



SEMINOLE TRIBE OF FLORIDA  
INVITATION TO BID  
SEMINOLE TRIBAL MEMBERS ONLY

Solicitation #: ITB 41-2021

Title: Rental Property Tree Trimming Services (Hollywood)

Description: The Housing Department of the Seminole Tribe of Florida is requesting bids from Seminole Tribal Member owned companies which are licensed Arborists to provide tree trimming and removal services for the rental community at the Seminole Indian Hollywood Reservation.

Term/Duration: Thirty (30) days from receipt of written Notice to Proceed.

Solicitation Release Date: April 26, 2021

Mandatory Mandatory Pre-Bid Conference: May 3 2021 @ 11:00 AM EST

Seminole Tribe of Florida  
6365 Taft Street Suite 3003  
Hollywood, FL 33024

Deadline for Questions\*: May 6, 2021 @ 4:00 PM EST

Bid/Proposal Due Date: May 11, 2021 @4:00 PM EST

Contact Person\*: Susana Tromp Contract Administrator  
Seminole Tribe of Florida  
Purchasing Department  
6300 Stirling Road  
Hollywood, FL 33024  
[SusanaTromp@semtribe.com](mailto:SusanaTromp@semtribe.com)

Submission Requirements: Email to the contact person above.

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

## SECTION I – BACKGROUND / GENERAL INFORMATION

### 1. BACKGROUND:

The Seminole Tribe of Florida (“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 Tribe, Inc. also are engaged in various business activities including real estate, agriculture, tourism, manufacturing, gas station/convenience stores and sales.

### 2. INSURANCE:

Vendor (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 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 law or statute requires higher limits):

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 as respects 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, as respects 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, it’s 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.

### 3. VENDOR APPLICATION AND REGISTRATION PROGRAM:

Because the Seminole Tribe of Florida 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.

The selected CONTRACTOR(s) will be required to submit a completed and fully executed Vendor Application and Registration Form to the Tribe's Purchasing Department, if not already an approved vendor. 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 CONTRACTOR will be added to its Master Vendor file. The Tribe may not enter into any business transactions with any bidder whose name does not appear on its Master Vendor file.

4. SELECTION OF CONTRACTOR(S):

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

The Tribe will select the lowest bid so long as the CONTRACTOR is responsive, responsible and qualified CONTRACTOR based on evaluation of CONTRACTOR responses to this solicitation as deemed relevant to the Tribe.

This solicitation and selection process shall in no way be deemed to create a binding contract, agreement or offer of any kind between the Seminole Tribe of Florida and any entity. If the Tribe selects a CONTRACTOR to provide the services described in this solicitation, any legal rights and obligations between the successful CONTRACTOR, 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.

5. 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.

6. 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.

7. CONFIDENTIALITY / NON-DISCLOSURE:

CONTRACTOR(s) 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 CONTRACTOR(s) in this

solicitation is to be used solely to permit CONTRACTOR(s) to reply to the solicitation and CONTRACTOR(s) 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. CONTRACTOR(s) shall hold the information contained in this solicitation in strict confidence and the information obtained will not be disclosed to any third party, CONTRACTOR affiliate or subsidiary, without the Tribe's prior written consent.

8. NON-EXCLUSIVITY:

It is expressly understood that CONTRACTOR selection does not grant the 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.

9. DISCLOSURE:

CONTRACTORS responding to this solicitation must disclose in detail any current or past relationships with the Seminole Tribe of Florida, Seminole Gaming, and/or Seminole Tribe of Florida, Inc. and their employees.

10. ADDENDA / REVISIONS TO SOLICITATION:

If it becomes necessary to revise or clarify any part of this solicitation, the Tribe may modify this solicitation by issuance of written addenda to all parties who received the original solicitation. The date for submission of responses may be extended, if, in the sole judgment of the Tribe, it is warranted. All addenda will clearly be marked as such and shall become part of the solicitation documents.

**SECTION II – SCOPE OF WORK/SERVICES**

1. INTRODUCTION

The Seminole Tribe of Florida's Housing Department is requesting bids from Licensed Arborists who are qualified CONTRACTORS to trim and remove hazardous trees at the rental community on the Seminole Indian Hollywood Reservation. The incumbent CONTRACTOR shall remove and trim mango, oak, olive, and palm trees at nine (9) rental properties.

Hazardous trees may pose a significant threat to the health, safety, and welfare of our tribal community property. Hazardous trees are defined as trees with limbs, trunks, dead limbs, or boles that overhang, lean toward, or otherwise pose a significant threat to a structure or infrastructure vital to community services and transportation if the reservation were to experience a Category 1 or higher hurricane.

The estimated number of trees to be trimmed or removed for this project is twenty (20) as specified in EXHIBIT A Bid Form. Participants MUST bid on ALL items. Special vehicles, such as 4-wheel drive, may be necessary to access some portions of the project. The work must be completed within thirty (30) days from receipt of written Notice to Proceed.

## **2. PROFESSIONAL QUALIFICATIONS**

The selected CONTRACTOR shall be a licensed International Society of Arboriculture (ISA) Certified Arborist.

Proof of Arborist Certification or License MUST be included with CONTRACTOR's responses. Failure to comply will deem a CONTRACTOR non-responsive to the requirements of this solicitation.

## **3. SCOPE OF SERVICES**

- 3.1. CONTRACTOR shall be required to have at least one (1) Ground Crew Supervisor to be assigned to each crew. (Refer to Section 6. GROUND CREW SUPERVISOR below for job description).
- 3.2. CONTRACTOR shall furnish all labor and equipment for trimming, and disposal of hazard trees within the project areas or dump sites of reservation.
- 3.3. Provide costs for trimming, and disposal of Mango, Oak, Olives, Palm, and various other trees posing a significant threat to the health, safety, and welfare of our tribal community property on the Reservation.
- 3.4. The selected CONTRACTOR shall have full responsibility for systematically treating the areas indicated. Vegetation treatments will be determined in terms of "ground surface acres."
- 3.5. Trees shall be trimmed to a minimum of 4-inch diameter limb stump and trimmed around the entire bole of the tree as to avoid creation of a lean resulting from uneven weight distribution.
- 3.6. Palms (if applicable) shall be pruned to remove dead, dying and diseased fronds, as well as fruiting bodies and stalks and leaf stubs. The use of climbing spikes or other activities that may damage palms are prohibited. A bucket truck or other lifting equipment must be used in accordance to American National Standards Institute (ANSI) height guidelines for safe tree trimming. Removal of dead branches two inches in diameter and greater (crown cleaning).
- 3.7. Removal of adventitious shoots/sucker growth, removal/reduction of branches for clearance from infrastructure including sidewalks, roadways parking areas and buildings.
- 3.8. Work activities commonly associated with tree trimming are included in this scope of work, including the removal of all cut material and proper disposal offsite, obtaining any permits or posting any official notices required to ensure safety of community members while trimming palms.
- 3.9. Work site shall be cleaned at the end of each work day.
- 3.10. CONTRACTOR shall remove and dispose of debris piles from sidewalks, all paved areas and pedestrian access areas.
- 3.11. No debris shall be stored for any length of time within the front or rear yard of a residence. No debris piles shall be left in any location for more than two (2) days.
- 3.12. Upon completion of work, the entire work site shall be restored at the contractor's sole expense, to include repairing sod and any paving, structures or

other site features that were damaged by the CONTRACTOR during the project. This shall also include smoothing out and leveling depressions created by loaders, forklifts, etc.

- 3.13. Any damage to property that may result in collateral damages (i.e. damage to roofing tiles) must be repaired at the CONTRACTOR's expense, immediately after damage.

#### **4. DUTIES AND RESPONSIBILITIES**

- 4.1. Contractor shall schedule all required inspections and notify Housing Project Manager in anticipation of any inspections.
- 4.2. Contractor shall obtain all necessary permits and fees.
- 4.3. If applicable CONTRACTOR shall schedule all in-progress, partial and final inspections with the Building Department. The CONTRACTOR shall have a representative on site at time of inspection with the original permit.
- 4.4. Contractor's progress will be monitored by the Housing Manager or designated staff, which may be present on the work site at any time during the contracted work period.
- 4.5. Contractor will conduct all work from 8:00 A.M. to 5:00 P.M., Monday through Friday, unless otherwise approved a minimum of three (3) days in advance by the Housing Manager.
- 4.6. No less than seven (7) days prior to initiating work, the selected Contractor shall provide a schedule to the Housing Manager detailing the dates, times and locations of work to be completed.
- 4.7. No work shall be conducted on holidays observed by the Tribe without prior consent.
- 4.8. Before work commences, the selected Contractor shall review with the Housing Manager any additions or changes to proposed methods or chemicals.
- 4.9. The Housing Manager shall be consulted prior to trimming questionable trees, removal of entire trees, and altering of trimming resulting from tribal member request.
- 4.10. The Tribe must approve in advance any subcontracts related to this work. Prospective Contractors must clearly disclose in their proposal any known or expected use of subcontractors. Failure to make such disclosure at the time of application may result in rejection of the subcontractor and contract.
- 4.11. To avoid damage to tribal structure and infrastructure, the Contractor shall perform work under the guidelines of power line operation, Florida Best Management Practices (BMP) for arborist, and traffic management.
- 4.12. If debris piles are left in any area for more than two (2) days, the Tribe may at their discretion hire a third-party contractor to remove the debris, and subtract this expense from the fees owed to the tree trimming Contractor.
- 4.13. Contractor shall send all invoices to [invoices@semtribe.com](mailto:invoices@semtribe.com) and copy the project manager. DO NOT email invoices directly to the Housing Department.



## **5. DELIVERABLES**

- 5.1. Treatment Area Deliverables: The Contractor shall treat 100% of target vegetation identified in the project area to prevent re-growth. If target vegetation is not trimmed, the Contractor shall be responsible for completing one additional thorough treatment of the portions of the treatment area where the target trim rate is not sustained, at no additional cost to the Tribe.
- 5.2. Progress Reports: The Contractor shall provide written progress reports to the Tribal Project Manager by the end of each week, utilizing reporting forms provided by the Tribe.
- 5.3. GPS Information: The Contractor shall deliver to the Tribe all GPS information collected during the project, including GPS waypoint log by download by the Tribal Project Manager.
- 5.4. Closeout: The final invoice for the work shall include, but not limited to: copies of progress reports, as applicable, pre-treatment and post-treatment photographs, GPS track logs, and a statement from the Contractor that the work has been completed in full compliance with the contract. Housing Development staff will verify all information and confirm completion of treatment before final payment.

## **6. GROUND CREW SUPERVISOR**

Contractor shall have at least one (1) Ground Crew Supervisor that meets or exceeds the minimum qualifications outlined below and they shall be assigned to each project crew assignment and be on-site at all times while crews are at work. The Ground Crew Supervisor and crew members must be able to communicate 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 bucket truck working with one support box truck for debris hauling and one chipping machine.

- 6.1. The Ground Crew Supervisor must possess the following minimum qualifications:
  - 6.1.1. At least two (2) years of field experience in operating according to the ANSI Z133.1: “Tree Care Operations - Pruning, Trimming, Repairing, Maintaining and Removing Trees, and for Cutting Brush”. A copy of this document is available from the ANSI at <http://www.ansi.org/> or (202) 293-8020.
  - 6.1.2. Sound knowledge of ecological principles as they relate to vegetation management, including resource management methods, biological processes and vegetation control techniques.
  - 6.1.3. Ability to work under adverse environmental conditions, including inclement weather, high humidity and temperatures, biting and stinging insects, poisonous plants and animals, and difficult terrain.
  - 6.1.4. Ability to operate and maintain field vehicles and equipment, and to recognize and avoid hazards associated with operating such equipment.
- 6.2. The Ground Crew Supervisor(s) shall be responsible for:

- 6.2.1. Contacting the Housing Manager each morning before crews begin 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 Housing Manager;
- 6.2.2. Providing daily written progress reports upon completion of services to the Housing Manager regarding trees trimmed, treatment locations, equipment used, manpower, etc. in accordance with the Tribe's reporting standards;
- 6.2.3. Coordinating and reporting on the status of project activities with the Housing Manager on a weekly basis;
- 6.2.4. Carrying a copy of the fully executed contract, signed Notice to proceed, current FDACS certification, and Material Safety Data Sheets for all chemicals on-site;
- 6.2.5. Maintaining quality control and health and safety assurance on project site;
- 6.2.6. Informing their crews of project boundaries and ensuring crews remain within them;
- 6.2.7. Ensuring every effort is made to avoid damage to soils, native vegetation and wildlife.
- 6.2.8. Providing all crew members with the proper supplies and equipment needed to perform the work required, including but not limited to: 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; and suitable communications capability to facilitate operational coordination and safety of crew members.

## **7. TECHNICAL REQUIREMENTS**

- 7.1. Methodology shall be concurrent with Florida arborist standards and BMP for transporting and disposal of cut material will be followed to insure proper disposal of debris.
- 7.2. Residential property and landscape shall be left in clean condition with very little to no vegetative material left on-site once trimming operations have been completed for the site. Limbs of trees may be left only if requested by a tribal member, but should be stacked neatly at the tribal members designated location on the premises.
- 7.3. All work is to be performed in accordance with ANSI A-300 and Z133.1 standards and associated BMP for Tree Trimming Pruning and safety. Tree limbs that are approved shall be neatly trimmed in accordance with ANSI Z133.1: "Tree Care Operations - Pruning, Trimming, Repairing, Maintaining and Removing Trees, and for Cutting Brush". A copy of this document is available from the ANSI at <http://www.ansi.org/> or (202) 293-8020.
- 7.4. All equipment used shall be maintained in good repair and operating condition at all times, remain in compliance with all federal, state, and local vehicle

regulations, meet Occupational Safety and Health Administration (OSHA) safety standards as established for that piece of equipment, be operated and maintained in accordance with the manufacturer's recommendations, and be equipped with all appropriate safety guards, as specified by the manufacturer.

- 7.5. It shall be the Contractor's responsibility to identify the location of utility lines. All damage to or injury from utility lines is the sole liability of the Contractor. Irrigation lines and sprinkler heads damaged by Contractor shall be repaired by Contractor and/or subtracted from amount owed to the Contractor.
- 7.6. Due to the highly aggressive nature of invasive and exotic vegetation, the Contractor must take care to avoid spreading target or non-target exotic plant species. The Contractor must exercise care during operations and protect native vegetation at the project sites. The Contractor is responsible for the restoration or replacement of all damaged native vegetation to the satisfaction of the Tribe, at no cost to the Tribe or the land management agency where control operations occurred.
- 7.7. The Contractor shall take appropriate precautions to avoid damage to buildings, vehicles and other properties, as well as people. Appropriate precautions may require use of special practices to secure and lower cut branches and to temporarily restrict vehicular and pedestrian access to work sites.
- 7.8. The 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 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.

## **8. ADDITIONAL INFORMATION**

### **8.1. RESOURCE PROTECTION:**

Archeological/historical resources: The Contractor shall incorporate any suspected archeological or historical material into the deliverables for this work. Upon the discovery of suspected archeological or historical material, Contractor shall ensure that all work ceases in the vicinity of such material and immediately notify the Tribe's project manager.

Native faunal species: the project area may contain habitat used by the endangered Florida panther (*Puma concolor coryi*), Audubon's crested caracara (*Polyborus plancus audubonii*), gopher tortoise (*Gopherus polyphemus*), wood stork (*Mycteria americana*), Eastern indigo snake (*Drymarchon corais couperii*) and the Florida black bear (*Ursus americanus floridanus*). Any suspected activity of un-collared panthers will be documented using GPS and reported to the Tribe. The successful CONTRACTOR shall ensure that contractors use every precaution necessary to prevent disturbing and harassment of this or any wildlife encountered on the Reservations. The willful killing of any animal species while working on Reservation lands is illegal and will not be tolerated. Violations will void the contract.

**9. QUALIFICATIONS**

- a. Bids/Proposals shall be considered only from CONTRACTORS normally engaged in performing the type of work specified in this solicitation. CONTRACTOR must have adequate organizational resources, facilities, equipment, and personnel to ensure prompt and efficient service to the Tribe.
  
- b. At a minimum, qualifying bids shall demonstrate that the CONTRACTOR possesses the qualifications necessary to provide high quality services. To ensure the CONTRACTOR is capable of providing an acceptable level of service to the Tribe, the CONTRACTOR must meet the following minimum qualifications:
  - i. CONTRACTOR is the prime CONTRACTOR and will not subcontract out any work or partner with another firm unless explicitly authorized in the Statement of Work.
  - ii. Hold a current Arborist license applicable to these services and must have a minimum of 5 years of experience in providing similar services.
  - iii. Provide three (3) current references for three (3) completed individual projects of similar size, scope, and complexity which were completed within the past five (5) years.
  - iv. Must have the listed current personnel and maintain a fully equipped organization capable, technically and financially, of performing the work required, and has performed similar work in a satisfactory manner.
  - v. Carry and maintain adequate insurance consistent with the requirements listed in this solicitation.
  - vi. Meet any other requirements outlined in this solicitation.
  - vii. CONTRACTOR’S company is a Seminole Tribal Member owned entity.

**10. TERM/DURATION/FREQUENCY/QUANTITY OF SERVICES**

Thirty (30) days from receipt of written notice to proceed.

**11. SERVICE LOCATIONS**

Hollywood Rental Locations
6328 38 <sup>th</sup> Street
4408 59 <sup>th</sup> Court 33314
2771 Billy Osceola Avenue
2772 Billy Osceola Avenue
6480 Mary Osceola Drive
6471 Mary Osceola Drive
6491 Mary Osceola Drive
6490 Mary Osceola Drive
6380 Atlanta Street

**12. PRE-BID/PROPOSAL CONFERENCE**

A pre-bid/proposal conference has been scheduled for interested firms to attend before the due date for this solicitation. Attendance is mandatory. Please note that CONTRACTORS may ask questions, however, all questions must be submitted to the Contact Person in writing by the due date to receive a formal written response. The date, time and location of the Mandatory Pre-Bid Conference are as follows:

April 27, 2021 @ 11:00 AM EST  
Seminole Tribe of Florida  
6365 Taft Street Suite 3003  
Hollywood, FL 33024

An employee or representative of the prime contractor or primary CONTRACTOR responding to this solicitation must be in attendance at the pre-bid/proposal conference in order to receive credit for attendance. Subcontractors or other individuals may not attend for the prime contractor or primary CONTRACTOR.

**13. CONTACT PERSON**

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

Susana Tromp, Contract Administrator  
Seminole Tribe of Florida  
Purchasing Department  
6300 Stirling Road  
Hollywood, FL 33024  
SusanaTromp@semtribe.com

**14. EXHIBITS, ATTACHMENTS, & FORMS:**

<b>Exhibit</b>	<b>Description</b>
A	Bid Form
D	Contractor Acknowledgement Project Conditions
E	Contractor Bid Form
F	Non-Collusion Affidavit of Prime Bidder
J	Acknowledgment of Receipt of Addenda
N	Sub-Contractor and Supplier Listing

<b>Attachment</b>	<b>Description</b>
D	Contractor Certification Regarding Debarment and Suspension
E	Workers Comp Exemption Affidavit
F	Drug Free Workplace Form
U	Statement of Qualifications

<b>Attachment</b>	<b>Description</b>
V	List of Recently Completed Projects and Contract Amounts
W	List of References
X	No Bid Form
Y	W-9 Form
A1	Florida Department of Business and Professional Regulation/License, Certification (s), and/ or Regulations(s) (copy required)
A2	Certificate of Authority to do Business in the State of Florida (copy required)

## SECTION III – SUBMISSION REQUIREMENTS

### 1. SUBMISSION REQUIREMENTS:

Email to the contact person above.

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

In order to fairly evaluate all responses please do NOT include additional information other than what is asked to be provided. This includes any information related to your organization that was not specifically asked to be provided.

#### Cover Letter & Executive Summary

- Cover Letter, including Proposer's name, address, phone number(s), and e-mail address, along with the signature of the proposer's authorized representative (no specific format required, use of your Firm's letterhead/stationery is preferred).
- Executive Summary, including a brief company overview.

### 2. COSTS:

Costs 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 Eighty (180) calendar days from the due date.