

VILLA ROSA COMMUNITY
within the
THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
(Riviera Beach, Florida)
RFP PROPOSAL PACKET
LAWN AND IRRIGATION MAINTENANCE SERVICES

A) **Deadline for Submittal**

Proposal Due Date: On or before 4:00 p.m. on Friday, February 2, 2018. **Interested firms must submit seven (7) hard copies and one electronic copy.**

B) **Villa Rosa Community within the Thousand Oaks Community Development District - Background**

Villa Rosa is one of two communities located within the Thousand Oaks Community Development District (the "District"). Villa Rosa is composed of 15 acres located on the east side of Congress Avenue, north of Blue Heron Boulevard and south of Silver Beach Road in Riviera Beach, Florida. Villa Rosa is a residential community.

A five-person Board of Supervisors governs the District. Members are elected by the landowners on a one vote per acre/per lot basis during the annual landowners' meeting for two and four-year terms.

C) **Purpose of Request**

The District is soliciting proposals from qualified Lawn and Irrigation Maintenance Firms (the "Provider"). Any firm interested in serving in this capacity should submit a proposal pursuant to the terms and conditions set forth herein and the attached Legal Advertisement of the RFP. The District's Board of Supervisors (the "Board") has authorized the Request for the Proposal and will review proposals and select the preferred firm to which a contract will be offered.

The District's Manager will thereafter enter into negotiations with the firm selected by the Board to provide the services requested. Assuming an agreement is successfully negotiated, the selected firm will be engaged by the District for a term beginning no later than March 1, 2018.

D) **Proposal Submittal Instructions**

Seven (7) hard copies and one electronic copy of the proposal must be submitted to the office of Thousand Oaks Community Development District, District Manager, Special District Services, Inc., 2501 Burns Road, Suite A, Palm Beach Gardens, Florida 33410, by no later than 4:00 p.m., Eastern Time, on Friday, February 2, 2018, and be identified as "Response to Request for Proposals to Perform Lawn Maintenance/Irrigation Services". It is the applicant's obligation to ensure that confirmation of timely receipt is obtained. Late proposals will not be accepted and will be labeled with a reply marked "TOO LATE". Any corrections to a proposal prior to the Submittal

Deadline must be submitted by the firm using the same format. No changes or corrections will be allowed after the Submittal Deadline.

Each applicant should carefully examine the attached Legal Advertisement of the RFP and this Proposal Packet and make an electronic request to the District's Manager for interpretations or corrections of any ambiguity, inconsistency or error. Only electronic responses issued by the District Manager should be relied upon, and all such responses will be distributed to each firm that receives a copy of the RFP Proposal Packet.

Responses should be prepared simply, economically and provide straightforward and concise responses which satisfy the requirements of the RFP. Emphasis should be placed on the completeness and clarity of the content. The District shall not be liable for any expenses incurred in the preparation or presentation of the responses.

E) **Timetable**

The District has established the following timetable for selection of its Provider; however, the schedule is subject to change at the sole discretion of the District: (i) Proposals are due by 4:00 p.m., on Friday, February 2, 2018, and Board consideration is scheduled for February 12, 2018, during the Board Meeting.

F) **Proposal Content**

Responses should contain the following information and be organized generally in the same order as presented below, namely:

(G) **Transmittal Letter.** Each response should include a letter of transmittal not exceeding one (1) page which must identify an officer of the firm authorized to commit to the firm's proposal. The transmittal letter must also identify the person in the firm who will serve as the firm's primary contact if the firm is selected as the Provider.

The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and Organization;
2. Providing Services to Special Districts (government entities);
3. Number of Personnel to Perform this Function;
4. Current Workload;
5. Ability to Meet Schedules;
6. Cost Proposal and Method of Invoicing;
7. Management Approval; and
8. References

(H) **Business Ethics.** Disclose (i) any circumstance whereby the professional conduct of your firm or any of its employees is currently being investigated judicially or by an administrative agency or qualification board and (ii) any prior adverse decision or settlement relating to a violation of ethical standards by your firm or one of its employees, if any.

The District is not obligated to accept the lowest bid, and reserves the right to reject any and all bids with or without cause, amend the scope of the project and waive technical errors and informalities. All of the Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

I) Legal Requirements and Disclosure

PLEASE NOTE THAT ALL RESPONSES TO THIS RFP WILL BE A MATTER OF PUBLIC RECORD.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public works, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the Provider services covered herein shall apply. Lack of such knowledge by an applicant shall in no way be cause for relief from responsibility. Applicants must be aware of their need to comply with the following State laws: (i) Chapter 286, Florida Statutes, regarding “Government in the Sunshine” and (ii) Chapter 119, Florida Statutes, involving Florida’s Public Records Law. The selected firm will be prohibited from discriminating against any employee, applicant, or client because of race, creed, national origin, sex or age with regard to but not limited to employment practices, rates of pay or other compensation methods and training selection.

The District reserves the right to accept or reject any or all proposals and to select the proposal(s) which, in the opinion of the District, will be in the best interest of the District and its taxpayers. The District also reserves the right to reject the response of any applicant which has previously failed in the proper performance of services of a similar nature.

J) Scope of Services

NOTE: These services are for the Villa Rosa community ONLY, and have NO involvement with the Thousand Oaks Community within the District.

1. Maintain all trees, bushes, grass and other plantings along the berm that runs along Congress Avenue, fronting the length of the community.
2. Maintain all grass areas surrounding the lake within the community from 20’ of the mean high water line.
3. “Maintain” as defined herein shall include, but not be limited to:
 - a. Mowing all grass areas once per week;

- b. Edging all plant beds and curbs (along the berm area) at the time of each mowing;
- c. Weeding all plant beds once per month;
- d. Trim all shrubs and hedges once per month to maintain desired shape and appearance;
- e. “Weed eat” grass areas not accessible with mowers at each time of mowing;
- f. Remove fallen palm fronds and tree limbs;
- g. Air blow all walks and paved areas after each mowing;
- h. Weed control spraying of weeds in beds and cracks in sidewalk along Congress Avenue;
- i. Fertilize all grass areas, plantings, hedges and trees twice per year with appropriate fertilizer for all such areas. NO fertilizer should invade any waters within the lake;
- j. Prune all trees, palm trees and woody ornamentals twice per year;
- k. Trim low-hanging trees away from sidewalk, at least monthly; and
- l. Replace all broken or non-working sprinkler heads.

NOTE: Any major work required on the irrigation system along the berm area will require District approval.

THE CONTRACTOR ASSUMES RESPONSIBILITY FOR ANY AND ALL DAMAGE, INCLUDING IRRIGATION COMPONENTS, THAT OCCURS AS A RESULT OF THE MAINTENANCE PROCESS.

The bidder is to address the following subjects in the response.

Company History and Organization

Provide a brief company history, mission statement and organizational summary. Explain ownership (private or public) and include brief biographical information regarding the personnel who would be directly responsible for the management and local supervision of this project.

Management Approach

Describe in detail how your firm will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the District’s account.

Providing Service to the Special District

Describe your experience in providing these types of services to other special districts or governmental entities.

Number of Personnel to Perform these Functions

How many personnel will be used to complete these tasks?

Current Workload and Ability to Meet Schedule

Describe your current workload and how this additional function will affect same.

Cost Proposal and Invoicing

State your proposed fee for providing the services outlined herein.

Propose invoicing frequency and procedures and applicable discounts. All invoices will clearly identify applicable job site coding in order to associate Provider's actual costs with the District's job site or job codes. Explain how discounts (if any) will be applied for different payment terms.

Insurance. Include a Current Certificate of Insurance demonstrating Bidder's ability to provide required insurance coverage for General Liability, Automobile Liability and Workers' Compensation in the minimum levels identified in the attached **Exhibit "B"**.

References

Provide at least three (3) client references whose facilities are comparable in size. Include (Company) name, address, contact person and contact number.

D) Selection Criteria

The selection criteria shall include, but are not limited to:

1. **Past Performance.** Consideration will be given to the amount of work recently performed by the firm in Palm Beach County. Consideration will also be given to firms that have previous experience with other similar taxing districts (i.e., Chapter 298 districts, community development districts and other independent special districts).
2. **Ability to Meet Time and Budget Requirements.**
3. **Location.** Consideration will be given to firms with offices within Palm Beach County. Therefore, firms should provide the location of their Palm Beach County office, if any, and indicate whether it is the main office, the only office, branch office, etc.
4. **Recent, Current and Projected Workloads.**
5. **Quality of Responses to the RFP.** Consideration will be given to firms which clearly and concisely respond to this RFP.
6. **Established Business.** Consideration will be given to the history of the firm and the number of years the firm has been doing business in Florida.
7. **Price.**

J) **Award.**

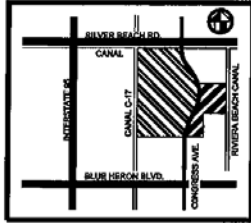
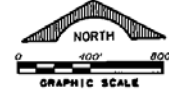
A contract will be awarded, if at all, to the most responsive, responsible firm whose Proposal is considered to be the most advantageous to the District based on the Board of Supervisors' opinion after review of every applicable factor including, but not limited to, price.

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT SITE PLAN

EXHIBIT 'A'

LEGEND

- THOUSAND OAKS**
- LIMITS OF C.D.D. (101.23 ACRES)
 - LIMITS OF C.D.D. OWNED LAND (25.46 ACRES)
- SIERRA BAY**
- LIMITS OF C.D.D. (15.75 ACRES)
 - LIMITS OF C.D.D. OWNED LAND (2.96 ACRES)



LOCATION MAP
N.T.S.

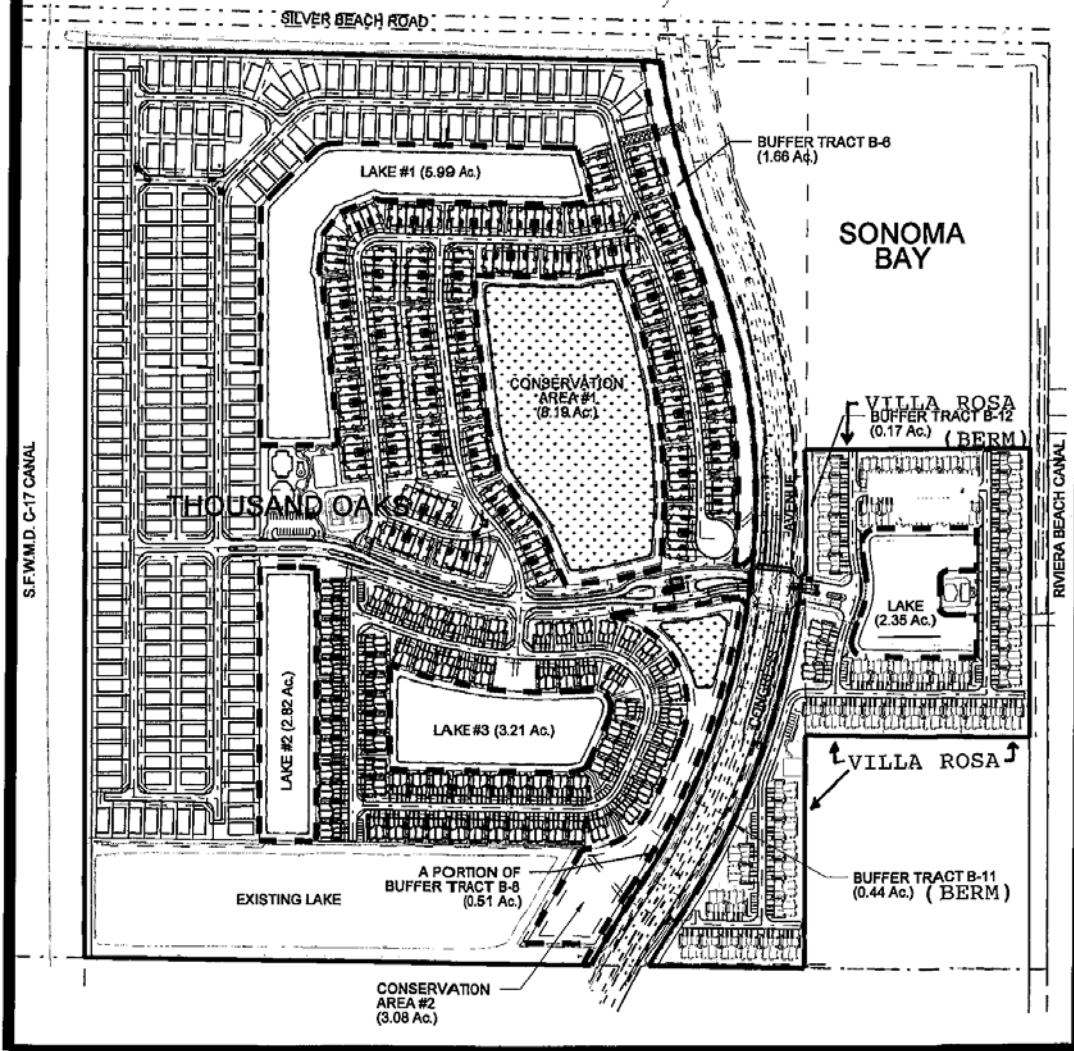


EXHIBIT “B”
MINIMUM REQUIRED INSURANCE COVERAGE

GENERAL

Thousand Oaks Community Development District and the District Manager shall be named as “Additional Named Insured” and certificate holder on both the general liability and auto liability policies.

Cancellation clause must read “should any of the above described policies be canceled before the expiration date thereof, the issuing company shall mail thirty (30) days written notice to the certificate holder name.”

INSURANCE REQUIREMENTS

The limits of liability for the insurance required shall provide coverage for not less than the following amounts or greater when required by law and regulations:

Workers’ Compensation:

- | | |
|---|-----------|
| 1. State: | Statutory |
| 2. Applicable Federal (e.g. Longshoreman’s and Harbour Workers’ Compensation, Maritime, Jones Act, etc.): | Statutory |
| 3. Employer’s Liability: | \$500,000 |

Comprehensive General Liability:

- | | |
|---|------------------|
| 1. Bodily Injury (including completed operations and Products Liability): | |
| \$1,000,000 | Each Occurrence |
| \$1,000,000 | Annual Aggregate |
| Property Damage: | |
| \$1,000,000 | Each Occurrence |
| \$1,000,000 | Annual Aggregate |
| or a combined single limit of | \$1,000,000 |
| 2. Property Damage liability insurance will provide Exposition, Collapse and Underground coverage where applicable. | |
| 3. Personal Injury, with employee exclusion deleted | |
| \$1,000,000 | Annual Aggregate |

Comprehensive Automobile Liability:

- | | | |
|-------------------------------|--|-----------------|
| 1. Bodily Injury: | | |
| \$ 500,000 | | Each Person |
| \$1,000,000 | | Each Occurrence |
| 2. Property Damage: | | |
| \$ 500,000 | | Each Occurrence |
| or a combined single limit of | | \$1,000,000 |

Umbrella Excess Liability Insurance:

- | | | |
|--|--|------------------|
| 1. \$1,000,000 | | Each Occurrence |
| \$1,000,000 | | Annual Aggregate |
| 2. The umbrella coverage shall be Following-Form being no more restrictive than coverage required for the underlying policies. | | |

The comprehensive general liability insurance and umbrella insurance required herein shall include DISTRICT and Engineer as additional insured.

Contractual Liability Insurance: The Contractual Liability Insurance required shall provide coverage for not less than the following amounts.

- | | | |
|---------------------|--|------------------|
| 1. Bodily Injury: | | Each Occurrence |
| \$1,000,000 | | |
| 2. Property Damage: | | |
| \$1,000,000 | | Each Occurrence |
| \$1,000,000 | | Annual Aggregate |

Builder's Risk: [Deleted]

***NOTE:** these requirements shall apply both to CONTRACTOR and any Sub-Contractors.: