

MCR Health Inc.



Invitation to Bid

For

Grounds Maintenance Services

IFB GM 2018-1

Instruction to Bidders

Invitation to Bid

MCR Health invites your firm to submit a bid in accordance with this (IFB). Your response to this request will be evaluated to determine your qualifications of your firm. Bidders must adhere to the format and content of this IFB. Bids will not be evaluated unless all parts requested are submitted in a complete package. The information requested is the minimum required in order to qualify for consideration. The successful bidder shall be required to enter into a grounds maintenance agreement based on the specifications outlined in the IFB.

Scope of Services

The following services will be required from the successful firm:

Landscaping

Lawn Maintenance

Tree Trimming

Trash removal

Weed Control

Proposal Contact

Any questions concerning this IFB and all correspondence must be submitted in writing to the following contact:

Name: Alphonso Smith Jr., Procurement

700 8th Avenue West Suite 101

Palmetto Florida 34221

Email: asmithjr@mcrhs.org

QUESTIONS

Questions may not be submitted by telephone. All questions must include contractors name, address and or email address. Questions from IFB participants will be shared with all known proposers via Email. All questions must be submitted 72 hours prior to bid due date and time.

All bidders are instructed not to contact any member of the MCR Health Services Board of Directors, management or staff member other than the contact person indicated above. Any such contact in violation of this requirement will be cause for rejection of your bid.

Submission of Bids:

In order for your bid to be considered all information requested must be submitted on the attached bid forms (3) Copies must be submitted.

Required Submittals:

1. Bid Cost Summary
2. Proof of Insurance
3. Contact information for 3 references for similar engagements
4. Copy of Licenses

All bids must be submitted by Monday, 12/31/18, **before 5:00 PM.**

Bids must be received at 700 8th Avenue West Suite 101, Palmetto Florida by the indicated time and date. Any bids received after this date and time will not be considered.

Contractor Information

MCR Health may request additional information samples or presentations in support of your bid. MCR Health may perform an interview with contractors under consideration to clarify any information provided or to gather evidence of managerial financial or technical abilities.

Cancellation

MCR Health reserves the right to reject any and all bids; request new bids which meet the general specifications set forth and waive any informality. It also reserves the right to award the bids in any manner that serves the best interest of MCR Health Services.

In the event of unsatisfactory performance of any contract awarded via this bid MCR Health reserves the right to terminate the contract upon giving 30 days written notice to the contractor.

Site visits

Before submitting a proposal, contractors are encouraged to thoroughly examine all facilities and fully understand the conditions that in any way could affect their proposal. Failure to do so will in no way relieve the contractor from satisfactory performance under the bid submitted.

Scope of Work

The grounds maintenance contractor shall furnish all labor, equipment, tools, and skills required to maintain the grounds in an attractive condition throughout the contract period. Maintenance of grounds shall include mowing, edging, pruning, fertilizing, tree trimming and debris removal. The intent is to provide a professionally maintained appearance as determined by MCR Health Services. Any discrepancies shall be resolved in a manner determined by MCR Health Services.

Duration of Agreement

The initial term of this agreement shall be one (1) year and renewed annually for a (12) month period unless terminated by 60 day written notice by MCR Health or the successful bidder.

Quality Control

Work performed under this bid shall be performed by a single firm experienced in grounds maintenance. A meeting must be held quarterly with the MCR Health Facilities Director to review performance under this proposal.

Minimum Requirements of Bidders

- 1. Has at least 3 acceptable references of similar size and scope**
- 2. Has a minimum of (3) years in business**
- 3. Possess the insurance minimums as outlined herein**

4. Possesses any license required to perform under the proposal.

Insurance Requirements

Throughout the term of this agreement the Contractor shall maintain at its expense and provide proof of coverage to MCR Health. Said insurance shall be secured from a company licensed to do business in the locale of the services being provided. Such insurance shall be in the amounts stated below:

1. Workers Compensation Insurance in the amounts required by Florida law.
2. General Liability insurance in the minimum amount of \$1,000,000 per occurrence during the life of this contract.
3. Automobile Liability Insurance Commercial Automobile liability insurance with a minimum coverage of \$1,000,000 per occurrence.

Proof of insurance: contractor shall provide a certificate of insurance from a company licensed to do business in the state of Florida indicating coverage is in place. The insurance certificate must be provided at the time the proposal is submitted.

MCR Health shall be named as additionally insured and provided **with certificates of insurance.**

Payments

Contractors shall submit and invoice to MCR Health for services provided on a monthly basis. Any appropriately prepared and submitted invoice shall be paid from the receipt of the contractors invoice. **The method of payment will be by purchasing card.**

Project Conditions

In order for the contractor to perform and complete his work MCR Health must cooperate by providing the contractor with access to work areas and any needed staging as required.

Grounds Maintenance Services

Turf Mowing

Lawn shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the contractor is required to use the proper equipment to provide a high quality cut and minimize the scalping due to uneven terrain.

Excessive clippings are to be collected and removed from the property and properly disposed of. Clippings are not to be left overnight for removal the following day. Care should be taken at all times to avoid damage to buildings and fixtures and landscaping.

The contractor shall coordinate mowing schedules with MCR Health. A minimum of 34 cuts per year is required.

Turf Edging

Edging and trimming along curbs, beds and tree wells shall be done to keep a neat appearance.

Tree/Shrub Trimming

Trees should be trimmed to avoid any interference with walkways and or vehicle parking or contact with buildings and removal of any dead or dying branches. Shrubs shall be pruned to retain an even and natural or acceptable horticulture appearance. Ornamental flowers shall be pruned at the proper time of year to promote maximum flower production.

Trash Removal

The contractor is responsible to removing trash in the lawn and landscaping areas from the property at least once per week regardless of mowing schedule.

Weed Control

Open ground between plants and in parking areas shall be kept weed free. The contractor is responsible for determining the best method for weed control. However, MCR Health Services must be notified of and authorize the use of any chemicals used for weed control

Additional/Change in Facilities

The contractor will accept changes in facility count either increases or decreases and will cooperate with MCR Health in negotiating and adjustment to contract terms.

Facilities

- 1. Bradenton Family Medical Center
4805 26th Street West
Bradenton Florida 34207**

- 2. East Manatee Family Health Care Center
1312 Manatee Avenue East
Bradenton Florida 34208**

- 3. Edgar Price Jr. Health Care Center
12271 US Highway 301 North
Parrish Florida 34219**

- 4. Lawton Chiles Children and Family Health Care Center
1515 26th Avenue East
Bradenton Florida 34208**

- 5. MCR Health Services Administration
700 8th Avenue West
Palmetto Florida 34221**

- 6. Bank of America Drive Through
625 7th Street West
Palmetto Florida 34221**

- 7. Bank Of America Parking lot
701 9th Street West
Palmetto Florida 34221**

- 8. Manatee Pediatrics
712 39th Street West
Bradenton Florida 34205**

- 9. North Manatee Healthcare Center
5600 Bayshore Road
Palmetto Florida 34221**

- 10. Palmetto Family Health Care Center
404 7th Street West
Palmetto Florida 34221**

- 11. Riverview
212 2nd Avenue East
Bradenton Florida 34208**

- 12. South East Administrative Building
5223 9th Street East
Bradenton Florida 34203**

- 13. South East Family Health Care Center
919 53rd Avenue East
Bradenton Florida 34203**

- 14. Southwest Health Care Center
5325 26th Street West
Bradenton Florida 34207**

- 15. West Manatee Health Center
2318 Manatee Avenue West**

Bradenton Florida 34205

- 16. North Tuttle Family Health Center
220 North Tuttle Avenue
Sarasota, Florida 34237**

Proposal Cost Summary

Monthly Amount

	Monthly
Bradenton Family Medical Center	_____
East Manatee Family Health Care Center	_____
Edgar Price Jr. Health Care Center	_____
Lawton Chiles Children and Family Health Care Center	_____
MCR Health Services Administration	_____
Bank of America Drive through	_____
Bank of America Parking lot	_____
Manatee Pediatrics	_____
North Manatee Healthcare Center	_____
Palmetto Family Health Care Center	_____
Riverview	_____
South East Administrative Building	_____
South East Family Health Care Center	_____
Southwest Health Care Center	_____
West Manatee Health Center	_____
North Tuttle Family Health Center	_____
Total Monthly	\$ _____

Annual \$ _____

Company Name _____

Authorized Signature _____ Date _____