

# GENERAL SOLICITATION

Y23-181

## LANDSCAPE MAINTENANCE - BITHLO AREA SECTION III

Orange County, Florida

400 E South Street

Orlando, FL 32801

RELEASE DATE: February 24, 2023

DEADLINE FOR QUESTIONS: March 7, 2023

RESPONSE DEADLINE: March 28, 2023, 4:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/orangecountyfl>

Orange County, Florida  
GENERAL SOLICITATION

Landscape Maintenance - Bithlo Area Section III

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Attachments:

A - Y23-181-AV FINAL

## 1. INTRODUCTION



### 1.1. Summary

NOTICE IS HEREBY GIVEN that Orange County, Florida, henceforth referred to as the County is accepting sealed responses for Landscape Maintenance - Bithlo Area Section III (Y23-181)

Sealed offers for furnishing the above will be accepted up to 4:00 pm EST on Tuesday, March 28, 2023.

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**NOTE: Respondents are required to submit responses electronically via the OpenGov e-Procurement Platform. Respondents shall not be permitted to hand-deliver, mail, telephone, fax or email offers.**

Responses received after the submission deadline and/or transmitted outside of the designated OpenGov e-Procurement Platform shall be rejected.

### 1.2. Background

Orange County exercises the rights and privileges conveyed to it by the State of Florida, and the Orange County Charter. It presently operates with an elected chief executive officer, Orange County Mayor, and six elected district commissioners, who together comprise the Board of County Commissioners.

Procurement is an essential function of the County, affecting all operational departments, ongoing projects and future initiatives. The Procurement Division is divided into three (3) Sections, the "Buying Section", the "Purchasing Section" and the "Contracts Section".

The Orange County Procurement Division operates under the leadership of **Carrie Mathes, MPA, NIGP-CPP, CFCM, CPPO, CPPB** as Procurement Division Manager and Chief Procurement Official in accordance with the Orange County Ordinance.

### 1.3. Contact Information

Orange County Procurement Point of Contact

**Ana Villalona**

Contracting Agent

Email: [ana.villalona@ocfl.net](mailto:ana.villalona@ocfl.net)

Phone: [\(407\) 836-5640](tel:(407)836-5640)

**Department:**

Administrative Svcs., Procurement Division

#### 1.4. Timeline

<b>Release Project Date</b>	February 24, 2023
<b>Question Submission Deadline</b>	March 7, 2023, 5:00pm
<b>Submission Deadline</b>	March 28, 2023, 4:00pm

## 2. SUBMITTAL INSTRUCTIONS

### 2.1. Important Instructions for Electronic Submittal

The County is ONLY accepting electronic submissions using the OpenGov Platform. Respondents shall create a FREE account with OpenGov by signing up at <https://secure.procurenow.com/signup>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit.

**Note: Firms shall not be permitted to hand-deliver, mail, telephone, fax or email offers.**

**Responses received after the submission deadline and/or transmitted outside of the designated OpenGov e-Procurement Platform shall be rejected.**

**It is the respondent's responsibility to ensure they commence their upload efforts timely to meet the submission deadline. The County shall not be responsible for delays caused by any occurrence, including the respondent's network delays, bandwidth issues, internet outages, or technical difficulties.**

### 2.2. Timely Questions Regarding this Solicitation - EMAIL REQUIRED

**TAKE NOTE:**

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**The question and answer module of OpenGov IS NOT being utilized for this solicitation.**

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Timely questions concerning this solicitation **shall be submitted via email to** [ana.villalona@ocfl.net](mailto:ana.villalona@ocfl.net) in accordance with the deadline for questions: Tuesday, March 7, 2023 at 5:00 pm EST.

Respondents are instructed not to contact the initiating division directly.

Consideration for modification or alteration of the documents contained in this solicitation shall be requested during the specified question period, before the applicable deadline. No oral interpretation of the meaning of the plans, specifications, or other Contract documents shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Manager, Procurement Division.

**Timely questions and answers will be addressed in an addenda to this solicitation. Beyond questions and answers, any and all modifications, clarifications, interpretations and supplemental instructions will also be in the form of a written addendum which, if issued, will be available for download. All addenda so issued shall become part of the Contract Documents and receipt shall be acknowledged as specified herein.**

This provision exists solely for the convenience and administrative efficiency of Orange County. No respondent or other third party gains any rights by virtue of this provision or the application thereof, nor shall any respondent or third party have any standing to sue or cause of action arising there from.

### 2.3. [OpenGov Technical Support](#)

For Technical Support, respondent's can reach the OpenGov Service Desk:

Chat (preferred): Click the button in the lower right hand corner of the portal

Email: [support@procurenw.com](mailto:support@procurenw.com)

Phone: 1 (855) 680-4747

Hours: Mon-Fri 8am - 8pm EST

### 3. RESPONSE (SUBMITTAL)

Respondent acknowledges that they are solely responsible for reviewing their submission to ensure all files and attached documents uploaded are uncorrupted. Failure to perform quality assurance on your submission may result in your offer being deemed non-responsive if key data is omitted or inaccessible.

All offers shall be submitted on the County's standard response forms as provided herein. Modification of the forms herein or submission on the respondent's quotation forms shall not be accepted and shall be deemed non-responsive.

#### 3.1. Upload your Complete Response \*

For upload items, electronic files must be in a common format accessible by software programs the County uses. Those common formats are generally described as Microsoft Word (.doc or .docx), Microsoft Excel (.xls or .xlsx), Microsoft Power Point (.ppt or pptx), or Adobe Portable Document Format (.pdf.). Respondents will not secure, password protect or lock uploaded files; the County must be able to open and view the contents of the file. Respondents will not disable or restrict the ability of the County to print the contents of an uploaded file. Scanned documents or images must be of sufficient quality, no less than 150 dpi, to allow for reading or interpreting the words, drawings, images or sketches.

\*Response required