



4201 N. DALE MABRY HIGHWAY  
TAMPA, FLORIDA 33607

**BID #22-08**

**LANDSCAPING PROJECT  
HILLSBOROUGH COUNTY TOURNAMENT SPORTSPLEX**

**BID OPENING**

**WEDNESDAY, JUNE 28, 2023 *(not later than 10am)***

**MAY 2023**

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GENERAL TERMS AND PROVISIONS

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**BID #:** 22-08

**TITLE:** LANDSCAPING PROJECT,  
HILLSBOROUGH COUNTY TOURNAMENT SPORTSPLEX

**SITE VISITS:** JUNE 12<sup>TH</sup> THRU 16<sup>TH</sup>, 2023 (BETWEEN 8AM & 11AM)

**LAST DAY FOR QUESTIONS:** THURSDAY, JUNE 22, 2023 BY 10AM (Must be in writing)

**BID DUE DATE/TIME:** WEDNESDAY, JUNE 28, 2023 *NOT LATER THAN 10AM* OR VIA EMAIL TO [BIDS@TAMPASPORTSAUTHORITY.COM](mailto:BIDS@TAMPASPORTSAUTHORITY.COM) *NOT LATER THAN 10AM*

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GENERAL TERMS AND PROVISIONS

1. BIDS

Prices must be quoted on the sheet furnished by this department; no other will be accepted. All prices quoted F.O.B. Tampa, Florida.

The responsibility for getting the bid to the Authority on or before the stated time and date will be solely and strictly the responsibility of the bidder. The Authority will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence.

The bidder shall be responsible for reading and completely understanding the requirements and specifications of the item(s) being bidden. Bid time will be scrupulously observed. Under no circumstances will bids be delivered after the time specified be considered. Such bids shall be returned to the vendor unopened with the notation, "THIS BID WAS RECEIVED AFTER THE TIME DESIGNATED FOR THE RECEIPT AND OPENING OF BIDS".

2. EXCEPTIONS TO BID

The bidder will list on a separate sheet of paper any exceptions to the conditions of this bid. This sheet will be labeled "EXCEPTIONS TO BID CONDITIONS," and will be attached to the bid proposal. If no exceptions are stated, it will be understood that all general and specific conditions will be complied with, without exception.

3. MODIFICATION OR WITHDRAWAL OF BID

Bidders may request withdrawal of a posted sealed proposal prior to the scheduled bid opening time provided the request withdrawal is submitted to the Purchasing Department, in writing.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids if they are then fully in conformance with the Information/Instruction for Bidders. Bid security, if any is required, shall be in an amount sufficient for the bid as modified or resubmitted.

4. RIGHT TO REJECT BIDS

The Tampa Sports Authority reserves the right to reject all bids, to waive any informalities or minor irregularities in the bids received, and to accept that bid which in its judgment, best serves the interest of the Authority. The Authority hereby fully retains full discretion to determine the responsiveness of the bid and Bidder's responsibility, character, fitness, and experience to perform the Work.

Bidders may be disqualified, and rejection of proposals may be recommended to the Authority for any of but not limited to the following causes:

- A. Failure to use the proposal form furnished by the Authority.
- B. Lack of signature by an authorized representative on the proposal form.
- C. Failure to properly complete proposal.
- D. Evidence of collusion among proposers. Any evidence of agreement or collusion among bidders and prospective bidders acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, will render the bids of such bidders' void.
- E. Advance disclosures of any information given to any bidder which would give that bidder any advantage over any other interested bidder, in advance of the opening of bids, whether in response to advertising or an informal request for bids, made or permitted by a member of the governing body of an employee or representative thereof, will operate to void all proposals of that bid solicitation or request.
- F. Omission of proposal guarantee.
- G. Unauthorized alteration of bid form. The Authority reserves the right to waive any minor informality or irregularity.
- H. Failure to sign and return any addenda.
- I. Faxed, e-mailed and/or unsealed bids will be rejected, unless otherwise agreed to accept by the Authority's Procurement Manager.
- J. A final decision to award cannot be made by the Authority due to unseen/unknown circumstances.

5. INCONSISTENCIES ON CONDITIONS

In the event there are inconsistencies between the General Provisions and other bid terms, or conditions contained herein, the former will take precedence.

6. ADDENDA AND INTERPRETATIONS

- A. If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. The Authority is not bound by any oral representations, clarifications, or changes made in the written specifications by the Authority's employees, unless such clarification or change is provided to bidders in written addendum form from the Purchasing Manager.

Bidders shall promptly notify the Authority, prior to submission of their Bid Proposal, of any ambiguity, inconsistency, or error they may discover upon examination of the Bidding and Contract Documents or of the site and local conditions.

- B. No interpretation of the meaning of drawings, specifications or other contract documents will be made to any Bidder orally, nor may the Bidder rely on any such pre-bid statements in completing his/her bid.
- C. All such interpretations and any supplemental instructions will be in the form of written addenda to the Bid documents which, if issued, will be mailed and/or emailed to all prospective Bidders (at the respective addresses furnished for such purposes or as listed on the Mandatory Pre-Bid Conference Sign-in Sheets (if applicable) prior to the date or time fixed for the opening of bids. The Authority will not be responsible for any other explanations or interpretations of the proposal documents. Failure of any Bidder to receive any such addendum or interpretation shall not relieve any bidder from any obligation under his bid as submitted. All addenda so issued shall become a part of the Contract Documents.
- D. Each Bidder shall ascertain prior to submitting his/her bid that he/she has received all Addenda issued, and he/she shall acknowledge receipt and inclusion in his/her proposal of all Addenda.

7. AWARD OF CONTRACT

The Contract/Purchase Order will be awarded to the lowest responsible and responsive Bidder, and whose bid is in the best interest of the Authority. The determination of the lowest responsive and responsible bidder may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs and other objectives and accountable factors which are

reasonable. This determination will be in the sole discretion of the Authority and based upon the character, fitness, experience, history, and financial status of the Bidder.

- A. The Lowest Bidder is determined by the aggregate amount of the prices set forth in the form of bid or the aggregate amount of the Base Bid, plus any Alternates selected by the Authority.
- B. A Responsive Bidder shall mean a Bidder who has submitted a bid which conforms, in all material respects, to the Bidding Documents.
- C. A Responsible Bidder shall mean a Bidder who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance. In determining responsibility, the following criteria will be considered:
  - 1. The ability, capacity, and skill of the Bidder to fulfil the contract or provide the service required.
  - 2. Whether the Bidder can fulfil the contract or provide the service promptly, or within the time specified, without delay or interference.
  - 3. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder.
  - 4. The quality of performance of previous contracts or services. For example, the following information will be considered:
    - a. The administrative and consultant cost overruns incurred by Authority on previous contracts with Bidder,
    - b. The Bidder's compliance record with contract general conditions on other projects,
    - c. The submittal by the Bidder of excessive and/or unsubstantiated extra cost proposals and claims on other projects,
    - d. The Bidder's record for completion of the work within the Contract Time or within Contract Milestones and Bidder's compliance with scheduling and coordination requirements on other projects,
    - e. The Bidder's demonstrated cooperation with the Authority and/or other contractors on previous contracts,

- f. Whether the work performed, and materials furnished on previous contracts, were in accordance with the Contract Documents.
5. The previous and existing compliance by the Bidder with the laws and ordinances relating to contracts or services.
6. The sufficiency of the financial resources and ability of the Bidder to perform the contract or provide the service.
7. The quality, availability and adaptability of the goods or services to the particular use required.
8. The ability of the Bidder to provide future maintenance and service for the warranty period of the contract.
9. Whether the Bidder is in arrears to any Owner on debt or contract or is a defaulter on surety to any Owner.
10. Such other information as may be security by the Authority having bearing on the decision to award the contract, to include, but not limited to:
  - a. The ability, experience, and commitment of the Bidder to properly and reasonably plan, schedule, coordinate and execute the Work.
  - b. Whether the Bidder has ever been debarred from bidding by any other public or private owner or found ineligible for bidding on any other projects.
  - c. Bidder's litigation history and reputation with owners for whom Bidder has previously worked.
  - d. Whether Bidder's contract on other projects has ever been terminated.
  - e. The purpose of the above is to enable the Authority to select the bid which is in the best interest of the Authority. The ability of the low Bidder to provide the required bonds (if applicable) will not of itself demonstrate the responsibility of the Bidder.
  - f. The Authority reserves the right to defer award of this contract for a period of forty-five (45) days after the due date of bids. During this period, the Bidder shall guarantee the prices quoted in his/her bid.

8. BRAND NAMES "OR EQUAL"

Whenever in this Invitation, any materials, process and/or equipment are indicated or specified by patent, proprietary or brand name, or by name of manufacturer, such wording will be deemed to be followed by the words "or equal". Proof satisfactory to Authority must be provided by the bidder to show that the alternative product is, in fact, equal to the product required in the specifications.

9. DISCOUNTS

Discounts for the prompt payment offered may be taken into consideration during bid evaluation. Terms of payment offered will be reflected in the space provided on the Bid Proposal forms.

10. TAXES

The Authority is tax exempt, therefore all applicable Federal, State and Local Taxes, unless otherwise instructed by the Authority shall be excluded in the Bidder's Proposal. Authority reserves the right to direct purchase materials at Contractor's negotiated prices with material providers and thereby generate a tax savings to itself. Authority may also provide Contractor with Tax Exempt Certification number so that Contractor may purchase Authority Designated items tax free.

11. COLLUSION CLAUSE

Any evidence of agreement or collusion among bidders and prospective Bidders acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, will render the bids of such bidders' void.

12. EEOC/WMBE/DM/DWBE/SBE/S-DV/LGBTQIA+

The Authority is an equal employment opportunity employer and encourages the firms and contractors with whom it does business to likewise follow these principles. WMBE/DM/DWBE/SBE/S-DV/LGBTQIA+ businesses will be afforded full opportunity to submit bid proposals in response to this and any bid, and will not be discriminated against based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older) or genetic information (including family medical history) is illegal and will not be tolerated in consideration for an award.

13. ASSIGNMENT OF CONTRACTUAL RIGHTS

It is agreed that the successful bidder will not assign, transfer, convey or otherwise dispose of the contract or its right, title, or interest in or to the same, or any part thereof, without previous written consent of the Authority and any sureties.



14. TIMELY DELIVERY

Time will be of the essence for any orders placed because of this bid. The Authority reserves the right to cancel such orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.

15. DEFAULT OF CONTRACT

In case of default by the bidder or contractor, the Authority may procure the items or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

16. ACCEPTANCE OF MATERIAL

The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or service is made, and thereafter is accepted to the satisfaction of the Authority. It must comply with the terms herein and be fully in accord with specifications and of the highest quality. In the event the material and/or services supplied to the Authority is found to be defective or does not conform to specifications, the Authority reserves the right to cancel the order upon written notice to the bidder and return product to bidder at the bidder's expense.

17. IDENTICAL TIE BIDS/PROPOSALS

In the event two (2) or more Bidders have submitted the lowest and best Bids/Proposals, preference will be given in the following order:

- A. A Bidder who has signed and submitted a Drug-Free Workplace Statement/Form pursuant to Section 287.087 Florida Statutes, with the bid.
- B. A Bidder who is a Service-Disabled Veteran Business and who is currently registered and can provide proof of registration with Hillsborough County Small Business Enterprise and/or the City of Tampa Small Business Enterprise program(s).
- C. A Bidder who is a Minority or Small Business Enterprise and can provide proof of current registration with the Hillsborough County and/or the City of Tampa's Small Business Enterprise program(s).
- D. A Bidder who has its principal place of business in Hillsborough County.
- E. A Bidder who has a place of business located in Hillsborough County.
- F. Otherwise, the bid/proposal may be awarded by coin toss of the best 2 out of 3.

The Authority reserves the right to reject all proposals and issue a rebid if it is deemed to be in The best interest of the Authority.

18. DAMAGE

Precautions should be taken to prevent damage to all property. If any materials, equipment, or other property of the Authority shall be damaged or destroyed by personnel furnished by the Contractor, the Contractor shall, at its own expense, promptly repair or replace same to the complete satisfaction of the Authority. The Contractor shall repair or replace any property damaged because of failure to provide proper or adequate protection to its original state and to the satisfaction of the Owner. Any property damage should be reported to the onsite Director or Manager immediately.

19. EMPLOYEE CONFLICT

The Tampa Sports Authority will not contract with persons, firms, or corporations where an Authority officer or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest.

20. CONVICTED VENDOR LIST

In accordance with s.287.133(3) (a), Florida Statutes, prospective Bidders are hereby advised as follows:

- A. 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 and 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.
- B. A public entity may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in s.287.017 for CATEGORY TWO with any person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with a person at the time of the commission of public entity crime resulting in that person being placed on the convicted vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other person who is under the same, or substantially the

same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

21. PARTIAL/DUAL BID SUBMITTALS

If approved by the Authority prior to submittal, bidders may submit partial bids for one or more items or represent up to two (2) manufacturer(s) that are deemed as equals or as listed within the bid document. Tampa Sports Authority reserves the right to make an award to one (1) or multiple vendors. The Authority is not obligated to purchase all items listed on the bid proposal form and may elect to purchase certain "portions" of a submittal instead.

22. OTHER AGENCIES & DEPARTMENTS

Although the Authority and Hillsborough County Tournament SportsPlex have been identified as to the recipient of the services to be provided by the Contractor, the services, prices, terms, and conditions specified in this Contract shall be available to any other Authority property upon request. Such properties include Raymond James Stadium, Babe Zaharias Golf Course, Rogers Park Golf Course and Rocky Point Golf Course.

All Bidders awarded contracts from this Proposal may, upon mutual agreement, permit any municipality or other governmental agency to participate in the contract under the same prices, terms, and conditions, if agreed to by both parties. It is understood that at no time will any city, county, municipality, or other agency be obligated for placing an order for any other city, county, municipality, or agency; nor will any city, county municipality or agency be obligated for any bills incurred by any other city, county, municipality, or agency. Further, it is understood that each agency will issue its own purchase order to the awarded Bidder(s).

23. CONTRACT TERMINATION

The contract may be terminated at any time by the Authority giving written notice to the Contractor approximately sixty (60) days prior to the desired termination date.

24. DUE DILIGENCE

Due care and diligence have been used in preparing these specifications and related information. However, no warranties are made as to the accuracy and completeness of the required information. It is the responsibility of the Proposer to ensure that they have all the information necessary to affect their proposal. The Authority will not be responsible for the failure on the part of the Proposer to determine the full extent of the risk exposure and Scope of Work required to effectively perform under Contract. Proposers are expected to examine the conditions, Scope of Work, Special Conditions, Technical Specifications, and all instructions pertaining to services involved. Failure to do so will be at the Proposer's risk.

25. ATTORNEY'S FEES

In the event of a dispute arising under this Agreement, whether or not a lawsuit or other proceeding is filed the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, including attorneys' fees and costs incurred in litigation entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs. The reasonable costs to which the prevailing party is entitled shall include any costs that are taxable under any applicable statute, rule or guideline, as well as any non-taxable costs reasonably incurred in connection with the dispute, including, but not limited to, costs of investigation, copying, electronic discovery, information technology charges, telephone and mailing costs, consultant and expert witness fees, travel expenses, court reporter fees and transcript charges, and mediator fees, regardless of whether such costs would be otherwise taxable.

26. FORCE MAJEURE

In the event that either party hereto shall be delayed or hindered in or prevented from the performance required hereunder by reason of strikes, lockouts, labor troubles, failure of power, riots, insurrection, war, acts of God, or other reason of like nature not the fault of the party delayed in performing work or doing acts ("Permitted Delay"), such party shall be excused for the period of time equivalent to the delay caused by such Permitted Delay. Notwithstanding the foregoing, any extension of time for a Permitted Delay shall be conditioned upon the party seeking an extension of time delivering written notice of such Permitted Delay to the other party within ten (10) days of the event causing the Permitted Delay.

27. INCURRED COSTS

Tampa Sports Authority is not responsible for expenses incurred in attending any Pre-Proposal Conferences, preparation of proposal documents and submitting a proposal; therefore, such costs shall not be included in submitted proposals.

28. EX PARTE COMMUNICATION

To ensure fair evaluation of proposals/bids, ex parte communication initiated by offerors is prohibited from the time the responses are opened until the final decision has been made. No offeror may initiate communication with any City Council Member, County Commissioner or any Tampa Sports Authority director, board member, official, staff, consultant, or employee who is participating in the evaluation process. All communication initiated by an offeror after the responses are opened must be in writing to:

Tampa Sports Authority  
Deltacia Jones, Procurement Manager  
4201 N. Dale Mabry Highway  
Tampa, FL 33607 and/or via email: [djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com).

The Evaluation Committee/Staff member may, however, initiate communication with any offeror to obtain additional information or clarification necessary for fair evaluation of their bid proposal. Ex Parte communication initiated by an offeror may disqualify that offeror from consideration for this or future Invitations to Bid.

29. PUBLIC DISCLOSURE (Pursuant to Florida’s Public Records Act, Chapter 119 F, S,)

- A. Sealed bids or replies to competitive solicitations (RFB, RFP, ITB, etc. are NOT subject to public disclosure until the Authority either 1) issues notice of its intended decision or 2) thirty (30) days have passed after opening of the bids or replies; whichever is earlier.
- B. If the Authority rejects all bids and issues notice of an intent to rebid or reissue the competitive solicitation, the bids, replies, etc. submitted to the first (rejected) solicitation are NOT subject to public disclosure until the matter is rebid and TSA issues notice of its intended decision on the reissued bid or until the reissued bid or solicitation is also withdrawn by the Authority. However, this exemption from public disclosure can last no longer in any event more than 12 months from the date of the initial rejection of all bids.

30. PUBLIC RECORDS LAW

Proposer shall treat all documents concerning its contractual obligations under the Agreement as public records and abide by the Florida Laws governing public records (i.e., Sunshine Law). All Public records requests must be directed to the Custodian of Public Records at publicrecords@tampasportsauthority.com, (813) 350-6515, or 4201 North Dale Mabry Highway, Tampa, Florida 33607.

31. SUNSHINE MEETING LAW EXEMPTIONS (Pursuant to section 286.113, F.S.)

The following meetings are closed to the public; however, the Authority will make recordings of these meetings available to the public 30 days after opening of bids or replies, whichever occurs first.

- A. Meetings where vendors make oral presentations or answer questions as part of a competitive solicitation.
- B. Meetings of a TSA evaluation, grading or negotiating team to discuss negotiation strategy.
- C. Negotiation sessions with vendors.

32. AUTHORIZATION TO DO BUSINESS IN STATE OF FLORIDA

The Authority requires all companies who are awarded a bid/proposal to provide proof of “active/current” registration with the Florida Department of State; Division of Corporations prior to any start of work or providing of any commodity/good to the Authority.

33. CHANGE ORDERS/ADJUSTMENTS

The Authority may, at any time, by written order designated or indicated to be a Change Order, make any change or modification in the Work, or add to the Work within the general scope of the Contract specifications to complete the said work.

34. NON-EXCLUSIVE CONTRACT

This is a non-exclusive Contract. The Authority reserves the option to purchase any service(s), materials, or equipment from an alternate source.

35. CONTRACT TERMS/OPTION

A. This contract is for a one-time purchase. The Authority may order additional service under the same terms, conditions, and pricing of this bid agreement. Therefore, the Authority is requesting pricing to remain the same up to sixty (60) days after the initial purchase order is issued to the contractor.

36. LICENSES AND PERMITS

The Contractor and/or (if applicable) his subcontractors must have and maintain at their expense all necessary and applicable licenses and permits. The Contractor and any of his subcontractors must be licensed by the State of Florida, Hillsborough County, or the City of Tampa to perform all applicable work required under this contract. A copy of the Contractor's license(s) should be submitted to the Authority's Purchasing Department with their Bid Proposal. In the performance of these services, Contractor will fully comply with all the laws and regulations of all Federal, State, County, City and of other governmental authorities or agencies as required by reason of these services or duties to be performed hereunder. Contractor will hold the Authority harmless from any liability which may be imposed upon Authority by reason of any alleged violation of the law by contractor, or for failure to pay taxes or secure necessary licenses or permits.

37. BEST & FINAL OFFERS

If it is determined by the Procurement Manager that a Best and Final Offer should be considered in conjunction with bid submittals (i.e., tie bids, etc.), a Best and Final Offer request will be issued to the top two (2) lowest, responsive, and responsible bidders. A date and time will be set by the Procurement Manager for Best and Final Offer submissions.

GENERAL TERMS AND PROVISIONS

*As the person authorized to sign the statement, I certify that this firm acknowledges and complies fully with the above general terms and provisions.*

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Bidder/Proposer Signature

## INFORMATION/INSTRUCTION TO BIDDERS

### 1. QUESTIONS, & BID SUBMISSION

- A. Site visits can be scheduled for June 12<sup>th</sup> through June 16<sup>th</sup> from 8am – 11am. Contact Steve Hunter at (321) 917-4459 or via email at [shunter@tampasportsauthority.com](mailto:shunter@tampasportsauthority.com) to schedule a walk-through.
- B. The final day for asking questions regarding this ITB is **Thursday, June 22, 2023 by 10am**. All questions must be submitted in writing and via email to [djones@taqmpasportsauthority.com](mailto:djones@taqmpasportsauthority.com).
- C. Bids are due not later than **10am on Wednesday, June 28, 2023**. Proposals will be opened, reviewed and tabulated.

Bidders, or their representatives, and other interested people may be present at the opening of proposals. Electronic bid submittals will be allowed for this bid. Bids and supporting documents can be emailed to [bids@tampasportsauthority.com](mailto:bids@tampasportsauthority.com). If you prefer to drop off your bid, you may do so at Raymond James Stadium, Entrance B/C off Himes Avenue, Tampa, FL 33607. Please contact the Purchasing Department prior to arrival to have the delivery person's name added to the visitor list. Please inform the security guard at the gate that you need to drop off a bid package to Deltecia Jones, TSA Procurement Manager. Any bids received after the said due date and time, either in person or electronically, will be rejected and/or returned unopened. If you have any questions regarding our bid submittal process, please contact Deltecia Jones at 813-350-6511.

- D. If paper bids are submitted, bidders shall present a sealed, non-transparent envelope, identified with the project name, bid number and contractor's name. If you prefer to mail your bid for this project, please send it to:

**Tampa Sports Authority, Attn: Deltecia Jones, Procurement Dept.  
4201 N. Dale Mabry Highway, Tampa, FL 33607**

- E. Bids shall be signed in ink by an official of the firm submitting the bid. The bid submitted by a partnership shall list the name of all partners and shall be signed in the partnership name by one of the members of the partnership.
- F. Prices must be quoted on the sheet furnished by the Authority. No other will be accepted. All prices shall be quoted F.O.B. Tampa, Florida.
- G. Bids which have been submitted may not be modified or withdrawn after submission. Negligence on the part of the bidder in the preparation of his bid shall not be grounds for the modification or withdrawal of a bid after the time set for bid opening.



- H. The Bidders shall assume full responsibility for timely delivery to the location designated for receipt of Bids. The responsibility for getting the bid to the Authority on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The Authority will in no way be responsible for delays caused by any express or standard delivery company, courier service and/or the United States Postal Service or a delay caused by any other occurrence or circumstance.
- I. The Bidder shall be responsible for reading and completely understanding the requirements and specifications of the item(s) being bid. Bid time will be and must be scrupulously observed. Under no circumstances will bids be delivered after the time specified be considered. Such bids shall be returned to the vendor unopened with the notation, "THIS BID WAS RECEIVED AFTER THE TIME DESIGNATED FOR THE RECEIPT AND OPENING OF BIDS".

2. DEFINITIONS

A. THE BID

A Bid is a complete and properly signed proposal to do the work or designated portion thereof for the sums stipulated therein, submitted in accordance with the Bidding Documents.

B. BASE BID

The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which work may be added or from which work may be deleted for sums stated in Alternate Bids, if any.

C. ALTERNATES

An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted. Alternates and associated prices are to be considered as independent of each other and may be selected by the Authority in any combination or not at all.

3. PREPARATION AND SUBMITTAL OF BID FORM(S)

- A. Bids shall be submitted utilizing the Bid Form as bound herein, or otherwise provided with the Contract Documents, and shall be complete in every respect. The total bid amount shall be entered in words and figures (if required) in the space provided. Where applicable, the unit price or lump sum items, and their extensions, shall be entered in figures in the respective columns provided for each bid item. All entries shall be typewritten or printed in ink. The signatures of all persons shall be in longhand. Any entry

of amount that appears on the face of the bid to have involved an erasure, deletion, white-out and/or substitution or other such change or alteration, shall show by them the initials of the person signing the bid and the date of the change or alteration. Failure to comply with this requirement may be the cause for disqualification or rejection of the bid.

- B. For Unit Price bids, in the event of any discrepancies between the unit prices and the extensions thereof or the total bid amount, the unit prices shall govern. For Lump Sum bids, in the event of a discrepancy between the bid amount in writing (if applicable) and that in figures, the written value shall govern.
- C. Bids shall not contain any conditions, restatement, or qualifications of work to be done, and alternate bids will not be considered unless called for. No oral bids or modifications will be considered.

#### 4. INDEMNIFICATION

- A. Contractor shall defend at its expense, pay on behalf of, hold harmless and indemnify the Authority, its officers, employees, agents, elected and appointed officials and volunteers, RJS Stadium – A Commercial Condominium, Hillsborough County and the City of Tampa (collectively, “Indemnified Parties”) from and against any and all claims, demands, liens, liabilities, penalties, fines, fees, judgments, losses and damages, whether or not a lawsuit is filed, including, but not limited to, costs, expenses and attorneys and experts fees at trial and on appeal (collectively, “Claims”) for damage to property or bodily or personal injuries, including death at any time resulting therefrom, sustained by any persons or entities, which damage or injuries are alleged or claimed to have arisen out of or in connection with, in whole or in part, directly or indirectly:
  - 1. The performance of this Agreement (including any amendments thereto) by Contractor, its employees, agents, representatives, or subcontractors; or
  - 2. The failure of Contractor, its employees, agents, representatives, or subcontractors to comply and conform with applicable Laws, as hereinafter defined; or
  - 3. Any negligent act or omission of the Contractor, its employees, agents, representatives, or subcontractors, whether such negligence is claimed to be either solely that of the Contractor, its employees, agents, representatives, or subcontractors, or to be in conjunction with the claimed negligence of others, including that of any of the Indemnified Parties; or
  - 4. Any reckless or intentional wrongful act or omission of the Contractor, its employees, agents, representatives, or subcontractors.
- B. The provisions of this paragraph are independent of, and will not be limited by, any insurance required to be obtained by Contractor pursuant to this Agreement or otherwise

obtained by Contractor and shall survive the expiration or earlier termination of this Agreement with respect to any claims or liability arising in connection with any event occurring prior to such expiration or termination.

5. BASIS OF AWARD

Award may be made to the lowest responsive and responsible bidder meeting bid specifications, price, and other factors.

6. DEVIATION

Bids from vendors which make any exceptions to the specified terms and conditions will be subject to rejection. Bidders requesting information or clarification should contact Deltecia Jones, Procurement Manager at 813-350-6511.

7. PACKING SLIPS AND INVOICES

The Bidder shall provide to the Authority a list and/or description of all products sold to the Authority via packing slip and invoice.

8. COMPENSATION

The Authority shall pay the Vendor/Contractor upon completion and inspection of the work/goods by an Authority representative. Payment shall be made to the vendor/contractor approximately thirty (30) days after the invoice is received and approved by the office of the Authority. All invoices shall be mailed to Tampa Sports Authority, 4201 N. Dale Mabry Highway, Tampa, FL 33607, Attention: Accounts Payable or emailed to [JKors@tampasportsauthority.com](mailto:JKors@tampasportsauthority.com). Please notify the Authority if your payment terms are other than Net 30. All work shall be authorized by the Owner/Representative or his Designee. A written Purchase Order may be issued as authorization to proceed with the service/delivery.

A. The Authority will issue a Blanket Purchase Order (BPO) annually to the awarded bidder around October 1<sup>st</sup> of each contract year. This BPO shall be included on all packing slips and invoices.

9. BUILDING RULES/DELIVERY

If applicable, Contractor and/or delivery staff shall abide by the policies and rules of the venue. Deliveries are required to be checked in at Dock B with 24-Hour security. If possible, please notify the Authority of the shipping company and its driver prior to arrival to be added to the visitor list.

10. GUARANTEES

The bidder shall guarantee all products provided to the Authority throughout the life of this contract. The bidder shall keep clear, organized, and up-to-date logs of all products provided and be able to supply the Authority with that information upon request. The records shall include the quantities, colors, etc. of all paint and other products ordered/supplied.

11. E-VERIFY COMPLIANCE

All terms defined in Fla. Stat. § 448.095 are adopted and incorporated into this section. Pursuant to Fla. Stat. §§ 288.061(6) and 448.095(2), Contractor shall enroll in and verify the work eligibility status of all its newly hired employees using the E-Verify system if it has not already done so as of the date of this Agreement. Contractor is further required to execute an affidavit in the form attached to this Agreement affirming that: (i) it is enrolled and is participating in the E-Verify system, and (ii) it does not knowingly employ any unauthorized aliens. In support of the affidavit, Contractor shall provide Tampa Sports Authority with documentation that it has enrolled and is participating in the E-Verify system. This Agreement shall not take effect until such affidavit is signed by Contractor and delivered to Tampa Sports Authority's authorized representative.

Should a Contractor subcontract for the performance of any work under this Agreement, the Contractor shall require any subcontractor(s) to certify by affidavit that: (i) the subcontractor does not knowingly employ or contract with any unauthorized aliens, and (ii) it has enrolled and is participating in the E-Verify system. Contractor shall maintain a copy of such certification for the duration of the term of any subcontract. Contractor shall also deliver a copy of the certification to Tampa Sports Authority within [number of days] of the effective date of the subcontract.

If Contractor, or any subcontractor of Contractor, knowingly employs or contracts with any unauthorized aliens, or retains an employee or contract with a person that the Contractor or subcontractor subsequently learns is an unauthorized alien, Contractor shall terminate the employment of or contract with the unauthorized alien within [number of days] (the "Cure Period"). Should the Contractor or any subcontractor of the Contractor fail to cure within the Cure Period, Tampa Sports Authority has the right to terminate this Agreement without consequence.

The E-Verify requirements of this Agreement will not apply should the E-Verify system cease to exist.

## INSURANCE REQUIREMENTS

During the life of this Agreement, the Licensee shall provide, pay for, and maintain with companies satisfactory to the Authority, the types of insurance described herein. All insurance shall be from responsible insurance companies eligible to do business in the State of Florida and "A" rated by AM Best. **All Liability Policies shall provide that the Tampa Sports Authority, Hillsborough County, and Tournament SportsPlex are additional insureds** but solely in accordance with and subject to the indemnification provisions set forth herein as to the operations of the Licensee under this Agreement and shall also provide the Severability of Interest Provision. The insurance coverage and limits required must be evidenced by properly executed Certificates of Insurance on forms which are to be approved by The Authority and furnished by the Authorized Representative of the insurance company shown in the Certificate with proof that he/she is an authorized representative thereof. In addition, certified, true, and exact copies of all insurance policies required shall be provided to the Authority if requested on a timely basis.

Thirty (30) days prior written notice by registered or certified mail shall be given to the Authority of any cancellation or reduction in the policies' coverage except in the application of the Aggregate Limits Provisions. In the event of a reduction in any Aggregate Limit, the Licensee shall take immediate steps to have it reinstated. If at any time the Authority requests a written statement from the insurance company as to any impairment(s) to the Aggregate Limit, the Licensee shall promptly authorize and have delivered such statement to the Authority. Licensee shall make up any impairment when known to it. The Licensee authorizes the Authority and its Insurance Consultant to confirm all information furnished the Authority, as to its compliance with its insurance carriers. As to the operations of the Licensee, all insurance coverage of the Licensee shall be primary to any insurance or self-insurance program carried by the Authority.

The acceptance of delivery to the Authority of any Certificate of Insurance evidencing the insurance coverage and limits required in the Agreement does not constitute approval or agreement by the Authority that the insurance requirements in the Agreement have been met or that the insurance policies shown in the Certificate of Insurance are in compliance with the Agreement requirements.

No operations under this Agreement shall commence at the site until the required Certificate of Insurance is received and has been approved by the Authority. Evidence of such insurance approval will be provided to Licensee by the Authority in a Notice to Proceed.

If any General Liability Insurance required herein is to be issued or renewed on a "occurrence" form as opposed to the "claims made" form, the retroactive date for coverage shall be no later than the commencement date of this Agreement and shall provide that in the event of cancellation or non-renewal the discovery period for insurance claims (Tail Coverage) shall be unlimited.

All required insurance coverage shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein. Thirty (30) days prior written notice by certified or registered mail shall also be given to:

**Tampa Sports Authority  
4201 N. Dale Mabry Hwy.  
Tampa, Florida 33607**

As to cancellation of any policy and any change that will reduce the insurance coverage required in this Agreement except for the application of the Aggregate Limits Provisions.

Should at any time the Licensee not, in the opinion of the Authority, provide or maintain the insurance coverage required in this Agreement, the Authority may terminate or suspend this Agreement.

The amounts and types of insurance shall conform to the following minimum requirements with the use of Insurance Service Office (ISO) policies, forms, and endorsements or broader where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to the Authority.

1. **Workers' Compensation and Employers' Liability** shall be maintained in force during the term of this Agreement for all employees of Licensee engaged in this work under this Agreement, in accordance with the laws of the State of Florida. The Licensee shall provide proof of coverage which includes a waiver of subrogation in favor of the Authority. The amount of the Workers' Compensation and Employers' Liability Insurance shall not be less than:

<b>Florida Statutory Requirements:</b>	<b>\$500,000 Limit Each Accident</b>
	<b>\$500,000 Limit Disease Aggregate</b>
	<b>\$500,000 Limit Disease Each Employee</b>

Should the Licensee have reason to believe they are exempt or have questions related to Workers' Compensation Liability Insurance, they should visit the State of Florida's Division of Workers' Compensation website at:

<https://www.myfloridacfo.com/Division/wc/employer/Exemptions/default.htm>.

If the Licensee is eligible for an exemption, it must be applied for at address above. A copy of the Certificate must also be provided to the Authority.

2. **Commercial General Liability Insurance** shall be maintained by the Licensee. Coverage shall include, but not be limited to, Premises and Operations, Personal Injury, Contractual for the Agreement, Independent Contractors, Broad Form Property Damage including Completed Operations, and Products & Completed Operations Coverage and shall not exclude coverage for the "X" (explosion), "C" (collapse) and "U" (underground) Property Damage Liability exposures. Limits of Coverage shall not be less than:

**Bodily Injury, Personal Injury, & Property Damage Liability:**

<b>\$1,000,000</b>	<b>Combined Single Limit Each Occurrence and Aggregate</b>
<b>\$1,000,000</b>	<b>Each occurrence and Aggregate for Liability under this Specific Agreement. The Aggregate limits shall be separately applicable to this specific engagement.</b>

Should the Licensee's General Liability Insurance be written or renewed on the Comprehensive General Liability Form, then the limits of coverage required shall not be less than:

**Bodily Injury, Personal Injury & Property Damage Liability:**

**\$1,000,000      Combined Single Limit Each Occurrence**

3. **Automobile Liability Insurance** shall be maintained by the Licensee as to the Ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles to be used for the engagement with limits of not less than:

**Bodily Injury & Property Damage Liability:**

**\$1,000,000      Combined Single Limit Each Occurrence**

**SCOPE/SPECIFICATIONS**

**SCOPE**

The **TAMPA SPORTS AUTHORITY**, hereinafter referred to as the "**Authority**", or "**TSA**" **Tournament SportsPlex**", is requesting bid proposals to provide landscaping services at the Hillsborough County Tournament SportsPlex, 9330 E. Columbus Drive, Tampa, FL 33619. Contractor to provide all labor, equipment, and materials needed to complete this work.

.....

**SPECIFICATIONS**

1. Remove dead and existing plants and haul away. Prior to landscaping service, SportsPlex staff will kill any existing wild Bermuda grass in the area prior to the Contractor starting work.
  2. Contractor to provide topsoil and nutrients to mix in the soil after weeds and grass are killed in the work area by Authority staff.
  3. Contractor to provide 750 each Minima Jasmine in 1-gallon containers. Approximately two (2) ft. on the center.
  4. Contractor to replace approximately 1800 feet of drip irrigation per foot.
  5. Provide and install one (1) pallet of Bahia sod.
  6. Contractor to provide labor, equipment, and material to properly dispose of all trash, dead plants, grasses, etc. from the planting area.
- .....



**ITB PROPOSAL FORM**

**BID #22-08 (LANDSCAPING PROJECT, HILLSBOROUGH COUNTY TOURNAMENT SPORTSPLEX)**

By signing this bid, the bidder agrees that this bid is made without any understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose and that this bid is in all respects fair and without collusion or fraud. Unsigned bids will be considered incomplete and subject to rejection.

It is agreed by the undersigned bidder that the signing and delivery of the bid represents the bidder's acceptance of the terms and conditions of the foregoing specifications and provisions, and if awarded the bid by Authority, will represent the agreement between the parties. The undersigned has attended the mandatory pre-bid conference, if applicable to this bid, examined all documents within this bid for the above titled project and agrees to furnish all materials and services required under the specifications/requirements of this bid.

The Authority may order additional plants and services at a later date under the same terms, conditions, and pricing under this agreement. The Authority is requesting pricing to remain the same up to sixty (60) days after the initial purchase order is issued to the contractor.

<i>COMPANY NAME:</i> _____
----------------------------

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT COST	EXTENDED COST
Minima Jasmine – (1) Gal. Containers	750	Each	\$	\$
Replacement of Drip Irrigation	1800	Feet	\$	\$
Bahia Sod	1	Pallet	\$	\$
Labor	1	Job	\$	\$
Delivery Fees (If applicable)	1	Each	\$	\$
<b>PROJECT GRAND TOTAL: \$</b>				

**GUARANTEE OF BID PROPOSAL**

Name of Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City State Zip  
Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Business is licensed (unless exempt by applicable law), permitted, and certified to do business in the

State of Florida:  Yes  No If yes, License #: \_\_\_\_\_

State of Florida Corporation ID # (From Secretary of State): \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

**IN WITNESS WHEREOF, this Bid Proposal is hereby signed and sealed as of the date indicated.**

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*(Authorized Signature in Ink)*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*(Printed Name of Above Signer)*

*Corporate Seal (Where appropriate)*

\_\_\_\_\_  
*(Printed Title of Above Signer)*

\_\_\_\_\_  
*(Date Signed)*

*By signing above, I attest that all the information listed herein is correct, to the best of my knowledge, and agree to be bound by the terms, conditions, and my company's submitted pricing with regards to this bid agreement.*

**ACKNOWLEDGMENT OF ADDENDA (If applicable)**

I, \_\_\_\_\_, on this \_\_\_\_\_, day of \_\_\_\_\_, 2023 hereby

acknowledge receipt of all Addenda Notices hereby issued regarding this Bid #22-08 titled Landscaping Project, Hillsborough County Tournament SportsPlex.

Addenda Numbers Received:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME OF ABOVE: \_\_\_\_\_

TITLE OF ABOVE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

**(ACKNOWLEDGMENT OF BIDDER, IF A CORPORATION)**

STATE OF \_\_\_\_\_ )

SS

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned authority, personally appeared \_\_\_\_\_, to me known to be the individual described in and who executed the foregoing instrument as \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ corporation, and who severally and duly acknowledged the execution of such instrument as such an officer aforesaid, for and on behalf of and as the act and deed of said corporation, pursuant to the powers conferred upon said officer by the corporation’s Board of Directors or other appropriate authority of said corporation, and who, having knowledge of the several matters in said foregoing instrument, certified the same to be true in all respects.

Signature of Company Representative \_\_\_\_\_

WITNESS my hand and official seal the date aforesaid.

\_\_\_\_\_(Signature of Notary Public)

\_\_\_\_\_(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally known \_\_\_\_\_ or product identification \_\_\_\_\_

Type of identification produced \_\_\_\_\_ **(NOTARY’S SEAL)**

**(ACKNOWLEDGMENT OF BIDDER, IF A PARTNERSHIP OR INDIVIDUAL)**

STATE OF \_\_\_\_\_ )

SS

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned authority, personally appeared \_\_\_\_\_, to me known to be the individual described in and who executed the foregoing instrument as a member of the firm of \_\_\_\_\_(if applicable) and acknowledged the execution of same, for and on behalf of and as the act and deed of said firm, for the uses and purposes therein expressed.

Signature of Company Representative \_\_\_\_\_

WITNESS my hand and official seal the date aforesaid.

\_\_\_\_\_(Signature of Notary Public)

\_\_\_\_\_(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally known \_\_\_\_\_ or product identification \_\_\_\_\_

Type of identification produced \_\_\_\_\_ **(NOTARY’S SEAL)**

**ACKNOWLEDGMENT OF PRINCIPAL, IF CORPORATION**

(STATE OF \_\_\_\_\_)

(COUNTY OF \_\_\_\_\_)

(CITY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

by \_\_\_\_\_ of \_\_\_\_\_  
(Name and Title of Officer) (Name of Principal)

\_\_\_\_\_ corporation, on behalf of said corporation. He/She is  
(State of Corporation)

personally known to me or has produced \_\_\_\_\_ as identification.  
(Type of Identification)

He/She warrants that he/she is authorized by the Board of Directors of said corporation to execute the foregoing instrument.

Signature of company representative: \_\_\_\_\_

**NOTARY PUBLIC:**

**NOTARY SEAL:**

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

Notary Public, State at large  
My Commission Expires: \_\_\_\_\_

**LEGAL STATUS OF BIDDER**

This Proposal is submitted in the name of: \_\_\_\_\_  
*(Print)*

The undersigned hereby designated below his business address to which all notices, directions or other communications may be served or mailed:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The undersigned hereby declares that he/she has legal status checked below:

- INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER AN ASSUMED NAME
- CO-PARTNERSHIP  
*The Assumed Name of the Co-Partnership is registered in the County of \_\_\_\_\_,  
Florida*
- CORPORATION INCORPORATED UNDER THE LAW OF THE STATE OF \_\_\_\_\_.  
*The Corporation is:*
- LICENSED TO DO BUSINESS IN FLORIDA
- NOT NOW LICENSED TO DO BUSINESS IN FLORIDA

The name, titles, and home address of all persons who are officers or Partners in the organization are as follows:

NAME AND TITLE	HOME ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

Signed and Sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**BIDDER REFERENCES/QUALIFICATIONS**

The bidder shall submit the following minimum information as reference for three (3) similar projects that have been completed successfully by the bidder in the Southeastern United States within the last five (5) years. Three projects are required to qualify the firm to submit a bid. References will be contacted; projects will be reviewed for quality of workmanship. Information supplied will be considered in the award of this contract.

**BIDDER/PROPOSER COMPANY NAME:** \_\_\_\_\_

**1. PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER REPRESENTATIVE:**      **Name:** \_\_\_\_\_  
   **Title:** \_\_\_\_\_  
   **Email:** \_\_\_\_\_

**2. PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER REPRESENTATIVE:**      **Name:** \_\_\_\_\_  
   **Title:** \_\_\_\_\_  
   **Email:** \_\_\_\_\_

**3. PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER REPRESENTATIVE:**      **Name:** \_\_\_\_\_  
   **Title:** \_\_\_\_\_  
   **Email:** \_\_\_\_\_

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),**  
**FLORIDA STATUTES - PUBLIC ENTITY CRIMES**

.....  
THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER  
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_  
(Print name of the public entity)  
by \_\_\_\_\_  
(Print individual's name and title)  
for \_\_\_\_\_  
(Print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is: \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn  
statement): \_\_\_\_\_).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
  - c. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.



d. Based on information and belief, the statement which I have marked below, is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

**NOTARY PUBLIC:**

**NOTARY SEAL**

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

Notary Public, State at large  
My Commission Expires: \_\_\_\_\_

**SWORN STATEMENT UNDER SECTION 105.08,**  
**TAMPA SPORTS AUTHORITY - DISCLOSURE OF RELATIONSHIPS**

.....

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. \_\_\_\_\_  
for \_\_\_\_\_

2. This sworn statement is submitted by: \_\_\_\_\_  
\_\_\_\_\_  
(Name of entity submitting Statement)

whose business address is: \_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_).

3. My name is \_\_\_\_\_  
(Please print name of individual signing)

and my relationship to the entity named above is \_\_\_\_\_

4. I understand that an "affiliate" as defined in Section 105.08, Tampa Sports Authority rules, means:

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the entity.

5. I understand that the relationship with a TSA Commissioner or TSA employee that must be disclosed as follows:

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, or grandchild.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, have any relationships as defined in section 105.08, Tampa Sports Authority rules, with any TSA Commissioner or TSA employee.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents, who are active in management of the entity, have the following relationships with a TSA Commissioner or TSA employee:

Name of Affiliate  
or entity

Name of TSA Commissioner  
or employee

Relationship

---



---



---

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, who is personally known to me or

who has produced \_\_\_\_\_ as identification.

**NOTARY PUBLIC:**

**NOTARY SEAL:**

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

Notary Public, State at large

My Commission Expires: \_\_\_\_\_

**PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS**  
**UNDER SECTION 287.087, FLORIDA STATUTES**

1. This statement is submitted with **Invitation to Bid #22-08, Landscaping Project, Hillsborough County Tournament SportsPlex.**
  
2. Preference shall be given to businesses with drug-free workplace programs. Whenever two or more Proposals 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 certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Proposals will be followed if none of the tied vendors have a drug-free workplace program. To have a drug-free workplace program, a business shall:
  - a. 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 specifying the actions that will be taken against employees for violations of such prohibition.
  
  - b. 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.
  
  - c. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (A).
  
  - d. In the statement specified in subsection (A), 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, violation of Chapter 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.
  
  - e. 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.
  
  - f. 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 COMPANY COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.**

BIDDER/PROPOSER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

**E-VERIFY AFFIDAVIT**

Obligation for State-Funded Contracts:

Florida Statutes Sections 288.061 and 448.095 require all State of Florida agencies to verify the employment eligibility of all new agency employees through the U.S. Department of Homeland Security E-Verify system. Further, agencies are directed to include as a condition of all contracts for the provision of goods and services to the state in excess of nominal value, an express requirement that contractors utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the contractor during the contract term, and an express requirement that contractors include in such contracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

In accordance with Fla. Stat. §§ 288.061 and 448.095(2), Tampa Sports Authority ("TSA") requires all vendors doing business with TSA who are awarded state-funded contracts to verify employee eligibility using the E-Verify system. It is the responsibility of the awarded vendor to ensure compliance with E-Verify requirements. To enroll in E-Verify, vendors should visit the E-Verify website at <http://www.e-verify.gov> and follow the instructions to register. The vendor must also retain the I-9 Forms for inspection, per usual.

By affixing your signature below, you hereby affirm that you will comply with the E-Verify system requirements.

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant	
Name of Firm		Date	
Address of Firm	City	State	Zip Code

**Notary Public Information**

Notary Public - State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By \_\_\_\_\_ . He/she is personally known to me \_\_\_\_\_ or has  
produced identification \_\_\_\_\_  
(Type of Identification Produced)

Signature of Notary Public	Serial Number
(Print or Stamped name of Notary Public)	(Expiration Date)

*Affix Notary Seal Here:*

**STATEMENT OF NO BID**

TAMPA SPORTS AUTHORITY – PROCUREMENT DEPARTMENT  
4201 North Dale Mabry, Tampa, FL 33607

.....  
**Bid Number:**    22-08

**Title:**            Landscaping Project, Hillsborough County Tournament SportsPlex

**IMPORTANT NOTICE TO VENDORS:** If you do not intend to submit a bid/proposal and wish to continue to receive notice of Tampa Sports Authority procurements, please return this "Statement of No Bid" via fax, email, or U.S. Mail on the day of or prior to the bid opening. If you elect not to submit a bid/proposal, please indicate the reason below and either email this form to: [djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com) or mail this for to the address above.

.....

- We do not offer this product/service or an equivalent.
- Our schedule would not permit us to perform.
- Insufficient time to respond to solicitation.
- Unable to meet specifications.
- Specifications not clear.
- Unable to meet bond and/or insurance requirements.
- Specifications "too tight"/restrictive (i.e., geared to a specific brand or manufacturer).
- Sub-Contractor (submitted bid to General Contractor).
- Other (please explain below):

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

We understand that if the "No Bid" letter is not executed and returned, our name may be deleted from the list of qualified bidders for the Tampa Sports Authority.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**BID CHECKLIST**  
***(Not a mandatory form)***

Please use this Bid Checklist form to mark off all forms within this bid package as signed and/or acknowledged.

- General Terms and Provisions Acknowledgment “Proposer’s Signature” – Page 15
- ITB Bid Proposal Form – Page 25
- Guarantee of Bid Proposal – Page 26
- Acknowledgment of Addenda (If applicable) – Page 27
- Acknowledgment of Bidder (If a Corporation, Partnership or Individual) – Page 28
- Acknowledgment of Principal If Corporation – Page 29
- Legal Status of Bidder – Page 30
- Bidder Reference/Qualification Form – Page 31
- Sworn Statement – Public Entity Crimes – Page 32
- Sworn Statement – Disclosure of Relationships – Page 34
- Drug-Free Workplace Acknowledgment – Page 36
- E-Verify Affidavit – Page 37
- Statement of No Bid (Complete this form only if not submitting a bid) – Page 38
- Bid Checklist (Not a mandatory form) – Page 39

\_\_\_\_\_  
*I acknowledge by my signature above that all the above forms  
(If applicable) have been included in my bid to the Authority.*

\_\_\_\_\_  
*Date*

**GPC LISTING (Government Purchasing Council)**

**City of Plant City**

Buddy Storey, Purchasing Manager  
Drawer C  
Plant City, FL 33563  
813-659-4270 – Telephone  
813-659-4216 – Fax  
[Wstorey@plantcitygov.com](mailto:Wstorey@plantcitygov.com)

**City of Temple Terrace**

Judy Crutcher, Asst. Purchasing  
Agt.  
PO Box 16930  
Temple Terrace, FL 33687  
813-506-6420 – Telephone  
813-989-7185 – Fax  
[jcrutcher@templeterrace.com](mailto:jcrutcher@templeterrace.com)

**Clerk of Circuit Court**

601 E. Kennedy Blvd., - 13<sup>th</sup> Floor  
PO Box 1110  
Tampa, FL 33601  
813-276-8100 Ext. 7721- Telephone  
813-272-5521 – Fax  
[www.hillsclerk.com](http://www.hillsclerk.com)

**Tampa-Hillsborough County  
Expressway Authority**

1104 E. Twiggs St., Suite #300  
Tampa, FL 33602  
813-272-6740 – Telephone  
813-276-2492 – Fax  
[Man.le@tampa-xway.com](mailto:Man.le@tampa-xway.com)

**Hillsborough Area Regional  
Transit Authority**

Melissa Smiley  
4305 E. 21<sup>st</sup> Street  
Tampa, FL 33605  
813-623-5835 – Telephone  
813-664-1119 – Fax  
[smileym@gohart.org](mailto:smileym@gohart.org)

**Hillsborough County Aviation  
Authority**

Tampa International Airport  
PO Box 22287  
Tampa, FL 33622-2287  
813-870-8730 – Telephone  
813-875-6670 – Fax  
[www.tampairport.com](http://www.tampairport.com)

**Hillsborough County School  
Board**

PO Box 3408  
Tampa, FL 33601-3408  
813-272-4329 – Telephone  
813-272-4007 – Fax  
[www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us)

**Hillsborough Community College**

Vonda Melchior, Director of  
Purchasing  
39 Columbia Drive  
Tampa, FL 33606  
813-253-7060 – Telephone  
813-253-7561 – Fax  
[vmelchoir@hcc.fl.edu](mailto:vmelchoir@hcc.fl.edu)

**Hillsborough County Board of  
County Commissioners**

Scott Stromer, Director  
601 E. Kennedy Blvd., 26<sup>th</sup> Floor  
Tampa, FL 33601  
813-272-5790 – Telephone  
813-272-6290 – Fax  
[procurementservices@hillsboroughcountv.org](mailto:procurementservices@hillsboroughcountv.org)

**Hillsborough County Sheriff's  
Office**

Christina R. Porter, CFO  
PO Box 3371  
Tampa, FL 33601  
813-247-8032 – Telephone  
813-242-1825 – Fax  
[CRPorter@hcsa.tampa.fl.us](mailto:CRPorter@hcsa.tampa.fl.us)

**State Attorney's Office**

Mark Ober, State Attorney  
800 E. Kennedy Blvd., 5<sup>th</sup> Floor  
Tampa, FL 33602  
813-272-5400 – Telephone  
813-272-7014 – Fax  
[Ober\\_M@SAO13th.com](mailto:Ober_M@SAO13th.com)

**Tampa Port Authority**

Donna Casey, Procurement Analyst  
PO Box 2192  
Tampa, FL 33601  
813-905-5164 – Telephone  
813-905-5109 – Fax  
[dwebb@tampaport.com](mailto:dwebb@tampaport.com)

**Supervisor of Elections**

601 E. Kennedy Blvd., 16<sup>th</sup> Floor  
Tampa, FL 33602  
813-276-8274 – Telephone  
813-272-7043 – Fax  
[www.votehillsborough.org](http://www.votehillsborough.org)

**City of Tampa Housing Authority**

Jerome Ryans, President/CEO  
1514 Union Street  
Tampa, FL 33607  
813-253-0551 – Telephone  
[irenew@thaf.com](mailto:irenew@thaf.com)

**Tampa Sports Authority**

Deltecia Jones, Procurement  
Manager  
4201 N. Dale Mabry Hwy.  
Tampa, FL 33607  
813-350-6500 Ext. 6511 –  
Telephone  
[djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com)

**Tax Collector**

601 E. Kennedy Blvd., 14<sup>th</sup> Floor  
Tampa, FL 33602  
813-307-6222 – Telephone  
813-307-6521 – Fax  
[www.hillstax.org](http://www.hillstax.org)

**The Children's Board of  
Hillsborough County**

1002 E. Palm Avenue  
Tampa, FL 33605  
813-229-2884 – Telephone  
813-228-8122 – Fax  
[www.childrensboard.org](http://www.childrensboard.org)

**University of South Florida**

George Cotter,  
Director of Purchasing Services  
4202 E. Fowler Avenue, SVC-1072  
Tampa, FL 33620  
813-971-3340 – Telephone  
[gcotter@admin.usf.edu](mailto:gcotter@admin.usf.edu)

**Property Appraiser**

601 E. Kennedy Blvd., 16<sup>th</sup> Floor  
Tampa, FL 33602  
813-272-6100 – Telephone  
813-272-5519 – Fax  
[www.hcpafl.org](http://www.hcpafl.org)

**Tampa Palms Community Dev.  
Dist.**

16311 Tampa Palms Blvd. W.  
Tampa, FL 33647  
813-977-3933 – Telephone  
813-977-6571 – Fax  
[www.tpoa.net](http://www.tpoa.net)