

**SECTION V
BIDDER CHECKLIST**

This checklist is provided to assist each Bidder in the preparation of their bid response. Included in this checklist are important requirements, which is the responsibility of each Bidder to submit with their response in order to make their response fully compliant. This checklist is only a guideline it is the responsibility of each Bidder to read and comply with the Invitation to Bid in its entirety.

- 1. Carefully read and become familiar with the Instructions to Bidders, General Provisions, Technical Specifications and Conditions, and Insurance Requirements.
- 2. Fill out and sign Bid Form and acknowledge addenda.
- 3. Fill out and sign the Standard Indemnification Agreement
- 4. Fill out the Reference Form
- 5. Fill out and sign the Statement of Organization and have it properly notarized.
- 6. Provide State of Florida Registration (<http://www.sunblz.org/search.html>)
- 7. Fill out and sign Public Entity Crime Information
- 8. Fill out and sign the Non-Collusive Affidavit and have it properly notarized.
- 9. Fill out and sign the Conflict of Interest Form
- 10. Fill out and sign No Lobbying Affidavit
- 11. Fill out and sign Scrutinized Companies Form
- 12. Fill out and Sign the Vendor Drug Free Workplace Form.
- 13. Fill out and sign the "Local Business Affidavit" or "North Port Local Business Affidavit"
- 14. Provide USB drive (pdf of submittal, and Attachment A – Bid form in Excel Format) CDs will not be accepted.
- 15. **SUBMIT ONE (1) UNBOUND ORIGINAL AND ONE (1) COPY OF SUBMITTAL**
- 16. **CREDIT CARDS** Does your company accept Credit Card Payments? (Credit card payments will be processed upon the City's inspection and acceptance of goods/services and receipt of invoice for payment. The City will not pay fees for credit card transactions). YES NO
- 17. Clearly mark the sealed bid with the **BID NUMBER AND BID NAME** on the outside of the package:
- 18. Fill out and sign the E-Verify
- 18. Fill out and sign the Equipment and Subcontractor/Supplier List

City of North Port
Finance Department/Purchasing Division
Geoff Thomas, Contract Administrator I
4970 City Hall, Suite 337
North Port, Florida 34286

Company Name: Greentops Landscape Maintenance + Tree Services RFB NO. 2022-05 Tree and Brush Abatement Services

Signed (Person authorized to bind the company): C. Grant

Name (printed): Candice Grant Title: office manager

Date: 10/19/2021

THIS PAGE MUST BE COMPLETED AND RETURNED IF SUBMITTING A BID



City of North Port
FINANCE DEPARTMENT/PURCHASING DIVISION
4970 CITY HALL BLVD, STE 337
NORTH PORT, FLORIDA 34287
Office: 941.429.7170
Fax: 941.429.7173
Email: purchasing@cityofnorthport.com



October 5, 2021
ADDENDUM 1

TO: PROSPECTIVE BIDDERS

RE: RFB NO. 2022-05 Tree and Brush Abatement Services

DUE DATE November 4, 2021 at 2:00 P.M.

City Hall, Room 244 (Bids need to be delivered to Room 337 so they can be date and time stamped on or before 2:00 PM. Bid opening will commence in Room 244 shortly thereafter)

Bidders are hereby notified that this addendum shall be made part of the above-named bid and contract documents. The following changes to the above bid are issued to modify, and/or clarify the bid and contract documents (the deletions are as strikethroughs and additions as underlined). These items shall have the same force and effect as the original documents, and bids to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

Question 1: When is the submission due date for RFB 2022-05 Tree and Brush Abatement Services?

Answer 1: The following date has been deleted from the solicitation: ~~**BID OPENING: February 4, 2021 AT 2:00 PM.**~~ All bid submittals for RFB 2022-05 Tree and Brush Abatement Services are due on **November 4, 2021 at 2:00 p.m.**

Firms are required to acknowledge receipt of this addendum on their proposal forms. All other terms and conditions of the original proposal and contract documents remain the same.

Geoff Thomas
Contract Administrator I
Finance Department/Purchasing Division
4970 City Hall Blvd.
North Port, Florida 34286
Tel: 941.429.7102
Fax: 941.429.7173
E-mail: gthomas@cityofnorthport.com

Receipt of Addendum No. 1 shall be noted within the Bid Form in the appropriate section.
End of Addendum No.1

BID FORM

Name of Bidder: Greentopps Landscape Maintenance + Tree Services
 Business Address: 4493 Wilman Ave.
North Port, FL. 34286
 Telephone Number: 941-468-1655 Fax Number: none
 E-mail Address: Greentopps2@gmail.com
 Contractor License #: N/A
 FEID #: 45-2449557

To the City Commission of the City of North Port pursuant to and in compliance with your notice inviting sealed bids (Invitation to Bid), Instructions to Bidders, and the other documents relating thereto, the undersigned bidder, having familiarized himself/herself with the terms of the Contract documents, local conditions affecting the performance of the Contract, and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform within the time stipulated in the Contract, including all of its component parts and everything required to be performed, and to provide and furnish any and all of the labor, material, tools, expendable equipment, and all utility and transportation services and design of certain items necessary to perform the Contract and complete in a workmanlike manner, all of the work required in connection with the construction of said work all in strict conformity with the plans and specifications and other Contract documents for the prices hereinafter set forth.

The undersigned, as bidder, does hereby declare that he has read the Request for Bids, Instructions to Bidders, General Provisions, Special Provisions, Technical Specifications & Conditions, Insurance Requirements, Bid Form, Permit Fees, Plan Revisions, Plans, and any other reports or documentation for: **TREE AND BRUSH ABATEMENT SERVICES ANNUAL CONTRACT** and further agrees to furnish all items listed on the attached Bid Form in accordance with the unit price line items as indicated on the bid schedule form submitted. The above specified documents are herein incorporated into the Bid Form.

The undersigned as bidder, declares that the only persons or parties interested in this submittal as principals are those named herein; that this submittal is made without collusion with any person, firm, or corporation; and he/she proposes and agrees, if the proposal is accepted, that he/she will execute a Contract with the City in the form set forth in the Contract documents and that he/she will accept in full payment thereof the following prices, to wit:

| | |
|---|-------------------|
| TOTAL BID PRICE: | |
| <u>One hundred eighty thousand and eight hundred twenty</u> | <u>\$ 180,820</u> |
| (TYPE/PRINT) | (NUMERIC) |

Through the signing of this Bid Form, Bidder attests his/her bid is guaranteed for a period of not less than **NINETY (90) DAYS** from the date of the official bid opening.

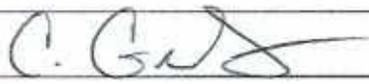
Date: 10/18/21
 Signed (Person authorized to bind the company): C. Grant
 Name (printed): Candice Grant Title: Office Manager
(THIS PAGE MUST BE COMPLETED AND SUBMITTED)

ADDENDA

The undersigned acknowledges receipt of the following addenda, and the cost, if any, of such revisions has been included in the bid price.

| | | | | | | | | | |
|--------------|---|--|--|-------|---------|--------------|--|-------|--|
| Addendum No. | 1 | | | Dated | 10/5/21 | Addendum No. | | Dated | |
| Addendum No. | 2 | | | Dated | 10/6/21 | Addendum No. | | Dated | |
| Addendum No. | | | | Dated | | Addendum No. | | Dated | |
| Addendum No. | | | | Dated | | Addendum No. | | Dated | |

Date: 10/18/21

Signed (Person authorized to bind the company): 

Name (printed): Candice Grant Title: office manager

(THIS PAGE MUST BE COMPLETED AND SUBMITTED)

STANDARD INDEMNIFICATION AGREEMENT (NON-CONSTRUCTION/NON DESIGN PROFESSIONAL)

The CONTRACTOR shall be fully liable for the actions of its directors, officers, members, partners, or subcontractors, and the employees and agents of each of them, and shall fully indemnify, defend and hold harmless the CITY, its commissioners, employees, agents and assigns from all demands, claims, suits, actions, judgments, damages, fines, fees, taxes, assessments, penalties, losses, expenses, costs of every type and description, and reasonable attorneys' fees (at both trial and appellate levels), of any nature or kind whatsoever caused by, or arising out of or related to the performance or breach of this Contract by the CONTRACTOR, its officers, directors, members, partners, or subcontractors, and employees or agents of any of them; provided, however, that the CONTRACTOR shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the CITY.

To the extent applicable, the CONTRACTOR shall fully indemnify, defend and hold harmless the CITY, and its commissioners, agents, employees and assigns from any demands, claims, suits, actions, judgments, damages, fines, fees, taxes, assessments, penalties, losses, expenses, costs of every type and description, and reasonable attorneys' fees (at both trial and appellate level), arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right; provided, however, that the foregoing obligation shall not apply to the misuse or modification of CONTRACTOR's products by the CITY or any of its commissioners, agents, employees, and assigns, or to the operation or use of CONTRACTOR's products by the CITY or any of its commissioners, agents, employees, and assigns in a manner not contemplated by the Contract.

In the event of a claim, the CITY shall promptly notify the CONTRACTOR in writing by prepaid certified mail (return receipt requested), or by delivery through any nationally recognized courier service (such as Federal Express or UPS) which provides evidence of delivery to the address provided below or may be sent via fax to the number provided below.

The CITY shall provide all available information and assistance that the CONTRACTOR may reasonably require regarding any claim. This agreement for indemnification shall survive termination or completion of this Contract. The insurance coverage and limits required in this Contract may or may not be adequate to protect the CITY and such insurance coverage shall not be deemed a limitation on the CONTRACTOR's liability under the indemnity provided in this section. In any proceedings between the parties arising out of or related to this Indemnity provision, the prevailing party shall be reimbursed all costs, expenses and reasonable attorney fees through all proceedings (at both trial and appellate levels).

Name of Bidding Firm: Greentopps Landscape Maintenance + Tree Services

Mailing Address: 4493 Ulman Ave. North Port, FL 34286

Location Address: 4493 Ulman Ave.

City & State: North Port, FL Zip: 34286

Telephone: (941) 468-1655 Fax Number: none

E-mail: Greentopps2@gmail.com

Signature of person authorized to bind the Company: C. Grant

Print name and title of person above: Candice Grant

Date: 10/18/21

THIS PAGE MUST BE COMPLETED AND RETURNED IF SUBMITTING A BID.

REFERENCES/CLIENT LISTING: The City will only consider bids from bidders with a minimum of three (3) years' experience in commercial tree trimming, invasive plant underbrush and foliage removal, and hazardous tree removal services. Additionally, Bidders shall submit a commercial client listing, with at least five (5) accounts, detailing the longevity of the accounts and disclosing the contact name, email address and phone number for each account, work scope and area included in "Scope of Work". The City reserves the right to make contact with any or all of the clients to acquire a reference; however, the Bidder is encouraged to submit written recommendations from his client(s).

1. Company/Entity Name: Bollettieri Resort Villas/Academy Park Villas
Address: 3604 54th Dr. W K101
City: Bradenton State FL. Zip Code 34210
Name of Contact Person: Linda Vogt Title: LCAM
Telephone# (941) 704-2606 Fax: none E-Mail: bollettierimanager@gmail.com
Contract Period: 2016 to present
Type of Product Supplied: tree trimming/removal, landscape install
Governmental or Private: private Dollar Value of Contract \$ 43,000 +
2. Company/Entity Name: Southbay Yacht + Racquet Club
Address: 1400 Southbay Drive
City: Osprey State FL. Zip Code 34229
Name of Contact Person: Toni Michel Title: CMCA, AMS
Telephone# 941-966-4237 Fax: 941-966-1158 E-Mail: sbyrc1400@gmail.com
Contract Period: October 2019 - to present
Type of Product Supplied: Palm-trimming, removal/install plants, stump grinding, tree removal
Governmental or Private: Private Dollar Value of Contract \$ 10,510 +
3. Company/Entity Name: Casarina Condominium Association, Inc.
Address: 5880 Midnight Pass Rd.
City: Sarasota State FL. Zip Code 34242
Name of Contact Person: Dan Arens Title: LCAM, CMCA, AMS
Telephone# 941-346-0365 Fax: 941-349-7842 E-Mail: dan.arens.casarina@gmail.com
Contract Period: April 2019- to present
Type of Product Supplied: large scale tree removal and stump grinding
Governmental or Private: Private Dollar Value of Contract \$ 20,000 +

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STATEMENT OF ORGANIZATION

Name of Business: Greentopps Landscape Maintenance + Tree Services

DBA (if any): _____

Type of Entity (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc): LLC

Business Address: 4493 Ulman Ave
North Port, FL 34286

Mailing Address (if applicable): 4493 Ulman Ave
North Port, FL 34286

Phone: 941-468-1655 Fax: _____

E-Mail: Greentopps2@gmail.com

Name/Title of person authorized to bind: Candice Grant

Signature: [Handwritten Signature]

Are you registered with the State of Florida Department of State? Yes or No

If yes, what is your document number? L11000058454

RESPONDENT SHALL SUBMIT PROOF THAT IT IS AUTHORIZED TO DO BUSINESS IN THE STATE OF FLORIDA UNLESS REGISTRATION IS NOT REQUIRED BY LAW. BIDDER SHALL SUBMIT REGISTRATION CERTIFICATE FROM THE FLORIDA DEPARTMENT OF STATE, DIVISION OF CORPORATIONS, ESTABLISHING YOUR COMPANY AS ELIGIBLE TO CONDUCT BUSINESS IN THE STATE OF FLORIDA. PLEASE REFER TO WEBSITE WWW.SUNBIZ.ORG.

NOTE: BIDDER MUST SUBMIT PROOF THAT THEIR FIRM NAME IS REGISTERED WITH THEIR STATE OF ORIGIN IF NOT A FLORIDA COMPANY.

STATE OF Florida
COUNTY OF Sarasota

Sworn to and subscribed before me this 19th day of October, 2021, by CANDICE GRANT who is personally known to me or has produced his driver's license as identification.

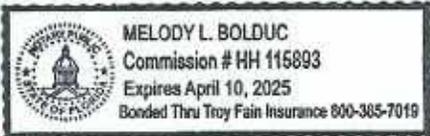
[Handwritten Signature]

Notary Public - State of Florida

Print Name: Melody Bolduc

Commission No: HH 115893

THIS PAGE MUST BE COMPLETED AND RETURNED IF SUBMITTING A BID.





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
GREENTOPPS LANDSCAPE, MAINTENANCE, & TREE SERVICES, LLC

Filing Information

| | |
|-----------------------------|--------------------------|
| Document Number | L11000058454 |
| FEI/EIN Number | 45-2449557 |
| Date Filed | 05/18/2011 |
| Effective Date | 05/15/2011 |
| State | FL |
| Status | ACTIVE |
| Last Event | LC STMNT OF AUTHORITY 21 |
| Event Date Filed | 09/28/2015 |
| Event Effective Date | NONE |

Principal Address

4493 Ulman Avenue
NORTH PORT,, FL 34286

Changed: 03/22/2015

Mailing Address

4493 Ulman Avenue
NORTH PORT,, FL 34286

Changed: 03/22/2015

Registered Agent Name & Address

GRANT, STEVEN E
4493 Ulman Avenue
NORTH PORT,, FL 34286

Address Changed: 03/22/2015

Authorized Person(s) Detail

Name & Address

Title MGR

GRANT, STEVEN E
4493 Ulman Avenue
NORTH PORT,, FL 34286

Title MGR

GRANT, CANDICE
 4493 Ulman Avenue
 NORTH PORT,, FL 34286

Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2019 | 02/12/2019 |
| 2020 | 01/15/2020 |
| 2021 | 02/17/2021 |

Document Images

| | |
|--|--|
| 02/17/2021 - ANNUAL REPORT | View image in PDF format |
| 01/15/2020 - ANNUAL REPORT | View image in PDF format |
| 02/12/2019 - ANNUAL REPORT | View image in PDF format |
| 01/15/2018 - ANNUAL REPORT | View image in PDF format |
| 01/09/2017 - ANNUAL REPORT | View image in PDF format |
| 01/25/2016 - ANNUAL REPORT | View image in PDF format |
| 09/28/2015 - CORLCAUTH | View image in PDF format |
| 09/22/2015 - ANNUAL REPORT | View image in PDF format |
| 02/09/2014 - ANNUAL REPORT | View image in PDF format |
| 03/23/2013 - ANNUAL REPORT | View image in PDF format |
| 03/22/2012 - ANNUAL REPORT | View image in PDF format |
| 08/08/2011 - LC Amendment | View image in PDF format |
| 05/18/2011 - Florida Limited Liability | View image in PDF format |

PUBLIC ENTITY CRIME INFORMATION

As provided 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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, Candice Grant, being an authorized representative of the Respondent, Greentopps Landscape Maintenance, located at 4493 Ulman Ave.

City: North Port State: FL Zip Code: 34286, have read and understand the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S. §287.133.

Signature: [Signature] Date: 10/19/21

Telephone #: 941-468-1655 Fax #: _____

Federal ID #: 45-2449557

State of Florida
County of Sarasota

Sworn to and subscribed before me this 19th day of October, 2021, by Candice Grant who is personally known to me or has produced his driver's license as identification.

NOTARY SEAL:



[Signature]
Notary Public - State of Florida
Print Name: Melody Bolduc
Commission No: HH 115893

THIS PAGE MUST BE COMPLETED AND RETURNED IF SUBMITTING A BID.

NON-COLLUSIVE AFFIDAVIT

State of Florida
County of Sarasota

SS. }
}

Before me, the undersigned authority, personally appeared:

Candice Grant who, being first duly sworn, deposes and says that:

1. He/She is the Representative (Owner, Partner, Officer, Representative or Agent) of Greentops Landscape Maintenance the Respondent that has submitted the attached reply;
2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any Respondent, firm, or person to fix the price or prices in the attached reply or of any other Respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

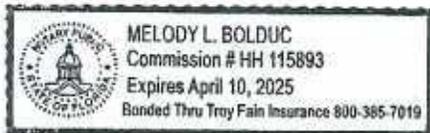
Signed, sealed and delivered this 19th day of October, 2021.

By: [Signature]
Candice Grant
(Printed Name)
office manager
(Title)

State of Florida
County of SARASOTA

Sworn to and subscribed before me this 19th day of October, 2021 by CANDICE GRANT who is personally known to me or has produced his driver's license as identification.

NOTARY SEAL:



[Signature]
Notary Public - State of Florida
Print Name: Melody Bolduc
Commission No: HH 15893

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CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

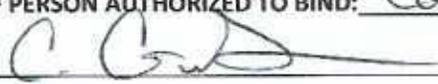
- I am an employee, public officer or advisory board member of the City
_____ (List Position Or Board)
- I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____
- An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____
- Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____
- None of The Above

PART II:

Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under §112.313(12)
- I will NOT request an advisory board member waiver under §112.313(12)
- N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any bidders whose conflicts are not waived or exempt.

COMPANY: Greentopps Landscape Maintenance + Tree Services
NAME/TITLE OF PERSON AUTHORIZED TO BIND: Cardice Grant
SIGNATURE: 
DATE: 10/18/21

THIS PAGE MUST BE COMPLETED AND RETURNED IF SUBMITTING A BID.

LOBBYING CERTIFICATION

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that":

STATE OF Florida

COUNTY OF Sarasota

This 19th day of October, 2021, by Candice Grant being first duly sworn, deposes and says that he or she is the authorized representative of Greentopps Landscape Maintenance (Name of the contractor, firm or individual), and that the vendor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the city in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.

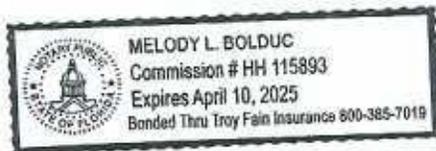
Signed, sealed and delivered this 19th day of October, 2021.

By: C. Grant
Candice Grant
(Printed Name)

State of Florida
County of SARASOTA

Sworn to and subscribed before me this 19th day of October, 2021, by Candice Grant who is personally known to me or has produced his driver's license as identification.

NOTARY SEAL:



Notary Public - State of Florida My Bolduc
Print Name: Melody Bolduc
Commission No: HH 115893

THIS PAGE MUST BE COMPLETED AND RETURNED IF SUBMITTING A BID.

SCRUTINIZED COMPANY CERTIFICATION FORM

Company Name: Greentopps Landscape Maintenance & Tree Services
Authorized Representative Name and Title: Candice Grant, office manager
Address: 4493 Ulman Ave. City: North Port State: FL ZIP: 34286
Phone Number: 941-468-1655 Email Address: Greentopps2@gmail.com

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

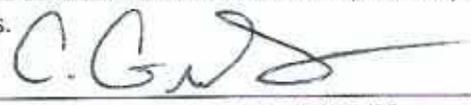
A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

CHOOSE ONE OF THE FOLLOWING

This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.

Certified By: 
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: Candice Grant, office manager

Date Certified: 10/18/21

Solicitation/Contract/PO Number (Completed by Purchasing):

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH BID

DRUG FREE WORKPLACE FORM

The undersigned Consultant in accordance with Florida Statute 287.087 hereby certifies that Greentopp Landscape Maintenance & Tree does:
(Company Name)

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, and 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 bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or 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 abuse 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 this section.

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.



Offeror's Signature
Cardice Grant

Offeror's Name
10/18/21

Date

THIS PAGE MAY BE COMPLETED AND RETURNED IF SUBMITTING A BID.

AFFIDAVIT

Claiming Status as a North Port Local Business

****CONTRACTOR MUST MEET ALL 4 REQUIREMENTS BELOW TO CLAIM NORTH PORT BUSINESS STATUS****

State of Florida }
County of Sarasota } SS.

Before me, the undersigned authority, personally appeared:
Candice Grant who, being first duly sworn, deposes and says that:

1. I am the Representative (Owner, Partner, Officer, Representative or Agent) of Greentops Landscape Maintenance, the Bidder that has submitted the attached bid;
AND

2. I am fully informed respecting the operation and employees of the Bidder;
AND

3. I affirm that the Bidder has maintained its primary physical business address within the limits of the City of North Port for a period of six (6) months or more before submitting this bid, from which the Bidder operates or performs business. The qualifying local address is 4493 Ulman Ave.
North Port, FL 34286
AND

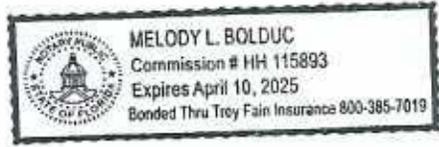
4. I affirm that at least fifty percent (50%) of the Bidder's employees are residents of the City of North Port. If requested by the City, the bidder will be required to provide documentation substantiating the information given in this affidavit. City of North Port reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the bidder's submission being deemed non-responsive.

Any bidder that misrepresents its status as a local business or North Port local business shall be barred from receiving any City contracts for a period of three (3) years.

State of Florida
County of Sarasota

Sworn to and subscribed before me this 19th day of October, 2021, by Candice Grant who is personally known to me or has produced his driver's license as identification.

NOTARY SEAL:



Melody Bolduc
Notary Public - State of Florida
Print Name: Melody Bolduc
Commission No: HH115893

This page to be returned ONLY if Contractor is claiming a North Port Local Business Status.

VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM

STATE OF Florida
COUNTY OF Sarasota

The undersigned Vendor/Consultant/Contractor (Vendor), after being duly sworn, states the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
 - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
 - b. All persons, including sub-contractors, sub-vendors or sub-consultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. "Employment Eligibility", as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City's termination of the contract and other penalties as provided by law.

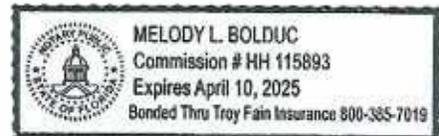
VENDOR: Greentopps landscape (Vendor's Company Name)
C. Grant (Vendor signature)
Candice Grant (Vendor's name printed)
office manager (Title)

Sworn to and subscribed before me by means of physical presence or online notarization, this 19th day of October, 2021, by Candice Grant, as _____

My Bolduc

Notary Public

Personally Known _____ OR Produced Identification
Type of Identification Produced FL Drivers License



EQUIPMENT AND SUBCONTRACTOR/SUPPLIER LIST

Equipment is located at: 3403 Kennedy Dr. Venice, FL. 34292

The following is a listing of your equipment, inclusive of manufacturer, year and condition. List the condition of equipment/vehicles utilized for this project in accordance with the following scale:

1-Excellent; 2-Good; 3-Fair; 4-Poor. (Attach additional sheets, if required.)

| Description | Manufacturer | Year | Condition | Leased/Owned (If leased, date of expiration) |
|------------------|--------------|------|------------------------|---|
| Skid steer | Bobcat-770 | 2020 | Excellent ^① | owned |
| MT-100 Mini Skid | Bobcat-MT100 | 2020 | Excellent ^① | owned |
| Bucket Truck | F750 Altec | 2017 | Excellent ^① | owned |
| Bucket Truck | F550-Altec | 2011 | Excellent ^① | owned |

SOURCE OF SUPPLY AND SUBCONTRACTOR FORM

The following sources of supply and subcontractors shall be used for the RFB NO. 2021-21 TREE BRUSH AND ABATEMENT SERVICES. If bidder does not have a source of supply or subcontractor, insert "to be determined". When a source or subcontractor is determined, selection will be subject to City approval. (If not applicable, state N/A).

SUBCONTRACTOR(S)

(PLEASE INCLUDE ADDRESS/TELEPHONE NUMBER & E-MAIL)

1. N/A
2. ↓
3. ↓

SUPPLIER(S)

1. N/A
2. ↓
3. ↓

Date: 10/19/21

Signed (Person authorized to bind the company): C. Grant

Name (printed): Candice Grant Title: office manager

(THIS PAGE MUST BE COMPLETED AND SUBMITTED)

Equipment and subcontractor/supplier list continued

Ariel Track Lift Palazani XT60 2021 Excellent condition- owned

Chipper Vermeer 2017 Excellent condition- owned

Revised RFB 2022-05 Tree and Brush Abatement Services
 BID FORM - TABULATION- COST SCHEDULE

Bidders are required to complete all fields shaded in green. All other fields will be automatically calculated.

NAME OF BUSINESS: Greentopps Landscape maintenance & Tree Services

CONTACT PERSON: Candice/Steve Grant

EMAIL ADDRESS: greentopps2@gmail.com

AUTHORIZED SIGNATURE: C. Grant

| ITEM # | Category | DESCRIPTION | EST QTY | UNIT | TOTAL UNIT COST | EXTENDED COST |
|----------------------|---------------|------------------------------------|---------|------|-----------------|---------------|
| MISCELLANEOUS | | | | | | |
| 1 | Tree Trimming | 4" to 12" Diameter Breast Height | 1000 | EA | \$ 50.00 | \$ 50,000.00 |
| 2 | Tree Trimming | >12" to 24" Diameter Breast Height | 500 | EA | \$ 60.00 | \$ 30,000.00 |
| 3 | Tree Trimming | >24" to 36" Diameter Breast Height | 250 | EA | \$ 102.00 | \$ 25,500.00 |
| 4 | Tree Trimming | >36" Diameter Breast Height | 50 | EA | \$ 160.00 | \$ 8,000.00 |
| 5 | Tree Removal | 4" to 12" Diameter Breast Height | 50 | EA | \$ 85.00 | \$ 4,250.00 |
| 6 | Tree Removal | >12" to 24" Diameter Breast Height | 25 | EA | \$ 350.00 | \$ 8,750.00 |
| 7 | Tree Removal | >24" to 36" Diameter Breast Height | 20 | EA | \$ 720.00 | \$ 14,400.00 |
| 8 | Tree Removal | >36" Diameter Breast Height | 10 | EA | \$ 860.00 | \$ 8,600.00 |
| 9 | MISC | Invasive Impinging Follage | 75,000 | SF | \$ 0.40 | \$ 30,000.00 |
| 10 | MISC | Additional Services | 15 | HR | \$ 33.00 | \$ 495.00 |
| 11 | MISC | Additional Equipment Need | 25 | HR | \$ 33.00 | \$ 825.00 |
| TOTAL BID | | | | | | \$ 180,820.00 |

BID SCHEDULE - SUMMARY OF PAY ITEMS

It is understood that the estimated summary of pay item quantities are approximate only and are solely for the purpose of facilitating the comparison of bids, and that the Contractor's compensation shall be computed upon the basis of the actual quantities in the completed work, whether they be more or less than those shown.

Preparation of Bid Schedules: Contractor **MUST** use the City provided the provided bid schedule, if provided with the solicitation. **DO NOT RECREATE THIS FORM.** All blank spaces in the Bid Form must be filled in legibly. *Bidder should not reference the words "No Charge, N/A, included, dash, etc." in any of the blocks. Bidder must identify a monetary amount for each UNIT COST and EXTENDED COST (unless the unit price is "x" out by the City). UNIT COST prevails over EXTENDED COST. Failure to identify a monetary amount in any of the UNIT COST line items shall cause bidder to be deemed non-responsive and bid response be rejected.* In case of discrepancy between unit price and extended price, the unit price will govern. Apparent errors in extension will be corrected.

| SCHEDULE OF PRICES | | | | | |
|--------------------|------------------------------------|------|-----------|------------|-------------------|
| CATEGORY | DESCRIPTION | UNIT | EST. QTY. | UNIT PRICE | EXTENDED PRICE |
| TREE TRIMMING | 4" to 12" Diameter Breast Height | EA | 1,000 | \$ 50 | \$ 50,000 |
| | >12" to 24" Diameter Breast Height | EA | 500 | \$ 60 | \$ 30,000 |
| | >24" to 36" Diameter Breast Height | EA | 250 | \$ 102 | \$ 25,500 |
| | >36" Diameter Breast Height | EA | 50 | \$ 160 | \$ 8,000 |
| TREE REMOVAL | 4" to 12" Diameter Breast Height | EA | 50 | \$ 85 | \$ 4,250 |
| | >12" to 24" Diameter Breast Height | EA | 25 | \$ 350 | \$ 8,750 |
| | >24" to 36" Diameter Breast Height | EA | 20 | \$ 720 | \$ 14,400 |
| | >36" Diameter Breast Height | EA | 10 | \$ 860 | \$ 8,600 |
| MISC | INVASIVE IMPINGING FOLIAGE | SF | 75,000 | \$.40 | \$ 30,000 |
| MISC | ADDITIONAL SERVICES | HR | 15 | \$ 33 | \$ 495 |
| MISC | ADDITIONAL EQUIPMENT NEEDS | HR | 25 | \$ 33 | \$ 825 |
| TOTAL | | | | | \$ 180,820 |

It is understood that the foregoing quantities are approximate only and are solely for facilitating the comparison of bids, and that the Contractor's compensation will be computed upon the basis of the actual quantities in the completed work, whether they are more or less than those shown.

This page must be completed and submitted