contractor's Foreman/Crew Lead shall inspect all storm water gratings for grass clippings or debris blocking the proper function of the storm drain every service. If any blockage the Contractor shall remove it. Upon notice of any damage to storm water grates report immediately to the Performance Administrator via phone call or in person and follow up in writing.
- H. Grounds shall be mowed or machine trimmed all the way to the water's edge of retention ponds, canals, and lakes edge.
- I. Wet ground areas may be omitted from a mowing service to prevent turf damage occasionally upon written approval of the Performance Administrator.
- J. At no time shall leaves, trash, clippings or other debris be allowed to accumulate.
- K. All organic and inorganic trash, including grass clippings from mowing and edging, shall be blown or vacuumed from all sidewalks, entryways, steps, plazas and parking lots within two (2) hours of mowing or at same day of service.
- L. If any plant or turf area dies or becomes weak or unsightly due to negligence or improper maintenance procedures on the part of the Contractor or any sub-contractor, based upon generally accepted landscape maintenance practices the Contractor shall bare the cost to replace such plant, sod or turf area. Replacement shall be completed within **two (2) weeks** from notification by the Contract Administrator.
- M. The Contractor shall report immediately to the Performance Administrator in person **and** followed up in writing if any damage occurred on the irrigation system created by the Contractor. The Contractor shall make every effort to protect the irrigation system and all of its components against damage from its landscape equipment (i.e., mowers, wee eaters, edger's, etc.). The Contractor shall replace any broken irrigation heads, netifilm lines, bubblers, valve covers, or other components damaged by the Contractor's equipment at the Contractor's expense. All repairs shall be made within twenty-four (24) hours of notification from the Performance Administrator.

X. Landscape Minimum Standards:

All pesticide, fertilizer, and herbicide applications shall be monitored by the Performance Administrator. The Performance Administrator shall be **notified two (2) days in advance, via email communications**, of applications. Performance Administrator shall be notified upon the Contractor's arrival and shall monitor mixing, spreading, spraying, and any other application performed. Spent packaging shall then be surrendered to the Performance Administrator for verification of application rates and products.

A. Pest Control:

Upon award, the Contractor shall manage all insect, weed and pest problems (as defined by Chapter 482, F.S.). In addition, any damage caused by pests during the implementation of the pest control program shall be immediately corrected by replacement with healthy turf or plants at the Contractor's expense.

Pest Control program shall include, at a minimum, the following:

- 1) The Contractor shall inspect the entire property, including turf areas, shrubs, trees (including palms), and plants on a weekly basis for any pest infestation. **All infestations, including**

disease, weeds, fire ants or other pests, shall be treated immediately upon discovery and notification by Performance Administrator or the Contractor. The County Performance Administrator must be informed of infestations discovered and treatments applied **via email within 24 hours** and included on the Monthly Vendor Inspection Report. All applications of pesticides shall be properly labeled by **placards**.

- 2) Application must comply with manufacturer's recommendations. Every chemical substance used must be on the list of chemical substances or have been submitted for inclusion on such list, as compiled by the Environmental Protection Agency (EPA) pursuant to the Toxic Substances Control Act and in compliance with all Federal, State, and local pesticide laws and ordinances. Materials and application shall meet all Federal Health and Safety Laws currently in effect. Safety Data Sheets (SDS) must be submitted in writing two (2) days prior to contract start date or before the use of a new approved chemical intended for use on this contract. All chemicals used must carry an EPA approved number.
- 3) Pest Control Services shall be performed according to Integrated Pest Management Strategies to control all insect, wee, and pest problems as defined by all sections under Chapter 482, Florida Statues including proper licensure whether by the Contractor or a sub-contractor to be supplied with pre-bid package.

B. Fertilization:

- 1) The Contractor shall conform to all Federal, State, City, and Orange County standards, ordinances, codes, and regulations regarding fertilization services including proper licensure and decal on company vehicle. Weather received by the Contractor or a sub-contractor inclusive of all amendments. Vehicles used by Contractor during applications shall **display a decal** provided by Orange County Environmental Protection Agency showing proof that the applicator has been trained per Fertilizer Ordinance Orange County Code Chapter 15 Article XVII. The Contractor shall be responsible for any fines levied due to non-compliance.
- 2) The Contractor shall inspect the entire property, including turf areas, shrubs, trees, (including palms), and plants on every service (weekly) basis for any fertilizer application needs. The Performance Administrator shall be informed via email within twenty four (24) hours of fertilization deficiencies discovered, along with treatment applied. This information is mandatory to report on the MVSr.
- 3) The Contractor shall provide a fertilizer label to the Performance Administrator prior to application.
- 4) All fertilizers shall be applied to dry surfaces and thoroughly watered in immediately following application.
- 5) All excess fertilizer shall be blown or swept off any hardscape areas and into lawn areas, plant beds, or picked up and removed from the site immediately following application. At no time shall fertilizer be allowed to accumulate into storm water systems.
- 6) No fertilizers shall be applied within twenty five (25) feet of natural water bodies, wetlands.

C. Bahia Turf Areas:

- 1) Mowing:

- a. Mowing height for Bahia turf shall be a uniform cut at three (3) inches and shall not be permitted to grow to more than four (4) inches.
- b. Turf shall be mowed once per (1) week from March 1 through October 31 and once every two (2) weeks from November 1 through February 28.

D. Edging, Trimming, and Fence Lines:

- 1) Edging shall be performed at each mowing cycle around all paved areas, including, but not limited to, hardscapes such as around building's, curbs, sidewalks, parking lots, driveways, and streets to include asphalt, concrete, loose material roads, and etc., as well as around plant beds, trees, valve and utility boxes using a wheeled or stick edger. Care shall be taken to ensure that edger's do not damage any irrigation systems.
- 2) Trimming shall be performed at every service around plants and trees shall be by appropriate mechanical means and/or by hand weeding. Care shall be taken to ensure that string trimmers or other mechanical means do not injure or damage plants, shrubs, trees, or irrigation systems.
- 3) Maintain a clear turf path around the perimeter of the Orange County property line, easements, and designated wetlands, to include a clear ten (10) foot path between buildings, tree lines, wooded areas, vacant lots, and fence lines to maintain accessibility.
- 4) Trimming around plants and trees shall be by appropriate chemical application. **No more than three (6) inches from the base of growth.**
- 5) All fence lines shall be kept free of plant growth on both sides of fencing by trimming (weed-eating), edging, and/or herbicides may be used in this instance with a **maximum** three (3) inch kill radius off posts. The Contractor shall not spray under horizontal split rail fencing only the posts may be sprayed. The Performance Administrator has the right request either method or both to be used that best fits the sites maintenance program.
- 6) Contractor shall clean clippings from sidewalks, curbs, and roadways immediately after mowing and/or edging utilizing a hand blower, backpack blower, or blower attachment for utility cart. (Mowers do not take place of a blower.)

E. Landscape Beds:

- 1) All planting beds, ground covers and mulched areas shall be maintained free of weeds, trash, fallen limbs and dead vegetation.
- 2) All plants shall be maintained to a well-shaped appearance, according to each species' natural growth habit. Flowering shrubs shall be pruned in the proper season to allow fully flowering potential for the following flowering season. Grouped plantings shall be allowed to form masses appropriate to the species.
- 3) Fertilizers shall be broadcast over the entire planting bed and kept away from tree trunks. The Contractor shall apply fertilizer according to the manufacturer's specifications or recommended 15-0-15, 65% slow release or better, with iron and manganese to all landscaped beds, each April and October. Fertilizers shall be applied to dry surfaces and watered in immediately. Additional applications of appropriate plant nutrients shall be applied when conditions warrant.

- 4) Plants shall be routinely monitored for populations of damaging insects.
- 5) A pre-emergence and post-emergence herbicide shall be applied in the landscape beds to prevent weed encroachment.

F. Shrubs:

- 1) Pruning shall be provided to encourage a healthy natural growth pattern for each specific plant variety. Flowering shrubs shall not be pruned until after the bloom cycle. If a plant species blooms year round, then pruning shall be performed in the spring (March and April) after the first flush of blooms. All shrubs shall be maintained off sidewalks and buildings up to **twelve (12) feet high**.
- 2) The Contractor shall apply according to manufacturer's specifications or recommendation of 15-0-15 with all minor elements, 65% slow release azalea/camellia fertilizer at the rate of 1 lb. per 1,000 square feet on all azaleas and acid loving plants. 15-0-15 with all minor elements, 5% slow release shall be applied to remaining shrubs. **Shrubs shall be fertilized each April and October.** Additional nutrients shall be applied to any plant material when deficiencies occur.

G. Trees:

- 1) Any major tree surgery or tree removal over a **three (3) inch diameter**, which becomes necessary through no fault of the Contractor, will be at the County's expense.
- 2) The Contractor shall **maintain** all trees to a minimum clearance of **twelve (12) feet high from grade**. Sucker growth and dead material shall be removed from all trees and shrubs within a radius of – **twenty-five (25) feet**.
- 3) All trees shall be **maintained** off sidewalks and buildings up to **twelve (12) feet high**.
- 4) The Contractor shall conduct an annual full tree service for all trees except Crape Myrtle and Palm Trees. This will include lift all trees up to twelve (12) feet high, removal of all sucker growth, shaping and trimming trees less than twelve (12) feet tall. The Contractor shall complete this work between the months of January, February, and March. **DEADLINE to complete this service is March 31st before storm season starts.** The remaining nine (9) months out of the year the contractor shall maintain this height.

H. Irrigation System Maintenance:

The Contractor shall report immediately to the Performance Administrator on site via phone call or in person if any damaged occurred from Contractor to be followed up in writing. The Contractor shall make every effort to protect the irrigation system and all of its components against damage from its landscape (i.e. mowers, weed eaters, edger's, etc.). The Contractor shall replace any broken components damaged by the Contractor's equipment, at the Contractor's expense. All repairs shall be made within (24) hours of notification form the County's Performance Administrator.

I. Maintaining Lake Fronts, Dry/Wet Retention Ponds, Drainage Ditches, Swales and Canals:

- 1) Where there are a series of lake fronts, wet retention ponds, drainage ditches, swales and canals shall be maintained at a height of ~~three~~ **three to four (3 to 4) inches** to the water's edge. The

Contractor shall cut vegetation from the crest of the bank using a slope mower or string trimmer on the upper one (1) foot of all dry/wet retention ponds, drainage ditches, swales and canals banks all the way to the water's edge. Care shall be given not to scalp vegetation along so as to maintain the structural integrity of the banks. Care shall be taken so no cut vegetation enters the retention ponds.

- 2) Dry retention ponds shall be maintained by mowing/weed-eated at every mowing cycle.
- 3) All concrete and rock beds shall be maintained free of weeds, grass, trash, fallen limbs and dead vegetation.

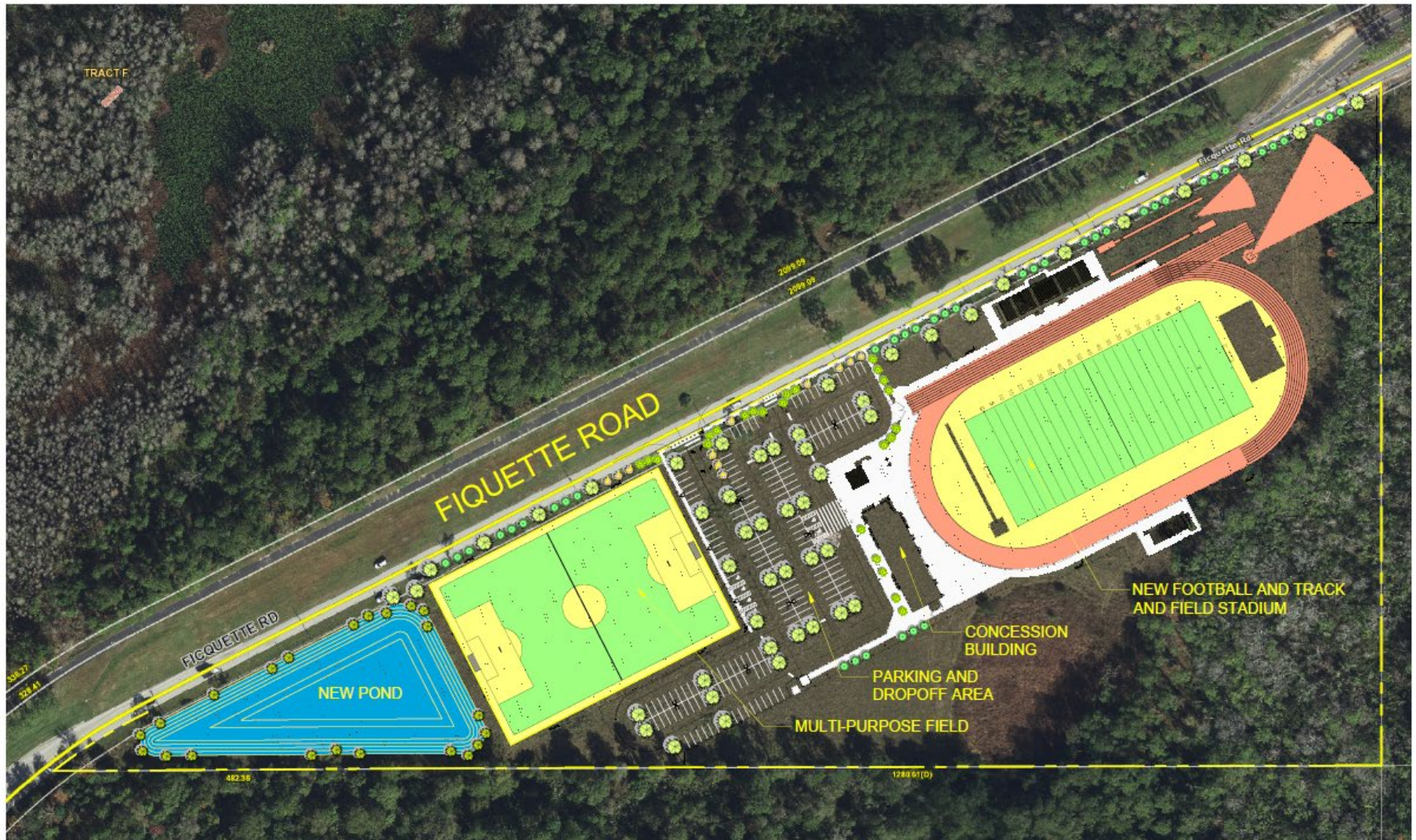
J. Appendix:

- Attachment A-Site Boundary Maps

ATTACHMENT A- SITE MAP



ATTACHMENT A- SITE MAP



CONCEPTUAL MASTER SITE PLAN
JONATHAN SCOTT PINE PARK

FIQUETTE ROAD, ORANGE COUNTY, FLORIDA

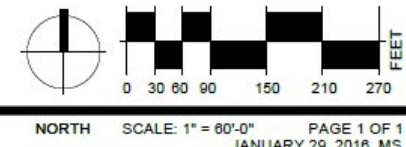


Exhibit B
 FEE SCHEDULE
 Y24-1032-VS


The Contractor shall provide all labor and other resources necessary to provide the goods and/or equipment in strict accordance with the specifications defined in this solicitation for the amounts specified in this Fee Schedule Form, inclusive of overhead, profit and any other costs.

ITEM NO.	DESCRIPTION	UNIT COST	X	ANNUAL QUANTITY	=	TOTAL QUOTE
1	Monthly maintenance for Deputy Scott Pine Park	\$2,005.00/per month	X	12 months	=	<u>\$24,060.00</u>
TOTAL ESTIMATED ANNUAL OFFER FOB DESTINATION						<u>\$24,060.00</u>

P & L Lawn Maintenance, Inc
 Company Name

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Quoter represents that the following **principals** are authorized to sign quotes, negotiate and/or sign contracts and related documents to which the quoter will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number/Email
<u>Lazero Conner</u>	<u>President</u>	<u>407-466-5444 pul89@col.com</u>
<u>Jason Conner</u>	<u>General manager</u>	<u>407-452-5746 pul89@col.com</u>
<u></u>		<u>2/21/24</u>
(Signature)		(Date)
<u>General manager</u>		
(Title)		
<u>P&L Lawn maintenance Inc.</u>		
(Name of Business)		

The Quoter shall complete and submit the following information with the quote:

Type of Organization

Sole Proprietorship
 Partnership
 Non-Profit
 Joint Venture*
 Corporation

State of Incorporation: Florida

Principal Place of Business (Florida Statute Chapter 607): Orlando Orange FL
City/County/State

THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE QUOTER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.

Federal I.D. number is: 59-3139021

* *Joint venture firms must complete and submit with their Quote Response the form titled "Information for Determining Joint Venture Eligibility", and a copy of the formal agreement between all joint venture parties. This joint venture agreement must indicate the parties' respective roles, responsibilities and levels of participation for the project. **If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint venture will not be accepted.** Failure to timely submit the required form along with an attached written copy of the joint venture agreement may result in disqualification of your Quote Response*

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Quoter represents that the following **principals** are authorized to sign quotes, negotiate and/or sign contracts and related documents to which the quoter will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number/Email

(Signature)	(Date)
(Title)	
(Name of Business)	

The Quoter shall complete and submit the following information with the quote:

Type of Organization

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Joint Venture*	<input type="checkbox"/> Corporation	

State of Incorporation: _____

Principal Place of Business (Florida Statute Chapter 607): _____
City/County/State

THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE QUOTER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.

Federal I.D. number is: _____

* *Joint venture firms must complete and submit with their Quote Response the form titled "Information for Determining Joint Venture Eligibility", and a copy of the formal agreement between all joint venture parties. This joint venture agreement must indicate the parties' respective roles, responsibilities and levels of participation for the project. **If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint venture will not be accepted.** Failure to timely submit the required form along with an attached written copy of the joint venture agreement may result in disqualification of your Quote Response*

DRUG-FREE WORKPLACE FORM

The undersigned Quoter, 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 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, 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 quote a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, 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 Florida Statute 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 Paragraphs 1 thru 5.

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

Contractor's Signature

Date

SCHEDULE OF SUBCONTRACTING, RFQ NO. Y24-1032-VS

As specified in the General Terms and Conditions and in the Special Terms and Conditions, quoters are to present the details of subcontractor participation.

Name Of Subcontractor	Address	Type of Work to be Performed	Percent and dollar amount of Contract Amount to be Subcontracted

Company Name: _____

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

[] To the best of our knowledge, the undersigned quoter has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

[] The undersigned quoter, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

[] The undersigned quoter has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[] The undersigned quoter, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

Failure to check the appropriate blocks above may result in disqualification of your quote. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your quote.

E VERIFICATION CERTIFICATION

RFQ NO. Y24-1032-VS

NAME OF CONTRACTOR: _____ (referred to herein as
"Contractor")

ADDRESS OF CONTRACTOR:

The undersigned does hereby certify that the above named contractor:

1. Is, or will be, registered with and using the E-Verify system prior to execution of the contract with Orange County; or
2. Is, or will be, registered with the E-Verify system prior to execution of the contract with Orange County, but does not have any employees and does not intend to hire any new employees during the period of time that the contractor will be providing services under the contract; or
3. Is, or will be, registered with the E-Verify system prior to execution of the contract with Orange County, but employs individuals who were hired prior to the commencement of providing labor on the contract and does not intend to hire any new employees during the period of time that the contractor will be providing labor under the contract.

The undersigned acknowledges the use of the E-Verify system for newly hired employees is an ongoing obligation for so long as the contractor provides labor under the contract and that the workforce eligibility of all newly hired employees will be properly verified using the E-Verify system.

In accordance with Section 837.06, Florida Statutes, Contractor acknowledges that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in Section 775.082 or Section 775.083, Florida Statutes.

AUTHORIZED SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

**RELATIONSHIP DISCLOSURE FORM
FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY
IS THE PRINCIPAL OR PRIMARY QUOTER**

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the Quoter and shall be submitted to the Procurement Division by the Quoter.

In the event any information provided on this form should change, the Quoter must file an amended form on or before the date the item is considered by the appropriate board or body.

Part I

INFORMATION ON QUOTER:

Legal Name of Quoter:

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone: () _____

Facsimile: () _____

**INFORMATION ON QUOTER'S AUTHORIZED AGENT, IF APPLICABLE:
(Agent Authorization Form also required to be attached)**

Name of Quoter's Authorized Agent:

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone: () _____

Facsimile: () _____

Part II

IS THE QUOTER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

___ YES ___ NO

IS THE MAYOR OR ANY MEMBER OF THE BCC THE QUOTER'S EMPLOYEE?

___ YES ___ NO

IS THE QUOTER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

___ YES ___ NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

(Use additional sheets of paper if necessary)

FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
RELATIONSHIP DISCLOSURE FORM
Updated 6-28-11

WHAT IS THE RELATIONSHIP DISCLOSURE FORM?

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the bidder, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. Applicant means, for purposes of a procurement item, the bidder, offeror, quoter, respondent, and, if applicable, the authorized agent of the bidder, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether

through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

Relative means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a quote will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

LEASED EMPLOYEE AFFIDAVIT

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: _____

Workers' Compensation Carrier: _____

A.M. Best Rating of Carrier: _____

Inception Date of Leasing Arrangement: _____

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: _____

Signature of Owner/Officer: _____

Title: _____ Date: _____

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY

If the quoter is submitting as a joint venture, please be advised that this form **MUST** be completed and the **REQUESTED** written joint-venture agreement **MUST** be attached and submitted with this form.

HOWEVER, IF THE QUOTER IS NOT A JOINT VENTURE, CHECK THE FOLLOWING BLOCK: () NOT APPLICABLE

1. Name of joint venture: _____

2. Address of joint venture: _____

3. Phone number of joint venture: _____

4. Identify the firms which comprise the joint venture: _____

5. Describe the role of the MWBE / Labor Surplus Area(LSA) Firm (if applicable) in the joint venture: _____

6. Provide a copy of the joint venture's written contractual agreement.

7. What is the claimed percentage of ownership and identify any MWBE/LSA partners (if applicable)?

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 2

8. Ownership of joint venture: (This need not be filled in if described in the joint venture agreement provided by question 6.)

(a) Profit and loss sharing:

(b) Capital contributions, including equipment:

(c) Other applicable ownership interests:

1. Control of and participation in this contract. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

(a) Financial decisions: _____

(b) Management decisions, such as:

(1) Estimating:

(2) Marketing and sales:

(3) Hiring and firing of management personnel:

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 3

(4) Purchasing of major items or supplies:

(c) Supervision of field operations:

NOTE: If, after filing this form and before the completion of the joint venture's work on the subject contract, there is any significant change in the information submitted, the joint venture must inform the County in writing.

*** Joint venture must be properly registered with the Florida Division of Corporations before the contract award and the name of the Joint Venture must be the same name used in the Quote Response.**

AFFIDAVIT

"The undersigned swear or affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide to the County current, complete and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venture. Also, permit authorized representatives of the County to audit and examine records of the joint venture. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: _____ Name of Firm: _____

Signature: _____ Signature: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 4

Date _____
State of _____
County of _____

AFFIDAVIT

STATE OF FLORIDA)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of physical presence, or online notarization, this _____ day of _____, 20__, by _____ [NAME OF PERSON], as _____ [TYPE OF AUTHORITY,... e.g. officer, trustee, etc.]) for _____ [NAME OF PARTY ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED].

Personally Known; OR
 Produced Identification. Type of identification produced: _____.
[CHECK APPLICABLE BOX TO SATISFY IDENTIFICATION REQUIREMENT OF FLA. STAT. §117.05]

Notary Public
My Commission Expires:

(Printed, typed or stamped commissioned name of Notary Public)