

# BAKER COUNTY BOARD OF COUNTY COMMISSIONERS



## **Request For Proposal**

**SCAG 72" Zero Turn Radius Mower, or equal**

**RFP # 2019-02**

BAKER COUNTY BOARD OF COUNTY COMMISSIONERS  
ADMINISTRATION OFFICE  
55 N THIRD STREET  
MACCLENNY, FL 32063  
PHONE: 904-259-3613  
EMAIL: [kennie.downing@bakercountyfl.org](mailto:kennie.downing@bakercountyfl.org)

**REQUEST FOR PROPOSALS - RFP # 2019-02**  
**SCAG 72” Zero Turn Radius Mower (or equal)**

The Baker County Board of County Commissioners, Florida (County) will receive sealed proposals until **3:00 p.m.** local time, on **February 11, 2019** at the County Administration Office located at 55 N. Third Street, Macclenny, Florida 32063. Proposals delivered to any other location will not be considered received by the Administration Office. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Bidder. Proposals will not be accepted via fax. Shortly after the bid due time has expired, the proposals will be publicly opened and announced.

A clearly marked original proposal, five (5) copies of the proposal, and one (1) electronic copy of the complete proposal on CD/jump drive must be placed in a sealed envelope and clearly marked **“RFP 2019-02 SCAG 72” Zero Turn Mower or equal”** on the exterior of the package submitted.

Request for additional information or clarifications must be made in writing to the Administration Office at the address, phone or email below. Facsimile or e-mail questions are acceptable. The Administration Office will issue replies to questions and additional information or amendments on the County’s website in the form of written addenda. Any addenda will be issued prior to the deadline for responding to this Request for Proposal. Questions must be received no later than **3:00 p.m. on February 7, 2019**

Baker County Board of County Commissioners  
Administration Office  
55 N. Third Street  
Macclenny, Florida 32063  
[kennie.downing@bakercountyfl.org](mailto:kennie.downing@bakercountyfl.org)  
904-259-3613

It will be the sole responsibility of the Bidder to check the County’s website prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and County holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Administration Office or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The Baker County Board of County Commissioners reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the County.

BAKER COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA

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Kennie Downing  
County Manager

## REQUEST FOR PROPOSAL - OVERVIEW

**1. PURPOSE:**

The Baker County Board of County Commissioners (the County) is soliciting proposals to purchase one (1) SCAG 72” commercial Zero turn mower (or equal).

**GENERAL INFORMATION:**

**2. BIDTIMETABLE:**

The anticipated schedule for the bid process is as follows:

Date Bid Issued	Thursday, January 17, 2019
Deadline for Questions	Thursday, January 7, 2019 @ 3:00pm
Bid Opening	Monday, January 11, 2018 @ 3:00pm

**MINIMUM EQUIPMENT SPECIFICATIONS**

In lieu of detailed specifications, the proposed mower must meet or exceed the specifications of a SCAG Turf Tiger II, model STTII72V-26DFI 72” zero turn mower, or current manufactured model number. The County will make the sole decision whether the quality standards of any equivalent product meets the County’s needs.

Unit must comply with Federal and State laws and regulations as applicable on date of delivery. Equipment will be delivered complete and ready to operate with standard equipment and all extra equipment as specified. Bidder will fill in the following information for the unit proposed.

**MINIMUM SPECIFICATION**

**BIDDER STATE  
Yes/No**

**A. Equipment Specifications**

- 1. Gasoline Front Mount Mower with 72" mower deck in accordance with the following minimum specifications. \_\_\_\_\_
- 2. Engine: Shall be powered by no less than a two-cylinder, Gasoline engine. Kawasaki digital fuel injection or equal \_\_\_\_\_
- 3. Gross Horsepower: Shall be no less than 26 hp \_\_\_\_\_

**BIDDER STATE**  
**Yes/No**

- 4. Fuel Tank Shall have no less than 12 gallon tank capacity. \_\_\_\_\_
- 5. Ground Speed: Up to 12mph. \_\_\_\_\_
- 6. Cutting height: 1” – 5.5” \_\_\_\_\_
- 7. Seat: Should have Deluxe comfort Seat \_\_\_\_\_
- 8. Shall have Rollover Protection Structure (ROPS) \_\_\_\_\_
- 9. Tires: Should have:
  - a. Front – 13x 6.5-6 or equal \_\_\_\_\_
  - Rear – 26” drive tires \_\_\_\_\_
- 10. Weight: Approximately 1404 pounds \_\_\_\_\_

**B. Deck Specifications**

- 1. Discharge: Shall have a Commercial side discharge mower deck. \_\_\_\_\_
- 2. Cutting Width: Should be no less than 72 inches \_\_\_\_\_

**C. Parts Availability**

- Parts must be readily available in the Jacksonville area for a minimum of ten years following purchase \_\_\_\_\_
- Parts Stock Vendor must have a minimum of 80% of wear parts in stock. \_\_\_\_\_
- Parts Delivery Vendor must guarantee delivery within 48 hours for all non-stock parts. \_\_\_\_\_

D. Bidder shall fill in below the brand name, model or identification number and year model of item offered in bid.

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(Brand Name and Model  
or Identification Number)

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(Year Model)

- E. Deliver Receipt: "A Bill of Lading" or a "Dealer's Receipt" shall be included with delivery showing delivery date and signed by shipper and Baker County.
- F. Manuals: The successful Bidder is to include the following manuals with the order. Paper manuals are required. Online manuals and CD's will be accepted in addition to paper manuals. Bidder will be responsible for all subscriptions, updates, registrations, renewals and fees associated with online manuals for the active life of the units.
- G. Factory Shop Repair Manuals shall be included with delivery.
  - 1. Specific manuals for each major component and attachments, i.e., Engine, Transmission, and Front Lift Frame Assembly.
  - 2. Factory Shop Parts Manual - for including specific manuals for each major component and attachments, i.e. Engine, Transmission and Front Lift Frame Assembly.
  - 3. Operator's Manual and Warranty Booklet

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[End of minimum requirements]

**TERMS AND CONDITIONS**

- 1. FAILURE TO RETURN ALL PAGES OF THIS INVITATION TO BID MAY RESULT IN BID BEING DEEMED NON-RESPONSIVE.
- 2. Minimum specifications are intended to be open and non-restrictive. Contractors are invited to inform Baker County whenever specifications or procedures appear not to be fair and open. Such information should be supplied as early in the procurement process as possible. Information received in less than five (5) days prior to the scheduled bid

opening will not be acted upon unless the County Manager determines that it is in the best interest of the County to consider.

3. Brand names and numbers when provided in solicitations are for reference and to establish a quality standard. Any reference to a brand name shall not be construed as restricting Bidders to that manufacturer (unless "no substitutes" is stated). Proposals on equal items will be considered, provided the bid clearly describes the article offered and it is equal or better in quality and function and fully compatible with this requirement.
4. By submitting a bid, Bidder warrants that any goods or services supplied to Baker County Government meet or exceed the specifications set forth in this solicitation.
5. If any supplies, materials, and equipment are provided to the County under this solicitation, then such items shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer's identification labels or marks have been removed, obliterated, or changed in any way. A Contractor delivering any such equipment to the County will be deemed to have breached the contract, and appropriate action will be taken by Baker County.
6. Time of delivery is a part of the solicitation and an element of the contract that is to be awarded. If the Bidder cannot meet the required service delivery dates, a bid should not be submitted. Failure to deliver in accordance with the contract could result in the Contractor being declared in default.
7. Bid Withdrawal  
Proposals may be withdrawn at any time prior to the bid opening.
8. Expenses of Preparing Responses to this ITB  
The County accepts no responsibility for any expenses incurred by the Bidders who submit proposals in response to this ITB. Such expenses are to be borne exclusively by the Bidders.
9. It is the responsibility of each Bidder to ensure that its submission is received by 3:00 p.m. on the bid due date. The bid opening time shall be strictly observed. Bidders should plan enough time to ensure that they will be able to deliver their submission prior to our deadline. Late submissions, for whatever reason, will not be evaluated. Telephone, fax proposals, or e-mailed proposals will not be accepted.
10. Required Signatures  
Proposals must be signed by an officer or agent of the firm having the authority to execute contracts.
11. WARRANTY AND/OR GUARANTY:

Contractor warrants that its services under this Agreement shall be free of defects in materials and workmanship for manufacturer's warranty period.

12. **LITERATURE:**

When the bidder proposes to furnish another product, he is required to furnish, with his bid, literature describing the item(s) being offered. Failure to furnish this literature may result in the bid being deemed non-responsive.

13. **SILENCE OF SPECIFICATIONS:**

The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.

**CONTRACT AWARD:**

1. Proposals submitted will be evaluated and recommended for award to the lowest, responsive, and responsible Bidder(s).
2. The intent of this bid is to make an all-award; however, the County reserves the right to award by line item. The County may accept any item or group of items on any bid, whichever is in the best interest of Baker County.
3. The County reserves the right to reject any and all proposals, to waive informalities, and to re-advertise.
4. The judgment of Baker County Manager on matters, as stated above, shall be final.

**DELIVERY:**

Delivery will be F.O.B. job site or storage yard as requested at time orders are placed.

**PAYMENT:**

Payment will be made on a unit basis, net 30 days upon acceptance by the County.

**ADDITIONAL INFORMATION:**

Baker County reserves the right to request additional information needed for clarification from any Bidder for evaluation purposes.

ADDENDUM:

It will be the sole responsibility of the Bidder to contact Baker County prior to submitting a bid to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid. Addendums will be posted on the County's website <http://www.bakercountyfl.org/purchasing.php>.

REQUIRED DOCUMENTS:

The enclosed documents must be executed and returned with bid proposal or the proposal may be considered non-responsive.

A. PUBLIC ENTITY CRIME:

Public Entity Crimes – Section 287.133 (3) (n) of the Florida Statutes requires that a vendor/contractor submit a sworn statement concerning Public Entity crimes. Bidders are required to submit the enclosed form with their bid, failure to do so may be reason for rejection of bid.

B. EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY)

In accordance with State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of this Agreement is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program (“E-Verify Program”) developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the CONTRACTOR is a state or local government, the CONTRACTOR may choose to verify only new hires assigned to the Agreement; (3) use E-Verify to verify the employment eligibility of all employees assigned to the Agreement; and (4) include these requirement in certain subcontracts, such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

C. PUBLIC RECORD:

1. The County is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's public records law. Specifically, the Contractor shall:

a. Keep and maintain public records that ordinarily and necessarily would



be required by the Owner in order to perform the service;

- b. To Provide the public with access to such public records on the same terms and conditions that the Owner would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed, except as authorized by law;
- d. Meet all requirements for retaining public records and transfer to the Owner, at no cost, all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the Owner in a format that is comparable with the information technology systems of the Owner.

**PROPOSAL PRICE SHEET**

Baker County, Florida

SCAG 72" Zero Turn Radius Mower (or equal)

RFP # 2019-02

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

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

1. SCAG 72" Zero Turn mower (or equal) as specified and delivered to Baker County

\$ \_\_\_\_\_ bid price.

Brand and Model offered \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Authorized Representative

\_\_\_\_\_  
(PLEASE PRINT OR TYPE NAME)

DATE \_\_\_\_\_

**SWORN STATEMENT UNDER SECTION  
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

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 No.\_\_\_\_\_.
2. This sworn statement is submitted by\_\_\_\_\_ whose business address is\_\_\_\_\_ and (if applicable) its Federal Identification No.(FEIN) is\_\_\_\_\_. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement\_\_\_\_\_.
3. My name is\_\_\_\_\_ and my relationship to the entity named above is\_\_\_\_\_.
4. 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 with 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 of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. 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 a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. 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 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.

7. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which proposals 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.
8. 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 neither management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_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, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

\_\_\_\_\_There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

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

Personally appeared before me, the undersigned authority, \_\_\_\_\_ who after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State at large

My Commission Expires:

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**



**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, \_\_\_\_\_(print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (\*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Signed

State of Florida  
County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.  
Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_  
(Specify type of identification)

\_\_\_\_\_  
Signature of Notary  
My Commission Expires: \_\_\_\_\_

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**





**E-VERIFY AFFIRMATION STATEMENT**

RFP/Bid /Contract No:

2019-02

Project Description:

SCAG 72” Zero Turn Mower (or equal)

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:

\_\_\_\_\_

Authorized Company Person’s Signature:

\_\_\_\_\_

Authorized Company Person’s Title:

\_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

(Specify type of identification)

\_\_\_\_\_  
Signature of Notary

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

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**