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**SOUTHERN GROVE COMMUNITY DEVELOPMENT DISTRICT No. 1**  
**INVITATION TO BID (ITB)**  
**ITB # SG-2025-01**

**ANNUAL MOWING SERVICES**

**1. INTRODUCTION AND OVERVIEW**

The Southern Grove Community Development District No. 1 (the "District" or "CDD"), an independent special district established pursuant to Chapter 190, Florida Statutes, located in Port St. Lucie, Florida, is soliciting sealed bids for Annual Mowing Services within designated District-owned or managed rights-of-way and upland parcels, as further detailed in the Scope of Work (Attachment A).

The intent of this Invitation to Bid (ITB) is to obtain competitive pricing from qualified, licensed, and experienced firms ("Bidders"). The Contract, if awarded, will be made to the lowest Bidder determined by the District to be both responsive and responsible, as defined herein.

**2. PUBLIC NOTICE & ADVERTISEMENT**

This Invitation to Bid is publicly advertised on the Southern Grove Community Development District No. 1's official website at [www.southerngrovecdd1.org](http://www.southerngrovecdd1.org) and in the St. Lucie News Tribune commencing on **May 21, 2025**.

**3. KEY DATES AND SCHEDULE**

- **ITB Issued / Advertised: May 15, 2025**
- **Mandatory Pre-Bid Meeting: May 20, 2025**, 10:00 AM EST, at Tradition Town Hall, 10799 SW Civic Lane, Port St. Lucie, Florida 34987. *(Note: Attendance is required to be eligible to bid)*
- **Deadline for Written Questions: May 23, 2025**, 10:00 AM EST (Email only to [jgallagher@sdsinc.org](mailto:jgallagher@sdsinc.org))
- **Anticipated Posting of Addenda/Responses to Questions: May 26, 2025** (On District Website)
- **BID SUBMISSION DEADLINE: May 28, 2025**, 2:00 PM EST (Strictly Enforced)
- **Public Bid Opening: May 30, 2025**, 10:00 AM EST at Tradition Community Development District Offices, 10807 SW Tradition Square, Port St. Lucie, FL. 34987.

- **Anticipated Notice of Intent to Award Posting: June 4, 2025** (On District Website)
- **Anticipated Board of Supervisors Consideration for Award: June 4, 2025**
- **Anticipated Contract Start Date / Notice to Proceed: July 1, 2025** (*Contractor must initiate services within 30 days of Notice to Proceed*)

*(The District reserves the right to modify this schedule at its discretion. Notice of modifications will be provided via addendum.)*

#### **4. DISTRICT CONTACT PERSON**

All communications regarding this ITB, including questions or requests for clarification, **must be submitted in writing via email** to the designated contact person by the deadline specified above:

- **Name:** John Gallagher
- **Title:** District Development Coordinator
- **Email:** jgallagher@sdsinc.org
- **Phone (for informational purposes only, questions must be emailed):** (772) 332-8553

**Unauthorized contact regarding this ITB with other District staff, management, or Board Supervisors may result in disqualification of the Bidder.**

#### **5. INSTRUCTIONS TO BIDDERS**

- **Bid Submission:** Bids must be submitted electronically in PDF format via email to the District Development Coordinator at jgallagher@sdsinc.org. The email subject line must clearly state: **"BID SUBMISSION - ITB # SG-2025-01 - MOWING SERVICES - [Bidder Company Name]"**.
- **Deadline:** Bids must be *received* by the District Development Coordinator by the exact time and date specified in Section 3. Bids received after the deadline **will not be considered**, regardless of the reason. The time stamp of the receiving email server will determine the official receipt time. Bidders are solely responsible for ensuring timely delivery.
- **Public Opening:** Bids received by the deadline will be publicly opened and the names of the Bidders and bid amounts read aloud at the time and location specified in Section 3.

- **Bid Format:** Bids shall include all required forms and documents as listed in Section 10, compiled into a single PDF file if possible.
- **Bid Withdrawal:** A Bidder may withdraw its submitted bid by written notice via email to the District Development Coordinator prior to the Bid Submission Deadline.
- **Bid Validity:** Bids shall remain firm and valid for a period of ninety (90) days following the Bid Submission Deadline.
- **Costs:** The District shall not be liable for any costs incurred by Bidders in preparing or submitting bids in response to this ITB.

## 6. BIDDER QUALIFICATIONS (Minimum Requirements)

Bidders must meet the following minimum qualifications to be deemed responsible. Failure to meet these qualifications will result in bid rejection.

- **Licensing:** Bidder must possess, *at the time of bid submission*, all valid and current licenses required by the State of Florida, St. Lucie County, and the City of Port St. Lucie to perform commercial landscape maintenance and mowing services as described in the Scope of Work. **Proof of all required licenses must be submitted with the bid.**
- **Experience:** Bidder must be primarily engaged in providing commercial mowing/landscaping services and must have been actively engaged in this field for a minimum of three (3) consecutive years prior to the bid submission date.
- **References:** Bidder must provide references for three (3) similar projects or contracts performed within the last three (3) years, as requested on the Vendor Qualification Information Sheet. The District reserves the right to contact references.
- **E-Verify:** Bidder must be registered with and utilize the E-Verify system as required by Section 448.095, Florida Statutes (See Section 8.h).

## 7. BASIS OF AWARD

The award of the contract, if made, will be made by the District Board of Supervisors to the lowest Bidder determined by the District, in its sole discretion, to be both **Responsive** and **Responsible**.

- **Responsive Bid:** A bid that conforms in all material respects to the requirements and specifications of the ITB, including submission of all required documents, forms, signatures, and meeting all deadlines.

- **Responsible Bidder:** A Bidder who has the capability in all respects to perform the contract requirements fully and the integrity and reliability that will assure good faith performance. This includes, but is not limited to, meeting the minimum qualifications (Section 6), possessing the necessary equipment and personnel, having adequate financial resources, and demonstrating a satisfactory record of performance and business ethics.

The District reserves the right to:

- \* Reject any or all bids deemed not to be in the best interest of the District.
- \* Waive minor irregularities or informalities in any bid that do not affect the price, quality, quantity, or delivery schedule, provided such waiver is advantageous to the District.
- \* Reject the bid of any Bidder who is determined to be non-responsible.
- \* Award the contract to the lowest responsive and responsible Bidder.

## 8. GENERAL TERMS AND CONDITIONS

The successful Bidder will be required to enter into a contract with the District incorporating the terms of this ITB, the Scope of Work, the successful Bidder's submittal, and the following conditions:

- **a. Indemnification:** The Contractor shall indemnify, defend, and hold harmless the District, its officers, agents, and employees from and against any and all claims, liabilities, damages, losses, and costs (including reasonable attorney's fees and costs) arising out of or resulting from the performance of the work, provided that such claim, liability, damage, loss, or cost is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Contractor, its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable.
- **b. Insurance:** The Contractor shall procure and maintain, at its own expense, the following insurance coverages with insurers acceptable to the District and authorized to do business in Florida. Minimum limits are specified below; the District reserves the right to require higher limits based on the final contract scope.
  - **i. Commercial General Liability:** \$1,000,000 per occurrence / \$2,000,000 general aggregate, including premises/operations, contractual liability, and products/completed operations. The District must be named as an Additional Insured.

- **ii. Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage, covering owned, non-owned, and hired vehicles. The District must be named as an Additional Insured.
  - **iii. Workers' Compensation and Employer's Liability:** Coverage meeting the requirements of Chapter 440, Florida Statutes. Employer's Liability limits of \$500,000 each accident / \$500,000 disease-policy limit / \$500,000 disease- each employee.
  - **Certificates of Insurance:** Certificates evidencing the required coverages and naming the **Southern Grove Community Development District No. 1 and Special District Services, Inc., 10807 SW Tradition Square, Port St. Lucie, Florida 34987** as Additional Insured (for CGL and Auto) must be provided within ten (10) days of notice of intent to award and *prior to commencement of any work*. Certificates shall provide for thirty (30) days prior written notice to the District of cancellation or material change. Failure to maintain required insurance shall be grounds for contract termination.
- **c. Termination for Convenience:** The District may terminate the contract, in whole or in part, without cause, upon thirty (30) days written notice to the Contractor. The District shall pay for all work satisfactorily performed up to the date of termination, but not for lost profits.
- **d. Termination for Default:** The District may terminate the contract for default if the Contractor fails to perform the work satisfactorily, fails to adhere to the contract schedule, or violates any material term of the contract. The Contractor will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the District in completing the work.
- **e. Public Records:** All bid submittals become public records subject to disclosure under Chapter 119, Florida Statutes ("Florida Public Records Act"). Bidders should not include proprietary or confidential information unless it is legally exempt from disclosure. If the Contractor is acting on behalf of the District as defined under F.S. 119.0701, the Contractor must comply with public records laws, including:
  - i. Keep and maintain public records required by the District to perform the service.
  - ii. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law.

- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the District.
- iv. Upon completion of the contract, transfer, at no cost, to the District all public records in possession of the Contractor or keep and maintain public records required by the District to perform the service. If the Contractor transfers all public records to the District upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT B. Frank Sakuma, District Manager @ [bsakuma@sdsinc.org](mailto:bsakuma@sdsinc.org) and/or 772-345-5119.**

- **f. Governing Law:** This ITB and any resulting contract shall be governed by the laws of the State of Florida. Venue for any legal action shall be in St. Lucie County, Florida.
- **g. Public Entity Crimes:** As required by F.S. 287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, contract with, or transact business with the District for 36 months from the date of being placed on the list. Submission of a bid constitutes certification that the Bidder is not on the convicted vendor list.
- **h. E-Verify Compliance:** Pursuant to Section 448.095, Florida Statutes, the Contractor shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The Contractor shall require all subcontractors performing work under the contract to use the E-Verify system. The Contractor must provide evidence of compliance

upon request and include a provision in subcontracts requiring subcontractor compliance. Failure to comply is a material breach and grounds for termination.

- **i. Assignment:** The Contractor shall not assign, sublet, or transfer its interest in the contract without the prior written consent of the District.
- **j. Billing and Payment:** Contractor shall submit itemized invoices monthly to the address specified in Section 8.b.iv. Invoices shall detail work performed per the contract pricing. Payment shall be made within approximately 30 days of receipt of a correct and undisputed invoice, subject to District approval of work performed.
- **k. Licenses and Permits:** Contractor shall maintain all necessary licenses and permits throughout the contract term.

## **9. BID PROTEST PROCEDURES (IMPORTANT - READ CAREFULLY)**

Any person adversely affected by an intended decision of the District concerning this solicitation or contract award shall file a protest in compliance with the requirements of **Section 120.57(3), Florida Statutes**, and Rule **Chapter 28-110, Florida Administrative Code**. Failure to follow these procedures shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

- **Notice of Intended Decision:** The District will post a notice of its intended decision (e.g., notice of intent to award contract) on the District's official website [www.traditioncdd1.org](http://www.traditioncdd1.org) and/or at the District Office located at 10807 SW Tradition Square, Port St. Lucie, FL 34987. Posting the notice commences the protest filing periods.
- **Notice of Intent to Protest:** Any person adversely affected by the intended decision must file a written **Notice of Intent to Protest** with the District Development Coordinator (specified in Section 4) within **seventy-two (72) hours** (excluding Saturdays, Sundays, and state holidays) after the posting of the notice of intended decision.
- **Formal Written Protest:** A **Formal Written Protest** detailing the specific facts and law upon which the protest is based must be filed with the District Development Coordinator within **ten (10) days** after the date the Notice of Intent to Protest was filed.
- **Bond:** Filing of a Formal Written Protest shall be accompanied by a protest bond (e.g., cashier's check, money order, or surety bond) in an amount equal to 1% of the District's estimated contract amount or \$5,000, whichever is less, payable to the Southern Grove Community Development District No. 1, as required by F.S.

287.042(2)(c) or applicable District rules. The bond shall be conditioned upon payment of all costs and charges adjudged against the protester in any administrative hearing or court proceeding. If no costs are adjudged, the bond shall be returned.

- **Failure to File:** Failure to timely file the Notice of Intent to Protest or the Formal Written Protest (with bond) shall constitute a waiver of the right to protest and to initiate proceedings under Chapter 120, Florida Statutes.

## 10. REQUIRED BID SUBMITTAL DOCUMENTS

The following documents must be completed, signed (as applicable), and submitted electronically as part of the bid package by the deadline:

- **Attachment B: Contractor's Bid Submittal Form** (Completed and Signed) - Must include the total annual bid price.
- **Attachment C: Vendor's Qualification Information Sheet** (Completed)
- **Attachment D: Affidavit and Signature Page** (Completed, Signed, and Notarized) - *Ensure District name is corrected to Southern Grove CDD.*
- **Proof of Required Licenses:** Copies of all current, valid licenses specified in Section 6.a.
- **Written Work Schedule:** A proposed schedule outlining how the Contractor intends to manage the work, ensure quality control, and list predominant equipment to be used (as referenced in Scope of Work, Management Section).
- **Addenda Acknowledgement(s):** Signed acknowledgement of receipt of any addenda issued by the District (if applicable).

## 11. SCOPE OF WORK

The detailed requirements, specifications, service frequencies, site maps, equipment standards, and performance expectations are contained in **Attachment A: Scope of Work - Southern Grove Mowing Services**. Bidders are required to thoroughly review and understand the Scope of Work prior to submitting a bid. A mandatory pre-bid site visit is scheduled (see Section 3) to allow Bidders to examine the sites. Failure to acquaint oneself with site conditions does not relieve the awarded Contractor of its responsibilities.

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## ATTACHMENTS:



- **Attachment A:** Scope of Work - Southern Grove Mowing Services (Includes Service Areas, Equipment, Management, etc.)
  - **Attachment B:** Contractor's Bid Submittal Form
  - **Attachment C:** Vendor's Qualification Information Sheet
  - **Attachment D:** Affidavit and Signature Page
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## **Attachment A: Scope of Work - Southern Grove Mowing Services**

**ITB # SG-2025-01**

### **Southern Grove Community Development District No. 1**

#### **1. General Overview**

The Southern Grove Community Development District No. 1 (CDD) requires comprehensive mowing and vegetation maintenance services for designated District-owned or managed lands, including rights-of-way, upland areas, lake banks, canal banks, conservation areas, conservation area edges, greenways, and other specified parcels within the Tradition community in Port St. Lucie, Florida. The Contractor shall furnish all supervision, labor, equipment, fuel, materials, and incidentals necessary to perform the work described herein to maintain these areas in a neat, safe, and well-maintained condition according to the specified frequencies and standards. Work includes finish mowing, slope mowing, and/or brush hog mowing as appropriate for the designated areas.

#### **2. Mandatory Site Examination**

Prior to submitting a bid, Bidders are required to attend the mandatory pre-bid meeting and personally examine all sites listed herein. Meeting Date, **May 20, 2025, 10:00 AM EST**, at Tradition Town Hall, 10799 SW Civic Lane, Port St. Lucie, Florida 34987. Bidders must fully acquaint themselves with all existing conditions, access points, terrain, vegetation types, potential obstacles, and any specific site challenges. Failure of the bidder to acquaint itself with any applicable conditions shall not relieve the awarded Contractor from any of its responsibilities to perform under the contract documents, nor shall it be considered grounds for any claim for additional compensation.

#### **3. Contract Service Areas & Frequencies**

*(Refer to the official **Southern Grove Mowing Location Map (11X17)** inserted within each ITB Package for precise boundaries of all service areas listed below.)*

##### **A. Monthly Service Areas (10 Cuts/Year - Excluding November & January)**

*The following areas require mowing once per month during February, March, April, May, June, July, August, September, October, December.*

- 1. Heron Preserve Irrigation Lake (L-23B)** – expected May 2025. (Total Area= 1.10 ac)
- 2. L-25D** – Mow all sides. (Total Area=1.88 ac)

3. **L-25A** – Mow all sides and current T.O.B mowed/ maintained areas.(Total Area= 2.55 ac)
4. **N/A- This area removed from Bid as it is not ready to be turned over to the District**
5. **L-25E** – Mow all sides (expected June 2025) (Total Area= 1.80 ac)
6. **L-22A** – The Duda lake area and approximately 315 feet at SE corner(Total = 1.69 ac)
7. **Duda canal north of L-22A up to North end of Duda canal** (expected May 2025) – Bushhog mow T.O.B and reach down slope. (Total Area= 2.70 ac)
8. **Cheney Bros. - North Ditch** – Flat mow north side only (no access on other sides) (expected May 2025) (Total Area= 0.69 ac)  
**- South Ditch** – Flat mow south side only (no access on other sides) (expected May 2025) (Total Area= 0.77 ac)
9. **Duda Lake – L-11A** Flat Mow T.O.B (Bushog) and reach down slope (expected June 2025) – west side only (Total Area= 1.38 ac)
10. **LC-6** – flat mow indicated area (Bushog) and reach down slope – west and south side only. Boat ramp in SW corner – Mow flat area on south side of lake for better service access. (Total Area=0.31 ac)
11. **South DO-8 canal** - flat mow (Bushog) and reach down slope – west side only. (0.46 ac)
12. **North DO-8 canal** - flat mow (Bushog) and reach down slope – west side only.(0.81 ac)
13. **Kenley outfall structure and spillway east to DO-8 canal** - flat mow entire mowed area (Bushog) and reach down to spillway swale and pipes connecting to DO-8 canal. (Note – Includes turn to South of 590 feet from NW corner) (Total Area= 2.86 ac)

#### **B. Quarterly Service Areas (4 Cuts/Year)**

*The following areas require mowing once per calendar quarter (e.g., Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec), scheduled in coordination with the CDD Representative.*

14. **Greenway conservation area – Del Webb location** – Flat Mow throughout – no wetland mowing, no mitigation area mowing. Some tight mowing locations; ex – east side of W-461. (Total Area= 48.6 ac)

**15. Greenway conservation area – Heron Preserve location** – Flat Mow throughout – no wetland mowing, no Oak Hammock mowing. Raised trail and limited deck to be installed (expected May 2025). (Total Area= 32.8 ac)

**16. Cheney Bros. North Ditch** – Slope mow North Side only and **South ditch** - Slope mow south side only. (no access on other sides) (expected May 2025). Note – location refer to # 8 on map.

**North Ditch** – North Side Slope Only = (0.46 ac)

**South Ditch** – South Side Slope Only = (0.52 ac)

#### **4. Service Standards & Requirements**

- **Quality:** Workmanship shall be first-class, resulting in a uniform, neat appearance. Mowing height shall be appropriate for the turf type and area use, typically a **finished height of 3-6 inches**, unless otherwise directed by the CDD Representative for specific areas (e.g., brush hogging). Appropriate mowing equipment (finish mowers, slope mowers, reach mowers, brush hogs) shall be used to achieve a quality cut without scalping or tearing turf.
- **Clippings:** Excessive grass clippings that form clumps or windrows, or that accumulate on paved surfaces (sidewalks, roads), near inlets, or on ornamental landscaping, must be dispersed, collected, and removed from the site at the end of each mowing event, as determined necessary by the CDD Representative.
- **Damage Prevention:** Extreme care shall be taken at all times to prevent damage to any public or private property, including but not limited to: irrigation components (heads, valves, lines), utility boxes, signage, fences, landscaping (trees, shrubs, flowers), light poles, mailboxes, structures, and adjacent properties. Contractor shall immediately report any damage caused by its operations to the CDD Representative and shall repair or replace damaged items to original or better condition at Contractor's expense.
- **Obstructions & Debris:** Contractor shall remove minor debris (e.g., branches, litter) from mowing areas prior to mowing. Larger debris or obstructions should be reported to the CDD Representative.
- **Coordination:** Some adjacent properties may be under active agricultural leases (e.g., grazing). Contractor must coordinate with the CDD Representative regarding access through adjacent sites or any required temporary relocation/removal of agricultural fencing.

- **Scope Additions:** The CDD reserves the right to add or remove service areas or adjust service frequencies during the contract term through a formal contract amendment, with costs to be mutually agreed upon based on pre-approved unit pricing or negotiation.

## 5. Equipment

- **Condition:** All equipment used shall be in good operating condition, free from leaks (fuel, oil, hydraulic fluid), and suitable for the intended task. Mower blades must be kept sharp.
- **Storage:** Equipment shall not be left onsite overnight or during non-working hours unless specific arrangements are made in advance and approved in writing by the CDD Representative. The CDD assumes no responsibility for stored equipment. Equipment must be removed from CDD property in anticipation of severe weather events (e.g., hurricanes).
- **Sanitation:** Contractor shall clean equipment of all plant material, mud, and debris prior to arrival at the worksite to prevent the spread of invasive species or diseases. If equipment arrives improperly sanitized, access may be denied. If working across sites with varying infestations, cleaning between sites may be required as directed by the CDD Representative. (Reference: USDA guidance on equipment cleaning, e.g., [https://www.fs.usda.gov/Internet/FSE\\_DOCUMENTS/stelprdb5374537.pdf](https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5374537.pdf))
- **Access Control:** Contractor is responsible for maintaining site access control where applicable (e.g., closing and locking gates) during and after operations.
- **Rutting:** Contractor shall be responsible for repairing, at no additional cost to the CDD, any ruts or ground damage caused by their equipment or vehicles. Repairs must restore the area to its original grade and condition (e.g., soil, sod).

## 6. Hourly Work (If Required)

- The base bid price covers the regularly scheduled services described above.
- The CDD may occasionally require additional work outside the routine schedule on an hourly basis (e.g., storm cleanup assistance, specific vegetation removal). Such work requires prior written authorization from the CDD Representative.
- If hourly work is anticipated, the Contractor shall submit a written proposal detailing the scope, estimated hours per labor category, materials, and any specialty equipment costs for CDD approval *before* commencing work.

- Bidders to provide hourly rates per equipment type w/operator, as may be necessary for small jobs from time to time. Bidders to also provide hourly rate per single laborer as may be necessary for above small jobs.
- Billable hours for approved hourly work shall only include time spent actively working on the designated site and shall not include travel time to/from the site.

## 7. Management & Personnel

- **Supervision:** Contractor shall provide competent, experienced on-site supervision whenever crews are working.
- **Personnel:** Contractor employees shall be properly trained, experienced, courteous, sober, and competent. Employees working on CDD property shall wear identifying uniforms or apparel clearly displaying the Contractor's company name. The CDD reserves the right to require the Contractor to remove any employee deemed careless, incompetent, insubordinate, or whose presence is considered not in the best interest of the District.
- **Work Schedule:** A proposed monthly work schedule outlining intended service dates for each area shall be submitted electronically to [jgallagher@sdsinc.org](mailto:jgallagher@sdsinc.org) at least one (1) week prior to the start of each month. Changes to the schedule must be communicated immediately. Work at each location for a specific cycle should ideally be completed within one visit, or consecutive days if necessary.
- **Quality Control:** The submitted bid should include the Contractor's written plan for quality control inspection (as required in ITB Section 10).

## 8. Meetings, Inspections, & Communications

- **Meetings:** Contractor staff shall attend periodic meetings scheduled by the CDD at no additional charge.
- **Inspections:** A designated Company Representative shall be available to conduct joint on-site inspections with the CDD Representative at least quarterly, or more frequently as requested by the CDD, to verify satisfactory performance.
- **Communication:** Contractor shall designate primary points of contact (including after-hours emergency contact information **via direct cell phone contact numbers** and must respond to telephone calls or email correspondence from the CDD Representative within two (2) business days during normal operating hours (Mon-Fri, 8 AM - 5 PM EST).

## 9. Reporting

- In addition to the monthly schedule, the Contractor shall provide **a monthly service log detailing dates/areas serviced.**
- Contractor shall immediately report any observed maintenance issues, damage, safety hazards, or unusual conditions (e.g., erosion, vandalism, fallen trees, broken fences) to the CDD Representative.

## **10. Traffic Control & Safety**

- Contractor is solely responsible for providing, erecting, and maintaining all necessary traffic control devices (signs, cones, flaggers) in conformance with the latest editions of the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD) and the Florida Department of Transportation (FDOT) Roadway and Traffic Design Standards whenever working on or adjacent to roadways or where operations may impact pedestrian or vehicular traffic.
- Operations shall be conducted safely, minimizing disruption to residents and the public. Access to residences or businesses shall not be blocked.
- All work shall comply with applicable OSHA safety standards.

## **11. Compliance**

- **Underground Facilities:** Contractor is responsible for complying with the Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes (Sunshine 811 "Call Before You Dig") for any ground penetration activities, if applicable.
- **Work Hours:** Unless otherwise approved in writing by the CDD Representative, work shall be performed Monday through Saturday between sunrise and sunset. No work on Sundays or **any other recognized or federally recognized Holidays** without prior approval.
- **Technology:** Contractor shall stay reasonably abreast of alternative and emerging technologies or best management practices relevant to mowing services and make recommendations for implementation where appropriate.

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## **Attachment B: Contractor's Bid Submittal Form**

**ITB # SG-2025-01**

**Southern Grove Community Development District No. 1  
Annual Mowing Services**

**BID SUBMISSION DEADLINE: May 28, 2025, 2:00 PM EST**

**SUBMIT ELECTRONICALLY TO:** [jgallagher@sdsinc.org](mailto:jgallagher@sdsinc.org).

**SUBJECT LINE:** BID SUBMISSION - ITB # SG-2025-01 - MOWING SERVICES - [Bidder Company Name]

**TO:** Southern Grove Community Development District No. 1  
10807 SW Tradition Square  
Port St. Lucie, Florida 34987

The undersigned, having carefully examined the Invitation to Bid (ITB) # 2024-XX, the Scope of Work (Attachment A), all other attachments, any issued Addenda, and having visited the sites and become familiar with all conditions affecting the work, hereby proposes to furnish all labor, materials, equipment, supervision, and incidentals necessary to perform the Annual Mowing Services in strict accordance with the ITB documents for the following price:

**TOTAL ANNUAL BID PRICE (For all services described in Attachment A for one full year):**

**(Write Amount in Figures):** \$ \_\_\_\_\_

**(Write Amount in Words):** \_\_\_\_\_  
Dollars

*This Total Annual Bid Price must be inclusive of all costs associated with the performance of the work as specified, including but not limited to labor, equipment, fuel, materials, maintenance, insurance, overhead, profit, and compliance with all terms and conditions.*

**Addenda Acknowledgement:**

The undersigned acknowledges receipt of the following Addenda (if any):

Addendum No. \_\_\_\_ Dated: \_\_\_\_

Addendum No. \_\_\_\_ Dated: \_\_\_\_

*(Bidder must acknowledge all issued addenda)*

**Bidder Information:**

Legal Company Name: \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Authorization:**

By signing below, the undersigned certifies that they are authorized to bind the company to this bid proposal, that the bid is submitted in good faith without collusion or fraud, and that the company meets all minimum qualifications set forth in the ITB.

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

Printed Name: \_\_\_\_\_

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

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**Attachment C: Vendor's Qualification Information Sheet**

**ITB # SG-2025-01**

**Southern Grove Community Development District No. 1  
Annual Mowing Services**

*(This form must be completed and submitted with the bid package)*

**1. Bidder Company Information:**

Legal Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Employer ID No. (FEIN): \_\_\_\_\_

Year Company Established: \_\_\_\_\_

Number of Years Company has been *primarily engaged* in providing commercial mowing/landscaping services: \_\_\_\_\_ Years *(Must be minimum 3 years)*

**2. References:**

Provide three (3) client references for contracts of similar scope and size performed within the past three (3) years. The District reserves the right to contact these references.

**Reference 1:**

Client/Company Name: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Description/Location: \_\_\_\_\_

---

Contract Term / Dates of Service: \_\_\_\_\_

**Reference 2:**

Client/Company Name: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Description/Location: \_\_\_\_\_

---

Contract Term / Dates of Service: \_\_\_\_\_

**Reference 3:**

Client/Company Name: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Description/Location: \_\_\_\_\_

---

Contract Term / Dates of Service: \_\_\_\_\_

**3. Authorization:**

I hereby certify that the information provided on this form is true and accurate. I authorize the Southern Grove Community Development District No. 1 to contact the references listed above.

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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**Attachment D: Affidavit and Signature Page**

**ITB # SG-2025-01**

**Southern Grove Community Development District No. 1**

**Annual Mowing Services**

*(This form must be completed, signed, notarized, and submitted with the bid package)*

**Vendor's Legal Name:** \_\_\_\_\_

**Vendor's Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned, of \_\_\_\_\_

**(PRINT Signer's Name) (PRINT Office Held, e.g., President, Owner)**

of the above-named vendor (the "Vendor"), do declare and affirm this \_\_\_\_\_ day of \_\_\_\_\_, **2025**, that I hold the aforementioned office, am duly authorized to bind the Vendor, and I affirm the following under penalty of perjury:

**AFFIDAVIT 1: Non-Collusion**

The Vendor, its agents, servants, and/or employees, have not in any way colluded with anyone for and on behalf of the Vendor, or themselves, to obtain information that would give the Vendor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Vendor, or themselves, to gain any favoritism in the award of the contract herein.

**AFFIDAVIT 2: Conflict of Interest**

No officer or employee of the **Southern Grove Community Development District No. 1**, whether elected or appointed, has in any manner whatsoever, any interest in or has received prior hereto or will receive subsequent hereto any benefit, monetary or material, or consideration from the profits or emoluments of this contract, job, work, or service for the District, and that no officer or employee has accepted or received or will receive in the future a service or thing of value, directly or indirectly, upon more favorable terms than those granted to the public generally, nor has any such officer or employee of the District received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable to the District in connection with this contract, job, work, or service for the District, excepting however, the receipt of dividends on corporation stock legally held.

**AFFIDAVIT 3: Scrutinized Companies & Federal Acts**

The Vendor is not listed on the Scrutinized Companies lists created pursuant to Section 215.473 or Section 287.135, Florida Statutes. The Vendor also certifies compliance with the requirements of the Drug-Free Workplace Act pursuant to Section 287.087, Florida Statutes, if applicable.

**AFFIDAVIT 4: Public Entity Crime & E-Verify Compliance**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, as defined in Section 287.133, Florida Statutes, may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. The undersigned affirms that neither the Vendor nor any of its officers, directors, partners, or employees directly involved in obtaining contracts with the **Southern Grove Community Development District No. 1** has been convicted of a public entity crime.

Furthermore, the undersigned affirms that the Vendor is registered with and uses the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees, as required by Section 448.095, Florida Statutes, and will require the same of all subcontractors performing work under any contract awarded pursuant to this ITB.

**Declaration:**

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavits (1 through 4) are true and correct to the best of my knowledge, information, and belief.

**VENDOR:**

By (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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**NOTARY ACKNOWLEDGEMENT**

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

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

The foregoing instrument was acknowledged before me by means of ☐ physical presence  
OR ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, **2025**, by

\_\_\_\_\_ (Name of Person Acknowledging), as

\_\_\_\_\_ (Title) for \_\_\_\_\_ (Name of  
Vendor Company).

He/She is personally known to me ☐ OR has produced

\_\_\_\_\_ (Type of Identification) as identification.

(Signature of Notary Public) \_\_\_\_\_

(Print, Type, or Stamp Commissioned Name of Notary Public)

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Notary Public, State of \_\_\_\_\_

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

Commission Number: \_\_\_\_\_

**(AFFIX NOTARY SEAL)**

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P:\Proj-2019\19-080 Southern Grove CDD\Eng\19-080 Southern Grove Maintenance\11 X 8.5 MAINTENANCE MAP\19-080 Lake and Wetland ON Exhibit 2024-1.dwg Plotted: 4/9/2025 2:31 PM By: GABRIEL GOMEZ

