

BID SOLICITATION

The Suwannee County Board of County Commissioners, Suwannee County, Florida will receive sealed bids at the Clerk of Court Cashier Window located at the Courthouse to the attention of **Clerk to the Board, 200 South Ohio Avenue, Live Oak, FL 32064** until **Friday, April 12, 2024, at 4:00 p.m.** Bids will be publicly opened and read aloud at the **Suwannee County Airport, Conference Room, 13302 80th Ter, Live Oak, FL 32060, Tuesday, April 16, 2024, at 10:00 a.m.** for the following:

ROADSIDE LITTER PICKUP

The Suwannee County Board of County Commissioners is seeking bids from companies which can provide countywide roadside litter pickup services. Bids shall be submitted with pricing based on either a per acre or per mile basis. Suwannee County has 550 miles of paved road with varying widths of right-of-way ranging from as little as 10' on each side of the paved road to as much as 40' on each side. For the purposes of acreage, a good estimate is approximately 3,333 acres. The county makes approximately 3.5 mowing cycles each year. Bidders should assume that litter will need to be picked up ahead of the tractors with each cycle. The County would also like to have the service available on an as needed basis. Litter which has been collected will be disposed of at one of the County's 14 collection sites.

The Board of County Commissioners may accept all or part of any bid. Any bid received after **April 12, 2024, at 4:00 p.m.** will be retained at the Clerk of Court Office, unopened, and will not be considered. The Board of County Commissioners reserves the right to reject any and all bids, waive formalities and re-advertise and award the bid in the best interest of Suwannee County.

The Board of County Commissioners does not discriminate because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

The Board of County Commissioners requires a Sworn Statement under section 287.133(3)(a), F.S., on Public Entity Crimes.

The Board of County Commissioners requires proof of insurance in the amount of one million dollars at a minimum.

The following condition will be a part of the contract as required by Suwannee County:

Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

1. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with Suwannee County.

Bid information can be found online at www.demandstar.com or www.suwanneecountyfl.gov.

The deadline for questions regarding this matter is Friday, April 5th, 2024 @ 5:00 pm, and should be addressed to Holland Freeman, Administrative Associate, at 386-364-3400, hollandf@suwcountyfl.gov.

All bids must be submitted with one (1) original and three (3) copies in a sealed envelope marked as follows:

**BID NO. 2024-10 ROADSIDE LITTER PICKUP
ATTN: CLERK TO THE BOARD
200 SOUTH OHIO AVENUE
LIVE OAK, FL 32064**

TRAVIS LAND, CHAIRMAN
SUWANNEE COUNTY BOARD OF COMMISSIONERS

BID SUMMARY
(MUST PRECEDE ALL BID DOCUMENTS)

RESPONDER NAME

ADDRESS

EMAIL ADDRESS AND PHONE NUMBER

BID NUMBER: 2024-10

DESCRIPTION OF PROJECT: Roadside Litter Pickup

DATE & TIME OF BID OPENING: April 16, 2024 at 10:00 a.m. or soon thereafter

LOCATION FOR BID OPENING: Suwannee County Airport
Conference Room
13302 80th Ter
Live Oak, FL 32060

TOTAL BID AMOUNT PER ACRE:

IN FIGURES: \$ _____ **IN WORDS:** _____

TOTAL BID AMOUNT PER MILE:

IN FIGURES: \$ _____ **IN WORDS:** _____

RESPONDER COMPANY NAME (PRINT OR TYPE)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE

AUTHORIZED COMPANY REPRESENTATIVE (PRINT OR TYPE)

DATE

IMPORTANT:
**THIS BID SUMMARY MUST BE COMPLETED AND MUST PRECEDE ALL
RESPONDER DOCUMENTS**

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

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

1. This sworn statement is submitted to _____
[print name of 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 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 of 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 a 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:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. 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.

5. 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 a 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.

6. 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 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 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 THROUGH 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 and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

_____ My commission expires _____
(Type of Identification)

(Printed typed or stamped Commissioned name of Notary Public)

REFERENCES

Company Name: _____

Address: _____

Contact Name: _____

Contact Phone or email: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact Phone or email: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact Phone or email: _____



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060
Travis Land, Chairman

**E-Verify for
Bid No. 2024-10
ROADSIDE LITTER PICKUP
Suwannee County, Florida**

Company/Entity: _____

Authorized Signature: _____

The Company acknowledges and agrees to utilize the U. S. Department of Homeland Security's E-verify system in accordance with the terms governing use of the system, for the purpose of confirming the employment eligibility of all employees, subcontractors or persons utilized by the Company while undertaking work within Suwannee County.

**BID NO. 2024-10
ROADSIDE LITTER PICKUP
SUWANNEE COUNTY, FL**

Failure to Perform Questionnaire

Name of Company: _____

1. Has the company been involved in any litigation within the last (5) five years for failure to perform?

Yes _____ No _____

If yes, explain:

2. Has a bond company or other insurance been utilized to complete a contract for the company within the last (5) five years?

Yes _____ No _____

If yes, explain:



Suwannee County Nondiscrimination Policy

I. Policy Statement

Suwannee County Board of County Commissioners (hereinafter the Agency) does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Agency will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

II. Complaint Procedures

The Agency has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status in any Agency program, service or activity may file a complaint with the Agency Title VI/Nondiscrimination Coordinator:

Name: Paula Pennington
Address: 13150 80th Ter
Live Oak, FL 32060
Email: paulap@suwcountyfl.gov
Phone: (386) 364-3400

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance. The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter.

Greg Scott, County Administrator
Policy approval/revision date: 3/1/2022



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060
Travis Land, Chairman

Bid No. 2024-10
ROADSIDE LITTER PICKUP
SUWANNEE COUNTY, FL

NONDISCRIMINATION POLICY ACKNOWLEDGEMENT

_____ (Company Name) is familiar with the Suwannee County Board of County Commissioners Nondiscrimination Policy and is hereby committed to complying with same.

Accepted By/Authorized Representative:

(Print Name)

(Signature)

(Date)

Please complete and submit this form with all of you BID documents

**Checklist for
Bid No. 2024-10
ROADSIDE LITTER PICKUP
Suwannee County, Florida**

- Bid Summary Page
- Sworn Entity Statement
- References
- Proof of Insurance
- E-Verify Form
- Failure to Perform Questionnaire
- Nondiscrimination Policy Acknowledgement
- Any other documents in accordance with specifications
- Submission of one (1) original and three (3) copies of Bid package