



## SEMINOLE TRIBE OF FLORIDA INVITATION TO BID

### **SEMINOLE TRIBAL MEMBER LAWN CARE VENDORS ONLY**

Solicitation No.: ITB 25-2025

Title: Lawn Care Services (Brighton)

Description: The Housing Department of the Seminole Tribe of Florida is requesting bids from qualified Seminole Tribal Member lawn care vendors to provide lawn care services at the Brighton Reservation.

Solicitation Release Date: May 29, 2025

Pre-Bid Conference: June 5, 2025 @ 11:30 AM (ET) **(MANDATORY)**

Deadline for Questions\*: June 12, 2025 @ 5:00 PM (ET)

Bid Due Date: June 26, 2025 @ 5:00 PM (ET)

Contact Person(s)\*: To: [MarianJamaleddine@semtribe.com](mailto:MarianJamaleddine@semtribe.com)  
Cc: [MarielaVelazquez@semtribe.com](mailto:MarielaVelazquez@semtribe.com);  
[BidSubmissions@semtribe.com](mailto:BidSubmissions@semtribe.com)  
Contact instructions are detailed in Section IV, Paragraph 1.

\*ALL QUESTIONS/INQUIRIES/COMMUNICATION MUST BE DIRECTED IN WRITING TO THE CONTACT PERSON(S).  
FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION OF AN AWARD UNDER THIS SOLICITATION.

## **SECTION I – GENERAL INFORMATION**

### **1. BACKGROUND**

The Seminole Tribe of Florida (hereinafter the “TRIBE” or “STOF”) is a federally recognized Indian Tribe organized pursuant to Section 16 of the Indian Reorganization Act of 1934, as amended, 25 U.S.C. §5123. There are six (6) Seminole Indian Reservations in the State of Florida in Big Cypress, Brighton, Hollywood, Immokalee, Tampa, and Fort Pierce. Tribal Headquarters are located on the Hollywood Reservation in an urban environment in the Greater Fort Lauderdale/Hollywood, Florida area. Satellite offices are located on each of the other reservations or trust land. The TRIBE also maintains off-reservation offices in Naples, Fort Pierce, Hollywood, and Miami.

The TRIBE provides various governmental services to its members and residents of its reservations similar to those services provided at the municipal or county level. Examples of such services include, but are not limited to, public works, recreation and elder services programs, police, fire, and EMS services. The TRIBE also maintains health and dental clinics, an education program, preschools and schools, a museum, two rodeo arenas, etc. In addition to governmental services, the TRIBE and the Seminole Tribe of Florida, Inc. (hereinafter “STOFI”) also are engaged in various business activities including real estate, agriculture, tourism, manufacturing, gas station/convenience stores, and sales.

The terms “Vendor” and “Bidder” are used interchangeably in this document to refer to respondents of this ITB. The term “Contractor” is used in this document to refer to the awarded vendor(s).

### **2. ADDITIONAL ITEMS AND SERVICES**

The TRIBE may require additional items or services of similar nature, but not specifically listed in this solicitation. The selected CONTRACTOR(s) agrees to provide such items or services, and shall provide the TRIBE prices on such additional items or services based upon a formula or method that is the same or similar to that used in establishing the fees as a result of this solicitation. If the fees offered are not acceptable to the TRIBE, and the situation cannot be resolved to the satisfaction of the TRIBE, the TRIBE reserves the right to procure those items or services from others.

CONTRACTOR shall work cooperatively, when required, with any additional parties from which these services are obtained.

### **3. FRAUD AND MISREPRESENTATION**

Any individual, corporation, or other entity that attempts to fulfill the requirements of this solicitation through fraud, misrepresentation, or material misstatement may be deemed non-responsible and such individual, corporation, or other entity’s qualification may be null and void.

**4. CONFIDENTIALITY / NON-DISCLOSURE**

BIDDER shall treat any information contained in this solicitation (or accumulated through other written or oral communication with the TRIBE) as confidential information. Any information provided by the TRIBE to BIDDER in this solicitation is to be used solely to permit BIDDER to reply to the solicitation and BIDDER shall make no other use of the information, inclusive of sharing the information with corporate affiliates and subsidiaries without the prior written consent of the TRIBE. BIDDER shall hold the information contained in this solicitation in strict confidence and the information obtained will not be disclosed to any third-party, vendor affiliate, or subsidiary, without the TRIBE's prior written consent.

**5. NON-EXCLUSIVITY**

It is expressly understood that contractor selection does not grant CONTRACTOR an exclusive privilege to provide the TRIBE any or all of the goods and/or services that are the subject of this solicitation. The TRIBE reserves the right, as deemed in its best interest, to perform or cause to be performed the provision of the goods and/or services, or any portion thereof, herein described in any manner it sees fit, including but not limited to award to multiple contractors, and contract with other contractor(s) for the provision of goods and/or services similar or identical to those that are the subject of this solicitation.

**6. DISCLOSURE**

BIDDER responding to this solicitation must disclose in detail any current or past relationships with the TRIBE, Seminole Gaming, and/or STOFI and their employees.

**7. ADDENDA / REVISIONS TO SOLICITATION**

If it becomes necessary to revise or clarify any part of this solicitation, the TRIBE will modify this solicitation by issuance of written addenda. All addenda will clearly be marked as such and shall become part of the solicitation documents.

All questions submitted by prospective bidders will be answered via an official addendum to ensure all prospective bidders have access to the TRIBE's answers.

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## SECTION II – SCOPE OF WORK

### 1. PROJECT DETAILS

Details regarding this scope of work, including CONTRACTOR responsibilities, technical requirements, term/duration, etc., are available for BIDDER's review via *Attachment A – Scope of Work*. Bidders are expected to review this document in full to become familiar with the Scope of Work.

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## SECTION III – QUALIFICATIONS REQUIREMENTS

### 1. GENERAL QUALIFICATIONS

Bids shall be considered only from bidders normally engaged in performing the type of work specified in this solicitation. BIDDER must have adequate organizational resources, facilities, equipment, and personnel to ensure prompt and efficient service to the TRIBE.

At a minimum, qualifying bids shall demonstrate that BIDDER possesses the qualifications necessary to provide high-quality services. To ensure BIDDER is capable of providing an acceptable level of service to the TRIBE, BIDDER shall meet the following minimum qualifications:

- Be an active Seminole Tribal Member lawn care vendor with the TRIBE.
- Be the prime contractor and will not subcontract out any work or partner with another firm.
- Have a minimum of three (3) years of experience in providing similar services.
- Maintain a fully equipped organization capable, technically and financially, of performing the work required, and has performed similar work in a satisfactory manner.
- Carry and maintain adequate insurance consistent with the requirements listed in *Attachment B – Insurance Requirements*.
- Meet any other requirements outlined in this solicitation.

### 2. PRE-BID CONFERENCE (MANDATORY)

A Pre-Bid Conference has been scheduled for prospective bidders. Details regarding the Pre-Bid Conference are found in the paragraphs below.

#### 2.1. ATTENDANCE AND ATTENDEES:

- **Attendance is mandatory to be eligible for award.**
- Prospective bidders shall assign one (1) employee or representative of the prime BIDDER responding to this solicitation to attend the Pre-Bid Conference to receive credit for attendance. Subcontractors or other individuals (consultants, vendors, etc.) may not attend for the prime BIDDER.
- A grace period of ten (10) minutes will be allowed for attendees who are late. **Prospective bidders who arrive more than ten (10) minutes late shall be disqualified and shall not be permitted to sign-in and attend the Pre-Bid Conference.**
- Attendees must stay for the duration of the Pre-Bid Conference and may not leave until they are dismissed by the TRIBE's Project Manager.

#### 2.2. MEETING DETAILS:

The date, time, and location of the Pre-Bid Conference are shown in the table below:

<b>PRE-BID CONFERENCE</b>	
Date:	June 5, 2025
Time:	11:30 AM (ET)
Location:	Brighton Reservation Housing Office: Administration Building 650 E. Harney Pond Road Okeechobee, FL 34974

### **2.3. NOTICE REGARDING LOCATION:**

- Due to limited parking, prospective bidders are encouraged to arrive early to secure parking.
- Attendees shall respect common parking etiquette and shall not double-park, block another vehicle, block the road, or park on the grass, curb, or other unmarked spaces.
- A shuttle will NOT be available for prospective bidders to board.

### **2.4. QUESTIONS:**

- Bidders may ask questions during the Pre-Bid Conference. These questions may or may not be answered during the Pre-Bid Conference, as decided by the TRIBE. For questions which were not answered during the Pre-Bid Conference, the answers may be shared with prospective bidders via an official addendum.
- Questions outside of the Pre-Bid Conference must be submitted to the Contact Person(s) in writing by the Deadline for Questions to receive a formal written response.

### **2.5. GENERAL:**

- At the TRIBE's discretion, the TRIBE may videotape and/or audiotape the Pre-Bid Conference, whether held in-person or online. This recording may only be shared internally with the TRIBE key personnel and may not be provided to prospective bidders who attended the Pre-Bid Conference, as determined by the TRIBE.

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## SECTION IV – SUBMISSION REQUIREMENTS & INSTRUCTIONS

### 1. CONTACT PERSON(S)

Responses to this solicitation, in addition to all questions, inquiries, and communication, must be routed through:

CONTACT PERSON	
Name:	Marian Jamaledine
Email:	To: <a href="mailto:MarianJamaledine@semtribe.com">MarianJamaledine@semtribe.com</a> Cc: <a href="mailto:MarielaValezquez@semtribe.com">MarielaValezquez@semtribe.com</a> ; <a href="mailto:BidSubmissions@semtribe.com">BidSubmissions@semtribe.com</a>
Phone:	(954) 966-6300 x11192

Cone of Silence: Bidders shall not contact any other employee of the TRIBE for information with respect to this solicitation. Any violation of the restriction imposed above regarding correspondence may constitute grounds for rejection of a response at any time.

### 2. SUBMISSION REQUIREMENTS

BIDDER must include the items listed below as part of their submission to be considered for award:

- Attachments & Exhibits Checklist – BIDDER must initial next to each attachment and exhibit listed in the two (2) tables in Section IV, Paragraph 4, to confirm BIDDER's submission includes each applicable completed form.
- All required exhibits according to Section IV, Paragraph 4 of this solicitation.

Failure to submit all information may result in disqualification or lower ranking due to not meeting these requirements.

Required Exhibits provided to BIDDER by the TRIBE shall not be altered by BIDDER and shall only be filled-in as instructed by the TRIBE, unless otherwise instructed by the TRIBE. Bids which include altered files may be disqualified, as determined by the TRIBE.

### 3. SUBMISSION INSTRUCTIONS

Electronic submissions in response to this solicitation must be emailed to the Contact Person(s) listed in Section IV, Paragraph 1 by the Bid Due Date and time detailed in this solicitation.

- The TRIBE has an email size limit of 15MB per email. Larger files must be split into 15MB emails and sent separately.
- Physical correspondence, flash drives, or any other physical media shall not be accepted. Links to file sharing websites or portals shall not be accepted.

The Subject Line of all emailed correspondence from BIDDER to the TRIBE regarding this solicitation will follow the format shown below:

- Subject Line: ITB 25-2025 – [BIDDER's Company Name]

- If there are multiple emails for your submission, please number them sequentially in the following manner to ensure all emails are received: Submission 1 of 3, Submission 2 of 3, Submission 3 of 3, etc.

Submissions must be clear, concise, organized, legible, and easy to read and navigate. Submissions may be returned to BIDDER and required to be reorganized and resubmitted. Submissions which are deemed by the TRIBE to be illegible or unintelligible may be disqualified.

All parts, pages, figures, and tables should be numbered and labeled clearly. If submitting separate files, the File Name of each submitted attachment and exhibit must include the assigned letter; for example, *Attachment A*'s File Name must state, at a minimum, "Attachment A." BIDDER may include additional information in the File Name, if needed.

In order to fairly evaluate all responses, bidders should not include additional information other than what is asked to be provided. This includes any information related to BIDDER's organization that was not specifically asked to be provided.

#### **4. ATTACHMENTS & EXHIBITS**

BIDDER must initial next to each Attachment and Exhibit listed in the tables below to confirm BIDDER reviewed all Attachments and submitted all required Exhibits.

Please note, Attachments are reference documents which require BIDDER's review. Exhibits are documents which BIDDER must provide or complete and sign, according to the instructions specified by the TRIBE in the "Submission Instructions" below.

##### **4.1. ATTACHMENTS:**

<b>Attachment</b>	<b>Description</b>	<b>Submission Instructions</b>	<b>BIDDER's Initials</b>
Attachment A	Scope of Work	Review information. Initial in next cell to confirm this document has been reviewed. No further action needed.	
Attachment B	Insurance Requirements	Review information. Initial in next cell to confirm this document has been reviewed. No further action needed.	

##### **4.2. EXHIBITS:**

<b>Exhibit</b>	<b>Description</b>	<b>Submission Instructions</b>	<b>BIDDER's Initials</b>
Exhibit A	Schedule of Values	Review all tabs and fill-in required information. Sign and submit.	
Exhibit C	Qualification Questionnaire	Complete and submit.	
Exhibit D	Contractor Certification Regarding Debarment and Suspension	Complete, sign, and submit.	
Exhibit E	Non-Collusion Affidavit of Prime Bidder	Complete, sign, and submit.	
Exhibit G	Acknowledgement of Project Conditions	Sign and submit.	
Exhibit H-1	List of Recently Completed Projects and Contract Amounts	Complete, sign, and submit.	
Exhibit H-2	List of Past Experience with the Tribe	Complete, sign, and submit. If no past experience with the TRIBE, please note, sign, and submit.	
Exhibit I	List of References	Complete, sign, and submit.	
Exhibit K	Firm Certification	Complete, sign, and submit.	
Exhibit L	Drug-Free Workplace Form	Complete, sign, and submit.	
Exhibit M	Compliance Documents	To be submitted by BIDDER as described below: 1. A copy of BIDDER's Certificate of Insurance.  This file must be clearly labeled as the appropriate exhibit in BIDDER's submission.	
Exhibit Z	Acknowledgement of Receipt of Addenda	Complete, sign, and submit form <u>ONLY</u> if an addendum has been issued.	

## 5. PRICE

Prices stated in bid responses to this solicitation shall remain fixed and firm for all services to be performed for a minimum period of one-hundred and eighty (180) calendar days from the Bid Due Date.

**6. POST SUBMISSION**

Any price adjustments after bid submission must be requested in writing and approved by the TRIBE.

BIDDER may be required to clarify items related to their submission, which may include but not be limited to verifying submitted information and confirming comprehension of the full requirements of the Scope of Work, and is expected to be responsive. Bidders deemed by the TRIBE to be unresponsive may be disqualified.

BIDDER may be required to submit and/or sign additional documentation, forms, exhibits, etc. after the Bid Due Date and before the resultant agreement is drafted as a continuation of the solicitation requirements and/or as part of the vendor registration process. Should BIDDER be unable or unwilling to satisfy this requirement, BIDDER may be disqualified.

The TRIBE reserves the right to negotiate any and all submitted pricing, payment terms, warranties, etc. with the BIDDER or selected CONTRACTOR during the evaluation process, drafting phase of the resultant agreement, and/or at a time otherwise determined by the TRIBE.

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## SECTION V – SELECTION PROCESS

### 1. EVALUATION CRITERIA

The TRIBE will conduct a comprehensive, fair, and impartial evaluation of all documents received in response to this solicitation.

The TRIBE shall evaluate all submissions in the order listed below:

- On-time and complete submission (with all required documentation)
- Projected completion date and lead time
- Previous performance at a satisfactory level
  - The TRIBE reserves the right to eliminate any submission should BIDDER have evidence of previous poor or unsatisfactory performance for similar or dissimilar services performed for the TRIBE or other companies.
- Qualification Questionnaire
- Current and pending workload with the TRIBE performing similar and dissimilar services, and capability to take on additional responsibilities without negatively impacting existing opportunities
- Any other relevant factors, as listed in the solicitation
- Pricing versus the market
  - Pricing will be listed from lowest price to highest price for all bidders whose submission meets the minimum requirements listed above

The applicable bid(s) will be eliminated if any of the following apply:

- Any criteria or requirements are incomplete
- Any criteria or requirements are not met
- The required schedule cannot be met
- Any other relevant factor(s) are not met, as determined by the TRIBE

The remaining bid(s) will be evaluated on a price versus the market comparison and an awardee(s) will be determined. The TRIBE may select one (1) or multiple respondents to provide the solicited services. The TRIBE reserves the right to split award in its sole discretion.

This solicitation and selection process shall in no way be deemed to create a binding contract, agreement, or offer of any kind between the TRIBE and any entity. If the TRIBE selects a CONTRACTOR(s) to provide the services described in this solicitation, any legal rights and obligations between the successful CONTRACTOR(s), if any, and the TRIBE will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement and executed by the parties.

## **2. RIGHT TO RESCIND AWARD**

The TRIBE reserves the right to rescind an award should the awardee be considered, in the TRIBE's sole opinion, to be inflexible in its agreement negotiations.

## **3. SEMINOLE TRIBAL AND STOFI OWNED BUSINESS PREFERENCE**

The TRIBE encourages its Seminole Tribal Member vendors and STOFI owned businesses to bid on goods and services through the competitive bidding process and will give preference to qualified Seminole Tribal Member and STOFI owned businesses/entities certified by the TRIBE.

In all cases, the Seminole Tribal Member owned business/entity or STOFI owned business/entity must be qualified for the applicable Scope of Work and must be able to demonstrate that the individual or business/entity has the skills and abilities to perform requested tasks in an acceptable manner.

Should bidders or prospective bidders have any questions related to Seminole Tribal Preference, please reach out to the Contact Person(s) listed in this solicitation.

## **4. HOW SEMINOLE TRIBAL PREFERENCE IS APPLIED**

The following preference rules do not apply to projects over Five Million Dollars (\$5,000,000.00) in value.

For solicitations where the most qualified, responsive, responsible, lowest-priced bidder are the deciding factors for award, the following Seminole Tribal Preference rules shall apply whether the business/entity is 51% Seminole Tribal Member owned or higher:

- For non-construction projects, preference will be given to bids submitted by Seminole Tribal and STOFI owned businesses/entities as long as the bid is equal to or less than three percent (3%) (not to exceed \$100,000) of the lowest non-Seminole Tribal Member business's bid.
- For construction projects, preference will be given to bids submitted by Seminole Tribal and STOFI owned businesses/entities as long as the bid is equal to or less than four percent (4%) (not to exceed \$200,000) of the lowest non-Seminole Tribal Member business's bid.

## **5. VENDOR APPLICATION AND REGISTRATION PROGRAM**

Because the TRIBE is engaged in Indian tribal gaming in accordance with the Indian Gaming Regulatory Act and the regulations promulgated by the National Indian Gaming Commission, the TRIBE cannot engage in significant transactions with individuals or business entities whom, because of past or continuing activities, associations, or reputation, might bring discredit to the TRIBE and its gaming operations. Thus, the TRIBE has adopted a program whereby it reviews significant transactions and the persons or entities involved with those transactions to assure compliance with all applicable laws and regulations relating to gaming.

If not already an approved and registered vendor with the TRIBE, the highest scoring or lowest-priced vendor(s) will be required to submit a completed and fully executed Vendor Application and Registration Form to the TRIBE's Purchasing Department. The highest scoring or lowest-priced vendor(s) shall not initiate this process until requested by the TRIBE's Purchasing Department.

Upon successful completion of an investigation into the past and current activities, associations, and reputation of the applicant, the TRIBE will assign a vendor number and the vendor will be added to its Master Vendor File. The TRIBE may not enter into any business transactions with any vendor whose name does not appear on its Master Vendor File.

Should the highest scoring or lowest-priced vendor(s) be unresponsive or unable to successfully complete the vendor registration process, the TRIBE reserves the right to halt the vendor registration process with the highest scoring or lowest-priced vendor(s) and move onto the next highest scoring or lowest-priced vendor(s). Should the next highest scoring or lowest-priced vendor(s) be unresponsive or unable to complete the vendor registration process, the TRIBE will continue to halt the vendor registration process and move onto the next highest scoring or lowest-priced vendor(s) until a vendor(s) is successfully registered.

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**ATTACHMENT A****SCOPE OF WORK****1. INTRODUCTION**

The TRIBE is requesting bids from qualified Seminole Tribal Member lawn care vendors to provide lawn care services at the Brighton Reservation for up to two (2) years, or as determined by the TRIBE, in accordance with the specifications listed in this solicitation.

CONTRACTOR is required to supply all labor, including supervision, materials, equipment, and transportation to maintain the lawns during the contract period, as outlined below.

**2. PROJECT DETAILS**

Services shall be provided by CONTRACTOR in accordance with the Scope of Work below:

**2.1. LAWN CUTTING:**

Lawns shall be mowed according to the schedule set forth by the TRIBE's Housing Department.

- June through October – one (1) cut per week
- November through May – one (1) cut every other week
- For the above-listed lawn cutting schedules, CONTRACTOR shall also provide the following services during each visit where applicable:
  - Remove and disposal of excess lawn clippings
  - Line trimming and edging is required around driveways, air conditioning and generator units, plant and flower beds, sprinkler heads, sidewalks, and patios
  - Remove weeds and trash from flowerbeds
  - Remove weeds/vines (unless ornamental) from flowerbeds, fences, gates, walls, etc.
  - Check irrigation systems, clean and adjust sprinkler heads for proper aim, and repair and reset sprinkler heads

**2.2. TRIMMING – TREES/HEDGES/PLANTS/SHRUBS:**

- June through October – once (1) per month
- November through May – once (1) every other month
- For the above-listed schedules, CONTRACTOR shall provide the following services where applicable:
  - Trim trees up to ten feet (10') as needed and required
  - Trim plants and shrubs as needed and required
  - Trim hedges

**2.3. FERTILIZATION AND MULCHING:**

- Fertilization shall be performed two (2) times per year during the months of May and October
- Mulching shall be performed two (2) times per year during the months of May and October

**2.4. ADDITIONAL CONTRACTOR RESPONSIBILITIES:**

- CONTRACTOR shall provide a schedule before a Purchase Order (PO) may be requested.
  - The service schedule must be maintained with the exception of inclement weather. All schedules should be provided in a timely manner.
  - The TRIBE's Housing Department shall be notified of any changes to the schedule immediately.
- Any services rendered outside of the Scope of Work outlined in the resultant agreement will not be chargeable to the TRIBE without written approval prior to the service being performed and shall be billed separately.
- All services will be conducted with professionalism and in a workmanlike manner.
- CONTRACTOR shall clean work site at the end of each workday to remove debris piles from sidewalks, all paved areas, and pedestrian access areas.
- Any damage to property that may result in collateral damages (i.e. damage to roofing tiles) must be repaired at CONTRACTOR's expense, immediately after damage.
  - CONTRACTOR shall, at their own expense repair, replace, or otherwise restore to original condition all property damaged as a result of any activity by the CONTRACTOR, to the satisfaction of the TRIBE. This includes, but is not limited to, soil grade disturbance resulting from heavy equipment/stump removal, pavement surfaces, turf areas, mixing zones, fabricated structures, and/or equipment.
- Send all invoices to [invoices@semtribe.com](mailto:invoices@semtribe.com) and copy the TRIBE's Regional Housing Supervisor. Do not email invoices directly to the TRIBE's Housing Department.
- The TRIBE may ask CONTRACTOR to perform additional services to be provided in declared Natural Disasters and/or Acts of God.
  - The TRIBE may ask CONTRACTOR to provide annual storm/hurricane preparedness to eliminate the possibility of hazards to the home/home site from hazardous trees and limbs for the locations within the Scope of Work.
    - If CONTRACTOR holds a Certified Arborist License, the TRIBE may ask CONTRACTOR to trim and remove trees for the locations within the Scope of Work.

**2.5. GENERAL DUTIES AND RESPONSIBILITIES:**

- CONTRACTOR's progress will be monitored by the TRIBE's Landscape Coordinator or designated staff, which may be present on the work site at any time during the contracted work period.

- CONTRACTOR will perform all work from 8:00 AM to 5:00 PM (ET), Monday through Friday, unless otherwise approved a minimum of three (3) business days in advance by the TRIBE's Project Manager.
  - No work shall be performed on holidays observed by the TRIBE without prior consent.
- No less than seven (7) business days prior to initiating work, the selected CONTRACTOR will provide a schedule to the TRIBE's Project Manager detailing the dates, times, and locations of work to be completed.
- Before work commences, CONTRACTOR shall review with the TRIBE's Project Manager any additions or changes to proposed methods or chemicals.
- The TRIBE's Project Manager must be consulted prior to trimming questionable trees, removing of entire trees, and altering of trimming resulting from Tribal Member request.
- To avoid damage to Tribal structure and infrastructure, CONTRACTOR shall perform work under the guidelines of power line operation, Florida Best Management Practices (BMP) for arborist, and traffic management.
- If debris piles are left in any area for more than two (2) business days, the TRIBE may, at its discretion, hire a third-party vendor to remove the debris, and subtract this expense from the fees owed to CONTRACTOR.

## **2.6. GROUND CREW SUPERVISOR(S) DUTIES AND RESPONSIBILITIES:**

**At least one (1) Ground Crew Supervisor who meets or exceeds the minimum qualifications outlined below shall be assigned to each project crew and be on-site at all times while crews are at work:**

- Have sound knowledge of ecological principles as they relate to vegetation management, including resource management methods, biological processes, and vegetation control techniques.
- Able to work under adverse environmental conditions, including inclement weather, high humidity and temperatures, biting and stinging insects, poisonous plants and animals, and difficult terrain.
- Able to operate and maintain field vehicles and equipment, and to recognize and avoid hazards associated with operating such field vehicles and equipment.
- Able to communicate with all crew members in a common language.
- In accordance with Florida Department of Agriculture & Consumer Services (FDACS) guidelines, one (1) Ground Crew Supervisor may supervise a maximum of two (2) bucket truck work crews at any given time. A bucket truck work crew is considered one (1) bucket truck working with one (1) support box truck for debris hauling and one (1) chipping machine.

**The Ground Crew Supervisor(s) shall be responsible for the following:**

- Contacting the TRIBE's Project Manager each morning before crew begins work to confirm the time and location of work being performed, as well as overall progress,

delays, concerns, and work completion, unless otherwise specified by the TRIBE's Project Manager.

- Providing daily written progress reports upon completion of services to the TRIBE's Project Manager regarding trees trimmed, treatment locations, equipment used, manpower, etc. in accordance with the TRIBE's reporting standards.
- Coordinating and reporting on the status of project activities with the TRIBE's Project Manager on a weekly basis.
- Maintaining quality control and health and safety assurance on project site.
- Informing their crews of project boundaries and ensuring crews remain within them.
- Providing all crew members with the supplies and equipment needed to perform the work required, including but not limited to the following:
  - Vehicles for transportation to and within work sites
  - GPS equipment for navigation and data collection
  - Herbicides and adjuvants
  - Sprayers
  - Machetes, brush cutters, and other hand tools
  - Chainsaws and other power tools
  - Safety equipment
  - Drinking water
  - Suitable communications capability to facilitate operational coordination and safety of crew members.

#### **2.6.1. Permit Requirements (If Applicable):**

- All work performed under the resultant agreement shall be in strict compliance with the Florida Building Code, industry standards, Occupational Safety and Health Administration (OSHA) regulations, and local municipalities.
- CONTRACTOR shall be responsible for timely obtaining all necessary permits and inspections through appropriate agencies.
  - Contact the TRIBE's Tribal Inspector's Department via email at [buildingdept@semtribe.com](mailto:buildingdept@semtribe.com) for requirements.
  - All new incoming permitting applications shall be sent to the Tribal Inspector's Department by the digital self-service portal: [https://lmp.semtribe.com/EnerGov\\_Prod/SelfService](https://lmp.semtribe.com/EnerGov_Prod/SelfService). CONTRACTOR shall follow the instructions to register. Once registration has been approved, CONTRACTOR or delegate will be able to log in to use the site.
- CONTRACTOR shall produce all necessary county and local licenses, where applicable.

### **3. LOCATION OF SERVICES**

The services described in this solicitation shall be completed at the locations identified below:

Reference Number	Service Locations 1			
	Address	City	State	Zip

1	16946 Knots Landing #499	Okeechobee	FL	34974
2	16951 Knots Landing #500	Okeechobee	FL	34974
3	16956 Knots Landing #501	Okeechobee	FL	34974
4	16955 Knots Landing #502	Okeechobee	FL	34974
5	16960 Knots Landing #503	Okeechobee	FL	34974
6	16959 Knots Landing #504	Okeechobee	FL	34974
7	16964 Knots Landing #505	Okeechobee	FL	34974
8	16963 Knots Landing #506	Okeechobee	FL	34974
9	16986 Knots Landing #507	Okeechobee	FL	34974
10	16967 Knots Landing #508	Okeechobee	FL	34974
11	16996 Knots Landing #509	Okeechobee	FL	34974
12	16981 Knots Landing #510	Okeechobee	FL	34974
13	17020 Knots Landing #511	Okeechobee	FL	34974
14	16997 Knots Landing #512	Okeechobee	FL	34974
15	17166 Knots Landing #513	Okeechobee	FL	34974
16	17009 Knots Landing #514	Okeechobee	FL	34974
17	17186 Knots Landing #515	Okeechobee	FL	34974
18	17025 Knots Landing #516	Okeechobee	FL	34974
19	17045 Knots Landing #517	Okeechobee	FL	34974
20	17065 Knots Landing #518	Okeechobee	FL	34974
21	17085 Knots Landing #519	Okeechobee	FL	34974
22	17105 Knots Landing #520	Okeechobee	FL	34974
23	17125 Knots Landing #521	Okeechobee	FL	34974
24	17145 Knots Landing #522	Okeechobee	FL	34974
25	17165 Knots Landing #523	Okeechobee	FL	34974
26	17185 Knots Landing #524	Okeechobee	FL	34974
27	17100 Knots Landing #525	Okeechobee	FL	34974
28	17120 Knots Landing #526	Okeechobee	FL	34974
29	17146 Knots Landing #527	Okeechobee	FL	34974
Reference Number	Service Locations 2			
	Address	City	State	Zip
30	417 W. Village St.	Okeechobee	FL	34974
31	425 W. Village St.	Okeechobee	FL	34974
32	450 W. Village St.	Okeechobee	FL	34974
33	435 W. Village St.	Okeechobee	FL	34974
34	485 W. Village St.	Okeechobee	FL	34974
35	495 W. Village St.	Okeechobee	FL	34974
36	590 E. Village St.	Okeechobee	FL	34974
37	17375 Short St.	Okeechobee	FL	34974

Reference Number	Service Locations 3			
	Address	City	State	Zip
38	17202 Rainbow Lane	Okeechobee	FL	34974
39	17200 Rainbow Lane	Okeechobee	FL	34974
40	17184 Rainbow Lane	Okeechobee	FL	34974
41	17182 Rainbow Lane	Okeechobee	FL	34974
42	17180 Rainbow Lane	Okeechobee	FL	34974
43	17164 Rainbow Lane	Okeechobee	FL	34974
44	17162 Rainbow Lane	Okeechobee	FL	34974
45	17160 Rainbow Lane	Okeechobee	FL	34974
46	17051 Rainbow Lane	Okeechobee	FL	34974
47	17071 Rainbow Lane	Okeechobee	FL	34974
48	17111 Rainbow Lane	Okeechobee	FL	34974
49	17131 Rainbow Lane	Okeechobee	FL	34974
50	17151 Rainbow Lane	Okeechobee	FL	34974
51	17171 Rainbow Lane	Okeechobee	FL	34974
52	17191 Rainbow Lane	Okeechobee	FL	34974
53	16970 Rainbow Lane	Okeechobee	FL	34974
54	16990 Rainbow Lane	Okeechobee	FL	34974
55	17030 Rainbow Lane	Okeechobee	FL	34974
56	17031 Rainbow Lane	Okeechobee	FL	34974
57	17050 Rainbow Lane	Okeechobee	FL	34974
58	17070 Rainbow Lane	Okeechobee	FL	34974
59	17090 Rainbow Lane	Okeechobee	FL	34974
60	17091 Rainbow Lane	Okeechobee	FL	34974
61	17110 Rainbow Lane	Okeechobee	FL	34974
62	17130 Rainbow Lane	Okeechobee	FL	34974
63	17150 Rainbow Lane	Okeechobee	FL	34974
Reference Number	Service Locations 4			
64	Knots Landing Pass Through			
65	Knots Landing Cul-de-sac			
66	Knots Landing Playground			
67	Knots Landing Bus Stop			
Reference Number	Service Locations 5			
68	Rainbow Lane Playground			

**4. PERIOD OF PERFORMANCE**

The services described in this solicitation are expected to be for a term of up to two (2) years from date of written Notice to Proceed (email sufficient), or as otherwise determined by the TRIBE.

**ATTACHMENT B**  
**INSURANCE REQUIREMENTS**

The TRIBE reserves the right to modify the insurance requirements listed in this solicitation, as needed.

CONTRACTOR receiving an award, if any, will be requested to procure and maintain insurance coverage throughout the term of service provision from an insurer(s) financially acceptable and lawfully authorized to do business in the state(s) where the TRIBE conducts operations. Such coverage shall protect CONTRACTOR against claims arising from sickness, disease, death or injury to persons, and/or physical damage to tangible property, including loss of use, which may arise from the goods, products, or services provided by the CONTRACTOR, its agents, or its representatives.

**Minimum Scope of Insurance**

CONTRACTOR's insurance coverage shall include the following minimum limits and coverage, if applicable:

- I. Commercial General Liability insurance on an occurrence coverage form, at least as broad as the *Insurance Services Office Commercial General Liability Policy form CG 0001* ©, current edition. If CONTRACTOR sells or distributes alcoholic beverages such coverage shall include Liquor or Dram Shop Liability. If CONTRACTOR sells or distributes food or beverage products such coverage shall include claims emanating from food-borne illness. Other than the standard exclusions applicable to pollution, asbestos, mold, employment practices, ERISA and professional liability, there shall be no additional limitations or exclusions beyond those contained in the above referenced policy form applicable to products and contractual liability. In addition to procuring and maintaining this insurance during the duration of the contract, CONTRACTOR agrees to continue to procure and continuously maintain products liability insurance coverage for a minimum of three years after the date the contract is completed or terminated.
- II. Automobile Liability insurance covering liability arising from the use or operation of any auto, including those owned, hired or otherwise operated or used by or on behalf of the CONTRACTOR. The coverage shall be at least as broad as the *Insurance Services Office Business Automobile Policy, form CA 0001* ©, current edition.
- III. Workers' Compensation and Employer's Liability insurance as is required by statute or law, or as may be available on a voluntary basis.
- IV. Professional Liability insurance covering wrongful acts made by or on behalf of the CONTRACTOR. Claims-made coverage is permitted, provided the policy retroactive date is continuously maintained prior to the commencement of professional services rendered to the TRIBE, plus an additional period of three years after such services have been rendered to the TRIBE. If the CONTRACTOR's scope of work includes

environmental engineering or consulting, the coverage required hereunder must not exclude coverage for environmental (professional) services.

### **Minimum Limits of Insurance**

CONTRACTOR shall maintain the following minimum limits of insurance, if applicable (unless higher limits are required by law or statute):

1. Commercial General Liability (including umbrella or excess liability): \$1,000,000 per occurrence, bodily injury and property damage liability; \$1,000,000 per offense personal and advertising injury liability; \$1,000,000 products and completed operations policy aggregate and \$2,000,000 policy general aggregate applicable to claims other than products and completed operations.
2. Automobile Liability: \$1,000,000 combined bodily injury and property damage liability per accident for bodily injury and property damage.
3. Employer's Liability: \$500,000 accident for bodily injury by accident or disease, including \$500,000 disease aggregate.
4. Professional Liability: \$1,000,000 each wrongful act, \$2,000,000 policy aggregate. If CONTRACTOR's contract with The TRIBE exceeds \$1,000,000, the each wrongful act limits shall apply separately to the TRIBE's project.

### **Deductibles and Self-Insured Retentions**

The funding of deductibles and self-insured retentions maintained by CONTRACTOR shall be the sole responsibility of CONTRACTOR. Self-insured retentions in excess of \$50,000 must be declared to and approved by the TRIBE.

### **Other Insurance Provisions**

The required insurance shall contain the following additional provisions:

- I. **ADDITIONAL INSURED** – The TRIBE must be included as an additional insured, by endorsement, under CONTRACTOR's Commercial General Liability with respect to liability arising from CONTRACTOR's products, goods, or work or operations performed by or on behalf of CONTRACTOR.
- II. **WAIVERS OF SUBROGATION** – CONTRACTOR agrees to waive all rights of subrogation against the TRIBE and other tenants of the TRIBE, with respect to loss, damage, claims, suits, or demands, howsoever caused:
  - a. To real or personal property, equipment, vehicles, tools, laptops, etc. owned, leased or used by CONTRACTOR, its employees, agents, or subcontractors; and

- b. To the extent such loss, damage, claims, suits, or demands are covered, or should be covered, by the required insurance or any other insurance maintained by the CONTRACTOR. This waiver shall apply to all first party property, equipment, vehicle and worker's compensation claims, and all third party liability claims, including deductibles or retentions, which may be applicable thereto. The CONTRACTOR agrees to endorse the required insurance policies to acknowledge the required waivers of subrogation in favor of the TRIBE. CONTRACTOR further agrees to hold harmless and indemnify the TRIBE for any loss or expense incurred as a result of CONTRACTOR's failure to obtain such waivers of subrogation from CONTRACTOR's insurers.
- III. NOTICE OF CANCELLATION – Each insurance policy shall be endorsed to require Insurer(s) to provide thirty (30) days' written notice to the TRIBE by certified mail, return receipt requested, prior to any suspension, cancellation or non-renewal of the required insurance.

### **Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A- VII, unless otherwise approved by the TRIBE.

### **Verification of Coverage**

CONTRACTOR shall furnish the TRIBE with a certificate of insurance evidencing the required coverage prior to the delivery of product, goods or services to the TRIBE. The certificates are to be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Renewal certificates are to be provided to the TRIBE prior to the expiration of the required insurance policies. As an alternative to a certificate of insurance, CONTRACTOR's broker or insurer may provide complete, certified copies of all required insurance policies, including endorsements necessary to affect coverage required by these specifications.

**EXHIBIT A**  
**SCHEDULE OF VALUES**  
**(Attached separately as .xlsx)**

**EXHIBIT C**  
**QUALIFICATION QUESTIONNAIRE**

**(Attached separately as .xlsx)**

**EXHIBIT D****CONTRACTOR CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

The undersigned as an officer and an authorized representative of Contractor certifies that Contractor and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Business Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date \_\_\_\_\_

\_\_\_\_\_ I am unable to certify to the above statements. My explanation is attached.

**EXHIBIT E****NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

The Bidder hereby declares that the undersigned is the person or persons responsible within the firm for the final decision as to the price(s) and amount of this bid and the Bidder further declares that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the bid opening.
3. No attempt has been made or will be made to solicit, cause, or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other firm or person to submit a complementary bid.
5. The Bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised, or paid cash or anything of value to any other Bidder or person, whether in connection with this or any other project, in consideration for an agreement or promise by any other firm or person to refrain from bidding or to submit a complementary bid on this project.
6. The Bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any other firm or person, and has not been promised or paid cash or anything of value by any other firm or person, whether in connection with this or any other project, in consideration for the firm's submitting a complementary bid, or agreeing to do so, on this project.
7. The Bidder has made a diligent inquiry of all members, officers, employees, and agents of the Bidder with responsibilities relating to the preparation, approval or submission of the firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in this Declaration.

Business Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date \_\_\_\_\_

**EXHIBIT G****ACKNOWLEDGEMENT OF PROJECT CONDITIONS**

The Contractor acknowledges that no representations as to the work have been made by the Owner, the Project Engineer or by any one on the Owner's behalf, except as in this Contract expressly set forth. The Contractor warrants and represents that it has visited the site of the proposed work, that it has familiarized itself with existing conditions and the character of the operations to be carried on the Project per the requirements of the design documents and that it fully understands the facilities, difficulties and restrictions attending the execution of the Work under the Contract; the Contractor acknowledges that it has examined the Project and applicable regulatory requirements and from its own investigations has satisfied itself as to the nature and location of the Work, the general and local conditions, and all matters which may in any way affect the Work or its performance and the Contractor agrees that it will not make any claim for or have any right to, damages because of any misinterpretation or misunderstanding of the Contract or because of any lack of information or because of any incorrect information or inaccuracies contained or conveyed by any borings or by any diagrams, drawings, surveys, maps or samples, or by reason of any conditions (subsurface or otherwise) at the site which are not disclosed thereby unless such conditions could not have been discovered by a legitimate investigation of Contractor. The Contractor further acknowledges that any estimate of quantities set forth in this Contract is approximate, that the quantity of labor and materials requisite to complete its work may be more or less than estimated and that no action for damages shall accrue to the Contractor by reason of such difference if any in the absence of a written change order.

**Acknowledged and signed by:**

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Signature

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Print Name

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Date  

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**EXHIBIT H-1****LIST OF RECENTLY COMPLETED PROJECTS AND CONTRACT AMOUNTS**

Provide the required information for a minimum of three (3) separate, verifiable projects. The work listed must be similar in nature to that specified in the solicitation.

1. Client Name: \_\_\_\_\_
  - a. Client Address \_\_\_\_\_
  - b. Client Phone \_\_\_\_\_
  - c. Contact Person \_\_\_\_\_
  - d. Project Name \_\_\_\_\_
  - e. Location of Project \_\_\_\_\_
  - f. Description of Project \_\_\_\_\_
  - g. Project Performance Date \_\_\_\_\_
  - h. Contract Amount: \_\_\_\_\_
  
2. Client Name: \_\_\_\_\_
  - a. Client Address \_\_\_\_\_
  - b. Client Phone \_\_\_\_\_
  - c. Contact Person \_\_\_\_\_
  - d. Project Name \_\_\_\_\_
  - e. Location of Project \_\_\_\_\_
  - f. Description of Project \_\_\_\_\_
  - g. Project Performance Date \_\_\_\_\_
  - h. Contract Amount: \_\_\_\_\_
  
3. Client Name: \_\_\_\_\_
  - a. Client Address \_\_\_\_\_
  - b. Client Phone \_\_\_\_\_
  - c. Contact Person \_\_\_\_\_
  - d. Project Name \_\_\_\_\_
  - e. Location of Project \_\_\_\_\_
  - f. Description of Project \_\_\_\_\_
  - g. Project Performance Date \_\_\_\_\_
  - h. Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date \_\_\_\_\_

**EXHIBIT H-2****LIST OF PAST EXPERIENCE WITH THE TRIBE****SECTION I:**

Bidders must select one of the following options and complete the form as instructed.

- ☐ Firm DOES have experience with the Tribe. (Continue to Section II).  
☐ Firm does NOT have experience with the Tribe. (Skip to Section III).

**SECTION II:**

List previous experience with the Tribe and provide the information requested below for each experience.

**Experience #1:**

1. Select one: ☐ Pending project / ☐ Completed project
2. Project Name: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_
4. Contact Phone and/or Email: \_\_\_\_\_
5. Project Location: \_\_\_\_\_
6. Description of Project: \_\_\_\_\_  
\_\_\_\_\_
7. Project Performance Date: \_\_\_\_\_

**Experience #2:**

1. Select one: ☐ Pending project / ☐ Completed project
2. Project Name: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_
4. Contact Phone and/or Email: \_\_\_\_\_
5. Project Location: \_\_\_\_\_
6. Description of Project: \_\_\_\_\_  
\_\_\_\_\_
7. Project Performance Date: \_\_\_\_\_

**Experience #3:**

1. Select one: ☐ Pending project / ☐ Completed project
2. Project Name: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_
4. Contact Phone and/or Email: \_\_\_\_\_
5. Project Location: \_\_\_\_\_
6. Description of Project: \_\_\_\_\_  
\_\_\_\_\_
7. Project Performance Date: \_\_\_\_\_

SECTION III:

Business Name:

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Signature of Authorized Representative:

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Print Name:

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Title:

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Date

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**EXHIBIT I**  
**LIST OF REFERENCES**

Provide the required information for a minimum of three (3) separate and verifiable references.

1. Reference 1:
  - a. Name \_\_\_\_\_
  - b. Address \_\_\_\_\_
  - c. Phone Number \_\_\_\_\_
  - d. Email Address \_\_\_\_\_
  
2. Reference 2:
  - a. Name \_\_\_\_\_
  - b. Address \_\_\_\_\_
  - c. Phone Number \_\_\_\_\_
  - d. Email Address \_\_\_\_\_
  
3. Reference 3:
  - a. Name \_\_\_\_\_
  - b. Address \_\_\_\_\_
  - c. Phone Number \_\_\_\_\_
  - d. Email Address \_\_\_\_\_

Business Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date \_\_\_\_\_

**EXHIBIT K****FIRM CERTIFICATION**

I/we make the following certifications and assurances as a required element of this solicitation, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. I/we understand that the Seminole Tribe of Florida will not reimburse me/us for any costs incurred in the preparation of this proposal.
3. I/we agree that submission of the attached qualifications constitutes acceptance and understanding of the solicitation contents.
4. No attempt has been made or will be made by the Firm to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
5. I/we grant the Seminole Tribe of Florida the right to contact references and others who may have pertinent information regarding the ability of the Respondent and the lead staff person to perform the services contemplated by this proposal.

On behalf of the firm submitting this proposal, I hereby certify the above statements:

Business Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date \_\_\_\_\_

**EXHIBIT L****DRUG-FREE WORKPLACE FORM**

The undersigned Bidder, does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under procurement a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contest to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

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

\_\_\_\_\_ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

Business Name:

\_\_\_\_\_

Signature of Authorized Representative:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date

\_\_\_\_\_

**EXHIBIT M**  
**COMPLIANCE DOCUMENTS**  
**(To be submitted by BIDDER)**

**EXHIBIT Z****ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

Respondent acknowledges receipt of the following Addenda:

<b>ADDENDUM NO.</b>	<b>RESPONDENT INITIALS</b>
Addendum No. 1	
Addendum No. 2	
Addendum No. 3	
Addendum No. 4	
Addendum No. 5	
Addendum No. 6	
Addendum No. 7	
Addendum No. 8	

If an Addendum was NOT released as part of this solicitation, *Exhibit Z* is NOT required.

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

BY (PRINT): \_\_\_\_\_

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

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