



**4201 N. DALE MABRY HIGHWAY  
TAMPA, FLORIDA 33607**

**BID #15-02**

**CERTIFIED TIFWAY 419 BERMUDAGRASS SOD  
AND SOD GROWN ON PLASTIC, RAYMOND JAMES STADIUM**

**MANDATORY PRE-BID CONFERENCE:  
MONDAY, OCTOBER 26, 2015 @ 9:30 A.M.**

**BID DUE DATE:  
MONDAY, NOVEMBER 9, 2015 @ 10:00 A.M.**

**OCTOBER 2015**

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INVITATION TO BID

BID #15-02

SPECIFICATION FOR: Certified Tifway 419 BermudaGrass Sod and Sod Grown on Plastic, Raymond James Stadium

MANDATORY PRE-BID CONFERENCE: Monday, October 26, 2015 at 9:30 a.m.

BID DUE DATE: Monday, November 9, 2015 at 10:00 a.m.

PLACE OF BID OPENING: Tampa Sports Authority Office

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 bid. Bid time will be and must be scrupulously observed. Under no circumstances will bids 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 VP of Finance and Administration, in writing.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with the Information/Instruction for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 any and 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 to any particular bidder which gives that particular 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 particular bid solicitation or request;
- (F) Omission of proposal guarantee;
- (G) Unauthorized alteration of bid form. 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.

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. QUESTIONS, 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 Authority's employees, unless such clarification or change is provided to bidders in written addendum form from the Authority's staff. 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 questions concerning the project shall be submitted on or before **2:00 p.m., Thursday, October 29, 2015**, in writing with date, company name and contact via e-mail, fax, or mail to:

**Tampa Sports Authority, 4201 North Dale Mabry Highway, Tampa, Florida 33607;**  
**Fax: (813) 350-6617 or (813) 673-4308 OR;**  
**Email: [dbyrne@tampasportsauthority.com](mailto:dbyrne@tampasportsauthority.com)**

- D. Any and 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.
- E. 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 will be awarded to the lowest responsible and responsive Bidder, and whose bid is considered to be 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 perform the contract or provide the service required;
2. Whether the Bidder can perform 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.
- D. 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 responsibility of the Bidder.
- E. 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 of time, the Bidder shall guarantee the prices quoted in his/her bid.
8. BRAND NAMES "OR EQUAL":
- Whenever in this Invitation, any particular 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 bidder to show that the alternative product is, in fact, equal to the product required in the specifications.
9. DISCOUNTS:
- Discounts for 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.

Advance disclosures of any information to any particular bidder which gives that particular 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 particular bid solicitation or request.

12. EEOC/WMBE/DM/DWBE/SBE/S-DV:

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 businesses will be afforded full opportunity to submit bids in response to this Bid and will not be discriminated against on the grounds of race, color, creed, sex or natural origin 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 as a result 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 BID:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and services 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. In order to have a drug-free workplace program, a business shall abide by the policies outlined below:

- 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 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 1.
- D. 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 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.

18. DAMAGE:

In the event any materials, equipment or other property of the Authority shall be damaged or destroyed by personnel furnished by Contractor, Contractor shall, at its own expense, promptly repair or replace same to the complete satisfaction of Authority.

19. FEES, LICENSES AND PERMITS:

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 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.

20. 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.

21. 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.

22. PARTIAL BID:

Bidders may submit partial bids for one or more items. Tampa Sports Authority reserves the right to award to multiple vendors.

23. OTHER AGENCIES:

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).

24. LIQUIDATED DAMAGES:

The Successful Bidder, upon his/her failure or refusal to execute the Contract within Seven (7) days after he has received notice of the acceptance of his/her bid, shall forfeit to the Authority the security deposited with his bid, as liquidated damages for such failure or refusal.

25. CONTRACT TERMS:

The initial contract period will be three (3) years from date of award. The Authority reserves the right to extend this contract for an additional one (1) three (3) year period. The price for both types of sod for this option period will be based on annual CPI increases/decreases in the previous year. The Authority, alone, will determine whether or not the option will be exercised based on its convenience and in its best interest.

- A. Prices must be valid and remain the same for the initial term and any extensions requested by the Authority.
- B. Request for price adjustments must be solely for the purpose of accommodating an increase in the Contractor's cost, not profits. The percentage charge between the prevailing rate and the requested rate shall not exceed the percentage change between the Consumer Price Index for Tampa-St. Petersburg-Clearwater, FL that was in effect at the beginning of the existing contract period and the one in effect at the time of request for rate increase.
- C. Unless otherwise amended in writing and endorsed by both parties prior to the beginning of each respective renewal period all covenants and agreements of the contract shall remain in full force and effect with the only change being in the contract term.

26. CONTRACT TERMINATION:

The contract may be terminated at any time by the Authority by giving written notice thirty (30) days prior to the desired termination date.

27. DUE DILIGENCE:

Due care and diligence has 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, Score of Work, Special Conditions, Technical Specifications, and all instructions pertaining to services involved. Failure to do so will be at the Proposer's risk.

28. 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).

29. 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.

30. 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.

31. 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.

32. EX PARTE COMMUNICATION:

In order to ensure fair evaluation of proposals/bids, ex parte communication initiated by bidders is prohibited from the time the responses are opened until the final decision has been made. No bidder 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. Any and all communication initiated by a bidder after the responses are opened must be in writing to:

VP of Finance and Administration  
4201 N. Dale Mabry Highway  
Tampa, FL 33607  
813-350-6617 (Fax)

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

33. 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 date of the initial rejection of all bids.

34. 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.

35. 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.

36. 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 in order to complete the said work.

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

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Bidder’s Signature

## INFORMATION/INSTRUCTION TO BIDDERS

### 1. SUBMISSION OF BIDS AND BID OPENING:

- A. Bids will be received by the Tampa Sports Authority and will be received on **Monday, November 9, 2015 at 10:00 a.m.** at the Tampa Sports Authority offices. Bidders, or their representatives, and other interested persons may be present at the opening of proposals.
- B. Bidders shall present a sealed opaque envelope, identified with the project name, Bid number and contractor's name. Bids must be delivered to the TSA office, as listed within this bid document, on or before the due date and time specified and must be addressed to:
- Tampa Sports Authority  
Raymond James Stadium  
Attn: David Byrne, VP of Finance and Administration  
4201 N. Dale Mabry Highway  
Tampa, FL 33607**
- C. 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.
- D. 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.
- E. 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.
- F. The Bidders shall assume full responsibility for timely delivery at 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.
- G. 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 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".
- H. **A Mandatory Pre-Bid Conference is scheduled for Monday, October 26, 2015 at 9:30a.m.** The conference will be held at the offices of the Authority located at 4201 N. Dale Mabry Highway, Tampa, FL 33607 (Raymond James Stadium). Entrance to the stadium is granted at Himes Avenue, through Entrance "B", only. Please plan to arrive

on-time to the conference. Any person/company representative who arrives 15 or more minutes past the start time for the Mandatory Pre-Bid Conference will not be allowed to attend unless it is deemed by Authority staff to be acceptable. If you are late due to unforeseen circumstances, please call ahead to and make staff aware of your intended arrival time. TSA staff can be reached by dialing (813) 350-6500 Extension "0".

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 form 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 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 (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 or not 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. 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. **All Liability Policies shall provide that the Authority, the City of Tampa, and Hillsborough County are additional insureds** but solely in accordance with and subject to the indemnification provisions set forth in paragraph 4 above 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 Licensor 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 the Authority if requested on a timely basis.



Thirty (30) days prior written notice by registered or certified mail shall be given 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 impairments 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 of 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 "claims made" form as opposed to the "occurrence" 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 of the 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:

**Ms. Janice Hosey  
Executive Administrative Assistant  
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.

**INSURANCE COVERAGE AND LIMITS**

- A. **Workers' Compensation and Employers' Liability Insurance** 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 amount of the Employers' Liability Insurance shall not be less than:

<b>Workers' Compensation</b>	<b>Florida Statutory Requirements</b>
<b>Employers' Liability:</b>	<b>\$100,000 Limit Each Accident</b> <b>\$500,000 Limit Disease Aggregate</b> <b>\$100,000 Limit Disease Each Employee</b>

- B. **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 event.</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:**

<b>\$1,000,000</b>	<b>Combined Single Limit Each Occurrence</b>
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- C. **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 event with limits of not less than:

**Bodily Injury & Property Damage Liability:**

<b>\$1,000,000</b>	<b>Combined Single Limit Each Occurrence</b>
--------------------	--

**GUARANTEE OF BID PROPOSAL**

Name of Firm: \_\_\_\_\_

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 \_\_\_\_\_, 20\_\_\_\_ hereby  
acknowledge receipt of any and all Addenda Notices hereby issued in regards to this Bid #15-02 for  
Certified Tifway 419 BermudaGrass Sod & Sod Grown on Plastic, Raymond James Stadium.

Addenda Numbers Received:

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

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

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

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

(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.

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.

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 FLORIDA)

(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.

NOTARY PUBLIC:

Sign: \_\_\_\_\_

Print/Type: \_\_\_\_\_

SEAL

**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 REFERENCE/QUALIFICATION FORM**

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 (3) projects are required to qualify the firm to bid.

References will be contacted and the information supplied will be considered in the award of this contract.

**BIDDER NAME:** \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(OWNER REPRESENTATIVE NAME) (TITLE) \_\_\_\_\_

\_\_\_\_\_  
(PHONE)

**BIDDER NAME:** \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(OWNER REPRESENTATIVE NAME) (TITLE) \_\_\_\_\_

**BIDDER NAME:** \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(OWNER REPRESENTATIVE NAME) (TITLE) \_\_\_\_\_



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON 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 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 into 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 into 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)

Sworn to an subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Personally known \_\_\_\_\_ OR produced identification \_\_\_\_\_

Type of Identification and Number \_\_\_\_\_

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

My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

Notary Seal:

## **APPENDIX (ATTACHMENTS)**

- A. SPECIFICATIONS
- B. BID/COST PROPOSAL

**SPECIFICATIONS**  
**CERTIFIED TIFWAY 419 BERMUDAGRASS SOD & SOD GROWN ON PLASTIC**

1. **PURPOSE:** The purpose of these specifications is to obtain a sod grower/installer, with a minimum of five (5) years' experience in growing and installing sod on high-end sports fields, within an eight (8) hour driving radius from Raymond James Stadium to grow and maintain Certified Tifway 419 Bermudagrass sod on a well-drained, sandy root zone soil.
  
2. **MANDATORY PRE-BID OPENING CONFERENCE:** A Mandatory Pre-Bid conference concerning this solicitation will be conducted by Tampa Sports Authority and its representatives at 4201 North Dale Mabry Highway, in the Boardroom, Tampa, Florida 33607 on **Monday, October 26, 2015 at 9:30am**. Prospective bidders are required to attend. Bidders are strongly encouraged to review bid specifications prior to this conference.
  
3. **CONTRACT PERIOD:** The initial contract period will be three (3) years from date of award. The Authority reserves the right to extend this contract for an additional one (1) three (3) year period. The price for both types of sod for this option period will be based on annual CPI increases/decreases in the previous year. The Authority, alone, will determine whether or not the option will be exercised based on its convenience and in its best interest.
  
4. **GENERAL REQUIREMENTS:**
  - a. **DEVIATIONS:** Bids from vendors which make any exceptions to the specified terms and conditions may be subject to rejection. Bidders requesting information or clarification should contact the Purchasing Department at (813) 350-6500 Ext. 6511.
  
  - b. **BASIS FOR AWARD:** Notwithstanding any other basis for award provision in this invitation for bid, award will be made on an all-or-none basis. Furthermore, award will be made to the lowest responsible and responsive bidder meeting specifications, price and other factors considered.

Upon award, the bidder will be issued a Blanket Purchase Authorization (BPA). The user department will issue release orders against the BPA on an as-needed basis. Failure of a contractor to include a unit price of the items listed on the bid proposal shall result in rejection of the bid for that particular section.
  
  - c. **TERMINATION FOR DEFAULT:** If the contractor fails to perform any of the provisions of this contract, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Department may notify the contractor, in writing, of the delay or non-performance. If any of the above is not cured in ten (10) calendar days, the Vice President of Stadium Operations, with the Board of Directors approval, may terminate the contractor's right to proceed with the contract or such part of the contract as to which has been delayed or failure to properly perform. Any other rights or remedies of Florida State Law the Authority or the contractor may have, shall apply as if set forth in full.
  
  - d. **FACILITIES INSPECTION:** The Authority reserves the right, prior to the award of any contract, to inspect the bidder's facilities, including service or parts of the facilities for

the purpose of determining that they have a regular, bonafide established business that is presently on-going, and is likely to continue as such, and is capable of providing the bid item(s) or service(s) including any later warranty, service or replacement sod or support, as may be required.

- e. **ORDERING:** Any supplies or services to be furnished under this contract shall be ordered by issuance of Release orders by the user department. Such orders may be issued from date of award through the expiration of the contract.
  
- f. **TIME OF DELIVERY:** Tampa Sports Authority will evaluate equally, as regards to time of delivery, offers that propose delivery within the applicable delivery period specified in paragraph (4 g.) below, and in Part C, Bid Proposal. Offers that propose delivery that will not clearly fall within the applicable required delivery period specified in this solicitation will be subject to rejection.

The Authority reserves the right to award under either the required delivery schedule or the proposed delivery schedule, when an offer or offers of an earlier delivery schedule than required in this solicitation. If the offer proposes no other delivery schedule, the required delivery schedule will apply.

- g. **REQUIRED DELIVERY AND COMMENCEMENT OF INSTALLATION:** Delivery and commencement of installation is required the day of harvest when authorized by Tampa Sports Authority within eight (8) hours. First harvested shall be first installed. Freight shall be F.O.B.

Destination: Tampa Sports Authority. The contractor shall be responsible for all freight charges with a minimum of 2,400 square feet of sod.

Estimated Quantities: Term contract estimated quantity of Certified Tifway 419 Bermudagrass 120,000 sq. ft. per year (3/4") thickness.

Term contract estimated quantity of Certified Tifway 419 Thick- Cut Bermudagrass – 100,000 sq. ft. per year (1 5/8") thickness.

Term contract estimated quantity of Certified Tifway 419 Bermudagrass grown on plastic – 45,000 sq. ft. per year (1 5/8)" thickness.

Availability: Regular Certified Tifway 419 Bermudagrass (3/4") thickness should be mature and ready for harvesting and installation by February 1, 2017. All sod delivered must contain a dense and mature root system. Any sod delivered and found to be immature or sub-standard will be subject to rejection by Authority.

Regular Certified Tifway 419 Bermudagrass (1 5/8") thickness should be mature and ready for harvesting and

installation by August 15, 2016. All sod delivered must contain a dense and mature root system. Any sod delivered and found to be immature or sub-standard will be subject to rejection by Authority.

Certified Tifway 419 Bermudagrass sod grown on plastic (1 5/8") thickness should be mature and ready for harvesting and installation by September 1<sup>st</sup> of each year. All sod delivered must contain a dense and mature root system. Sod containing an excessive amount of thatch or younger than eight months old will be subject to rejection by Authority.

**NOTE:** Authority may require Contractor to provide additional Certified Tifway 419 Bermudagrass in thicknesses of 3/4" or 1 5/8" based upon its event schedule during the months of March through July of the contract term.

Warranty:

Sod must be warranted for a minimum of one (1) year from installation as being free of mutations and/or contamination.

Sod Soil Requirements: The Tifway 419 sod must be propagated and grown on sandy, well- drained soils. A root zone soil particle size analysis test taken by a soil lab such as Tifton Physical Labs will be required before sod is accepted for use. The minimum requirement will be that the sod root zone contains 95% sand or more, 3% silt or less, 2% clay or less and less than 1.5% organics. Any variances to this sod soil requirement must be approved by Authority prior to installation of any sod.

5. **DETAILED SPECIFICATIONS (Thick-Cut Sod and Sod Grown on Plastic):**

a. **GROUND PREPARATION:**

1. Regular Certified Tifway 419 Bermudagrass Sod (3/4") thickness Contractor shall be responsible for ground preparation and old sod and debris removal from the new field prior to new sod installation. Contractor to remove the sod, with little to no loss of root zone material. The old sod and debris will be placed in a designated dumpster at the stadium site. Any loss of root zone soil during this sod replacement procedure will be replaced, graded to a tolerance +/-1/2" of design elevation and compacted at the expense of the contractor. Pre-plant materials to be supplied by the Authority. Authority reserves the right to prepare the ground for the sod (3/4") thickness at any time deemed necessary by Authority.

2. Regular Certified Tifway 419 Bermudagrass Thick-Cut Sod (1 5/8") Thickness: Contractor shall be responsible for ground preparation and old sod and debris removal from the new field prior to new sod installation. Contractor to remove the sod, with little to no loss of root zone material. The old sod and debris will be placed in a designated dumpster at the stadium site. Any loss of root zone soil during this sod replacement procedure will be replaced, graded to a tolerance +/- 1/2" of design elevation and compacted at the expense of the contractor. Pre-plant materials to be supplied by the Authority. Authority reserves the right to prepare the ground for the thick-cut sod (1 5/8") thickness at any time deemed necessary by Authority.
3. Certified Tifway 419 Bermudagrass Sod Grown on Plastic (1 5/8") Thickness: Contractor shall be responsible for ground preparation and old sod and debris removal from the new field prior to new sod installation. Contractor to remove the sod, with little to no loss of root zone material. The old sod and debris will be placed in a designated dumpster at the stadium site. Any loss of root zone soil during this sod replacement procedure will be replaced, graded to a tolerance +/- 1/2" of design elevation and compacted at the expense of the contractor. Pre-plant materials to be supplied by the Authority.

b. **SOD:**

1. Sod Type: Certified Tifway 419 Bermudagrass grown and maintained on a well-drained sandy root zone soil. The sod must be weed and insect free.
2. Dimensions: The sod shall be harvested in solid, commercial size 48" by 40' rolls or any other acceptable size roll approved by Authority.
  - A. Regular Cut Tifway 419: Range of thickness = 3/4"
  - B. Thick-Cut Tifway 419: Range of thickness = 1 5/8"
  - C. Tifway 419 Grown on Plastic: Range of thickness = 1 5/8"

- c. **CONDITION:** The sod shall be live, fresh and uninjured at the time of delivery. It shall have a sod mat of sufficient thickness adhering firmly to the roots to withstand all necessary handling. Sod containing excessive thatch or younger than eight months old will be subject to rejection by Authority. It shall be delivered as soon as possible after being harvested and shall be shaded and kept moist from the time it is harvested until it is delivered.

Tampa Sports Authority's representative will have the right to periodically inspect the Contractor's sod farm. The source of the sod may be inspected and approved by the owner prior to being harvested for use in the work. Selected contractor must have the equipment and technical knowhow to harvest rolled sod. This equipment must have the capability of cutting solid 48" width rolls. Due care shall be exercised to retain the native root soil intact. No sod which has been harvested for more than twenty-four (24) hours may be used unless specifically authorized by Authority or his designate and after his careful inspection thereof.

A letter of certification from the grassing contractor certifying that the grass being installed is true certified Tifway 419 Bermudagrass shall be provided.

Any piece of sod which, after placing, shows an appearance of extreme dryness or damage shall be replaced at no cost to the Authority.

Contractor's sod farm field must be equipped with in-ground irrigation and have the capability of frost protection. Green turf is required during the winter months. Sod must be grown on fields that drain well and not subject to flooding. Field must have easy access and availability in extreme weather conditions.

For a ninety (90) day period, contractor will be responsible for growing in and maintaining over-seeding on 30,000 sq. ft. of thick-cut sod (1 5/8") and 25,000 sq. ft. of sod grown on plastic (1 5/8"). The rye grass over-seeding will be supplied to the growers by Tampa Sports Authority. Over-seeding will be established and maintained in the same manner as the over-seeding on the field at Raymond James Stadium. This will require weekly fertility applications, applying a minimum of 1/4 lb. of nitrogen/potassium per 1,000 sq. ft. per application. Biweekly minor element applications containing iron, manganese, zinc, boron, sulfur, and copper will also be required. Biweekly fungicide treatments will be required to assure that the turf is disease free at the time of installation on the field. Sod grown on plastic will be grown the same as thick-cut sod, with the exception of fertility applications and sand topdressing which will be bi-weekly.

d. **HARVESTING/INSTALLATION:**

1. All sod must be harvested and installed in healthy condition the same day unless prior approval is obtained from Authority.
2. All turf shall be harvested in rolls measuring no less than a solid 48" wide and 40' long. It is critical that all cuts are made cleanly and completely through the backing and plastic and into the sub-grade and that the edges are not frayed or crushed during the cutting and harvesting processes. As the rolls move up the harvester conveyor and onto the sod tube, remove any plastic sheet adhering to the rolls and assure that they are tight and well secured with netting and/or spikes prior to loading for transport to the site. Load and unload rolls carefully to avoid damage to the sides or end of the rolls.
3. The selected contractor must have the equipment and technical knowhow to install rolled sod at the request of Authority.
4. Sodding shall not be performed when weather and soil conditions are, in the owner's opinion, unsuitable for proper results.
5. The sod shall be placed on the prepared surface, with edges in close contact, and shall be firmly and smoothly embedded by use of a mechanical roll sod "kicker" attachment to press sod rolls tight together, where accessible. When conditions are not accessible for a mechanical device, hand tightening of the



rolls with rakes, to assure that there are no exposed seams will be required.

6. Lay sod in straight lines, with seams and abutting ends pulled tightly together; all gaps shall be eliminated between pieces. Abutting edges whose finished elevations are in variance by more than 1/4" must be lifted and hand-filled.
7. For any longitudinal or butt seam wider than 1/4", fill with sand and broom in. Groom entire field with brushes to produce a smooth, uniform surface.
8. Sod will be installed in such a manner as to avoid settling and any settling that occurs will be repaired at no cost to the Authority.
9. All sod will be rolled with no less than a three (3) ton double steel drum roller.
10. Any turf damaged during the installation process including rolls burned from setting too long will be replaced at no cost to the Authority. The newly installed sod will also be blown off with a blower to remove soil and debris.
11. When patching sod rolls, no patched sod roll can be less than four feet (4') in length unless approved by Authority.
12. In the event that circumstances require immediate and timely attention to sod renovation procedures on the field, and this work cannot be accomplished in a normal 40 hour work week, Authority will permit overtime to be charged for this work, only with prior approval from Authority.

e. **SOD GROWN ON PLASTIC TURF SPECIFICATIONS:** The following is a recommended propagation plan for growing sod on plastic. Authority reserves the right to approve or disapprove any variance of this recommended propagation plan as well as to revise any proposed propagation plan(s) as it deems necessary.

1. Laser grade an area at the farm that is located on high ground and has underground irrigation available. A one (1) % grade on the selected area should promote good surface run-off.
2. Once the surface is graded, compacted and free of vegetation, roots, rocks and surface debris, plastic (4 mil) should be laid over the entire prepared surface.
3. Once the plastic is installed tightly over the surface, 1/2" layer of USGA sand will be evenly distributed over the entire area of the plastic, watered and compacted uniformly.
4. Next, solid 48" rolls of certified Tifway 419 Bermudagrass sod (at least eight (8) months old maturity) are to be harvested at a one-quarter inch (1/4") thickness and carefully laid on top of the sand/plastic, leaving the netting on the rolls. The rolls will be installed tightly with no exposed seams between rolls and rolled with a double steel drum roller.

5. After the new sod is installed 1/8" of USGA sand will be evenly applied over all of the grass every 14 to 21 days until desired height is achieved. The sod should be mowed at 5/8" just prior to sand topdressing. Once the sand is applied it will then be thoroughly dragged into the turf mat.
6. Standard grown-in practices will then follow over a four-month period, starting in early May and continuing through the summer growing season. The sod will be fertilized bi-weekly with 1/4 lbs. / 1,000 sq. ft. of Nitrogen/Potassium. Minor elements will be applied monthly. The sod will be kept insect and weed free. The height of cut will remain at 3/4" and mowed twice a week during the growing season.

f. **GROWN ON PLASTIC TURF - ON-GOING MAINTENANCE PRACTICE:**

1. Ongoing management practices shall include all strategies necessary to assure production of a high quality, problem-free turf.
2. Fertility applications shall be made weekly for the first four (4) weeks following installation, delivering nitrogen and potassium at a rate of One-half (½) lb. /1,000 ft. Balanced fertilizers, such as 12-12-12, with water-soluble nutrient sources, are acceptable for use in the two (2) months following installation.
3. After this period, or once rooting and aggressive growth is evident, subsequent applications should be made every other week throughout the growing season. Formulations and rates of application shall be supplied as written recommendations by an approved agronomic lab, and will be based on tissue sample submissions. Collect samples on a monthly basis, immediately prior to a fertility application, according to the instructions on the sampling kit.
4. Irrigation must deliver uniform precipitation rates across the site. Maintain irrigation cycles to assure the root zone moisture percentage remains conducive to continuous plant development.
5. Mowing shall begin as soon as turf development dictates, using sharp reel-type mowers. Turf shall be maintained throughout the production period at a height of between 3/4" - 1", or as required by the client. Mowing shall be scheduled to assure no more than 30% of the leaf canopy is removed at any cutting; clippings shall be collected and removed once the turf has reached full canopy density. Change both the mowing orientation and direction at each cutting, adopting a minimum of three (3) rotating patterns.
6. Verticutting - Verticutting the field frequently will be necessary to maintain a tight, non-spongy canopy. Set depth of verticutter to achieve desired results, but do not cut deeper than 1/4" in any single process.
7. Pests, including insects, diseases, weeds and nematodes must be carefully monitored and controlled throughout the production period. Use any approved

control methods that are effective in maintaining all turf pests below deleterious levels. All chemical applications must be done with accurately calibrated equipment, using products registered for hybrid Bermudagrass on a sod farm.

8. Record all management activities in a daily logbook. Record all products used, with application rates, times, weather conditions, etc. Any nematode or fertility soil test results should be provided to the Authority.

**BID/COST PROPOSAL**

**PROJECT:                   Purchase, Delivery, and Installation of Certified Tifway 419 Bermudagrass and Sod Grown on Plastic for a Three (3) Year Period.**

By signing this bid proposal, the undersigned affirms that said bid proposal is made without any understanding, agreement or connection with any other person, firm or corporation providing a bid proposal for the same purpose and that this bid proposal is in all respects fair and without collusion of fraud.

The undersigned understands that this bid proposal must be signed in ink and that an unsigned bid proposal will be considered incomplete and subject to rejection by Tampa Sports Authority.

Subject to the Deviation stated in Paragraph 1 below, the undersigned, by the signature evidenced, represents that the bidder accepts the Terms, Conditions, Mandates and other provisions of the foregoing Instructions To Bidder, (Part-A); and the Specifications, (Part B-1 & B-2); said documents being the strict basis upon which the said bidder makes this bid proposal.

Also, the undersigned Bidder, by the signature evidenced, agrees to indemnify and hold harmless the Tampa Sports Authority, the City of Tampa and Hillsborough County and anyone directly or indirectly employed by it from and against all claims, damages, losses and expenses (Including court costs and attorney's fees) resulting out of any alleged infringement of patent rights or copyrights held by others as arises out of the bidder's performance of any contract awarded by the Authority pursuant to this bid matter.

All of the following information must be hereupon given for this bid proposal to be considered by Tampa Sports Authority:

DEVIATIONS: Note - Any representation (below) of deviation (s) may cause this bid proposal to be rejected by Tampa Sports Authority. All bidders should carefully review Instructions to Bidder, (Part A).

I.       The following represents every deviation (itemized by number) to the foregoing Instructions To Bidder and the Specifications upon which this proposal is based, to wit:

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Item #	Description	Approx. Est. Qty. Per Sq. Ft.	Price/Sq. Ft.	Price per Year	Extended Price (3 Yrs.)
1	Install regular Certified Tifway 419 Bermudagrass (3/4")	20,000			
1(a)	Overtime/Holiday	3,200			
2	Remove & Install Certified Tifway 419 Bermudagrass grown on plastic	45,000			
2(a)	Overtime/Holiday	3,200			
3	Remove & Install Regular Certified Tifway 419 Bermudagrass Thick-Cut (1 5/8")	100,000			
3(a)	Overtime/Holiday	15,000			
4	Remove Regular Certified Tifway 419 Thick-cut Bermudagrass (3/4")	97,000			
	Rototill 6' to 8" in depth	97,000			
	Laser Grade	97,000			
	Install Certified Tifway 419 Bermudagrass (3/4")	97,000			
	<b>TOTAL</b>				

Note: All items included in #4 above are to be completed as one project in February timeframe.

**ONE-TIME PROJECT "CFP" CHAMPIONSHIP GAME - JANUARY 2017**

Item #	Description	Approx. Est. Qty. Per Sq. Ft.	Price/Sq. Ft.	Price	Extended Price
	Remove & install Certified Tifway 419 Bermudagrass grown on plastic Thick-cut (1 5/8")	48,000		N/A	
	<b>TOTAL</b>				
	<b>GRAND TOTAL</b>				

**COST PROPOSAL (continued)**

ALTERNATES					
Item #	Description	Approx. Est. Qty. Per Sq. Ft.	Price/Sq. Ft.	Price	Extended Price
1	Install Certified Tifway 419 Bermudagrass Thick-cut (1 5/8")	97,000		N/A	
2	Remove Regular Certified Tifway 419 Bermudagrass (3/4") with Koro Field Topmaker	20,000		N/A	
3	Remove Regular Certified Tifway 419 Bermudagrass Thick-cut (1 5/8") with Koro Field Topmaker	100,000		N/A	
4	Remove Regular Certified Tifway 419 Bermudagrass grown on plastic (1 5/8") with Koro Field Topmaker	25,000		N/A	
5	Credit for ground preparation, old sod and debris removal of regular Certified Tifway Bermudagrass Thick-cut (3/4")	20,000		N/A	
6	Credit for ground preparation, old sod and debris removal of regular Certified Tifway Bermudagrass Thick-cut (1 5/8")	20,000		N/A	

**Notes:**

1. All pricing for installation includes harvesting and transportation costs.
2. Price will be based on actual square footage of sod installed for all types of grasses.
3. All pricing is based on a minimum of 2,500 sq. ft. of sod installation.
4. Overtime/holiday pricing will be in affect if Authority determines that the need is there to work beyond the typical work day/week (7 am to 5 pm, Monday through Friday) or a holiday.
5. A portion of the Cost Proposal or Alternates may be interchanged upon request by Authority.

## **BID CHECKLIST**

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 “Vendor’s Signature”
- Guarantee of Bid Proposal
- Acknowledgment of Addenda (If applicable)
- Acknowledgment of Bidder
- Acknowledgment of Principal, If Corporation
- Legal Status of Bidder
- Bidder Reference/Qualification Form
- Sworn Statement – Public Entity Crimes Statement
- Bid Proposal
- Statement of No Bid (Complete this form only if not submitting a bid)

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

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

STATEMENT OF NO BID  
TAMPA SPORTS AUTHORITY – ADMINISTRATIVE DEPT.  
4201 North Dale Mabry, Tampa, FL 33607

Bid Number: 15-02  
Title: Certified Tifway 419 BermudaGrass Sod & Sod Grown on Plastic, Raymond James Stadium

**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: [dbyrne@tampasportsauthority.com](mailto:dbyrne@tampasportsauthority.com) OR  
Fax this form to: 813-350-6617 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: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
FEDERAL TAX ID#: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_