

SUBMIT BID TO:

Solid Waste Authority of Palm Beach County
 7501 North Jog Road
 West Palm Beach, Florida 33412
 Attn: PURCHASING



INVITATION TO BID

Bidder Acknowledgment

PURCHASING DEPARTMENT CONTACT:

Marina Kane
 Telephone: 561 640-4000, ext 4520

Bid Title: **WOODY WASTE GRINDING SERVICES**

Bid No.: **SWA 12-05/PF**

Bid must be received no later than 2:00 PM, SEPTEMBER 1, 2011, at which time bids will be opened.

Bidder Name:		Fed. ID No. or SS Number:	
Mailing Address: Street:		Toll Free Telephone Number:	e-Mail Address:
City:	State	ZIP	Office Number: () FAX:
Is Vendor a Certified Minority? Yes No		Certified or Cashier's Check is attached, when required, in the amount of \$	
Agencies Certified with:		If returning as a "NO BID", state reason:	
Delivery: _____ calendar days ARO			

ANTI-COLLUSION: The signed bidder certifies that he or she has not divulged, discussed or compared his or her bid with other bidders and has not colluded with any other bidder or parties to a bid. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the bid lists(s).

X

Authorized Signature (Manual)

Authorized Name (Typed)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

It is your sole responsibility to ensure that you receive every page of the bid document and that you check the Purchasing web page @ www.swa.org for any addenda to the bid document. These addenda may contain critical information that directly affects how an item should be bid. Failure to account for these addenda will most likely result in rejection of your bid submittal as non-responsive. The Authority provides this web site as a courtesy only and assumes no direct or implied responsibility for omissions which materially affect your bid submittal. Note: Responses to solicitations cannot be submitted to the Authority electronically.

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS

THE AUTHORITY WILL ENDEAVOR TO SEND ANY ADDENDA TO ALL PROSPECTIVE BIDDERS ON RECORD. HOWEVER, IT IS THE BIDDERS SOLE RESPONSIBILITY TO ASCERTAIN, BY CONTACTING THE AUTHORITY'S PURCHASING SERVICES NO LESS THAN FIVE (5) CALENDAR DAYS PRIOR TO THE BID OPENING DATE, WHETHER ANY ADDENDA TO THIS BID HAVE BEEN ISSUED, AND TO SUBMIT ANY AND ALL SUCH ADDENDA PROPERLY ACKNOWLEDGED WITH THE BID RESPONSE. THE AUTHORITY WILL NOT ISSUE ADDENDA, OTHER THAN A DELAY IN BID OPENING DATE, WITHIN FIVE (5) CALENDAR DAYS OF BID OPENING.

These documents constitute the complete set of specification requirements and bid forms. All bid sheets and attachments must be executed and submitted in a sealed envelope, which is provided. DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE. The face of the envelope shall contain Bidder's name, return address, the date and time of bid opening, the bid number and title. Bids not submitted on the enclosed Bid Form shall be rejected. By submitting a bid the Bidder agrees to be subject to all terms and conditions specified herein. No exceptions to the terms and conditions shall be allowed. Submittal of a bid in response to this Invitation to Bid constitutes an offer by the Bidder. Bids which do not comply with these requirements may be rejected at the option of the Authority.

- EXECUTION OF BID:** Bid must contain a manual signature, in ink, of an authorized, representative, who has the legal ability to bind the Bidder in contractual obligations. Bid must be typed or legibly printed in ink. Use of erasable ink is not permitted. All corrections made by Bidder to any part of the bid document must be initialed in ink.
- NO BID:** If not submitting a bid, please respond no later than the bid opening date and time, by returning the Acknowledgment, noting the reason in the space provided. Failure to respond 3 times in succession without justification may be cause for removal of the Bidders name from the mailing list.
- BID OPENING:** Shall be public, at the Authority's Administrative Offices located at:
 7501 North Jog Road
 West Palm Beach, Florida 33412
 on the date and at the time specified on the Invitation to Bid. The bid opening may be delayed if, at the sole discretion of the Authority, it is considered to be in the Authority's best interest. Under no circumstances shall bids delivered after the bid opening has begun be considered, such bids will be returned unopened. It is the Bidders sole responsibility to assure that his/her bid is complete and delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable. A bid may **NOT** be altered by the Bidder after opening of the bids.
- TAXES:** The Authority is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. The Authority's exemption number is on the face of the purchase order. The Director of Purchasing will provide an exemption certificate to the successful Bidder. Vendors or contractors doing business with the Authority shall **not** be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Authority nor shall any Vendor/Contractor be authorized to use the Authority's Tax Exemption Number in securing such materials. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the Authority.
- DISCOUNTS:** Cash discounts for prompt payment shall **not** be considered in determining the lowest net cost for bid evaluation purposes.
- MISTAKES:** Bidders are expected to examine the specifications, delivery schedule, bid prices, extensions and all instructions pertaining to supplies and services. **FAILURE TO DO SO WILL BE AT BIDDER'S RISK.** In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. In the event of addition error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. Bids having erasures or corrections must be initialed in ink by the Bidder.
- INVOICING AND PAYMENT:** Payment for any and all invoice(s) that may arise as a result of a contract or purchase order issued pursuant to this bid specification shall minimally meet the following conditions to be considered as a valid payment request:
 - A timely submission of a properly certified invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the contract or purchase order document, and be submitted to:
 Solid Waste Authority of Palm Beach County
 Attn: Accounts Payable
 7501 North Jog Road
 West Palm Beach, FL 33412
 - All invoices submitted shall consist of an original and one (1) copy; clearly reference the subject contract or purchase order number; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; original or legible copy of signed delivery receipt including both manual signature and printed name of a designated Authority employee or authorized agent; be clearly marked as "partial", "complete" or "final" invoice. The Authority will accept partial deliveries.
 - The invoice shall contain the Bidder's Federal Employer Identification number.
 - The Authority's terms are "Net 30 Days" after acceptance of goods or services and receipt of an acceptable invoice as described herein. Any other terms of

payment must have been previously approved by the Authority, and appear on the contract or purchase order document to be binding upon the Authority.

8. **DELIVERY:** Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order or contract in space provided. Delivery time may be a basis for making of award. Delivery shall be during the normal working hours of the user department, Monday through Friday, unless otherwise specified and incorporated into contract or purchase order document. Delivery shall be to the location specified in the bid specifications.
9. **ADDITIONAL TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this bid if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Bid Documents are the only conditions applicable to this bid and the Bidder's authorized signature on the Bid Form attests to this.
10. **INTERPRETATIONS:** All Bidders shall carefully examine the Bid Documents. Any ambiguities or inconsistencies shall be brought to the attention of the Authority in writing prior to the opening of Bids; failure to do so, on the part of the Bidder, will constitute an acceptance by the Bidder of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the Bid Documents shall be requested in writing, and received by the Authority at least five (5) days prior to the Bid Opening. Inquiries shall be addressed to the Director of Purchasing Services. No person is authorized to give oral interpretations of, or make oral changes to, the bid. Therefore, oral statements given before the bid opening will not be binding. Any interpretation of, or changes to, the bid will be made in the form of a written Addendum to the bid and will be furnished to all Bidders. Receipt of all addenda shall be acknowledged by the Bidders in the appropriate place on the Bid Form.
11. **DISPUTES:** Any Bidder who disputes the bid selection or contract award recommendation shall file such dispute according to the bid protest procedures. These procedures are available upon request from the Authority.
12. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Authority. Further, all Bidders must disclose the name of any Authority employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches.
13. **LEGAL REQUIREMENTS:** Bidders are required to comply with all provisions of Federal, State, County and local laws and ordinances, rules and regulations, that are applicable to the items being bid. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

Preference shall be given to business with **Drug-Free Work Place (DFW)** programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the Authority for the procurement of commodities or contractual services, a bid received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
- Minority/Women/Small Business Enterprise (M/W/SBE)** Minority/Woman/Small Business enterprise indicates a business entity which is owned and operated by a minority or woman. Minority/woman/small business group members are citizens of the United States or lawfully admitted permanent residents who are Black, Hispanic, Female, Native American, Asian-Pacific, Asian-Indian, and eligible others. An M/W/SBE wishing to participate in the Authority procurement process may contact Purchasing Services for information and assistance.
- PUBLIC ENTITY CRIMES** - Pursuant to F.S. 287.133, as amended: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
14. **BID EXEMPT:** Purchases shall not include items/services available at lower prices on other public entity or State of Florida contracts. The Authority reserves the right to bid separately any item/service if deemed to be in the best interest of the Authority.
15. **AWARDS:** As the best interest of the Authority may require, at its sole discretion, the right is reserved to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award and to make award(s) by individual item, group of items, "All or None", or a combination thereof; with one or more suppliers; to reject any or all bids, or waive any minor irregularity or technicality in bids received, and may, at its sole discretion, request a re-bid. Bidders are cautioned to make no assumption until the Authority has entered into a contract or purchase order. NOTE: Bid tabulations will be furnished upon written request which includes an enclosed, self-addressed, stamped envelope. The award recommendation will be posted for review by interested parties at Purchasing Services for a period of five (5) calendar days. Failure to file a written protest to the Director of Purchasing Services within the time prescribed in the AUTHORITY'S Purchasing Manual, Section 10, shall constitute a waiver of proceedings. It is the Bidder's sole responsibility to ascertain the time of posting of the award recommendation. This may be accomplished by telephone, FAX, E-Mail or other means deemed timely by the Bidder.
16. **PROMOTIONAL PRICING:** In addition, bidder shall offer to the Authority during the contract period any item(s) offered on a "promotional" basis from the manufacturer. It will be the successful bidder's responsibility to monitor said item(s) and report any that are or will be offered at lower price.
17. **EEO STATEMENT:** The Authority is committed to assuring equal opportunity in the award of contracts, and, therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.
18. **CONTRACTUAL AGREEMENT:** The terms, conditions, and provisions in this Invitation to Bid shall be included and incorporated in any final contract or purchase order. The order of precedence will be Bid Document and response, purchase order or contract, and general law. Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the laws of Florida. The venue shall be Palm Beach County, Florida.
19. **GOVERNMENTAL RESTRICTIONS:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the Bidder to notify the Purchasing Services at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The Authority reserves the

right to accept such alteration or to cancel the contract or purchase order at no further expense to the Authority.

20. **PATENTS AND ROYALTIES:** The Bidder, without exemption, shall indemnify and save harmless, the Authority, its employees and/or any of its Board Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Bidder. Further, if such a claim is made, or is pending, the Bidder may, at its option and expense, procure for the Authority the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the Authority agrees to return the article on request to the Bidder and receive reimbursement. If the Bidder used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.
21. **ADVERTISING:** In submitting a bid, Bidder agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the Authority.
22. **ASSIGNMENT:** Any purchase order or contract issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the Authority, through Purchasing Services.
23. **COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH:** Bidder certifies that all material, equipment, services, etc., contained in his/her bid meets all applicable O.S.H.A. requirements. Bidder further certifies that, if he/she is the successful Bidder, and the material, equipment, etc., delivered is subsequently found to be defective in any applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be borne by the Bidder.
24. **FACILITIES:** The Authority reserves the right to inspect the Bidder's facilities at any reasonable time, during normal working hours, with prior notice to determine that Bidder has a bona fide place of business, and is a responsible Bidder.
25. **REPRESENTATION:** A Bidder must have at the time of bid opening, a manufacturing plant in operation, or be a fully authorized agent or representative of the product bid, and capable of producing or providing the items bid, and so certify upon request.
26. **DISQUALIFICATION OF BIDDER:** More than one bid from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Bidder is involved in more than one bid for the same work will be cause for rejection of all bids in which such Bidders are believed to be involved. Any or all bids will be rejected if there is reason to believe that collusion exists between Bidders. Bids in which the prices obviously are unbalanced will be subject to rejection. This provision is not meant to prohibit submission of alternate bids in separate sealed envelopes.
27. **ALTERNATIVES:** Unless otherwise specified, the mention of the particular manufacturer's brand name or number in the specifications does not imply that this particular product is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of merchandise that will be acceptable. Alternate offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with alternate offers may be cause for disqualification of the bid.

The determination as to whether any alternate product or service is or is not equal shall be made by the Solid Waste Authority and such determination shall be final and binding upon all bidders.

Although the Authority provides for the consideration of alternate bids, it reserves the right to make an award in the best interest of the Authority. Such award may not necessarily be given to the lowest bid offered.
28. **ADJUSTMENTS/CHANGES/DEVIATIONS:** No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a bid expressly so provide. Any other adjustments, changes or deviations shall require prior written approval, and shall be binding **ONLY** if issued by the Authority's Purchasing Services. The Bidder shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.
29. **INDEMNIFICATION:** Contractor agrees to protect, defend, indemnify, and hold harmless the Authority, its employees and representatives, from any and all claims and liabilities including all attorney's fees and court costs, including appeals, for which the Authority, its employees and representatives, can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any acts or omissions of the Contractor, its employees, or agents, arising out of or connected with this Agreement. The Contractor shall not be required to indemnify the Authority or its agents, employees, or representatives, when an occurrence results solely from the wrongful acts or omissions of the Authority, or its agents, employees or representatives.
30. **ANNUAL APPROPRIATIONS:** The Authority's obligation to pay under this contract is contingent upon annual appropriations.
31. **PUBLIC RECORDS:** Upon award recommendation any material submitted in response to this invitation to bid will become a "public record" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes (Public Record Law). Bidders must claim the applicable exemptions to disclosure provided by law in their response to the Invitation to Bid by identifying materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The Authority reserves the right to make any final determination of the applicability of the Public Records Law.
32. **UNCONTROLLABLE FORCES:** Neither the AUTHORITY nor AWARDED BIDDER(S) shall be considered to be in default of this Bid/Contract/Purchase Order if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Bid/Contract/Purchase Order and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Bid/Contract/Purchase Order.

NOTE: ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

SPECIAL TERMS AND CONDITIONS

WOODY WASTE GRINDING SERVICES

SWA Bid No: 12-05/PF

33 **PURPOSE**

The purpose and intent of this Invitation to Bid is to establish a contract to process woody waste materials consisting of lawn clippings, trimmings, branches, limbs, palm fronds, logs and stumps for the Solid Waste Authority of Palm Beach County in conjunction with the specifications specified herein.

34 **QUALIFICATION OF BIDDERS, SERVICE/CONSTRUCTION**

This Bid shall be awarded only to a responsive, responsible Bidder, qualified to provide the work specified. The Bidder shall submit the following information with his/her bid:

- A. Experience record showing the Bidder's training and experience in similar work.
- B. List and brief description of similar work satisfactorily completed with location, dates of contracts, names and addresses of owners.
- C. List of equipment and facilities available to do the work.
- D. Meet all required licenses, certifications and Florida Department of Environmental Protection requirements as stipulated in the Scope of Services contained herein.

Failure to submit the above requested information may be cause for rejection of your Bid. Information previously submitted to the Authority in response to another Invitation to Bid shall not satisfy this requirement. The term “*experience*”, as used in this requirement, shall mean the experience gained as and possessed by the business entity proper (single proprietorship, partnership, corporation, or joint venture) responding to this solicitation. It shall not mean the experience of individual employee(s).

35 **CERTIFICATION, CONTRACTOR**

Vendor must hold a Certificate of Competency as a State of Florida or Palm Beach County Certified Contractor. The Certificate of Competency must be in the name of the Bidder shown on the Bid Proposal Page. A photocopy of the certificate must be submitted with Bid.

36 **AWARD**

Contract will be awarded to the lowest and best Bid from a responsive, responsible Bidder. As the best interest of the Authority may require, at its sole discretion, the right is reserved to make award(s) by individual item, groups of items, “all or None”, or a combination thereof; with one or more suppliers; to reject any or all Bids, or waive any minor irregularity or technicality in Bids received; and may, at its sole discretion, request a re-Bid.

37 **BID SUBMITTAL**

One (1) manually signed original and two (2) photocopies of the bid must be sealed in one package. The bidder's name, return address, date and time of bid opening, the bid number and title must be clearly annotated on the outside of the package. Bids not conforming to the instructions, terms and conditions provided herein may be subject to disqualification at the sole option of the Authority.

Each bid shall be legibly written or printed in ink, submitted on the bid form included herewith, and shall be manually signed in ink by an officer or employee having authority to legally bind the company or firm. If erasures or other changes appear on the form, each erasure shall be signed or initialed by the person signing the bid. If initialed, the Authority may require the bidder to identify any alteration so initialed.

Complete sets of bidding documents shall be used in preparing bids; the Authority will not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents, by bidders or their sub-bidders.

38 **CONTRACT PERIOD/EXTENTION**

The contract prices resultant from this solicitation shall prevail for a one (1) year(s) period from the contract's initial effective date. Prior to, or upon completion of that initial term, the Authority shall have the option to renew this contract for an additional two (2) year period on a year-to-year basis. Prior to completion of each exercised contract term, the Authority may consider an adjustment to price based on changes in the following pricing index: Consumer Price Index – Urban Wage Earners and Clerical Workers, Miami-Fort Lauderdale, FL, Other Goods and Services.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 30 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the Authority will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment.

The Authority reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is an Authority prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the Authority.

39 **EQUITABLE ADJUSTMENT**

The Authority may, in its sole discretion, make an equitable adjustment in the Contract terms and/or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the successful Bidder's control, (2) the volatility affects the marketplace or industry, not just the particular successful Bidder's source of supply, (3) the

effect on pricing or availability of supply is substantial, and (4) the volatility so affects the successful Bidder that continued performance of the Contract would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Director of Purchasing Services.

40 **METHOD OF ORDERING, BLANKET PURCHASE ORDER**

A blanket purchase order shall be issued until the end of the fiscal year or for the term of the contract. The department(s) will order requirement(s) on an "as needed" basis. All terms and conditions of this Bid are applicable.

41 **INSPECTION OF FACILITIES**

It is the Bidder's responsibility to become fully informed as to the nature and extent of the work required and its relation to any other work in the area, including possible interference from other site activities. Arrangements for Bidder's inspection of facilities and/or activity schedules may be secured from Pat Byers at 561-640-4000 ext. 4611. The processing area is located within the Authority's North County Regional Solid Waste Disposal Facility located at the corner of North Jog Road and 45th street in West Palm Beach, Florida.

42 **LICENSES AND PERMITS**

It shall be the responsibility of the successful Bidder to obtain, at no additional cost to the Authority, any and all licenses and permits required to complete this contractual service. A copy of these licenses and permits shall be submitted to the Authority prior to commencement of work.

43 **PAYMENT, PARTIAL PAYMENT**

Partial payments in the full amount of the value of items received and accepted may be requested by the submission of a properly executed invoice, with supporting documents if required. Invoice must reflect purchase order number.

Payment shall be based on the number of cubic yards processed by the Contractor. The amount of material for which payment is made will be agreed upon between the Contractor and the Authority through a field survey of stockpiled unprocessed woody waste material prior to commencing of grinding services. Payment requests shall contain, at a minimum, vendor identification, invoice number, description of services rendered, cubic yards of incoming material processed, and dates and hours of operation.

44 **PROJECT MANAGEMENT**

A project manager shall be designated by the Solid Waste Authority. During the course of the project, the project manager will be responsible for assuring the proper completion of the project by the successful Contractor.

45 **PROTECTION OF PROPERTY**

The successful Bidder shall at all times guard against damage or loss to the property of the Authority or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The Authority may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful Bidder or his agents. The Bidder shall also be responsible for the protection of his own equipment, supplies, materials and work, against any damage resulting from the elements (such as flooding, by rainstorm, wind damage, vandalism or other acts of God).

46 **SECURITY OF WORK SITE**

The successful Bidder shall at all times guard against damage or loss to the property of the Authority and injury to its employees or the public. The Bidder shall properly fence and secure the construction site(s) at all times, including evenings and weekends. The Bidder must, at all times, comply with SWA, local, and State of Florida and OSHA safety regulations.

47 **INSURANCE REQUIRED, GENERAL, SERVICE, DELIVERY, ETC.**

The Bidder shall not commence work on any Authority Property until all insurance required as stated herein has been obtained and such insurance has been approved by the Authority.

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Bidder shall furnish certificates of insurance to the Authority's Risk Management Section prior to the commencement of services. The certificates shall clearly indicate that the Bidder has obtained insurance of the type, amount, and classification as required for strict compliance with insurance requirements as stated herein, and that no change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the Authority. Non-compliance with the foregoing requirements shall not relieve the vendor of their liability and obligations under this contract.

The Bidder shall maintain commercial liability insurance in the amount of \$1,000,000 per occurrence including products/completed operations.

The Bidder shall maintain comprehensive automobile liability insurance in the following amounts:

Bodily Injury and/or	\$ 1,000,000 each occurrence
Property Damage	\$ 1,000,000 aggregate
	or
Combined Single Limit	\$ 1,000,000 each occurrence/aggregate

These limits are to protect the Bidder and the Authority from claims for damage, which may arise from general operations or from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the vendor or by anyone directly or indirectly employed by the vendor.

The Bidder shall maintain Workers Compensation insurance as per statutory requirements and Employers Liability limits no less that \$500,000 per occurrence each accident; \$500,000 policy limit disease; \$100,000 disease,- each employee.

ALL insurance other than Worker Compensation shall specifically include the Authority as an "Additional Insured".

48 **CANCELLATION, WITH CAUSE**

If either product or service does not comply with specifications as stated herein or fails to meet the Authority's performance standards, the contractor shall be given reasonable time to correct all deficiencies. Failure to remedy such deficiencies within a reasonable time shall result in immediate cancellation of the contract. Cancellation in this manner may result in suspension of the Contractor from the Bidders list for a period of up to 3 years.

49 **CANCELLATION, WITHOUT CAUSE**

The Authority reserves the right to cancel this contract without cause via a thirty (30) day written notice.

50 **RIGHT TO TERMINATE**

In the event that any of the provisions of the contract are violated by the successful bidder, the Authority shall serve written notice upon such bidder of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate the contract. The liability of the bidder for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

51 **PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES**

All Bidders submitting a response to this Invitation to Bid agree that such response also constitutes a Bid to all political subdivisions under the same conditions, for the same prices and the same effective period as this Bid, should the Bidder feel it is in their best interest to do so.

This agreement in no way restricts or interferes with the right of any political subdivision to rebid any or all items.

52 **AREA REPRESENTATIVE**

Contractor must indicate in space provided the name, address, and phone number of the vendor's representative who will be available upon request for emergency problems.

53 **CHARACTER OF WORKMEN AND EQUIPMENT**

All equipment and workmen provided by the Contractor for the work hereunder, shall be the best available for the kind of work being performed. Any person employed by the Contractor whom the Authority may deem temporarily or permanently incompetent or unfit to perform work, shall under written instruction of the Authority be removed from the job, and such person shall not be employed on the work. Failure by the Contractor to provide adequate equipment may result in annulment of this contract as herein provided.

54 **LAWS TO BE OBSERVED**

In the processing of this contract, the Contractor shall exercise care to see that all federal, State, County and Municipal laws, ordinances or regulations are observed, both by himself or herself and his/her direct or indirect employees. He or she shall take reasonable care at all times to insure that proper protection of personnel involved is provided.

55 **PURCHASING AGENT**

The contact person for this solicitation is Phillip Ford, Purchasing Supervisor, pford@swa.org. Bidders are advised that as of the deadline to submit Bids, all communications and correspondence concerning this Bid be in writing and addressed to Mr. Phillip Ford.

56 **DRUG FREE WORK PLACE**

Preference shall be given to businesses with Drug Free Work Place Programs. Whenever two or more firms are equal with respect to price, quality and services, preference shall be given in the award process to firms that certify their Drug Free Workplace program. Certification is to be provided on SWA'S Drug Free Workplace form included.

57 **LOCAL PREFERENCE QUALIFICATION**

In order to qualify for Local Preference the firm must have had its headquarters or branch office located within Palm Beach County for a minimum of one (1) year. The firm must have been incorporated or legally begun business, being fully licensed, at least one (1) year prior to the issuance of the solicitation. A valid Business Tax Receipt issued by the Palm Beach County Tax Collector is required and will be used to verify that the proposer had a permanent place of business one year prior to the issuance of the solicitation. Please note that in order to receive a local preference, the name and address on the Business Tax Receipt must be the same name and address that is included in the submittal to the Authority, and that the attached Business Tax Receipt must accompany the Bid at the time of Bid submission. Copies of licensure, leases of office space (or proof of ownership of office site) may be required by Authority staff as proof of compliance. The firm's office must be of a permanent nature not temporary or transient (i.e., mobile homes shall be without wheels and permanently affixed to the land). The firm's office shall be fully staffed with personnel including at least one of those assigned to the Authority's projects, office furniture, office equipment, and, if applicable, professional equipment/computers as required by the type of work to be performed. A site visit by Authority staff may be required to confirm local presence. The firm will be required to maintain said office, or other Authority approved offices, for the entire term of the contract. Failure to submit this information will cause the firm not to be qualified under this

Section to receive a local preference. The Authority may require a firm to provide additional information for clarification purposes at any time prior to the award of the contract.

58 **PREFERENCE APPLICATIONS**

A Bidder who meets the qualifications for Local Preference and whose Bid is within 5% of the low Bidder who does not meet those qualifications, may be granted an opportunity to offer a best and final Bid along with the low Bidder and any other Bidder(s) whose Bid amount is equal to or less than the highest local Bidder within 5% of the low Bid. Contract will be awarded to the lowest best and final Bid; in case of a tie for the lowest best and final Bid the contract will be awarded to the lowest best and final Bid offered by the local Bidder. Ties between local Bidders will be determined by a coin toss.

59 **CONE OF SILENCE**

Bidders are advised that a Cone of Silence that prohibits any communication, except for written correspondence, regarding a particular request for proposal, request for qualification, Bid, or any other competitive solicitation between Bidders or any person representing the Bidders and any member of the Solid Waste Authority Governing Board, their staff, any Authority employee authorized to act on behalf of the Authority to award the contract under this Bid, or any member of the selection committee authorized to evaluate the Bids.

The Cone of Silence shall be in effect as of the deadline to submit Bids even if Bid is withdrawn or is otherwise eliminated from consideration consistent with the procedures as outlined in this Bid. The Cone of Silence shall remain in effect until the Governing Board, or Authority staff, if authorized to act on behalf of the Board, awards or approves the contract, rejects all Bids or otherwise takes action which ends the solicitation process.

The provisions of this article shall not apply to oral communications at any public proceeding, including pre-Bid conference, oral presentations before selection committees, and contract negotiations during any public meetings, presentations made to the Board and protest hearings. Further, the Cone of Silence shall not apply to contract negotiations between Authority employees and the intended awardees, any dispute resolution process following the filing of a protest between the person filing the protest and any Authority employee, or any written correspondence at any time with any Authority employee, Board member or Advisory board member, or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The Governing Board by means of action taken at any properly noticed Governing Board meeting may invoke the cone of silence earlier than the time specified in this section for any procurement.

60 **OFFICE OF THE INSPECTOR GENERAL**

Palm Beach County has established the Office of the Inspector General, Ordinance (OIG) No. 2009-049 which is authorized and empowered to review past, present and proposed county contracts, transactions, accounts and records. The Solid Waste Authority (Authority) has entered into an Interlocal Agreement (ILA) for Inspector General Services. This agreement provides for

the Inspector General to provide services to the Authority in accordance with the authority, functions and powers set out in the Palm Beach County Office of Inspector General Ordinance. All parties doing business with the Authority and receiving Authority funds shall fully cooperate with the Inspector General including providing access to records relating to this Agreement. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and audit, investigate, monitor, and inspect the activities of the Contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Ordinance 2009-049, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

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TECHNICAL SPECIFICATIONS

WOODY WASTE GRINDING SERVICES

SWA Bid No: 12-05/PF

Scope of Work

Materials: The materials to be processed will include, but are not limited to, woody waste materials delivered to the Solid Waste Authority's North County Regional Solid Waste Disposal Facility located at North Jog Road and 45th Street, West Palm Beach, Florida. Woody waste materials are received at the landfill as a separate waste type and are substantially comprised of lawn clippings, trimmings, branches, limbs, palm fronds, logs, and stumps.

Unprocessable Materials: Woody waste materials may contain minor amounts of debris such as rock, metal, or other items which may be damaging or harmful to wood grinding or processing equipment. Although the Authority will inspect incoming loads and provide general separation and stockpiling activities, the Contractor is responsible for the separation of potentially damaging materials and is responsible for any and all damage resulting to Contractor's equipment resulting from the introduction of any materials into Contractor's equipment.

Material Quantities: A minimum of approximately 15,000 yards or 2,500 tons will be available for processing by the Contractor each time processing services are requested by the Authority. There is no guarantee of any minimum number of processing services requests during the term of this contract.

Authority Responsibilities: The Authority will visually inspect all incoming loads of woody waste to ensure that the material is substantially free of contamination. The Authority will stockpile the incoming material into rectangular stockpiles. These Authority separation activities are intended to be a visual inspection only and in no way limit Contractor's responsibilities for the separation and removal of unprocessable materials.

Processing Area: The regular processing area is located within the Authority's North County Regional Solid Waste Disposal Facility located at the corner of North Jog Road and 45th Street in West Palm Beach, Florida. The Authority reserves the right to set up a remote location within the County or change the process area from time to time provided adequate space and safety requirements can be maintained.

Specification Changes: The Authority reserves the right to renegotiate agreement terms and conditions with the existing Contractor if, in the future, the technical specification requirements are changed due to the needs and best interest of the Authority.

Bidder (Company) _____ **Signature** _____
SWA Bid No. 12-05/PF TEC-1 of 4

Scope of Services:

1. Three (3) options shall be bid.
 - a. Grinding Only
The Contractor will utilize 5" round or a 4" square grate that is properly maintained. The Authority will be allowed to periodically inspect the grate to verify an acceptable condition. The Contractor is required to keep his equipment in proper repair in order to maintain product specification. The Authority reserves the right to halt production or refuse to accept materials produced that do not meet these requirements.
 - b. Screening Only
The Contractor shall screen all ground material through a 1.5 inch screen.
 - c. Grinding and Screening
Both processes are utilized.
2. The Contractor is required to provide all equipment and manpower necessary to mulch and if needed screen woody waste and handle both unprocessed and processed material. This includes :
 - a. Certified documented machine to grind a minimum average processing rate of 60 tons per hour grinding or screening.
 - b. Site equipment sufficient to maintain, sort, move, and stockpile woody waste, mulch, and unprocessibles in process area.
 - c. Grinding equipment provided by the Contractor will be equipped with a magnetic device (permanent head pulley magnet, electromagnet, etc.) to allow for magnetic separation of ferrous materials prior to stockpiling of finished product. Note: All recovered materials shall be the property of the Authority.
3. The engine used to grind woody waste material shall be 2007 model year or later.
4. The Contractor must provide EPA Engine Certification Form (Tier 1, 2, or 3).
5. The Contractor must register (if not already done so) and provide proof of registration for an Air General Permit for a Reciprocating Internal Combustion Engine (RICE) with the Florida Department of Environmental Protection and pay the associated \$ 100 fee.
6. The Contractor is responsible for all repair, maintenance, and fuel for the Contractor's equipment.
7. The Contractor will operate his loading or materials handling equipment in such a manner as to minimize the amount of sand or dirt in the finished product and avoid introducing such materials into the woody waste and mulch.

Bidder (Company) _____ **Signature** _____
SWA Bid No. 12-05/PF TEC-2 of 4

8. Unprocessable materials such as rock, metal, brick, and other non-woody materials will be stockpiled by the Contractor in manageable piles in an area adjacent to the processing area designated by the Authority.
9. The Contractor will place all finished mulch in a stockpile in an area adjacent to the processing area as designated by the Authority.
10. All work will be performed during regular operating hours. Excluding holidays, regular operating hours are 7:00 a.m. to 5:00 p.m., Monday through Saturday. The Authority reserves the right to adjust, change, or amend its hours of operation. The Contractor may be allowed to operate outside of regular operating hours only with advance permission.
11. The Contractor will provide experienced employees who are knowledgeable in standard operation, maintenance, and coordination at all times. The supervisor will be a competent English-speaking person who, in the Contractor's absence, shall be fully authorized as the Contractor's agent.
12. The Contractor shall comply with all applicable local, federal, state, and Authority health, safety, and environmental requirements.
13. The Contractor shall arrange for access to Authority property with the Director of Compost Services.
14. Portable sanitary facilities are available on site for the use of the Contractor's personnel. The Contractor may provide additional facilities at Contractor's option and expense if so desired.

Scheduling Work: Normal Services

1. The Contractor shall begin work within seven (7) days written notice by the Authority to the Contractor.
2. The Contractor shall remain on site until all material in the unprocessed stockpile at the time of arrival on site is processed. Upon arrival on site, an Authority representative will identify the pile or piles to be processed. The Contractor and the Authority will agree upon the quantity of material in the stockpile to be processed and for which payment will be made.
3. In the event of a natural disaster and at the Authority's discretion, the Contractor shall provide "Additional Services - Emergency Processing" to the Authority.

Bidder (Company) _____ **Signature** _____
SWA Bid No. 12-05/PF TEC-3 of 4

ADDITIONAL SERVICES – EMERGENCY PROCESSING

In the event of a natural disaster and at the Authority’s request, the Contractor shall provide “Additional Services” at a rate that is equal to 100 percent of this Agreement’s “Normal Services” rate.

The Authority reserves the right to hire additional contractors to perform emergency processing.

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BID PROPOSAL FORM

WOODY WASTE GRINDING SERVICES

SWA Bid No: 12-05/PF

THE UNDERSIGNED BIDDER, having familiarized himself with the specifications in the Invitation to Bid, and all laws, regulations and other factors affecting performance of the work, and having satisfied himself of the expense and difficulties attended in the performance of a contract.

HEREBY PROPOSES AND AGREES, in this **BID NO. SWA 12-05/PF** that the Bidder hereby accepts all terms and conditions as stated herein, and shall enter into a Contract to perform for the following price.

Lot	DESCRIPTION	PRICE PER CUBIC YARD
1	Grinding only	\$ _____
2	Grinding and screening	\$ _____
3	Screening	\$ _____



Is the Drug-Free Workplace Form attached? Yes___ No___

Is Qualification of Bidders information included? Yes___ No___

Is Certificate of competency and/or other required licenses included? Yes___ No___

Bidder understands that the Authority reserves the right to reject all Bids and to waive any informality in bidding. The Bidder agrees that this Bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids, prior to award.

Payment Terms: Net 30 days

By (Signature):		Date:
Name (Printed):		Title:
Company Name:		
Address:		
Contact Information:	FAX:	Office:
	Cell/Mobile:	E-Mail:



AREA REPRESENTATIVE:

Name (Printed):		Office FAX:
Title:		Office Phone:
Address:		Cell Phone:
		E-Mail:

SAVINGS

(For internal information purposes only. Not a factor in award of this contract)

Bidder is required to furnish the percent (%) savings in prices offered in this bid compared to prices that would be paid by the purchaser without benefit of a contract resulting from this bid.

BID PRICES OFFERED AVERAGE _____ % LOWER THAN:

 (CIRCLE ONE OF THE FOLLOWING NUMBERS)

1. Price that would be obtained without benefit of a contract resulting from this bid.
2. Manufacturer's current wholesale price list.
3. Other (specify) _____

MINORITY /WOMAN/SMALL BUSINESS ENTERPRISE

(For internal information purposes only. Not a factor in award of this contract)

If you are a minority/woman and/or small owned business please complete the following. This information will assist us in identifying your minority/women and/or small owned business in our database.

This form is not intended to certify your firm.

ETHNIC GROUP STATUS: Specify the ethnic group and percentage of ownership of the person(s) who owns and controls (management & operational) 51% or more of the firm.

African-American	Male	_____%	Asian-American	Male	_____%
	Female	_____%		Female	_____%
Hispanic-American	Male	_____%	Native-American	Male	_____%
	Female	_____%		Female	_____%
Caucasian-Female		_____%			

DEFINITIONS:

African-American: any black individual of the racial groups of Africa; **Asian-American:** persons whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, India, Pakistan, and Bangladesh; **Hispanic-American:** persons of Spanish or Portuguese culture including Mexico, South America, Central America, or the Caribbean Islands; **Native-American:** persons having origins in any of the original peoples of North America; **Caucasian Female:** women that are not included in the above categories.

Are you currently certified as a minority vendor with a government entity? _____

With what agency(s) _____

(Please attach copy of certification certificate with your response with this bid/quotation.)

Comments: _____

Bidder (Company) _____ Signature _____
SWA Bid 12-05/PF BFM-3

DRUG-FREE WORK PLACE FORM

WOODY WASTE GRINDING SERVICES

SWA Bid No: 12-05/PF

The undersigned vendor 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, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the 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 chapter 893 or of any controlled substance law of the United State 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 this section.

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

BIDDER'S SIGNATURE

DATE

CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER

WOODY WASTE GRINDING SERVICES

SWA Bid No: 12-05/PF

It is hereby made a part of this Invitation to Bid that before, during and after a public emergency, disaster, hurricane, flood, or acts of God that the Solid Waste Authority of Palm Beach County shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which may threaten public health and safety, as determined by the Solid Waste Authority of Palm Beach County. Vendor/contractor agrees to rent/sell/lease all goods and services to the Solid Waste Authority of Palm Beach County or any other government entity as opposed to a private citizen, on a first priority basis. The Solid Waste Authority of Palm Beach County expects to pay a fair and reasonable price not to exceed those quoted in this bid for all products in the event of a disaster, emergency or hurricane. Vendor/contractor shall furnish a 24-hour phone number in the event of such an emergency.

I hereby understand and agree to the above statement:

X

Signature

Print Name

Print Title

EMERGENCY/24 HOUR PHONE NUMBER(S): _____

Office Phone Number: _____ Home Phone Number: _____

Beeper/Cellular Number: _____ **FAX Number:** _____

Nearest Branch Office Phone Number: _____

Location: _____

Other out of Area Branch Office Locations and Phone Numbers:

